

CITY OF MADISON, IL REQUEST FOR PROPOSALS

Date of Issue: 9-5-2023

Proposal Due Date: 9-25-2023

Issued By: City of Madison

RFP Point of Contact: Sue Beatte

Introduction

The City of Madison is seeking proposals from qualified companies to partner with the City to put a utility-scale solar farm (greater than 2 MW) on parcels owned by the City of Madison. The selected company will design, develop, finance, construct and operate the solar farm. It will be located on RR St. 17-1-20-30-00-000-006, Madison Illinois.

ABOUT THIS RFP

The objective of this RFP is for the City of Madison to select one company which will establish an effective plan for the complete project and write the necessary proposal to the Illinois Power Agency (IPA) to receive a grant of Solar Renewable Energy Credits (SRECs). If an IPA SREC grant is successfully awarded, the company will implement the agreed upon plan.

The government of the City of Madison understands that a critical part of ultimate success of the proposed project will be the acquisition of sufficient revenue from selling generated power as well as from selling SRECs. The company, once selected, would have to seek and obtain the necessary SRECs from the IPA at the earliest opportunity afforded. The City of Madison further understands that the project could not begin without necessary SRECs and adequate assessments of power purchases from Ameren and other energy buyers.

After receiving an IPA grant, the proposing company will, through its resources, purchase, install, own and operate the solar farm with all hardware and material installed as part of the solar farm.

Installation of the solar array shall be completed and energized within 18 months of receiving the IPA SREC grant unless an extension is granted by the City of Madison.

As a result of this solicitation, the selected company and the City of Madison will enter into a partnership through a negotiated agreement which will include a lease option on the property needed for the solar farm. The land will be leased to the selected company for the life of the operation of solar farm. Proposed lease details (including consideration to the city) should be included in the proposal.

The City of Madison may solicit quotes from one or more solar firms and may undertake negotiation with one or more companies under this RFP. Nothing in this solicitation process, RFP, or any contemplated or final agreement relieves any qualified vendor from complying with all laws and regulations applicable to the agreement.

QUESTIONS RELATED TO THIS RFP

Satellite and street views, GIS maps, and data that can be obtained publicly or from Ameren are anticipated to provide sufficient information to assess company interest in the project and to develop a sound proposal. A company representative may request a site visit to directly explore the property based on serious interest as demonstrated in a preliminary plan. A request for a site visit should be made in writing via email to the RFP Point of Contact listed above. Since a site visit takes time for the Respondent and for City of Madison personnel, only serious requests will be considered. For this reason, a copy of the preliminary site plan must be included with the request.

All questions, including requests for explanations of the meaning or interpretations of the provisions of the RFP, **shall be submitted in writing via email** to the RFP Point of Contact listed above by September 25, 2023, 2:00pm CST. Questions submitted after September 25, 2023, 2:00pm CST. may not be answered.

PROPOSAL DUE DATE AND SUBMITTAL

Proposals must be received no later than September 25, 2023 2:00pm CST. Proposals must be submitted to the Point of Contact listed on page 1 of this RFP. All emailed proposals will generate an emailed response within two business days confirming receipt of the proposal. If you do not receive a confirmation email, please email the RFP Point of Contact or call **618-876-6268**

In order to maintain fairness and integrity of the selection process, proposals must conform to the requirements of this RFP. All communications shall be through the RFP Point of Contact listed on the page 1 of this RFP. Communications with officials of the City of Madison for the purpose of unfairly influencing the outcome of this RFP may be cause for the proposal to be rejected and disqualified from further consideration.

PROPOSING COMPANY REQUIREMENTS AND EVALUATION PROCESS

Responding firms are responsible for carefully reading all the terms and conditions of this RFP and adhering to all terms and conditions contained herein. Proposals that do not contain all of the information requested may be rejected as non-responsive.

All respondents must meet the minimum qualifications described in this section for consideration. The determination of whether a proposing firm meets the minimum qualifications will be based on the complete proposal.

