

# **L'Anse Area Schools**

REQUEST FOR PROPOSAL  
FOR THE PURPOSE OF

L'Anse High School Boiler Replacement

**Issue Date:** March 11, 2021  
**Submission Due:** April 9, 2021 at 12:00 p.m.

# L'Anse Area Schools

## REQUEST FOR QUALIFICATIONS

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# Overview

## Objective

The L'Anse Area Schools requests proposals for the implementation of facility improvements at the building located at 201 North 4<sup>th</sup> Street, L'Anse, MI 49946 on a performance based solution. The specific nature of these proposed improvements will be left up to the Qualified Provider based upon the Qualified Provider's understanding of the L'Anse Area Schools needs. The scope of work will likely include:

1. The selection and installation of two (2) Cleaver Brooks CFC E-2000 MBH boilers.

## Purpose

The purpose of this Request For Proposal (RFP) is to identify a Qualified Provider or Respondent that has strong in-house engineering, project management and implementation capabilities and proven success in developing and implementing facility improvements.

## Standard Contract Information

This RFP does not obligate the L'Anse Area Schools to perform until a letter of intent or contract is signed and approved by both parties. Once there is written approval, it is effective from the date of written approval by the L'Anse Area Schools. The Owner shall not be responsible for work done, even in good faith, prior to approval of the letter of intent or contract. The selected Respondent will be required to assume total responsibility of the project. The selected contractor will be considered the prime contractor and the sole point of contact with regard to all contractual matters.

## Payment Structure

The structure of the payment obligations of the L'Anse Area Schools for these improvements and services will be negotiated with the final proposal.

## Point of Contact

All inquiries or clarifications regarding the RFP process, timeline, and submission requirements can be directed to Susan Tollefson, Superintendent. Any communications regarding matters of clarification must be made in writing on or prior to the submission deadline wherein a response is deemed appropriate to the process. Questions will be answered and forwarded on to all Respondents of record.

# Required Qualifications to Bid

## Required Experience and Qualifications

The following are the minimum qualifications required to respond to this RFP:

1. Respondent must have a current State contractor's license and have been a contractor in the State of Michigan under that license for a minimum of five years from the date of issuance of this RFP. If Respondent is partnering with another firm, both vendors must comply.
2. Respondent must provide an engineering and technical support staff that will be directly engaged in this project and possesses training and experience specific in current technical practices and techniques in the field of utility cost reduction, building operations and sustainable practices.
3. Respondent must have experience in designing, installing and maintaining automated controls systems and HVAC systems (chillers, air-handling units, rooftops, etc.)
4. Respondent must have Fire, Security & Life Safety capabilities to help guide L'ANSE AREA SCHOOLS questions around code, safety, compliance, etc.
5. Respondent must be able to demonstrate and discuss research capabilities and knowledge of upcoming technologies, equipment innovation, etc.
6. Respondent must provide services and contact information for twenty-four (24) hour service needs and a 1-800 phone number for emergency service needs. Respondent must be able to respond to any service need with a maximum response time of four (4) hour for Owner defined critical systems.
7. Respondent must be able to provide L'ANSE AREA SCHOOLS with data aggregation system for energy management, tracking and predictive maintenance. Remote operation and monitoring services must be available.
8. Respondent must have factory trained technicians on staff and must be able to provide direct in house training. No third party training will be allowed.
9. Respondent must be able to comply with any prevailing wage requirements under Michigan law, if applicable.

# Submittal Requirements

## General

The sealed RFP submittal shall include a statement signed by an official with the authority to contractually bind the Respondent located in the Appendix. The name and title of the individual signing the transmittal should be typed immediately below the signature. Attach the Delegation of Authority (if necessary).

Sealed submissions must be received on or before April 9, 2021 at 12:00 p.m. Submittals must be clearly marked on the package “**L’ANSE HIGH SCHOOL BOILER REPLACEMENT**”. Submissions received thereafter will be disqualified and returned unopened. Sealed submissions should be delivered to the following address:

L’Anse Area Schools  
c/o Susan Tollefson  
201 North 4<sup>th</sup> Street  
L’Anse, MI 49964

## Preparation of Submissions

RFP submissions must be complete, and correct in format. Clear and concise submissions are required rather than elaborate promotional materials. Respondents must address each item in the order as described in “Submission Format, Content and Specific Criteria” of this RFP and clearly reference the respective section being addressed.

