



**REQUEST FOR PROPOSALS (RFP)**  
TO IDENTIFY, PLAN, AND MANAGE DESIGN, CONSTRUCTION AND GRANT  
FUNDING FOR A

**SOLAR PHOTOVOLTAIC GENERATION FACILITY**

**RFP Issued: November 19, 2017**

**Response Due: December 20, 2017 at 12:00 pm CST**

The City of Aurora is issuing a Request for Proposal (“RFP”) from prequalified firms for a Solar Photovoltaic Generation Facility or Facilities. As the scope and location of the proposed facility or facilities has not yet determined (**Aurora Municipal Airport and the landfill located at the northeast corner of Sullivan Road and SR 25** have been identified as potential sites), this RFP is not intended to solicit design proposals. Rather, this RFP is intended to solicit a detailed description and cost estimate illustrating how the respondent firm proposes to identify potential sites, coordinate or solicit the necessary design and construction contracts, and secure maximum grant funding. This request is driven by the City’s desire to embrace energy efficiency while taking advantage of any and all available funding, including grants or incentives available through the Future Energy Jobs Act.

In order to have your Proposal considered, it must be submitted in a sealed envelope containing three (3) copies, plainly marked “Solar Photovoltaic Generation Facility Project”. Faxed or e-mailed Proposals will not be accepted.

Proposals must be received at the City of Aurora, Attn: Purchasing Division, 44 East Downer Place, Aurora, IL 60506, no later than December 20, 2017 at 12:00 P.M. (CST). Proposals received after the closing time and date will be returned unopened.

## **I. PROJECT OVERVIEW**

This project is driven by the City's desire to embrace energy efficiency while taking advantage of any and all available funding, including grants or incentives available through the Future Energy Jobs Act. As the City was only recently made aware of potential solar applications for this funding opportunity, the overall scope and location of any such facility or facilities has not yet been determined. It is the desire of the City to enlist the services of a firm adequately staffed with professionals familiar with the various planning, coordinating, and financing activities necessary to maximize the economic and environmental benefits of such a project.

While **Aurora Municipal Airport and the landfill located at the northeast corner of Sullivan Road and SR 25** have been identified by City staff as potential sites for this type of project (see conceptual exhibits titled "Potential Solar Sites, Future Airport Layout" by Crawford, Murphy, & Tilly, Inc. and "Proposed Landfill Site Location" attached to this RFP), the selected firm will be asked to perform detailed analysis of these and other alternative sites to determine which will provide the best opportunity for the City.

## **II. SCOPE OF SERVICES**

The City is seeking an entity, or a team of entities, to provide services to facilitate the design, procurement, grant funding, and construction of a cost effective solar photovoltaic electric generating system commonly known as a solar farm. Respondent firms shall submit qualifications, a detailed description, and a cost estimate for the following services:

- Evaluation of both the **Aurora Municipal Airport and the landfill located at the northeast corner of Sullivan Road and SR 25** is required. Additionally, any other publicly owned properties within the City of Aurora can be included in the evaluation to ensure that the project site or sites selected would provide the best environmental, operational, and financial opportunity to the City. Should the selected firm determine that the neither the airport nor the landfill sites are desirable, justification for each determination will be required. Note that the team assigned to any project proposed at the Aurora Municipal Airport will be required to coordinate activities with the FAA, City of Aurora, and the City's airport consultant.
- Following site evaluations, the selected firm shall present to the City preliminary plans depicting the project size and location, as well as a financial plan identifying grant funding and any potential financial impacts (positive or negative). It is the expectation of the City that the selected firm shall, prior to submittal of the preliminary plans to the City, confirm grant funding eligibility and that the proposed project is in compliance with all local, state and federal laws and regulations (including all FAA required pre-approvals).
- Upon City approval of the proposed site or sites and preliminary plans provided, the selected firm shall perform or solicit qualifications to perform the final design for the project.
- Upon City review and approval of the final design plans and specifications, the selected firm shall solicit bids to perform construction. The selected firm may consolidate these solicitations into a single design/build contract, contingent to approval by the City. **The sequence of solicitation and procurement anticipated by the respondent firm should they be selected shall be detailed in the response to this RFP.**

The design firm and/or contractors solicited by the selected firm shall secure from applicable governmental entities having jurisdiction and any applicable utility company, all of the required rights, permits, approvals, and interconnection agreements, at no cost to the City. The selected firm should also make a commitment in its response to this RFP to reimburse the City for any and all costs incurred by the City in pursuing and/or securing any and all necessary state, federal, or FAA approvals in connection with this Project.

