



August 3, 2007

Re: Request for Proposal for Professional Energy Analysis Services

Dexter Community Schools (DCS) engaged the Rebuild Michigan Program of the Energy Office of the Michigan Department of Labor & Economic Growth (DLEG) to provide an Introductory Energy Evaluation (IEE) attached as Appendix 1 for all nine (9) DCS facilities as shown in Appendix 2. This report has identified significant potential energy savings opportunities and as its primary recommendation recommends that a Technical Energy Analysis be commissioned by DCS to support engineering designs that may become necessary to achieve optimal energy savings.

BID DUE DATE: Please provide a proposal to perform the work described herein. All proposals are to be submitted to DCS no later than **11:00 am (EST) Tuesday, August 28, 2007.**

BID TENDER LOCATION: Address proposals (and any pre-bid questions) to:

Ms. Mary Marshall, Assistant Superintendent
whose email is marshall@dexter.k12.mi.us
Dexter Community Schools
7714 Dexter Street
Dexter, MI 48130
PHONE: 734-424-4100 x1031
FAX: 734-424-4111 (Questions may be faxed but proposals shall not be faxed)

MEANS AND METHODS OF BID TENDER: Since this is a professional service proposal, proposals may be submitted in either email or written form. Email proposals shall be in MS WORD, .pdf or text file format and may be submitted by electronic mail (email) by the above time and date to Ms. Raschke at the above email address or by written proposal at the above address. Economy of preparation is valued and enhances the opportunity for electronic submissions to be received. Company marketing brochures and literature may be sought from the firm or firms, which are interviewed (if DCS elects to interview) to provide this professional service, but are not needed in the proposal. If email is not possible, written proposals will be accepted as equally valid. Four (4) copies are requested with your written proposal, with eight (8) more to be provided by any firm(s) selected for interview. Written proposals are to be sealed with the following clearly printed text prominently displayed on the envelope:

Dexter Community Schools Proposal for Comprehensive Technical Energy Analysis (CTEA)

DCS will not guarantee that proposals failing to display this information will not be opened prior to the due date and time. Emailed proposals should use this same description as the subject header of your email. Regardless of which bid tender method is selected, timely receipt of proposals remains the Bidder's responsibility. DCS will provide notice of receipt of bids the following day by email. Please advise upon receipt of this RFP that your firm will or will not provide a proposal and if your proposal can be sent by

email. DCS requests all pre-proposal correspondence and communication regarding this project be forwarded to the above email address or facsimile phone number.

PRE-BID MEETING: Bidders must inspect the sites before offering a proposal and these proposals must include all of the services requested. A pre-bid meeting followed by a walk through of all facilities will be offered for all interested bidders on **9:00 am (EST) Thursday, August 16, 2007**. The pre-bid meeting will be held in the Board of Education Conference Room at the bid tender address shown above. Bidders will be toured around all DCS sites thereafter.

OWNER PROVIDED ITEMS: DCS will provide the selected Consultant with access to the site, access to existing construction documents of the buildings. DCS does not warrant the suitability of these documents.

SCHEDULE: Bidders to this RFP are to include within their proposal a schedule for delivery of their services related to the different components of the Consultant's schedule.

Award Considerations: After review of proposals received, DCS reserves the right to award directly under its standard professional services agreement or to interview a qualified firm or firms to be considered based upon the proposal submittal, to the firm providing the most advantageous combination of timeliness of services, professional expertise, cost, and quality. DCS reserves its rights to waive any irregularity in proposals, and to accept, or decline to accept, any or all proposals as it deems is in its best interests.

The ability for this Consultant to become knowledgeable of the sites, promptly begin work and complete the report is a key criterion for selection, and is of crucial importance to DCS. The duration of services will be considered as a part of the award. DCS may elect to have its Architect/Engineer or Construction Manager provide technical review of the proposals. These firms will not propose on this RFP.

DCS encourages and solicits the proposals and participation of qualified minority, female and other disadvantaged firms, and any qualified local area firms who maintain offices within the District for the professional services of this proposal.