Required:

1. All respondents must be, or contract with, a company that has at least one employee that is a North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer.
2. All respondents must be, or contract with, electrical contractor(s) that has all applicable licensure requirements for the authorities having jurisdiction (AHJs).
3. All respondents must respond to each section of this Request for Proposals and use the outline below as a guide for formatting Proposals.
4. All respondents must have at least 200kW installed capacity of solar or wind experience.
5. All respondents must abide by the Illinois Power Agency contract requirements.
<http://illinoisabp.com/contract-requirements>
6. All respondents must be, or contract with, a company that is an Illinois Commerce Commission (ICC) certified Distributed Generation Installer. <https://www.icc.illinois.gov/authority/distributed-generation-installer>

Proposals will be evaluated most highly from companies that:

1. Show evidence that they have successfully developed adequate financing for large renewable energy projects in the United States.
2. Include discussion of financing methods used as well as revenue streams projected.
3. Describe an effective financing plan for the project with a high likelihood of success.
4. Include success stories of renewable energy projects which were connected into a local utility power grid or have approval for connection within two years. These should include public references along with contact information.
5. Have successfully constructed a large solar array with capacity over 1 MW.
6. Prioritize diversity and inclusiveness in business practices, including but not limited to diversity goals in hiring and/or contracting processes; collection of data on hiring and promotion processes with regards to diversity on the basis of age, disability, ethnicity, gender, religion, sexual orientation, and/or criminal record; and/or specific initiatives to increase diversity and inclusiveness in the workplace.
7. While it is not necessary that a company has successfully proposed and received Renewable Energy Credit (REC) grants from the Illinois Power Agency (IPA), proposing companies will be evaluated more highly if they show evidence that they are familiar with IPA rules and processes and that they can write effective proposals to state or federal agencies such as the IPA.

CONDITIONS AND RESERVATIONS

The City of Madison are not obligated as a result of the submission of a Proposal to enter into an agreement with any Respondent, and they have no financial obligation to any Respondent arising from this RFP. After selection, an agreement with the selected proposing firm will be negotiated and executed between the firm and the City of Madison. The agreement shall confirm each organization's roles and responsibilities prior to the start of work. The agreement shall include indemnification by the Respondent for the benefit of the City of Madison, with proof of insurance by companies acceptable to the city for liabilities arising as a result of the use of the city owned property, arising from or in connection with the construction or maintenance of the project.

The City of Madison reserves all rights regarding this RFP, including, without limitation, the right to:

1. Amend, delay or cancel the RFP without liability if it determines that it is in the best interest of the project to do so. In the event it becomes necessary to amend any part of this RFP, notice will be provided in the same manner as notice of the original solicitation.
2. Reject any or all Proposals received upon finding that it is in the best interest of the City of Madison to do so.
3. Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any Proposal, if required.
4. Reject any Proposal that fails substantially to comply with all prescribed RFP procedures and requirements.
5. Negotiate and/or amend the Scope of Work to serve the best interest of the project.

PROPOSAL CONTENT AND FORMAT

Please create project proposals in 8 - 1/2" x 11" document size using a minimum 12 point font size. Proposals should be submitted as one PDF file, or, if multiple files are required, one ZIP file containing the proposal folder and files. Proposals shall not exceed 50 pages, including cover page, cover letter and any appendices and/or attachments.

I. Cover Letter

The cover letter shall discuss the highlights, key features and distinguishing points of the Proposal. As part of this discussion, please describe your interest in partnering with the City of Madison for this project. The cover letter must be prepared and signed by a manager having the authority to make offers and enter into financial agreements on behalf of the firm.

II. Signatures and Certifications

The signed cover letter must be followed by completed signature and certifications pages contained in Appendix A of this RFP.