## Proprietary Data

Submissions and any other information submitted by Respondent in response to this RFP shall become the property of the L’ANSE AREA SCHOOLS. Disclosure of any proprietary information by the L’ANSE AREA SCHOOLS shall be in accordance with the laws and regulations regarding disclosure in force in the State of Michigan.

## Right to Reject

Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guideline of this RFP, may be rejected as non-responsive. The L’ANSE AREA SCHOOLS reserves the right to accept in part or in whole any submission, waive any formalities, or minor technical inconsistencies or delete any item/requirements from the RFP or resulting contract when deemed to be in the L’ANSE AREA SCHOOLS’s best interest.

## Cost of Submission Preparation

The L’ANSE AREA SCHOOLS will not provide compensation to the Respondent(s) for any expense incurred preparing this submission.

## Acknowledgement of Receipt

Respondent should acknowledge receipt of this request by email to Susan Tollefson (stollefson@laschools.us) so that you may be added to the email list for updates, clarifications, and changes, if any occur.

# Submission Format, Content and Specific Criteria

## Submission Format

Request for Proposal (RFP) submissions must be submitted in the following format:

### Table of Contents

Submissions shall include a table of contents properly indicating the section and page numbers of the information included.

### Executive Summary

Submissions shall include a concise abstract of no more than two (2) pages stating the respondent's overview of the project. Please summarize the scope of services (design, financial, operations and maintenance, training, etc.) that would be offered by your firm for this project.

### Company Background and Qualifications

- A. **Firm Profile:** Provide general information on the responding firm, including:
  - a. Name, address, and local telephone number
  - b. Officers of the firm
  - c. Contact person(s) for this project
  - d. A profile of the local office presence
  - e. Year firm was established
  
- B. **Customer References:** References shall describe the services provided, project cost, savings amount and benefits to the Owner. Provide the Reference's name, address, current telephone number, and contact person and title for each reference. Provide a brief description of the projects: type of facility, scope of work, duration of project, any other pertinent information regarding the project.

## Team Member Overview and Contracting Approach

- A. **Respondent's Team Information:** Provide a Project organizational chart or other materials that identify the employees of the Respondent's firm that would work on the project. Specify the team members any other pertinent information shall be included for each member of the Respondent's project team. If the Respondent has more than one office involved with the project, indicate the total number of employed full-time personnel in each office. Also include an organization chart indicating the branch and corporate level positions.
- B. **Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of the Respondent's management to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and schedules for implementation of the project. Address the means and methods by which new technology can be introduced to the project team, as it becomes available. Project management needs to be performed by a local Project Manager with a minimum of five (5) years experience working in the state of MI.
- C. **Team Capabilities and Local Support:** The Respondent should describe all team capabilities available to the L'Anse Area Schools within the L'ANSE AREA SCHOOLS boundaries to address emergency or immediate requests.
- D. **Problem Resolution Process:** Address how your firm will staff, support, and respond to and resolve issues relative to the project in a timely and efficient manner. Provide at least one example and contact information for a resolution in previous projects.

## Partnering and Commitment to the Customer

- A. **Corporate Commitment and Support:** State your local commitment to an ongoing relationship with the Owner once the construction and commissioning phases have come to a close. Develop your firm's strategies that will allow the Owner to receive full benefit from corporate involvement and local branch representation. Develop and explain your corporate commitment to service during both the construction phase and after project completion.
- B. **Service and Training:** Describe the Respondent's approach to operations and maintenance. Include the Respondent's in-house capabilities for servicing HVAC equipment, building automation systems, procedures for handling emergencies, monitoring capabilities, and integration capabilities such as fire and security system, etc. Provide detailed information on local training programs available to maintenance staff.





## Respondent Selection Timeline

Upon completion of the evaluation process the L'ANSE AREA SCHOOLS will then enter into a formal performance contract with the selected Respondent.

- |                                     |                |
|-------------------------------------|----------------|
| ■ Requests for Proposals advertised | March 11, 2021 |
| ■ RFQ Due                           | April 9, 2021  |
| ■ Selection of Vendor               | April 17, 2021 |

# Section VI. Non-collusion Affidavit and References

## NONCOLLUSION AFFIDAVIT

\_\_\_\_\_ deposes (Name and Title)

says that \_\_\_\_\_  
(Name of Company or Other Form of Business)

has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.

That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal which may have led to this contract.

That the above statement is accurate under penalty or perjury.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_\_\_