

Office of School Facilities
Jaime G. Torrens, Chief Facilities Officer

SUBJECT: APPROVAL OF "PROCEDURES FOR THE SELECTION OF GUARANTEED ENERGY PERFORMANCE CONTRACT (GEPC) SERVICES FIRMS" (RELATED TO SCHOOL BOARD POLICY 6330)

COMMITTEE: FACILITIES AND CONSTRUCTION

LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES

Introduction:

Pursuant to Board Policy 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services, staff has crafted "**Procedures for the Selection of Guaranteed Energy Performance Contract (GEPC) Services Firms**" (Selection Procedures) for Board approval. The Selection Procedures have been developed for the District to issue a Request for Qualifications (RFQ) to seek and select firms that have a proven track record of analyzing utilities usage at existing facilities and implementing cost-effective energy/utilities conservation measures (ECMs) to reduce recurring operating expenses. In addition to electricity, ECMs may include measures to reduce water, gas, propane, fuel oil and waste water expenditures. Investment in ECMs must result in guaranteed cost-avoidance at each school equal to or greater than the overall implementation cost including design, installation and upkeep through the term of the contract.

The GEPC is a self-funded program, where the District's capital investment is recovered through recurring utilities cost-avoidance. This program will serve to augment the General Obligation Bond (GOB) program by addressing energy-related capital improvements at schools which were not otherwise included in GOB projects.

Services:

The Selection Procedures, GEPC Agreement and related documents have been developed in accordance with applicable Florida Statutes (F.S.) related to Energy efficiency contracting and School Board Policies including, but not limited to, 6320.02, 6320.04, 6320.05, 6320.06, 6325, 6330, 6460, and 8700. The selection process for these services complies with F.S. Consultants' Competitive Negotiation Act. The proposers for the GEPC RFQ will be referred to as "Energy Services Companies" (ESCos) and the prime firms must be licensed as an Engineer, Architect and/or Contractor.

The ESCo team must consist of an architect, engineers, M-DCPS pre-qualified contractor and measurement and verification (M&V) professional. The ESCo shall be fully responsible for performing Investment Grade Energy Audits for proposed ECMs, design services, construction, 12 years of maintenance and M&V. The ESCo must also provide an irrevocable Letter of Credit to guarantee that the anticipated savings are achieved.

Staff's intent is to recommend commission of one or more ESCos under the GEPC Agreement and subsequently assign projects to each ESCo. The RFQ will include the following list of candidate school facilities which may be modified, as needed:

1. Andover MS	18. Miami Arts Studio 6-12 at Zelda Glazer
2. Braddock, G. Holmes SHS	19. Miami Carol City SHS
3. Bryan, W. J. ES	20. Miami Coral Park SHS
4. Citrus Grove ES	21. Miami Edison SHS
5. Citrus Grove MS	22. Miami Springs SHS
6. Coral Gables SHS	23. Morgan, Robert Ed Ctr & Tech College
7. Ferguson, John A. SHS	24. Morgan SHS
8. Goleman, Barbara SHS	25. Norland MS
9. Hialeah Gardens ES	26. North Miami Beach SHS
10. Hialeah Gardens MS	27. Parkway Ed Complex
11. Hialeah MS & Earhart, Amelia ES	28. Reagan, Ronald W./Doral SHS
12. Homestead MS	29. Richmond Heights MS
13. Homestead SHS	30. Riverside ES
14. Hopkins, Lindsey Tech College	31. Roberts, Jane S. K-8 Ctr.
15. Krop, Dr. Michael M. SHS	32. Turner, William H. Tech Arts SHS
16. Lentin, Linda K-8 Center	33. Washington, Booker T. SHS
17. Merritt, Ada K-8 Center	34. Varela, Felix SHS

Selection Process:

The selection process includes the following three steps:

First, an initial screening process will evaluate the ESCos based on their office location, years established, experience with GEPC work, the firm's capabilities, qualifications, Small/Micro Business Enterprise (SMBE), Minority/Women Business Enterprise (M/WBE), and/or Veteran Business Enterprise (VBE) certificates of the prime and subs, team diversity and references. These initial screening factors are consistent with protocol used in other M-DCPS professional services (e.g. for selection of architects, engineers and construction managers). Based on these qualifications, the top-ranked ESCos will be short-listed.