Provide responses to the following using the section numbers/letters provided:

III. Proposing Firm Profile

- A. Detail the respondent firm's history and organizational structure.
- B. Provide a statement describing the firm's capability to complete the project per the project timeline specified above. Include a discussion of the firm's financial stability, number of employees, capacity, and resources.
- C. Describe the demonstrated experience of the firm in developing, designing, and installing solar and wind electric systems. Specifically, when applicable, give details demonstrating that your company has:
 - a. Successfully proposed and received Renewable Energy Credit (REC) grants from the Illinois Power Agency for at least one solar or wind project in Illinois.
 - b. Successfully developed adequate financing for large renewable energy projects in the United States.
 - c. Successfully connected a solar or wind project into a local utility power grid or have a utility approved plan to do so in the next two years.
 - d. Successfully proposed, financed, or constructed a large solar array.

IV. Qualifications of the Project Team

- A. Specify how the company's project team will be organized to accomplish the proposed project and identify what parts will be staffed internally or subcontracted.
- B. Identify key personnel for this project including roles, experience, licenses, and certificates. Key personnel should include as applicable: Owners, Project Managers, Designers and Installers if they are part of an internal organization.
- C. Identify any subcontractors you plan to use, along with their value to the project, and provide background information on size, experience, management, licensing, and a brief discussion of their ability to accomplish necessary tasks.

V. Project Plan

- A. Provide details of the proposed solar array on the land. Include overview drawings showing the extent of the array and its placement as well as location of electrical hardware and connection into the local utility infrastructure.
- B. Describe the maximum AC capacity of the solar farm and the proposed method of connecting into the local utility. Give evidence that such connection will be accommodated by Ameren.
- C. Describe the proposed financing plan for the project. Discuss evidence that it will be successful and point to, and assess, any associated risks.
- D. Describe the process that will be used to secure needed SRECs from the Illinois Power Agency.
- E. Discuss the expected revenue stream and its sources over time for the proposed solar farm and point out factors that are central to the project's economic viability.
- F. Specify expected payments to the City of Madison as part of the partnership agreement. This could be any combination possibilities including a lease fee for the property or a fixed percentage of site revenue. Include details of any desired lease agreement and the approach to make sure the area will be secured.

- G. Provide a description of the schedule for the project, especially for the period after receipt of an SREC grant from the Illinois Power Agency. Explain how the firm can react quickly to meet the sudden need to implement the project when SRECs are granted.
- H. Describe the process that will be used to verify the quality of acquired parts and equipment as well as the completed installation.

VI. Appendices

The proposal can include appendices with any supporting information in support of the firm as the best for this project. If present, appendices are included in the maximum allowed length for the entire proposal.

**Appendix A
Signatures and Certifications**

The undersigned Respondent declares he has carefully examined the General Instructions/Conditions, Specifications and included in the City of Madison’s Invitation for Bids and the figures submitted are the lowest responsible cost for this work. The Respondent further understands that he is responsible for any errors or omission affecting coverage based on these specifications.

It is also understood and agreed that the City of Madison reserves the right to accept or reject any or all quotations, to waive any informality in any quotation received and to award in the best interest of the City.

The undersigned Respondent further declares that this proposal is made without any connection with any person making another proposal against the same RFP, that the proposal is in all respects fair and without collusion or fraud, that no member of the Madison City Council or City of Madison employee is directly or indirectly financially interested in this proposal or in any portion of the profits thereof.

The undersigned Respondent certifies that it is not barred from being awarded a contract or subcontract under Section 10.1 of the Illinois Purchasing Act.

The undersigned Respondent certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of 720 ILCS 5/33E (Bid Rigging) or 720 ILCS 5/33E-4 (Bid Rotating).

The undersigned Respondent certifies that the firm is insured.

Signature _____

Respondent’s Name _____

Address _____

City and State _____

Telephone Number _____

Fax Number

Email Address

Authorized Signature

By my signature, I hereby affirm that I have read, understood and agree to comply with all of the instructions set forth in this Request for Proposal.

(Must be signed by an authorized agent of the Respondent.)

Signature _____

Printed Name _____

Title _____

Date _____