



REVISION 3.0 8/10/23

**REQUEST FOR INFORMATION
SUSTAINABILITY SERVICES**

1. INTENT & BACKGROUND

Methacton School District (the "District") is soliciting information from qualified firms to provide sustainability services selected by school district.

The Methacton School District is located in central Montgomery County, Pennsylvania servicing a community of about 13,000 households. The Methacton School District is comprised of the townships of Lower Providence and Worcester. For more information on the School District you can visit our website (www.methacton.org). As a Pennsylvania public school district, Methacton serves about 5,000 students in 4 elementary, 1 upper elementary, 1 middle school, and one high school buildings (7 school buildings). Additional information can be found by visiting the school district's website at: <http://www.methacton.org>.

The Methacton School District has established a sustainability task force comprised of students, staff, parents and members of the community. The task force will be the advisory body to the Superintendent in establishing goals, priorities, strategies and engaging vendors. The task force web site can be found [here](#).

2. Information Requested

Submission and Deadline

All requests for information must be received by Dr. David Zerbe, Superintendent, Methacton **School District, 1001 Kriebel Mill Road, Eagleville, PA 19403-1048**. Questions regarding this RFI may be directed to Dr. Zerbe via email at dzerbe@methacton.org. **Responses are due September 13, 2023 at 11:00am.**

All firms who are furnished a copy of this RFI, but who decide not to offer a Proposal to the District, are asked to submit a negative reply. Specific comments and observations are encouraged. These RFI responses will be used to evaluate potential consideration for future services. All responses should include the following:

Section A: Submittal Letter

Respondents shall submit a cover letter, addressed to the Superintendent, signed by an authorized principal or agent of the firm, which provides an overview of the respondent's offer, as well as the name, title and phone number of the person to whom the District may direct questions concerning the response.

Section B: Experience

Firms must have a minimum of five (5) years' experience in the following areas:

- Greenhouse Gas Emission
- Environmental Accounting
- Energy benchmarking (Portfolio Manager or equivalent)
- Energy audit (bill review)
- Energy Management Audit (ASHRAE or AEE Standards or Equivalent)
- Indoor Air Quality review
- Waste/e-Waste/Recycling audit
- Student and Staff Behavioral audit
- Policy, Program, Curriculum Support (either internal or have recommended 3rd party)

Respondents are to provide a summary of the firm’s experience on similar types and sizes of engagements with emphasis on school districts in the State of Pennsylvania, and detail on experience with public sector sustainability projects. This summary must include your firm’s experience in the areas of services described in Section 3, Scope of Services to be considered in the Request for Information.

Section C: References

Three (3) client references, which encompass the areas outlined in this RFI, especially other local school districts and governmental agencies, should be submitted. The client references must include the name of the organization, address, telephone number, individual contact person, the dates services were performed and a description of the services provided.

Proposed team bios including the proposed client director and work stream leads. Include any proposed outsourced scope of work with outsourced company’s information.

Section D: Budget/Fee Proposal

All respondents are required to complete and submit a detailed itemized fee schedule and expected schedule of payment to perform all services listed above. The District is exempt from payment of excise taxes, transportation and sales taxes imposed by the Federal Government and/or State of Pennsylvania. Such taxes must not be included.

Section E: Form of Contract

All respondents are required to provide the District with a proposed Engagement Letter or Form of Contract. This document should include the terms that the respondents would like to have considered as part of a formal agreement.

3. SCOPE OF SERVICES TO BE CONSIDERED IN THE REQUEST FOR INFORMATION

3.1. The services that the District seeks is for all 7 school buildings and should include the following:

- Environmental Footprint
 - Greenhouse Gas Emission (Scope 1 & 2)
 - Water
 - Waste

- Future footprint analysis in Scope 3
- Environmental Accounting: Scope 1,2 and 3, and water
- Energy benchmarking (Portfolio Manager or equivalent)
- Energy audit (bill review)
- Materiality Assessment
- Energy Management Audit (ASHRAE or AEE Standards or Equivalent)
- Indoor Air Quality review
- Waste/e-Waste/Recycling audit
- Student and Staff Behavioral audit
- Policy, Program, Curriculum Support (either internal or have recommended 3rd party)
- The primary contact who would normally attend meetings of the sustainability task force and School Board Meetings (held the 3rd and 4th Tuesday of each month).
 - Attending virtual taskforce meetings (not more than 4 per year)
 - Attending public school board meetings (not more than 2 per year)
- Holding phone conversations on progress of reporting/review – as needed basis;
- Issuing recommendations based on baseline data;
- Providing feedback on requests for proposals, or invitations to bid;
- Reviewing sustainability communications for accuracy;
- Advising district on grant applications;
- Advising district on school board policies or administrative policies;
- Providing advice and recommendations with respect to matters of sustainability;
- Working with other professionals retained by the District;
- Providing training or recommending 3rd party training firm(s)

Timeline

District targets an October 2023 approval by the Board of School Directors with work commencing at the beginning of November 2023 and ending in June 2024.