Proposal Requirements:

1. Consultant shall visit the site and make his/her own site inspections to validate any technical staff work as required.
2. All work prepared by the Consultant shall be of high professional quality and is subject to the approval of DCS and appropriate public agencies. DCS reserves the right to have a peer review of the final reports evaluated by its other consultants. If so elected by DCS, the Consultant shall respond to any such review in writing.
3. The desired services shall include all requirements of a comprehensive technical energy analysis as defined by Office of Energy of the State DELG. It shall include options considered and why the selected option is recommended, opinion of probable cost to implement each recommended Energy Conservation Option (ECO), anticipated savings expressed in kilowatts, therms/btu's, gallons, etc. as well as in current dollars at rates provided by DCS. All such costs shall be extrapolated to include payback for each ECO investment using Present and Future Value Analysis. Each ECO identified within the IEE provided by DCS with this RFP shall be considered within the report at a minimum, along with others the Consultant determines in the course of its investigations.
4. The Consultant shall submit the completed CTEA to Rebuild Michigan and gain that office's approval of the CTEA report before final payment is approved

5. The Consultant will be engaged as a professional services contractor and shall be relied upon by DCS to manage their services in such a way as to complete all required services for the project within the not to exceed price proposed by the Consultant. Additional funds shall not be requested nor granted. Provide only the services specified unless DCS issues a written field order or change order.
6. Submit labor rates for proposed staff on Consultant's letterhead as an attachment to the bid proposal form. Define the person(s) who will provide services and do not remove that person(s) without consent of DCS in writing. Provide an estimate of each person's time commitment to DCS for this proposal.
7. It is presumed that any out of pocket expenses, travel, lodging, overhead, profit, labor and material costs shall all be provided within the not to exceed proposal cost.
8. Entire report and all field work shall be prepared by a firm pre-qualified by the State Energy Office to prepare such technical analysis and any engineering recommendations or designs shall be prepared under the supervision of a Registered Engineer showing State of Michigan Registration Number.
9. Delivery of draft (three hard copies) and final reports (twelve color hard copies) shall be both printed and digital and shall become the property of DCS for its desired use. The Consultant shall include within its base proposal up to two (2) meetings with DCS after initial report presentation to the DCS Energy team and or its other consultants, to prepare to present the report to the Board of Education, and to present its technical findings in such a way that DCS can evaluate if it requires subsequent engineering design to be developed by other consultants. DCS may elect to engage this Consultant to propose to provide any subsequent required engineering service if a planned bond election is not supported by the Community.
10. The Consultant will be contracted to DCS under its standard terms, and the Consultant's work and coordination of the work, shall be directed by the representative of DCS appointed in writing subsequent to the selection of the Consultant.
11. The Consultant's standard terms and conditions for delivery of service shall apply only if specifically agreed to by DCS and attached to the agreement.
12. Standard insurance requirements shall be required, including GL, Auto, Worker Statutory, and professional liability coverage. All insurances shall be provided by firms licensed and listed to provide insurances within the State by the Michigan Department of Treasury. Professional liability insurance shall be required for any subsequent engineering design the Consultant is engaged to perform. If engineering design is elected by DCS, the E&O liability shall not be less than \$500,000, per claim.
13. Payment shall be made to the Consultant monthly without retainage based upon a schedule of values to be attached to the proposal and approved by DCS.
14. The Consultant shall include costs to attend up to two (2) meetings with DCS' Architect/Engineer to facilitate subsequent design.

Desired Proposal Contents: The bid proposal should include the following elements in order:

1. Provide on one page or less Consultant's statement of understanding of the project, approach to the work, ability to expeditiously implement all the responsibilities defined herein and acceptance of all requirements of this RFP. Discuss how K-12 or other relevant experience of the Consultant allows it to present a not to exceed proposal given the preliminary information of this RFP.
2. Provide brief statement of qualifications, (registration, ISO certification, etc.).
3. Provide 5 references with contact names and phone numbers for projects of similar nature.
4. Provide an organization chart and resumes of key personnel proposed for this project and their roles. Confirm intent to not switch these personnel without DCS request/approval. Indicate the planned number of hours included in your proposal for each proposed staff member of your team on the org chart or on the resumes.
5. Provide sample insurance certificate with available limits.
6. Provide one page statement of why your firm is best suited to provide these services.
7. Provide proposed schedule for each phase of the work including data collection, required meeting schedules, soonest delivery date of the draft report for discussion and completion of final

report for distribution. Include all required coordination and permits from offsite municipalities as required.

8. Provide a firm not-to-exceed proposal for all services specified herein for Comprehensive Technical Energy Analysis on the Bid Form (provided in Appendix 3), supported by a proposed schedule of values identifying the cost of all elements of the report and services as identified in this RFP. Provide unit prices for any possible additional services. Cost saving ideas are welcome and may be considered as a part of the award if a complete base bid is tendered. Submit cost savings or value engineering proposal on company letterhead on a separate sheet following the bid form.

On behalf of DCS, thank you for your interest and your proposal.

