

Guilford County Schools
Request for Statement of Qualifications (RFQ) for
Energy Conservation and Management Services

RFQ# 6728
2/10/25

REQUEST FOR STATEMENT OF QUALIFICATIONS

Guilford County Schools (GCS) invites consultants to provide qualifications for delivering comprehensive **Energy Conservation and Management Services**. Successful vendors will utilize energy specialists, engineers and/or other energy experts for on-site and remote services including data analysis, organizational behavior change and staff training to optimize current utility use, change the energy culture, and substantially reduce energy consumption without capital investments. Initial agreement will be for one (1) year with an option to extend for two (2) additional years, subject to standard GCS termination conditions.

Background

GCS is the third-largest district in North Carolina, serving nearly 67,000 students across 117 schools in urban, suburban and rural areas. Within GCS, there are 342 school and administration buildings totaling approximately 12 million square feet and 3 thousand acres. Utilities include electricity, gas, and water. Facility construction dates range from early 1900s through present day.

Program Scope

The scope of provided services includes, but not be limited to:

- Provide on-site staff dedicated to serve as Energy Manager (or comparable title)
- Utility data collection, maintenance, analysis and reporting
- Provide operational and capital improvement recommendations based on utility analysis to include the development of equipment replacement prioritization, facility setpoints and operations schedules, etc.
- Provide education to district staff on utility management and reductions strategies, reduce the consumption of energy and consumable materials whenever possible, including limiting bus idling; including participation in sustainability curriculum development for students at all school levels
- Integrate the concept of resource conservation, including waste reduction and recycling, into the curriculum.
- Track utility interventions to calculate, document and report data.
- Create an energy-behavior standards document and district sustainability plan, which includes estimating fiscal and human resources necessary to effectively execute an energy management program.
- Review new construction projects to standards set for Leadership in Energy and Environmental Design (LEED) certification at a minimum, and where possible, help plan renovations and upgrade projects to meet the LEED-certified criteria.
- Include sustainability measures and targets in planning for all construction projects which may include sustainable site development, water savings, energy efficiency, material selection, waste reduction, indoor environmental quality, innovative strategies, and priority regional issues.
- An energy/resource analysis shall be performed by the at appropriate intervals after completion of new buildings and major renovations to compare actual consumption to consumption estimates projected by design consultants. This data shall be used to further improve designs for future projects.

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- Shall monitor energy use and utilities costs for each school system facility and shall report this information to the superintendent annually.
- Shall develop and implement guidelines that deal specifically with use of school facilities during unoccupied times of the year, i.e., summers, holidays, and vacation days.
- Report annually on the district's sustainability efforts and progress.
- Provide administrative support for our Energy WISE program.

The contractor provided staff member will be an employee of the contractor and approved by Guilford County Schools. At its discretion, GCS may modify all program scopes listed above, prior to contract execution.

Responses to this Request for Statement of Qualifications will be received at the time and location designated within and shall include the information requested hereafter. Responses received after this time will not be considered. Successful firms will be selected on an as needed basis during the specified time above. The need for interviews is not anticipated now, but GCS may request one if deemed necessary on a project-by-project basis.

It is the intent of this solicitation process to fully comply with G.S. 143-64.31 for the procurement of Professional Architectural, Engineering, and Surveying Services, "to announce all requirements for said services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, GCS shall terminate negotiations with that firm and initiate negotiations with the next best qualified firm." Selection of a firm shall include the use of good faith efforts by GCS to notify minority firms of the opportunity to submit qualifications for consideration by GCS. GCS reserves the right to waive technicalities and informalities and, at its sole discretion, to reject all responses to the RFQ.

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INSTRUCTIONS FOR SUBMISSION – MINIMUM REQUIREMENTS

Submittals shall contain all elements outlined in this section. Submittals shall be prepared simply and economically and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be the cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response.

Statement of Qualifications

1. Letter of Interest:

This one-page document should be prepared and signed by the representative of the firm authorized to sign contracts. The letter should allow personal expression as to:

- a. Why your firm is best suited to perform surveying services for GCS.
- b. What specific qualities/attributes your firm offers to ensure superior performance
- c. Other information you feel best presents your firm's expertise.

2. Submittal Content:

The submittal should include the following information as a minimum, organized as outlined below:

- a. Firm's legal name.
- b. Firm's address, phone number, email address, website URL.
- c. Contact information for communication in follow up to this submittal.
- d. Brief history of the business including:
 - i. Years of service under present business name
 - ii. Prior business names under which like services were offered (if any)
 - iii. Business location (office from which work will be performed)
 - iv. Firm's HUB / MWBE status/type.
- e. Project Experience: in a table format, provide a summary listing of all similar projects completed within the past 5 years. Include the following for each project:
 - i. Project Name
 - ii. Number of facilities managed.
 - iii. Number of square feet managed.
 - iv. Scope
 - v. Cost of services
 - vi. Length of contract
 - vii. Number of full-time equivalent staff placed on site
 - viii. Summary of notable results
 - ix. Name and contact information of three [3] references.
 - x. HUB / MWBE Participation (see Attachment A)
- f. Staff resumes: identify key personnel within your firm who will likely be assigned to our projects.
- g. Litigation: identify any work that resulted in litigation and briefly summarize outcomes. Include judgments, claims, arbitration, mediation, or lawsuits pending or outstanding within the past five years (your organization as either as plaintiff or defendant).
- h. Disclose any history or condition that would put the firm in a conflict of interest for the design and construction portions of the work.
- i. Project Completions: list any projects your organization has failed to complete any part of its contractual obligation for professional services.
- j. Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the Statement of Qualifications submitted in response to the RFQ and that all information provided is true, correct and complete.

