



OFFICE OF WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyillinois.com

June 12, 2018

To Whom It May Concern:

You are invited to submit your credentials in response to this Request for Qualifications (RFQ) for:

Professional Consulting Services for Determining Viability of Solar Photovoltaic (PV) Applications on County - Owned Land and Buildings

Respondents must be licensed to do business in the State of Illinois; and, demonstrate verifiable qualifications and experiences involving professional consulting services for viability determination of solar photovoltaic (PV) applications on various real estate holdings throughout Will County, IL.

A Pre-Submittal Conference will be held on Wednesday, June 27, 2018, at 9:00 A.M. in the Will County Board Room, 302 N. Chicago Street, Joliet, IL, 60432.

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 3:00 p.m., "as so indicated by the time stamp clock of Will County", Wednesday, July 11, 2018.**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Rita Weiss, Purchasing Director, at rweiss@willcountyillinois.com.

We welcome your response to this solicitation.

Sincerely,

Rita Weiss

Rita Weiss
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):
PROFESSIONAL CONSULTING SERVICES FOR DETERMINATION OF VIABILITY OF SOLAR
PHOTOVOLTAIC (PV) APPLICATIONS ON COUNTY – OWNED LAND AND BUILDINGS**

SEALED RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL CONSULTING SERVICES, FROM FIRMS LICENSED TO DO BUSINESS IN THE STATE OF ILLINOIS; AND, THOSE HAVING VERIFIABLE QUALIFICATIONS AND EXPERIENCE WITH VIABILITY DETERMINATION OF SOLAR PHOTOVOLTAIC (PV) APPLICATIONS ON COUNTY – OWNED LAND AND BUILDINGS, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 3:00 P.M., WEDNESDAY, JULY 11, 2018.

A PRE-SUBMITTAL CONFERENCE WILL BE HELD ON WEDNESDAY, JUNE 27, 2018, AT 9:00 A.M. IN THE WILL COUNTY BOARD ROOM, 302 N. CHICAGO STREET, JOLIET, IL, 60432.

THE TERMS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND purchasing@willcountyillinois.com.

THE TENDERING OF A RESPONSE TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE STATED TERMS AND CONDITIONS. THE RESPONDENT ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL RESPONSES AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RESPONSE RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

INSTRUCTIONS TO RESPONDENTS

GENERAL REQUIREMENTS:

You are invited to submit your statement of qualifications to this Request for Qualifications (RFQ) for Professional Consulting Services for determination of viability of solar photovoltaic (PV) applications on county-owned land and buildings. Respondents to this RFQ must be licensed to do business in the state of Illinois; and, demonstrate verifiable qualifications and experience with the successful completion of similar projects within the past 3-5 years.

MANDATORY PRE-SUBMITTAL CONFERENCE:

A Pre-Submittal Conference will be held on Wednesday, June 27, 2018, at 9:00 A.M. in the Will County Board Room, 302 N. Chicago Street, Joliet, IL, 60432.

RESPONSES:

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Wednesday, July 11, 2018, at 3:00 PM “as so indicated by the time stamp clock of Will County”**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent's name and address and the notation:

SEALED RESPONSE: **RFQ FOR PROFESSIONAL CONSULTING SERVICES
VIABILITY OF SOLAR PHOTOVOLTAIC (PV) APPLICATIONS
ON COUNTY OWNED LAND AND BUILDINGS**

RESPONSES DUE: **Wednesday, July 11, 2018 - 3:00 P.M.**

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents and any clarifications thereto, shall be that of a duly authorized representative of the firm, an officer or agent of the business entity who is empowered to bind the firm in a contract.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. The statement of qualifications must be prepared as requested in the “Response to RFQ” section. One (1) original, eight (8) copies and one (1) digital copy as a searchable PDF on a USB smart drive must be included in the sealed response package.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, respondent shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at: rweiss@willcountyillinois.com. After responses are received by the County, the respondent will make no allowance for oversight.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

CONTRACT COMMENCEMENT:

The contract is expected to commence on or after August 18, 2018.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend, at its own expense, any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFQ.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

RESPONSE EVALUATIONS:

The respondent acknowledges the right of the County of Will to reject any statements of qualifications not in compliance with the RFQ and the right to reject all statements of qualifications and the right to waive any non-material informalities or irregularities for any statements of qualifications received; and, to accept the most responsible, responsive statements of qualifications after all responses have been examined and evaluated.

Rankings of the top three (3) respondents deemed most qualified and experienced based upon their respective statements of qualifications are expected to be presented during the regularly scheduled meeting of the Will County Board's Capital Improvements Committee in July 2018. The respondent deemed most qualified and experienced by the Evaluation Committee shall be assigned the highest ranking, [the number, one (1)]; and, the remaining respondents shall be ranked accordingly in ascending numeric order.

Also, the Will County Board's Capital Improvements Committee is expected to authorize the Will County Executive's Office to begin contract negotiations with the highest ranked respondent following the regularly scheduled meeting in July 2018. If contract negotiations with the highest ranked respondent reach a stalemate, the Will County Executive shall be authorized to begin contract negotiations with the second highest ranked respondent, following the identical process through the third highest ranked respondent, if required.

TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the respondent and the County of Will shall be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of a contract resulting from this RFQ.

COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order for the response to be considered. One (1) complete original plus eight (8) copies; and, one (1) digital copy as a searchable PDF of all submitted materials, on a USB smart drive. At a minimum, the information submitted for review should include:

1. Brief history of firm.
2. Type of firm (corporation, partnership, sole proprietor, etc.)
3. Number of employees, technical disciplines, etc.
4. A simple organizational chart identifying key members of the firm that will be assigned to Will County projects.
5. The availability of principals of the firm to work on projects.
6. Names and résumés of key personnel assigned to the projects.
7. Provide proof and values of professional and general liability insurance carried by the firm.
8. A minimum of three (3), but no more than five (5) similar, county and/or municipal projects completed by your firm within the past seven (7) years, including current contact information for the owners.
9. A list of county and/or other municipal references including client name, address, telephone number and persons to contact for the above named projects from both the project management and financial perspectives.
10. Appropriate visual representations of related project experience.
11. A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
12. Completion of Certification of Compliance with Illinois Drug Free Workplace Act.
13. Completion of Certificate Regarding Sexual Harassment Policy.
14. Completion of Prime Contractor Certification.
15. Completion of RFQ Form.
16. Completion of Receipt of Addenda Form (if addenda are issued).

SCOPE OF SERVICES:

The County of Will, consisting of approximately 849 square miles, has decided to consider the viability of solar photovoltaic (PV) applications on County-owned land and buildings throughout the county. Accordingly, this Request for Qualifications (RFQ) seeks responses from experienced and qualified firms to objectively assess sites selected by the County and make unbiased recommendations with respect to solar PV installations.

The County of Will hereby invites interested professional firms to submit qualifications for providing reliable analyses of site suitability for solar PV systems at various Will County-owned properties (rooftops and open lands) including the following (assume ballast-mounting for any rooftop proposed projects and a union labor workforce):

1. Roof condition, age, or other factors that may affect suitability for solar PV where applicable
2. Site obstacles for rooftop and/or ground-mount solar PV system installation
3. Roof structural capacity for added weight of a solar PV system, including necessary improvements if applicable and associated cost estimates
4. Preliminary design/capacity estimates for solar PV system, including potential energy costs offset
5. Operations and maintenance of proposed solar PV systems necessary for each site's unique factors
6. Decommissioning cost estimates for solar PV system removal and
7. Financial structure options for each solar PV system proposed (i.e. ownership, lease, PPA, etc.)
8. A recommendation to pursue or not pursue a solar PV project at a given property based on those conclusions drawn in #1-7 based on greatest ROI and IRR

At a minimum, respondents must demonstrate knowledge in the following areas:

1. Cost of Ownership/Return on Investment
2. Solar PV System Design
3. Solar Exposure and Potential
4. Feasibility of Solar PV Systems on Existing Rooftops
5. Monocrystalline vs. Polycrystalline, or other, Panel Systems
6. Types of Inverters
7. Racking System Options
8. System Sizing, Footprint, and Output
9. Grounding Requirements and Equipment
10. Grid Interface Requirements
11. Licensing and Certification Requirements
12. System Commissioning / Decommissioning
13. Aesthetic Variables

TENTATIVE DATES / SELECTION PROCESS / PROJECTED MILESTONES:

June 12, 2018	Issue RFQ to potential respondents
June 27, 2018	Pre-Submittal Conference
July 3, 2018	Deadline for receipt of written questions, submit to: rweiss@willcountyillinois.com
July 6, 2018	Issuance of addenda responding to written questions
July 11, 2018	One (1) original, eight (8) copies, and one (1) digital copy as a searchable PDF of all submitted materials on USB smart drive by 3:00 PM to: Will County Purchasing Department 302 North Chicago Street Joliet, IL 60432
July 12, 2018	Qualifications distributed to Evaluation Committee
July 20, 2018	Evaluation Process Completed
Week of July 23, 2018	Interviews, if necessary
August 7, 2018	Evaluation Committee results presented to the Will County Capital Improvements Committee.
August 16, 2018	County Board authorizes contract negotiations.

The firm receiving the highest ranking by the Evaluation Committee may be notified and asked to begin contract negotiations following approval by the Will County Board. If, after discussion and negotiation, the parties do not agree on mutually acceptable terms, the County of Will may terminate negotiations with the selected firm and, in its sole discretion, enter into negotiations with the next ranked firm, withhold the award, elect not to proceed, or re-solicit new proposals.

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

RFQ FORM

SUBMIT TO:

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

Date Released: June 12, 2018
Due: July 11, 2018, 3:00 PM

#2018-59
RFQ: Solar Panel
Viability

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ Please Check One:

CONTACT: _____ Minority Vendor
Yes _____ No _____

PHONE: _____ FAX: _____ SOC. SEC # or
FEIN: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY BOARD 302 N. CHICAGO STREET, JOLIET, IL 60432
For Additional information contact:	RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

Signed By: _____ Title: _____

Authorized Representative of Company

Receipt of Addenda Form:

Date Released: June 12, 2018
Due: July 11, 2018, 3:00 PM

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

#2018-59
RFQ: Solar Panel
Viability

NAME _____ SOC. SEC. or
F.E.I.N. # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ **Please check one:**

CONTACT _____ **Minority Vendor** yes no

PHONE _____ FAX _____ EMAIL _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the RFQ is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the RFQ is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the RFQ is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the RFQ is hereby acknowledged:

No. _____, dated _____, signed _____

**LATE RESPONSES CANNOT BE
ACCEPTED!**

<u>Respondents Return Address:</u>	
<u>RFQ #:</u>	2018- 59 RFQ for Solar Panel Viability
<u>DUE DATE:</u>	07/11/2018
<u>DUE:</u>	3:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE
CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

**LATE RESPONSES CANNOT BE
ACCEPTED!**