**Bowling Green R-I School District**
**700 West Adams Street**
**Bowling Green, Missouri 63334**
**www.bgschools.k12.mo.us**
**Phone: (573) 324-5441 Fax: (573) 324-2439**
Dr. Jeff Jennewein, Superintendent
jjennewein@bgschools.k12.mo.us

**BOWLING GREEN R-1 SCHOOL DISTRICT**
Bowling Green, Missouri

**NOTICE OF**
**REQUEST FOR PROPOSAL**
November 2nd, 2026

Sealed proposals will be received at the Administrative Office, Bowling Green R-1 School District, 700 West Adams St, Bowling Green, MO, 63334, until 10:00 a.m. local time on December 10th, 2026, for the following:

Request for Proposal - Energy Services Company (ESCO)

Any and all questions regarding this RFP and the program it represents must be submitted in writing via email to the District Contact Person:

Name: Dr. Jeff Jennewein
Email: jjennewein@bgschools.k12.mo.us

The objective of this Request for Proposal is to solicit proposals from qualified providers to assist the Bowling Green R-1 School District in becoming as energy efficient as possible through the development, design, and installation of energy efficiency measures and optimal operation and maintenance of equipment. The Bowling Green R-1 School District wishes to implement the energy conservation measures through a guaranteed energy cost savings contract.

Under this solicitation, it is expected that one energy service company will be selected to perform all of the work for the Bowling Green R-1 School District. The services expected include: (a) the implementation of an energy audit, data collection, and design services; (b) the evaluation and recommendation of improvements and/or energy conservation measures; (c) the implementation of selected and approved improvements and/or energy conservation measures; (d) the implementation of project monitoring and data collection to verify post-installation energy consumption and energy-related operating costs pursuant to Rs MO 8.231. It is currently planned that the Bowling Green R-1 School District will purchase, finance, and own any new equipment installed as a result of the project. It is expected that savings

and/or guarantees provided by the energy service company selected pursuant to this RFP will offset the acquisition costs involved for the Bowling Green R-1 School District.

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## PART 1 .... GENERAL INFORMATION

### 1.01..... PURPOSE

The Bowling Green R-1 School District intends to select a qualified Energy Service Company to support a capital improvement and energy conservation program. This program will be centered on energy conservation measures and mechanical improvements to outdated and obsolete building equipment across several facilities.

### 1.02..... DEFINITIONS

For the purposes of this Request for Proposal ("RFP"), Guaranteed Energy Savings Contract shall mean a contract between the Bowling Green R-1 School District (hereinafter the "District") and a qualified Energy Service Company (hereinafter the "ESCO") to develop a specific energy and operational cost savings program. The scope of the guaranteed Energy Savings Contract shall be to design, engineer, construct, and install all equipment and services required for such projects, while providing a written guarantee of financial performance and annual documented verification thereof to the Bowling Green R-1 School District for the specified term. An ESCO means a person or business that is licensed and experienced in the design, engineering, construction, and installation of energy conservation measures through Guaranteed Energy Savings Contracts.

### 1.03..... INVITATION TO PROPOSE

The Bowling Green R-1 School District is requesting the submittal of proposals from interested and qualified ESCO's to provide comprehensive professional, technical, and financial services to audit, design, engineer, construct, install, and finance energy conservation projects. The primary objective of issuing this RFP is to select a Performance Contracting Company to develop and install facility improvement measures within the district.

### 1.04..... PROPOSAL SUBMISSION AND WITHDRAWAL

Proposals to this RFP must be received by December 10th, 2026, after which time and date they will no longer be accepted. Late responses will be returned unopened and with no further consideration. Proposal delivery must be made as described:

Three (3) paper copies of the proposal must be sealed and delivered to:

Bowling Green R-1 School District
700 West Adams Street, Bowling Green, MO 63334
Re: Request for Proposal – Energy Services Company
ATTN: Dr. Jeff Jennewein

One (1) electronic copy of the proposal must be delivered to:

jjennewein@bgschools.k12.mo.us

Telephone confirmation of timely receipt of the proposal may be made by calling 573-324-5441 PRIOR to proposal opening time. Proposing ESCOs may withdraw their proposals by notifying the District in writing at any time prior to the opening. An ESCO may withdraw their proposals in person or through an authorized representative. Proposing ESCO's and authorized representatives must disclose their identity and provide a signed receipt for the proposal. Proposals, once opened, become the property of the District and will not be returned to the ESCO.

**1.05..... CONTRACT AWARD**

The District anticipates entering into a contract with the ESCO who submits the proposal judged to be most advantageous to the District. The District anticipates awarding one contract but reserves the right to act in the best interest of the District. The District reserves the right to reject all proposals, to waive any informalities, or irregularities and to solicit and re-advertise for other proposals.

