

Request for Proposals (RFP)
for
Guaranteed Energy Savings Contract

Issued by:

**The City of Troy
116 E. Market St.
Troy, IL 62294**

Proposal Due Date: June 30, 2023 at 10:00 AM CST

Request for Proposals for Guaranteed Energy Savings Contract

Notice is hereby given that the City of Troy (the "City") at 116 E. Market St. Troy, Illinois 62294, 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 all buildings. 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 **June 30, 2023 at 10:00 AM CST** at the Municipal Building at 116 E. Market St. Troy, IL 62294, at which time they will be publicly opened. For questions, contact Jay Keeven, City Manager, by phone at 618-667-9924 x 501 or email at JKeeven@troyil.us.

Providers shall submit five (5) paper copies of the proposals in a sealed box or envelope. EXTENSIONS WILL NOT BE GRANTED. No faxed nor electronically submitted proposal shall be accepted. A mandatory pre-bid meeting and site visit will be held on **June 15, 2023 9:00 AM CST** at the Municipal Building, 116 E. Market St. Troy, Illinois.

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

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 intent of the RFP is to provide the City with the means to make improvements to its municipal city hall (116 E. Market St. Troy, Illinois) facility over a phased approach, while realizing maximum energy and operational savings. The selected qualified provider preferably would have first party capability to maintain any mechanical or electrical equipment/systems they install and perform the project management and engineering functions in-house. Preference would be that the selected provider has a maintenance/service department located within 50 miles from the City's Municipal Building to respond quickly to all the City's needs. Qualified provider's length of business in the State of Illinois will be a consideration.
- B. The work to be included in the project may include, but is not limited to, upgrades or replacement of equipment and/or material to include, but not limited to, roofing, tuck-pointing, parking lots, doors, windows, solar renewables, and security.
- 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 that 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 & address of nearest service office
 - 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
- Additional relevant information

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.
 - Provide a summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification.
 - 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.

E. TECHNICAL APPROACH

- Describe the ESCO's approach to technical design
- 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.
- Provider’s service location, years working in Illinois and ability to first party install and provide service.
- 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, 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. Anticipated Timeline

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

Advertisement and Issue RFP	June 5, 2023
Mandatory Pre-Bid Meeting	June 15, 2023
Submissions of Proposals	June 30, 2023
Potential Interviews/Selection of ESCO	July 2023
Award Contract	July/August 2023