

**Request for Proposals (RFP)**  
for  
**Guaranteed Energy Savings Contract for  
City Hall**

**Issued by:**

**The City of Wood River  
111 N Wood River Avenue  
Wood River, IL 62095**

**Proposal Due Date: April 2<sup>nd</sup>, 2021 10:00 AM**

## **Request for Proposals for Guaranteed Energy Savings Contract**

Notice is hereby given that the City of Wood River "City" at 111 N Wood River Avenue, Wood River, IL 62095, is requesting Qualified Providers to propose energy conservation measures through a guaranteed energy savings contract. The City's objective in issuing this Request for Proposal (RFP) is to provide a competitive means in which to select a Qualified Provider for a Guaranteed Energy Savings Contract under a phased approach for City Hall building located at 111 N. Wood River Ave, Wood River, IL 62095. The contract shall follow the requirements of 50 ILCS 515 Local Government Energy Conservation Act. Proposals shall be in sealed form and submitted no later than **April 2<sup>nd</sup>, 2021 at 10:00 AM CST** at City Hall 111 N. Wood River Ave, Wood River, IL 62095, at which time they will be publicly opened. The City's RFP is available online at <https://www2.illinois.gov/cdb/procurement/escos/Pages/default.aspx>. For questions contact: Steve Palen, City of Wood River Director of Public Services, by phone at 618-251-3122 or email at [spalen@cityofwoodriver.com](mailto:spalen@cityofwoodriver.com)

Providers shall submit five (5) paper copies and one (1) electronic copy of their proposal in a sealed box or envelope. EXTENSIONS WILL NOT BE GRANTED. No faxed nor electronically submitted proposal shall be accepted. A mandatory ESCO conference and site visit will be held on March 19<sup>th</sup>, 2021 at 10:00 AM CST in Wood River City Hall Council Chambers.

Proposals shall include implementation of energy conservation measures. "Energy conservation measures" means any improvement, repair, alteration, or betterment of the City Hall building or any equipment, fixture, or furnishing to be added to or used in the City Hall building, subject to the building code, that is designed to reduce energy consumption or operating costs.

After proposed energy conservation measures are installed, responsiveness to and prompt service for new equipment will be important to the City. Qualified Provider must have a service office located within 50 miles from Wood River City Hall in order to respond quickly to all the City's needs.

The City reserves the right to reject any or all proposals, to waive irregularities in the proposal procedure, or accept the proposal that, in its opinion, will serve the best interest of the City. The City further reserves the right to award all or a portion of the work to one or more providers. Any such decision shall be considered final. Failure to meet any of the required criteria may result in automatic rejection of the proposal.

The City will not provide compensation to the Respondent(s) for any expense incurred by the Respondent(s) for submission preparation, product evaluations or demonstrations that may be made. All submissions become the property of the City and will not be returned to the ESCO.

In accordance with 50 ILCS 515 Local Government Energy Conservation Act, the city discloses that GRP|WEGMAN participated in the preparation of this RFP.

## **I. Proposed Project**

- A. The work to be included in the project may include but not limited to upgrades or replacement of equipment and/or material include in, but not limited to roofing, tuck-pointing, parking lots, doors, windows, flooring, lighting, plumbing, domestic water, HVAC and security at Wood River City Hall, located at 111 North Wood River Ave.
- B. The intent of this RFP is to provide the means to realize maximum energy and operational savings and/or related improvements to its City Hall building.
- C. A savings guarantee will be offered as part of the qualified provider's proposal. The savings in energy and operating costs are guaranteed to cover the cost of the contract.
- D. If a proposal includes any proprietary data or information that the respondent does not want disclosed to the public, such data or information must be specifically identified as such on every page which it is found. Data or information so identified will be used by the City solely for the purpose of evaluating proposals and conducting contract negotiations. Disclosure of any proprietary information by the City shall be in accordance with the laws and regulations regarding disclosure in force in the State of Illinois.

## II. Proposal Format

Proposals must contain all required information outlined in this section. The City reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein. Moreover, the City Council reserves the right to reject any and all proposals and to waive any deficiencies in a proposal.

### A. TABLE OF CONTENTS

### B. EXECUTIVE OVERVIEW

### C. COMPANY INFORMATION

- Name of firm
- Business address
- Primary contact person for this project
- Name of officer authorized to bind the firm and office address
- Number of years company has been in business

### D. QUALIFICATIONS

- Resumes of the key project personnel to the project
- Current Professional Engineering License for the audit team
- Documentation of firm being a licensed design firm in Illinois
- Current Certification from the State of IL that your firm is in good standing with the State of Illinois to perform work/business in Illinois
- Litigation:
  - List any projects with Illinois Schools or Municipalities which have resulted in litigation or arbitration during the past ten years
  - List any projects the responding ESCO has signed a contract and not delivered on the agreed upon contract. Please also explain
- Relevant Experience: Provide project details on at least (10) Illinois Performance Contracting projects.
- List each service typically subcontracted by ESCO and which are performed “in house.”

### E. TECHNICAL APPROACH

- Describe the ESCO’s approach to technical design
- Does the ESCO include asbestos abatement in the guaranteed energy savings contract?
- Will the ESCO be using an in-house licensed engineer or licensed architect to stamp building permits?
- Provide a description of the facility needs and recommended solutions

**F. FINANCIAL APPROACH and GUARANTEE**

- Pricing for proposed recommended solutions and alternatives if applicable.
- Provide a detailed explanation of how the ESCO will calculate savings

**G. PROJECT MANAGEMENT**

- Description of approach for project and construction management including processes, type and availability of company resources to support the project.

**H. ADDITIONAL SERVICES**

- Any additional information, service and training

### **III. Proposal Evaluation Criteria**

A City evaluation team will evaluate all proposals and recommend an award subject to approval by the City Council offering the best value proposal. The City reserves the right to, but is not obligated to, request and require that the proposing firm provide an oral presentation of its proposal. The written proposal and oral presentation, if required, will be the basis for determining the successful firm. Proposals will be evaluated according to the following criteria:

- Qualifications and experience of the proposer and past performance of the firm on other contracts in terms of size, scope and quality of services. The City may solicit reference information from previous clients.
- Qualifications and experience of committed personnel.
- Technical Approach – quality and responsiveness of the proposal to the needs of the City in terms of scope of work, methodology, and project management.
- Financial Approach – Total Project Cost, Projected Savings and sources and types of potential financing.

The City Council or its designee will, in the exercise of their sole discretion, determine which proposal best meets the needs of the City. The City is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract.

### **IV. Timeline**

The City expects to undertake the selection process described below according to the following schedule:

Advertisement and Issue RFP	March 12 <sup>th</sup> , 2021
Mandatory Pre-Bid Meeting	March 19 <sup>th</sup> , 2021
Deadline for Submission of Proposals	April 2 <sup>nd</sup> , 2021
Potential Interviews/Selection of ESCO	April 7 <sup>th</sup> , 2021
Award Contract	April 19 <sup>th</sup> , 2021