**1.06..... DEVELOPMENT COSTS**

Neither the District nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. ESCO's should prepare their proposals, simply and economically, providing a straightforward and concise description of the ESCO's ability to meet the requirements of the RFP.

**1.07..... IRREGULARITIES: REJECTION OF PROPOSALS**

The District reserves the right to reject any and all proposals when such rejection is in the District's interest. Additionally, the District may waive minor irregularities contained in a proposal.

**1.08..... ADDENDA**

If revisions become necessary, the District will provide written addenda at least five (5) days prior to the opening date to all ESCO's who receive the RFP. This will be adhered to even if the opening date must be postponed in order to observe the time requirements.

**1.09..... ELIGIBILITY**

Respondents to this RFP shall identify their Proposal, per Section 2.1-Rules for Proposals, to design, install, and manage a major energy conservation project that involves energy conservation measure (ECM) retrofits or installs which address the following building components and applications: lighting, space heating, ventilation, air-conditioning, envelope, heat recovery, energy management systems, environmental system controls, motors, domestic water heating, fuel switching, air distribution systems, water consumption systems, and renewable energy.

The District is also interested in the respondents; Proposal and experience related to programs designed to train building occupants and maintenance workers in energy conservation awareness. The District anticipates a major reduction in annual utility costs through the

implementation of this energy conservation program. The ESCO will provide a written guarantee of all utility reduction and provide all financing for the project. The contract life of the program is not to exceed fifteen (15) years. The District intends to structure the program's implementation schedule in a manner that minimizes the program's financed capital needs.

**1.10..... PROPOSED PROJECT SCHEDULE**

The following time frame will be adhered to during the proposal period of this RFP:

| **Task / Event** | **Date** |
|---|---|
| Advertise RFP | November 2nd, 2026 |
| RFP Responses Due | December 10th, 2026 |
| Selection of ESCO | December 15th, 2026 |
| Engineering & Technical Energy Audit | December 17th, 2026 |
| Construction Contract Approved | TBA |
| Project Implementation | TBA |

**1.11..... DELAYS**

The District may delay scheduled dates if it is to the advantage of the District. The District will notify ESCO's of all changes in scheduled due dates by written addenda.

**1.12..... EQUAL OPPORTUNITIES**

The District recognizes fair and open competition as a basic tenet of procurement and encourages participation by minority and women business enterprises. The District requests minority and women business enterprises to submit evidence of such classification with their proposals.

## PART 2 .... INSTRUCTIONS FOR PREPARING PROPOSALS

**2.01..... Proposal Format**

Proposal shall contain the following information in the structure, format, and sequence outlined. Proposal not meeting this requirement will be deemed non-responsive and rejected. The outline for the Proposal is as follows:

Title Page
Cover Letter
Table of Contents
Business Structure and Financial Strength
Turnkey Project Experience and Team Proposal
Project Development and Implementation Approach

Demonstrated Commissioning and Mamp;V Experience
Financial Summary
Appendices (Optional)

**Section 1: Title Page –** Include a title page that clearly identifies the name and address of the responding firm, and identifies the following information:

PROPOSAL FOR:
Bowling Green R-1 School District
ENERGY CONSERVATION PROJECT with GUARANTEED SAVINGS
PER RsMO 8.231

**Section 2: Cover Letter -** include a cover letter (maximum of 2 pages) that describes your unique Proposal for this project, confirms that your Proposal is good for 60 calendar days, and explicitly verifies that your firm meets each of the minimum requirements defined in this RFP. The cover letter must be signed by an individual in your firm that has the authority to negotiate and enter into contracts on behalf of the firm.

**Section 3: Table of Contents –** prepare a table of contents that identifies all sections below and any appendices.

**Section 4: Business Structure and Financial Strength (20%) -** This section will evaluate respondents' likely ability to provide a successful project based on their business foundation and financial strength.

a) Describe your Firm's organizational structure; include any third-party consultants, limited partnerships and how they will be applied to this project.
b) Identify the number of years the Firm has been in business.
c) Include the address of your Firm's principal place of business and the address of the office that would be providing services for the Project.
d) List any equipment manufactured, sold, distributed, installed or otherwise associated with your Firm that may be included with the Project.
e) Identify and describe any business associations with equipment manufacturers or suppliers that might be specified for the Projects.
f) Identify your affiliation with professional organizations within the State of Missouri, as well as national organization with entities such as the National Association of Energy Service Companies (NAESCO).
g) Describe your Firm's complete range of services and capabilities in the areas of project planning, engineering and design, equipment selection, competitive bid management, construction management, commissioning, training, performance measurement, and ongoing support services.
h) List all services which your Firm performs with in-house employees.
i) Identify which services are likely to be subcontracted with this project.

