

PUBLIC NOTICE – Request for Professional Services

Notice is hereby given that Bay District Schools has a need for Continuing Contract Professional Services on an as needed continuing contract basis in the area of Energy Management Consultant.

A continuing contract is a contract for professional services entered into in accordance with F.S. 287.055 between an agency and a firm whereby the firm provides professional services to the agency for activities in which the fee for professional services for each individual activity does not exceed \$200,000. These activities would include but not be limited to:

- **Monitoring:** Utilize cloud-based software services to daily evaluate operating data from existing HVAC and lighting control systems and energy metering. Provide qualified, experienced personnel for monitoring, evaluation and reporting of energy use and equipment performance. Professional shall investigate available data to diagnose and define required corrective action and maintain an on-going list of identified issues and resolution.
- **Assessment:** Provide energy consumption analysis of entire School District campus portfolio in order to prioritize energy management efforts. Assess physical condition, operating condition, and efficiency of existing HVAC, lighting and miscellaneous equipment and control systems. Provide assistance to School District personnel to prioritize facility upgrades and equipment replacements to maximize energy savings, reduce maintenance costs, and improve system performance.
- **Implementation:** Provide facility specific energy savings scopes of work and coordinate with School District personnel and design professionals to develop project plans and specifications to guide implementation of energy conservation and facility improvement measures. After implementation of measures, provide services for measurement and verification of expected savings versus actual performance.
- **Commissioning:** Provide new construction commissioning and retro-commissioning services consisting of installation checks, sensor and device calibrations, functional performance testing, and graphical user interface verification. Commissioning professional shall provide continuous performance monitoring during the Warranty Phase of construction projects.
- **Certification:** One or more of the following certifications are required: ACG Certified Commissioning Authority (CxA), ACG/EMA (Energy Management Professional (EMP), AEE Certified Energy Manager (CEM, AEE Certified Building Commissioning Professional (CBCP)

The contract will be awarded for a one year period with optional annual renewals for a period of four years.

Firms interested in providing these services under an annual continuing contract (with the option of four 12 month renewals) should submit a letter of interest detailing their background, staffing, and experience along with 5 copies of the Bay District Schools Professional Consultant Information Form available on the Facilities website: www.bay.k12.fl.us/facilities or by contacting the Facilities Department at (850) 767-4139 and be received no later than May 20, 2022. The Bay District Professional Services Selection Committee will meet to review all submittals after that date. Presentations from applicants may be required.