

**REQUEST FOR QUALIFICATIONS:
CARBON ACTION PLAN & GREENHOUSE GAS ACCOUNTING
SERVICES**

April 27th, 2023
Naperville Community Unit School District 203

Introduction

The Board of Education for Naperville Community Unit School District 203 is soliciting Statements of Interest and Qualifications from qualified firms to solicit Respondents to provide comprehensive consultant services, as per (50 ILCS 510/) Local Government Professional Services Selection Act, to assist the School District in developing a Greenhouse Gas Inventory and Carbon Action Plan for all District operations.

This RFQ is not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the Qualifications of the Respondents and experience with similar projects. There will be no public opening and reading of responses received by the School District pursuant to this request.

RFQ Submission

RFQ's are due by Friday, June 9th 2023 at 2:00 p.m. local time. Timely delivery is at the risk of the Respondent. Any submittals received after the deadline will be rejected and not returned.

Please submit:

Six (6) bound copies; and one (1) digital copy via USB drive; by the submission date above to:

Michael Frances
Chief Financial Officer/CSBO
Naperville Community Unit School District 203
203 West Hillside Road Naperville, IL 60540

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must clearly show the phrase ***"Request for Qualifications – Carbon Action Plan & GHG Accounting Services for Naperville School District 203"*** and the Respondent's name.

Submittals should be prepared as standard 8-1/2 x 11 letter size, and shall be limited to 75 pages, exclusive of required attachments. Adherence to the maximum page criterion is critical; each page side with criteria information will be counted toward the maximum number of pages. Front and back covers, table of contents pages, and tabbed divider pages will not be counted if they do not contain submittal information.

Schedule

The following is the proposed schedule for the selection of firms to provide consulting services:

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April 27th, 2023 - RFQ Released

June 1st, 2023 - Last date for respondents to send clarifications / questions

June 9th, 2023 at 2:00 p.m. - Submissions due; evaluation of qualifications begins

July 12th, 2023 - Successful short-listed and unsuccessful firms notified

July 17th to August 18th, 2023 - - Ranking of top 3 firms and conduct Interviews

September, 2023 – Anticipated start of Work.

Respondents' Inquiries and Addenda

Any questions or concerns regarding this RFQ shall be directed in writing to:

Pat Dolan
Director of Buildings and Grounds
Naperville Community Unit School District 203
203 West Hillside Road Naperville, IL 60540
pjdolan@naperville203.org

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Oral and other interpretations or clarification will be without legal effect.

School District Background

Naperville Community Unit School District 203 (D203) is widely recognized as one of the top school districts in the state of Illinois. Consisting of 1 Early Childhood Center, 14 elementary schools, 5 middle schools, and 2 high schools, and 3 service buildings, including the Public Schools Administrative Complex. District 203 is one of the most respected and highest-performing school districts in the state of Illinois. In 2023, Naperville D203 published its strategic blueprint, FOCUS203, which includes a commitment to creating a long-term plan to track and reduce D203's carbon footprint.

General Information, Notifications, and Purpose

- a) Respondents are advised to review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.
- b) Joint venture and/or cooperative professional teams may be considered. Academic and Not-for-profit Organizations are encouraged to submit

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qualifications if they can demonstrate capability to perform the work as described.

General Terms and Conditions

- a) All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its content shall be borne by the Respondent. The School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- b) This RFQ does not commit the School District to enter into a contract. The School District reserves the right to award one, more than one, or no contract(s) in response to this RFQ. The School District reserves the right to waive informalities and irregularities in the submissions of qualifications received. The School District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- c) The Contract, if awarded, will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the School District, as determined by the selection committee, upon approval of the School District Board of Education.
- d) The School District reserves the right to contact any Respondent for clarification, interviews or to negotiate if such is deemed desirable by the School District.
- e) The purpose of this Request for Qualifications is to identify an experienced Consulting Services firm (Consultant) with the best combination of qualifications.
- f) Requests for site visits, physical data, and introductory meetings will not be allowed before the date of the RFQ submission.
- g) All Proposers are prohibited from making any contact with the District Personnel, Board of Education, or Superintendent or any other administrator or employee of the District with regard to the RFQ, other than in the manner and to the person(s) designated herein. The CFO/CSBO reserves the right to disqualify any Proposer found to have contacted the people listed above in any manner with regard to the RFQ.