**Section 5: Turnkey Project Experience and Team Proposal (20%) -** This section will evaluate respondents' likely ability to provide a successful project based on their past project record of accomplishment and the specific team assigned to this project.

a) Provide detailed information for a minimum of three (3) K-12 School District projects in the state of Missouri completed as turnkey performance-based projects by your Firm during the past three (3) years.

b) Provide detailed information on any projects that resulted in a performance shortfall either in construction or as part of the performance measurement and verification process and explain why the shortfall happened? How was the shortfall handled by your Firm?

c) List all past or present litigation in which your Firm is (or has been) named as a defendant.

d) List any contracts in the last ten (10) years that were terminated by the owner prior to completion due to non-performance.

e) List the individuals that would comprise the actual team for this specific project. Include each team member's resume, including relevant engineering design, construction management, commissioning or energy saving measurement and verification experience, and whether the member is a direct employee of the firm responding.

f) Provide an organizational chart showing the team members proposed for this project to illustrate their relationship to the District, each team member's role and responsibilities, and their relationship to any subcontractors or other project participants.

g) List the employee of your firm that is a Missouri-licensed Professional Engineer that will stamp the final design documents for this Project as the Engineer of Record.

**Section 6: Project Development and Implementation Approach (20%) -** This section will evaluate respondents' likely ability to develop and implement a successful project based on their approach to turnkey performance-based facility improvement projects. Respondents should describe the breadth and depth of professional design, construction management, commissioning, and energy saving measurement and verification, turnkey implementation, and other energy-related building services.

a) Describe your Firm's general approach to turnkey performance-based facility improvement projects, including project development, engineering design, and construction management.

b) Describe your Firm's approach to providing detailed utility and facility analysis.

c) Explain how your Firm will handle engineering and design associated with the project, including a statement regarding which design services will be handled in-house and which will be completed by third parties, and state who will be the Engineer of Record.

d) Provide an overview of your Firm's approach to procurement or competitive pricing of work by third parties, including subcontractors, consultants, etc.

e) Describe your Firm's approach to providing a guaranteed, fixed construction price for the Project, and if an Owner contingency is required.

f) Describe your Firm's approach to on-site construction management, scheduling, budget control, etc.

g) Define your Firm's processes related to submittal drawings, equipment manuals, and warranties, etc.

**Section 7: Demonstrated Commissioning, M&V, and Performance Management Experience (20%) -** This section will evaluate respondents' likely ability to provide a successful project outcome based on their approach to commissioning, energy savings measurement and verification, and post-construction project support services.

a) Explain the breadth and depth of your Firm's commissioning experience and outline the commissioning process. Provide an example of a Commissioning Plan for a turnkey project implemented by your Firm.
b) Describe your Firm's approach to ensuring comfort and performance of any new dynamic systems in a facility.
c) Describe your Firm's approach to savings measurement and verification, including the IPMVP options your Firm would recommend for the energy saving guarantee, the duration of tracking, and how you handle savings shortfalls, cost, and other relevant information. Provide an example of an energy savings measurement & verification report.
d) Identify the types of training, the location and frequency provided by your Firm's personnel, provided by others, etc.
e) Identify and describe any department, business unit, or specialized personnel dedicated to ensuring post-installation project performance and support.

**Section 8: Financial Summary (20%) -** This section will evaluate the markup structure of responding firms.
a) Describe how your firm is paid, your fees – including your investment grade audit fee, and how you assure the district is obtaining the best value. Share how a project would be priced including what is considered project costs and your firm's markups. It should be clear how a project would be priced by your firm using your financial proposal. ESCO should price the project as if the gross contract value will be between $2,000,000 - $5,000,000.

**Section 9: Appendices –** Include any additional information that is not covered in the sections above that you feel is important for the School District to consider when making its selection.

## PART 3 .... EVALUATION AND SELECTION

### 3.01..... PROPOSAL EVALUATION

Interested ESCOs responding to this RFP with a proposal must provide such information as outlined in Section 2.1 – Proposal Format. The District will evaluate submittals and select the most highly qualified ESCO that best matches the needs and desires of the District. The Bowling Green R-1 School District reserves the right to reject any and all submissions.

**3.02..... OPTIONAL PERSONAL INTERVIEW**

The District may opt to conduct a personal interview with a selected ESCO respondent or respondents. Location, time, and requirements for the interview will be determined by the District and communicated to the selected respondent(s).

**3.03..... INVESTMENT GRADE AUDIT**

Upon selection of ESCO, the Bowling Green R-1 School District and the ESCO will sign the IGA, when approved by both parties, will allow the ESCO to proceed with the Energy Analysis and Engineering Services.

**3.04..... CONTRACT**

Upon completion of the Energy Audit and Engineering Services a contract will be developed for the agreed upon scope of work.

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All questions will be answered by email to all bidders. No ESCO or potential bidder shall attempt to communicate with the Bowling Green R-1 School District board members, administration, staff, or other district employees without written permission from the District's Contact Person listed above. Any ESCO or potential bidder found to be in violation of the communication expectations of the Bowling Green R-1 School District will be subject to disqualification.
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