Sincerely,
Dexter Community Schools

Sharon Raschke

Sharon Raschke, Executive Director of Finance and Business

Cc: Mary Marshall, Assistant Superintendent
Don Price, Director of Buildings and Grounds

Available upon request and confirming intent to propose
Appendix 1: Rebuild Michigan Introductory Energy Evaluation,
prepared by Kevin B. Cook dated April 6, 2007

Enclosures:
Appendix 2: List of DCS Facilities
Appendix 3: Bid Form

Appendix 2: List of DCS Facilities

Facility	Grade Level or use	Age of Original Building	Major Renov's	Building Square Footage	Cost of Building
Dexter High School phone (734) 424-4240 2200 North Parker Road, Dexter 48130	9-12	2002		300,656	\$ 41,241,515
				300,656	\$ 41,241,515
Mill Creek Middle School 7305 Dexter-Ann Arbor Road, Dexter 48130	7-8	1995		89,336	\$ 10,252,553
addition 1998 Bond			2000	22,264	\$ 3,498,949
				111,600	\$ 13,751,502
Creekside Intermediate School phone (734) 424-4160 2615 Baker Road, Dexter 48130	5-6	1956		77,334	\$ 1,250,000
Nature Preserve lots 15, 16, 17					
addition (N & W wings)			1973	40,107	\$ 1,275,000
renovation 1987 Bond			1988		\$ 1,938,800
addition (cafeteria/greenhouse)			1995	2,707	\$ 1,082,951
renovation 1998 Bond			2000	123	\$ 8,517,681
Portables 2002 (2)					
				120,271	\$ 14,064,432
Athletic Field renovation 1998 Bond		1979	2002	1,000	\$ 18,241

Dexter 48130					
add S 1/2 of lot #6					
annex			1951	4,040	\$ 125,000
addition of parking lot land (lots #3 & #4)					
renovation 1978 Bond			1980		\$ 650,000
renovation 1987 Bond			1988		\$ 277,340
renovation 1993 Bond into offices			1995		\$ 390,920
renovation 1993 Bond theater					\$ 203,545
renovation 1993 Bond Sr. Center					\$ 85,279
renovation 1998 Bond			2001		\$ 303,236
renovation Superintendent offices			2002		\$ 93,274
				22,040	\$ 1,780,584
Transportation Facility phone (734) 424-4190	Bus	1988		5,170	\$ 378,000
7229 Marshall Rd, Dexter, MI 48130	Maintenance				
Addition			2002	2,000	\$ 72,841
Proctor House Facility phone 734-424-1201	Whse &	1950	2001	1,914	\$ 31,710
Garage (posession 2001)	Facility	1950	2001	836	\$ 8,290
renovation 2002	Maintenance		2002		\$ 11,943
Pole building			2002	1,800	\$ 43,242
				4,550	\$ 95,185
Total Instructional				716,987	\$ 90,798,064
Total Non-Instructional				33,760	\$ 2,326,610
Total recreational				26,060	\$ 3,508,241
Total Land					
Total Site Improvements					
Total all District				776,807	\$ 96,632,915
				776,807	96,632,915

Appendix 3 – Bid Form for Dexter Community Schools Technical Energy Evaluation

TO: Dexter Community Schools
7714 Dexter Street
Dexter, MI 48130

Attn: Mary Marshall, Assistant Superintendent

FROM: Name of Firm: _____

Business Address: _____

Phone Number: _____

Designated Contact: _____

Contact Email: _____

Our proposal for work identified in **Request for Proposal for Professional Energy Analysis Services** dated August 3, 2007 for Dexter Community Schools is quoted NOT TO EXCEED the following amount:

Price (words): _____

_____ = Price (numbers): _____

NOT TO EXCEED COMPLETION DATE: _____

On behalf of the bidder, the undersigned agrees to the provisions of the request for proposal documents without reservation or stipulation, and agrees to hold open this offer of service for 60 days from the date the proposals are due:

Company: _____

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

The above price is broken down as follows for accounting purposes on the following page:

Accounting Break downs are as follows:

Comprehensive Technical Energy Analysis (CTEA)Services	Scheduled Completion (approximate date)	Price for this Work (\$)
Field Work, Photos and Data Collection		
Technical Analysis & Report Preparation		
Presentations, Reproductions and Meetings		
Project Management and Miscellaneous		
Sum of above elements shall equal the above lump sum proposal amount (not to exceed)		

For accounting purposes, the break down of the above costs by DCS Facility is as follows:

Comprehensive Technical Energy Analysis (CTEA)Services	Price for this Work
Bates Elementary	
Cornerstone Elementary	
Wylie Elementary	
Creekside Intermediate	
Mill Creek Middle	
Dexter High	
Copeland Administration	
Bus Maintenance Facility	
Buildings and Grounds (Proctor) Maintenance Facility	
Sum of above elements shall equal the above lump sum proposal amount (not to exceed)	