General Description of Scope of Services

- a) Naperville 203 Community Unit School District (the District) requires the services of a qualified Consultant to complete a baseline Greenhouse Gas (GHG) emissions inventory for all District operations and, ultimately, assist the District in developing a *Carbon Action Plan* (CAP). The inventory will provide a current understanding of the District's greenhouse gas

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emissions and inform the implementation of the carbon action plan. The CAP will assist the District administration in developing meaningful carbon emission reduction goals to be set for all aspects of the school district operation, while addressing economic impacts. The CAP will provide information for both short term decision making, as well as long-term capital investments to assure that the District reduces its impact on climate and meets its carbon-based targets and goals. The CAP will also allow the District to adapt to existing and potential climate change impacts.

b) Given the impact of the COVID-19 pandemic, the District is selecting the calendar year 2018 for the baseline and inventory collection period. This full year should represent a typical year for operations. For the 2018 baseline data, a final written report shall be produced with all assumptions and data sources documented. The written report shall also include the following:

- A “business-as-usual” scenario, with information reflecting if no future substantive actions or changes are undertaken.
- A recommendation of emission reduction targets and goals. Reduction targets should include fundamental and strategic recommendations to achieve targets.
- Carbon sequestration information and water metrics as they relate to conservation and climate change,

Other deliverables shall include:

- An inventory spreadsheet and training for future replication,
- A non-proprietary visualization/graphic tool and training for public information.

c) The inventory spreadsheet and visualization/graphic tool is expected to allow D203 employees means to manage and display the collected data in digital form. It should also allow for manipulation and input by the District to track future progress against the business as usual case. Examples of such tools may be dashboards, platforms, software, workbooks, or other types of displays that aid in the tracking and sharing of data collected from the inventory. The Consultant should demonstrate how the District may utilize these tools during and/or after the inventory. The tools should allow for input-tracking of “what if” scenarios in order District staff to dynamically manipulate the tool, as well as the ability to engage all relevant stakeholders in use of the tool.

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- d) Throughout the inventory, the Consultant is expected to communicate regularly with District staff. Upon completion of the greenhouse gas emissions inventory, the selected firm shall submit a final written report that is suitable for publication. Additionally, the selected Consultant shall lead, at a minimum, one session demonstrating inventory collection and measurement methodology and a minimum of one session detailing the final report and findings. Finally, the consultant should prepare staff to maintain and manage the inventory, with the purpose of preparing staff to continue tracking progress towards established targets.
- e) The selected firm will become part of a project team consisting of members of the School District and community stakeholders and to perform services as required.
- f) Focus of services requested:
 - a. Collect data to calculate Scope 1 and 2 emissions in accordance with the Greenhouse Gas Protocol developed by the *World Resources Institute* and the *WBSCD*, including but not limited to emissions associated with direct District operations including use of electricity, natural gas, diesel and propane; student transportation; fleet operations; and generation of solid waste, and wastewater. Scope 2 indirect emissions will be based on published emission factors for our physical location and mix of utilities. Assessing and reporting on Scope 3 emissions is welcomed, but not necessary.
 - b. Conduct base-year 2018 GHG emissions inventories within a mutually agreed upon boundary of potential operations and resource/utility energy and other fuel use by the District. Develop input protocols and systems for future data collection by the District.
 - c. Based on 2018 operations data, develop targets for emissions reduction and list policy recommendations/high impact actions to achieve the goals set in this phase. Input from District staff should be included in these determinations. The Climate Action Plan targets should be time-based and quantifiable using the data collected and the web-capable visual and/or graphic tool described below. Recommendations and actions should include, but not limited to the following scope:
 - i. Targets and actions for the reduction of greenhouse gas emissions from buildings, operations, food and waste generation, and transportation.

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- ii. Actions needed to meet these targets.
 - iii. Incorporate economic decision making metrics to insure use financial impacts are considered. Encourage market transformation technologies to reduce long term financial costs of action plan as well as look for alternative funding sources.
 - iv. Support for other local municipal programs, as well as regional and national initiatives, to reduce greenhouse gases.
 - v. Development of an integrated curriculum and outreach program to encourage buy-in from all stakeholders within the Naperville 203 community. •
- d.** Compile 2018 inventory results and present a narrative report to the District Board of Education including: 1) A business-as-usual scenario; 2) GHG Reduction scenario with targets, and; 3) Other findings.
- e.** Prepare a web-capable visual and/or graphic tool to track and organize data, such as a dashboard, platform, or other software, using widely available and non-proprietary software. District staff will own and have access to the data and tool in order to make it digestible and accessible to the public
- g)** The Consultant may be requested to:
- a.** Attend meetings with School District administrative staff as necessary. The Consultant may develop a list of minimum number of meetings after the project is awarded.
 - b.** Attend School District Board of Education meetings as necessary.
 - c.** Develop preliminary drafts of the Project Program for School District review and comment.
 - d.** Consult with School District on budgetary and funding matters.
 - e.** Consult with the School District on Project scheduling considerations. Consult with the School District on general concepts of the Project scope of work and Project needs.