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3. Additional Requirements:

- a. Interested firms should familiarize themselves with GCS Board Policies. These policies can be viewed on the GCS website at www.gcsnc.com.
- b. The selected firm will be required to provide certification documenting compliance with the Lunsford Act / Criminal Background Check and requirements as outlined in the G.S. Chapter 14 for personnel who will be on school sites as part of the performance of their work.
- c. The selected firm is required to comply with all applicable laws when providing services for GCS, including E-Verify and the requirements of the Affordable Care Act.
- d. The selected firm will be required to provide certification documenting compliance with the Iran Divestment Act pursuant to G.S. 147 Article 6E by documenting they are not listed on the Final Divestment List created by the North Carolina State Treasurer.
- e. GCS requires the following minimum insurance for these projects:

Insurance Description	Minimum Required Coverage
Workers' Compensation	Statutory
Public Liability	Combined Limit
Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00
Automobile Liability & Property Damage	Combined Limit
Bodily Injury: Each Person	\$ 1,000,000.00
Bodily Injury: Each Accident	\$ 1,000,000.00
Property Damage: Each Accident	\$ 1,000,000.00
Professional Liability	\$ 1,000,000.00

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Submittal Questions

1. Firms shall submit any questions by 12:00 PM on 2/17/25.
2. Questions will include a reference to the applicable RFQ section and page number.
3. Questions received prior to the submission deadline date, Guilford County School's response, and any additional terms deemed necessary by GCS will be posted in the form of an addendum by 12:00 PM on 2/24/25
4. No information, instruction, or advice provided orally or informally by any GCS personnel, whether made in response to a question or otherwise regarding this RFQ, shall be considered authoritative or binding. Firms shall be entitled to rely only on written material contained in an addendum to this RFQ.
5. Address any questions via email to:
Velicia Gaddy, Director of Purchasing, gaddyv@gcsnc.com

Selection and Award Process

1. RFQ Issuance

- The Request for Qualifications (RFQ) will be publicly advertised on relevant platforms.
- Interested firms must submit their qualifications by the specified deadline.

2. Pre-Qualification Meeting (Optional)

- A pre-submittal conference may be held to clarify expectations, requirements, and evaluation criteria.
- Q&A responses will be documented and shared with all potential applicants.

3. Submission Requirements

- Firms must submit a complete response, including:
- Company profile and relevant experience
- Project team qualifications
- Case studies of similar projects
- Technical approach to energy conservation and management
- Financial stability and references

4. Initial Screening

- Submissions will be reviewed for completeness and compliance with the RFQ requirements.
- Any non-compliant submissions will be disqualified.

5. Evaluation and Scoring

- A selection committee will evaluate each submission based on the Selection Criteria Sheet.
- Each submission will be scored using a weighted evaluation system.

6. Shortlisting

- The top-ranked firms will be shortlisted based on scores.
- Shortlisted firms may be invited for presentations/interviews.

7. Interviews and Presentations (If Applicable)

- Shortlisted firms will present their approach and answer questions from the selection committee.
- Additional clarifications may be requested.

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8. Final Selection

- Final scores will be compiled, incorporating interview performance if applicable.
- The highest-ranked firm will be recommended for contract negotiations.

9. Contract Negotiation and Award

- The selected firm will enter into negotiations regarding terms, conditions, and scope of services.
- Upon agreement, the contract will be awarded and publicly announced.

10. Project Kickoff

- A kickoff meeting will be scheduled to align project expectations and deliverables.

Selection Criteria

Criteria	Weight (%)	Scoring Range (1-10)	Weighted Score
Relevant Experience	25%		
Technical Approach	20%		
Team Qualifications	15%		
Past Performance & References	15%		
MWBE Participation	20%		
Total	100%		

Scoring Guidelines:

- 1-3: Below Expectations
- 4-6: Meets Expectations
- 7-9: Exceeds Expectations
- 10: Outstanding Performance

Final Selection:

- The firm with the highest weighted score will be recommended for award.

Schedule and Deadlines

1. Submittals are to be received no later than **12:00 PM on 3/3/25**.
2. One (1) digital copy of your submittal should be sent to each of the following:

Velicia Moore, Director of Purchasing	gaddyv@gcsnc.com
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3. Alternatively, submissions can be made by mail or dropped off in person to:
Velicia Moore – Director of Purchasing
Guilford County Schools
501 W. Washington St.
Greensboro, NC 27401
4. The following schedule is anticipated to select firms for these projects:

RFQ Issued/Advertised:	02/13/25
RFQ Questions Due:	2/18/25
RFQ Questions Answered:	2/24/25
RFQ Package Received:	3/3/25