



**CITY OF URBANA, ILLINOIS**

**REQUEST FOR QUALIFICATIONS FOR A LANDFILL SOLAR DEVELOPER**

**RFP # 1718-08**

**ISSUED: August 28, 2017**

**RESPONSES DUE AT THE CITY OF URBANA:  
3:00 PM Central Time, September 7, 2017  
City of Urbana, Illinois Public Works Department  
706 Glover Avenue Urbana, IL 61802**

# Request for Qualifications (RFQ) for a Landfill Solar Developer

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## Section A: Introduction and Purpose

The City of Urbana, Illinois (“City”) is requesting qualifications from landfill solar Developers (“Developers”) interested in partnering with the City on one or more solar developments in the City. The City intends to work with the selected Developer(s) to perform or have performed an interconnection study at the Developer’s expense and to establish a letter of intent, lease option agreement, lease agreement, power purchase agreement, or other contracts as the City determines to be in the best interest of the City to affect the purpose of this RFQ. The City’s purpose, insofar as is possible, is to increase renewable energy use, generate tax, lease, or other revenue for the City, create renewable energy purchasing opportunities for local commercial and residential electricity customers, and create jobs within the City.

## Section B: General Terms and Conditions

### 1. Submission Delivery

Sealed submissions must be received by the City at the Public Works Office, 706 Glover Avenue, Urbana, Illinois 61802 by no later than **3:00p.m.** Central Time on **September 7, 2017.**

All submissions become the property of the City and will not be returned to the Developer. Documents meeting the requirements of 5 ILCS 140/7(1)(g) will be kept confidential. All other documents will be presumed subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*). Proposals must be labeled with “RFQ #1718-08” and addressed as follows:

City of Urbana  
706 Glover Avenue  
Urbana, IL 61802  
Attention: Environmental Sustainability Manager

### 2. Page Limit and Format

Submissions may not exceed 50 pages in total. Developers must submit one print copy and one digital copy on a USB drive. Developers may provide information not specifically requested in this RFQ. Submissions must provide responses requested in this RFQ in the order presented in this RFQ. Submission of pre-prepared marketing documents alone will not be acceptable.

### **3. Development Sites**

The City intends to lease land at a closed municipal landfill located at 901 N Smith Rd, Urbana, IL 61802 with parcel numbers 91-21-10-151-005 and 91-21-09-401-007. Information about the landfill is included in the attachments to this RFQ. The City may consider additional or alternative development sites. To the best of the City's knowledge, there are two electrical substations within 1.5 miles of the aforementioned parcels.

### **4. Potential Power Offtakers**

The City anticipates that potential offtakers for a landfill solar development in Urbana might include but not be limited to the following:

- a. Adjacent industrial facilities
- b. City facilities and/or street lights
- c. Residential community solar subscriptions
- d. Commercial community solar subscriptions
- e. Utility Company
- f. Illinois Power Authority

Insofar as is feasible, the City seeks to include residential community solar subscriptions for a portion of the development.

### **5. Waiver of Irregularities**

The City reserves the right to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of the City to do so.

### **6. Equal Employment Opportunity**

The Developer shall comply with Urbana City Code Section 2-119 (Discrimination in Employment by Contractors and Vendors with the City) and Chapter 12 (Human Rights) for the duration of any contract. Failure to comply with the provisions of the aforementioned provisions shall constitute breach of contract.

The City's Equal Employment Opportunity Workforce Statistics Form must be completed and submitted with the submission. During the term of any contract, the Developer shall comply in all respects with the Equal Employment Opportunity Act. The Developer shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age and shall attest that it has notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders.

Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.

## **7. Vendor Representations and Additional Duties**

The City's Vendor Representations and Additional Duties Form must be completed and submitted with the submission.

## **Section C: Submission Requirements**

### **1. Profile**

Developers must provide the following information regarding their organization in the order provided here.

- a. Organization name
- b. Address, City, State, Zip Code
- c. Names, Titles, Phone Numbers, and Email Addresses of Two Contact People
- d. Identify if submittal is for a Parent Company (List any Division or Branch Offices to be involved in this project), a Division, a Subsidiary, or a Branch Office. Provide:
  - i. Organization name
  - ii. Address, City, State, Zip Code
- e. Identify the type of Firm:
  - iii. Corporation
  - iv. Partnership
  - v. Sole ownership
  - vi. Joint venture
  - vii. Limited liability company
- f. Federal Employer Identification Number
- g. Year Firm was Established
- h. If the Proposer intends to sub-contract parts of the work, include the above information for all contemplated sub-contractors to the extent known
- i. Income statement, quarterly balance sheet, or other representations of financial capabilities

### **2. Qualifications**

Developers must provide information regarding their experience and qualifications to install, sell, manage, operate/maintain, repair, and eventually dismantle and decommission a photovoltaic solar energy array. Additionally, Developers must describe their experience and qualifications with all of the following in the order

provided here:

- a. Solar array developments on landfills including the number of such projects
- b. The Illinois Future Energy Jobs Act SREC provisions and procurement timeframes
- c. Projects of at least 1 megawatt in size or greater
- d. Use of an open-book contracting approach
- e. Securing financing for solar developments
- f. Operating or partnering with an operator of a community solar subscription service
- g. Seeking and obtaining federal, state and/or local tax advantages and grant funding where available

### **3. Personnel**

Developers must provide their relevant experience, qualifications and educational background for ONLY those PRIMARY team members (no more than four (4) individuals) who will directly be working on this project in the order provided below. Do not include individual résumés.

- a. Name of person
- b. Current job title
- c. Job responsibilities
- d. Number of years with organization
- e. Primary office location
- f. Educational background
- g. Academic degrees, certifications, professional affiliations, relevant publications and technical training.
- h. Detailed description of the role and responsibilities this individual will have for the duration of this project.
- i. List of similar projects which individual has worked on in the past 24 months
- j. Describe any other relevant technical experience.
- k. Indicate the total years of relevant energy-related experience for this individual.

### **4. Project History and Client References**

Provide the following information for no more than five (5) landfill solar development references.

- a. Project name and location
- b. Size of development in megawatts
- c. Offtakers of power

- d. Source of project financing
- e. Roles Developer performed in the development
- f. Construction start & end dates
- g. Contract start & end dates
- h. CURRENT and ACCURATE contact information for the project(s)' representatives with whom your firm did business on this project. You should ensure that all representatives are familiar with this project. You should provide the representatives with your permission to discuss with the City your work and performance on their projects

#### **Section D: Evaluation Criteria**

Submissions will be evaluated based on the quality and suitability of the Developers' submissions in Section C. Submissions will be evaluated solely at the discretion of the City. The City reserves the right to accept or reject partnering with any or all Developers.

#### **Section E: Limitations**

Nothing in this RFQ shall be deemed or construed as an offer to enter into an arrangement or contract with the City nor shall it be construed as requiring the City to accept any particular Developer's response or enter into any contract with any Developer.

#### **Section F: List of Attachments**

Attachment A - Urbana Landfill Aerial and Well Locations

Attachment B - Urbana Landfill Parcels and 2ft Contours

Attachment C - Urbana Landfill Photograph

Attachment D - Urbana Landfill Hoseman Agreement

Attachment E - EEO & Vendor Representations