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- h)** The firm or organization's services and product provided shall conform to the Illinois State School Code and be in accordance with all federal, state and local laws, codes, ordinances, and regulations.

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Proposal Content

Statement of Interest –

Provide a signed statement of qualifications with the name and address of the Respondent, expressing interest and capability to perform the work.

Firm Description – Provide the following:

- Firm or Organization Name, address, web address, telephone and fax numbers
- Contact person (provide direct phone number and e-mail)
- Number of years in business under current name
- Type of organization
- Disciplines offered in-house
- Special areas of practice
- Staffing information (number of consultants, engineers, etc.)
- List any previous names of firm and years of business under each name
- In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be serving the District (key personnel, project experience, etc.). The office designated to serve the District, in the Qualifications submission, must be the office to perform the work in the event that the project is awarded to that firm.
- The short-listed firms may be requested to provide a copy of the firm's financial statement. Provide a copy of the firm's certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm. Minimum coverage to be as follows:

General Liability [\$1,000,000/\$2,000,000]

Automotive Liability [\$1,000,000]

Professional Liability [\$1,000,000/\$1,000,000]

Worker's Compensation [Statutory Limits]

- List any litigation, arbitration and alternative dispute resolution within the last 5 years, arising out of any design work for any School District; and whether still pending, or if concluded, the final result. If so, please provide an explanation.
- List if your firm (under current or previous names) has been terminated within the last seven (7) years from a project by a

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School District and, if so, for what reason. If so, list the name and contact information for the School District.

Firm Experience and Capabilities –

- Provide a list of all clients for which you have provided similar Greenhouse Gas Accounting and Carbon-related consulting services for in the last ten years. Include project description (whether the project involved capital improvement planning, curriculum design, transportation or utility management or other consulting services), the type of other services and delivery method that you provided, as well as the client contact information.
- Please highlight your experience in performing GHG Assessment. The consultant may list other sustainability-related work as related to carbon action planning.
- Firms should also demonstrate expertise in developing reduction targets as well as actionable plans for reducing carbon emissions for large public or municipal agencies.
- If your submittal includes affiliated firms or multi-disciplinary departments (e.g., engineering or academic consultants), please identify them and provide similar information for them as outlined below.

Key Personnel & Experience –

- Provide a simple organizational chart identifying key members of the firm,
- Provide resumes of project designers, managers, key staff and consultants relevant to the requirements of this RFQ, including their work experience, education, affiliations and awards. Resumes should not include project pictures or general firm information. Particular reference should be made to the firm's GHG and sustainability personnel.
- If any staffing changes should occur between the submission of qualifications and the award of a contract, the Respondent must notify the District in writing. Unapproved staffing changes may result in a rejection of qualifications.

Project Approach –

Provide a brief discussion of the following:

- The methodology that your firm would use in conducting the project from inception to Owner acceptance. This should include strategies for collaboration, communication and community building. If your

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methodology utilizes any specialized software packages and computerized systems, please provide an adequate description and summary of capabilities.

- Examples of product deliverables similar to the requested assessment and visualization tool(s) described above.
- The firm's ability / experience to work in the metropolitan Chicago-region and DuPage County-specifically. In your response, describe how your firm plans to respond when the District has immediate needs that require on-site attention.
- Your approach to project scheduling and cost estimating within the environment of the educational sector.
- The process your firm utilizes to investigate bidders to insure that they are qualified and equipped to satisfactorily complete a project.

References –

- Provide a minimum of three [3] references for GHG accounting and carbon-reduction advisory services performed for public agencies and facilities in the last ten [10] years.

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Disclosure and Tracking

Disclosure – The District discloses that the Illinois Association of School Business Officials (IASBO); Facility Management – Professional Development Committee (FM-PDC), assisted with development of several aspects of this RFQ.

- Authors / IASBO FM-PDC Sub Committee:
 - Jim Petrakos, AIA, LEED AP
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