

CITY OF DECATUR, ILLINOIS

REQUEST FOR QUALIFICATIONS (RFQ)

ENERGY CONSULTING SERVICES
FOR
**OPT-OUT RESIDENTIAL AND SMALL COMMERCIAL ELECTRICITY
AGGREGATION**

ISSUE DATE: JUNE 22, 2012

**CITY OF DECATUR
#1 GARY K ANDERSON PLAZA
DECATUR, IL 62523
PHONE: (217) 424-2778
FAX: (217) 424-2728
WWW.DECATURIL.GOV**

RFQ DISTRIBUTION

In an effort to minimize paper, City of Decatur (The City) distributes bidding documents electronically from the City's official website www.decaturl.gov/publicinformation.html under the Notices section. Any additional information, if such information is issued, will also be posted in the same section of the City's website. If the proposer wishes to be electronically notified of any additional information, a request can be sent to vpinnamaraju@decaturl.gov with the subject line "Interested in receiving Aggregation RFQ Related Updates" and the body containing 1) Name of the firm and 2) Contact information with an E-Mail address.

SUBMISSION REQUIREMENTS AND DEADLINE

Proposers are to submit qualifications that will not be opened before bid close time and will be evaluated independently by City staff. Submit one (1) electronic copy and three (3) signed original copies to the address below:

Aggregation RFQ
Attn: Purchasing Division
City of Decatur
#1 Gary K Anderson Plaza
Decatur, IL 62523

SUBMISSION DATE

All proposals submitted in response to this solicitation must be received by 3:00 p.m. (Central Standard Time), Friday, July 20, 2012 by mail or hand-delivery. Faxed or E-Mailed transmissions will not be accepted. The City will not consider any responses received after the date and time indicated above. All submissions become the property of The City and will not be returned.

Proposals will not be opened publicly.

CONTACT INFORMATION

Requests for information related to this RFQ should be directed to:

Vasudha Pinnamaraju, AICP
Environmental Planner
City of Decatur
#1 Gary K Anderson Plaza
Decatur, IL 62523
E-Mail: vpinnamaraju@decaturl.gov
Phone: (217) 424-2778
Fax: (217) 424-2728

Questions must be submitted in writing by Mail or E-Mail to the above address no less than 7 days before the submission date.

SCOPE OF SERVICES

The City desires to hire a well-qualified and independent, energy consultant to help develop and implement an Opt-Out, residential & small commercial electricity aggregation program shall include at a minimum

- 1) Developing an aggregation marketing plan and assist the City with the referendum process, including community education.
- 2) Writing electricity bid specifications and conducting a competitive bid for the procurement of the City's residential & small commercial customers.
- 3) Attending public hearings.
- 4) Developing an "Aggregation Plan of Operation and Governance" in accordance with Illinois Commerce Commission regulations.
- 5) Managing on-going municipal electricity program through the end of the contract term.

QUALIFICATIONS

Company Information and Relevant Experience

- Provide a general overview of the company, including the firm's full name and address, services offered, specialties, awards, licensing & certification as an Agent, Broker, or Consultant in Illinois as specified by the Illinois Commerce Commission.
- Responses must include a statement that, to the best of the company's knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City.
- Describe your firm's working knowledge of Illinois and of Central Illinois in particular

The City requires all proposers to describe their company's past experience with the following:

- Previous direct experience administering large-scale competitive procurement process.
- Describe your firms experience in
 - 1) Developing and writing electricity bid specifications
 - 2) Identifying types of supply options to include in bid specifications
 - 3) Developing supplier evaluation criteria.

- 4) Identifying, evaluating and recommending potential suppliers to include in the bid process. Please provide a list of Alternative Retail Electric Suppliers (ARES) that your firm has successfully done business with.
- 5) Developing written negotiation strategies for contract implementation.
- 6) Developing strategies for the consolidation of energy billing and reporting from vendors.
- 7) Developing strategies for the evaluation and comparison of bid results to determine best pricing.

Project Manager (or team) Information/Experience

- Discuss the capacity of the project manager/team to accept new work in municipal electricity aggregation.
- Provide an organizational chart with personnel included of the main/branch office that will perform the work for this project.
- Identify the project manager for the project. Where does he/she live and work? What percentage of his/her total time will be spent on this project?
- Describe the qualifications of the project manager and all project personnel. Include specialized skills. Include resumes for all project personnel listed that show the following:
 - Name, specialty, and job title, years of relevant experience with firm (and previous employers), professional certifications, office location where employed,
 - Provide a synopsis of experience, training or other qualities that reflect each individual's related experience with large scale competitive procurement and expected contribution to the project.

References

- Provide a list of clients for whom similar work has been conducted. Provide names, titles, organizations, addresses, telephone numbers, and e-mail addresses of at least three (3) clients. Representatives of the City, at their discretion, may call any of the clients listed to verify the performance of the consultant.
- Provide references of municipalities in Ameren Illinois territory, if available.

BUDGETING AND TRACKING

Successful Vendor must be able to:

- Develop and maintain effective computer systems to record and analyze energy requirements and corresponding transactions.
- Routinely review random billings within the aggregation to monitor accuracy of billing to clients and provide documents to the City.

RFQ EVALUATION AND SELECTION

The City will evaluate all Requests for Qualifications that are submitted by the deadline and make a selection based on the responses. Successful candidates will have submitted all required documents and completed each category outlined therein.

- The City will only consider qualifications from the consulting firms that have no upfront costs or penalties to the City for providing the above listed services.
- The City will select the consultant most qualified in terms of actual demonstrated experience, knowledge, and perceived benefit to the City's objectives.
- The firm selected will be expected to immediately assist in the developing a final scope of services and contractual agreement.
- In the event an agreement cannot be reached with the selected consultant(s), The City reserves the right to select an alternate contractor. The City further reserves the right to reject any or all proposals if it is in the best interest of the City to do so.

GENERAL CONDITIONS

Please Note: If selected as a consultant for the City, the proposer will **not** be eligible to be an Alternative Retail Electric Supplier (ARES).

The City reserves the right to make an award based solely on the proposals or to negotiate further with one or more contractors. The contractor selected for the award will be chosen based on the greatest benefit to the community, not necessarily the lowest price. Past performances with The City will also attribute to the validity of the contractors proposal. The City's decision is final; there is no appeal process.

The City reserves the right to terminate the contract for unsatisfactory performance or such other justifiable causes. In the event the contractor is performing unsatisfactorily, a thirty-day (30) prior written notice shall be given to rectify any outstanding issues concerning the contract with the option of termination for causes such as loss or reduction in availability of funding.

CITY OF DECATUR
REQUEST FOR QUALIFICATIONS

The executing of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

Company

Address

City

State

Zip

Daytime Telephone #

After Hour Telephone #

Contact Person (Please print or type)

Name of Authorized Agent or Officer

Title

Signature of Authorized Agent or Officer

Date

PLEASE MARK THE SEALED ENVELOPE: Aggregation RFQ