Second, the short-listed firms will conduct an Investment Grade Energy Audit (IGEA) on a sample representative school using baseline calculations and life cycle cost analysis. Technical review and rating of representative school IGEAs will be performed by a Technical Review Team. The Technical Team will be composed of M-DCPS technical staff and an external engineer.

Third, a Selection Committee will interview and rate the short-listed firms based on factors in three areas: the IGEA, competencies and diversity. The IGEA will be rated by the Technical Review Team, and the Selection Committee will rate competencies including, knowledge of local conditions, proposed project staff and functions, project understanding and reasoning, construction, commissioning, closeout, maintenance and repair program, M&V program, workload and commitment to team diversity. In addition, the Office of Economic Opportunity will rate each firm's SMBE & M/WBE utilization plan.

The top-ranked firms will be selected, services will be negotiated and firms will be commissioned by the Board, as follows:

- a. **PART 1** - GEPC Master Agreement services and project assignment(s):
The ESCo shall commence the IGEA process upon Board commission. The top-ranked firm will be assigned the representative school as the first GEPC Amendment.

The IGEA for each school shall be in accordance with requirements in the GEPC Agreement, ESCo Special Conditions-1, State Requirements for Educational Facilities (SREF), the Florida Building Code (FBC), National Fire Protection Association, Florida Fire Prevention Code (life safety), barrier-free design guidelines, Florida Statutes, and District Standards and Policies.

- b. **PART 2** - Project-specific GEPC Amendment(s):
Once an IGEA has been evaluated and agreement is reached on each individual school project, A/E Selection will submit a recommendation to the Board outlining key negotiating points such as GEPC services, design, scope of work for construction of agreed upon ECMs, maintenance and M&V for 12 years, project schedule, payment schedule, and whether the prime firm is Small/Micro Business Enterprise (SMBE), Minority/Women Business Enterprise (M/WBE), and/or Veteran Business Enterprise (VBE) and a list of SMBE, M/WBE and/or VBE sub-consultants including required mandatory goals in compliance with School Board Policy 6320.

Selection Committee:

The Selection Committee will be composed of the following voting members:

- One (1) representative from the Superintendent of Schools
- One (1) representative from Treasury Management
- One (1) representative from School Facilities
- One (1) representative from School Operations
- One (1) representative from Energy Management

One (1) representative from Economic Opportunity
 One (1) representative from Maintenance Operations
 One (1) community representative appointed by Superintendent of Schools
 One (1) alternate at-large
 Representatives from the Office of Management and Compliance Audits and Office of Inspector General shall be invited to serve as no-voting resources during the interviews.

Implementation Schedule (for planning purposes):

- Advertisement January 2019
- RFQ Proposals Due March 2019
- Evaluations/Short-list May 2019
- IGEA of Representative School..... August 2019
- Technical Review of IGEA..... September 2019
- Interviews September 2019
- Commission of GEPC Master Agreement (PART 1) November 2019
- IGEA of Assigned Project(s)..... November 2019
- Technical Review of IGEA..... January 2020
- Negotiations of ECM(s) February 2020
- GEPC Amendment(s) Board Approval (PART 2) starting in March 2020

Additional GEPC Amendments may be processed depending on the number of projects that can be accomplished based on results of the IGEAs.

Summary:

The GEPC Selection Procedures and related documents have been reviewed by the School Board Attorney’s office, Office of Risk & Benefits Management, Office of Treasury Management, external counsel and external engineer, and transmitted to the Office of Economic Opportunity for courtesy dissemination to the SMBE M/WBE Advisory Committee.

The GEPC Selection Procedures document may be viewed at:

[GEPC Selection Procedures](#)

In addition, a hard copy of the document is on file in the Office of the Board Recording Secretary and Citizen Information Center.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the “Procedures for the Selection of Guaranteed Energy Performance Contracting (GEPC) Services Firms” (related to School Board Policy 6330 - Architectural, Engineering, Landscape Architectural, Land Surveying, Construction Management, Program Management and Inspection Services).

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