The City, in its sole judgment and discretion, may elect to become a signatory on applications, permits, and utility agreements. The selected firm shall complete and submit, in a timely manner, all the documentation required to qualify and remain eligible for available grants and incentives.

### **III. SUBMITTAL REQUIREMENTS**

The following must be included with all proposals submitted:

- Statement of the Project: State in concise terms your understanding of the project.
- Subcontractors: List any subcontractors or sub-consultants, which may be used.
- Terms and Conditions: List any terms and conditions, which may apply to a contract and are not included in this Scope of Services.
- Experience on Similar Projects – Provide specific, detailed examples of experience on the planning, design, finance, and/or construction aspect of previous municipal and/or airport solar farm projects. Explain and support how your firm is uniquely qualified to provide this service to the City of Aurora.
- References: List at least three references which you believe support your qualifications to complete this project.
- Project Staffing: List personnel who will be directly involved with the project and their experience with similar type and size projects. Include their resumes with details regarding their similar project experience, how they manage their staff and sub-consultants, knowledge they have used to insure the successful completion of a complicated project including organizational skills, public notification, management style, budgeting time, contractor communication, conflict resolution and project close out including punch list.
- Summary of Potential Financial Benefits of Project – Although the scope and subsequent construction cost of the project is not yet known, present financial impact estimates. These estimates can include alternate ownership and maintenance scenarios as well as incorporate any potential “selling back” of power generated by the facility to the utility company grid or other entity. This summary can also state the respondent firm’s grant funding expectations (as a lump sum or percentage of the project).
- Additional Information and Comments: Include any other information you believe to be pertinent, but not specifically mentioned elsewhere.

## **IV. EVALUATION CRITERIA**

The consultant selection shall be based on the evaluation of the firm's proposal by a selection committee. The selection committee shall consist of a panel of engineering professionals employed by the City of Aurora as well as the City's airport consultant when applicable.

The committee follows qualifications-based consultant selection procedures. Following this evaluation, the Committee may interview one or more of the Consultants deemed best qualified. Interviews will be held only if the Committee determines they are necessary, based on factors such as but not limited to, the number of proposals received and a determination by the Committee that certain Consultants possess apparently equal qualifications.

The City of Aurora reserves the right to consider any proposal and to reject any and all proposals if doing so best serves the public interest.

The following criteria will be used to evaluate and rank the Proposals. The committee will assign point values for each of the criteria listed below in evaluating and ranking the proposals received. The maximum point values for each category, which total 100 points, are shown in parenthesis.

- Understanding the Project (20 points) – The City will evaluate the firm's understanding of the project and the nature and scope of the variety of professional and financial work involved. This information should be provided in the "Statement of Project".
- Project Team (20 points) – The City will evaluate whether the personnel assigned to the project have the knowledge, experience, education and qualifications necessary to successfully perform this task.
- Anticipated Financial Impacts and Benefits (20 points): The City will evaluate the firm's perceived expertise and understanding of the energy savings and potential grant opportunities associated with a project of this type. This expertise will be evaluated by a review of the "Summary of Potential Financial Benefits of Project" to be included with the proposal. To reiterate, the magnitude of potential money saved will not be the primary criteria for the committee's evaluation of this item, rather the expertise demonstrated by the methodology and monetary estimates presented.
- Experience with Public Sector Solar Farm Projects (25 points) – The City will evaluate the quantity, value, and similarity of previous solar farm projects on which the firm participated. Projects working directly with local municipalities or airports is preferred.
- Experience with Grant Funding (15 points) – The City will evaluate the quantity, value, and similarity of projects for which the firm secured and managed grant funding in the past. Experience with the Future Energy Jobs Act (FEJA) is preferred.

## V. GENERAL INFORMATION, TERMS AND CONDITIONS

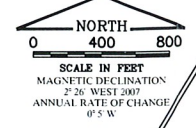
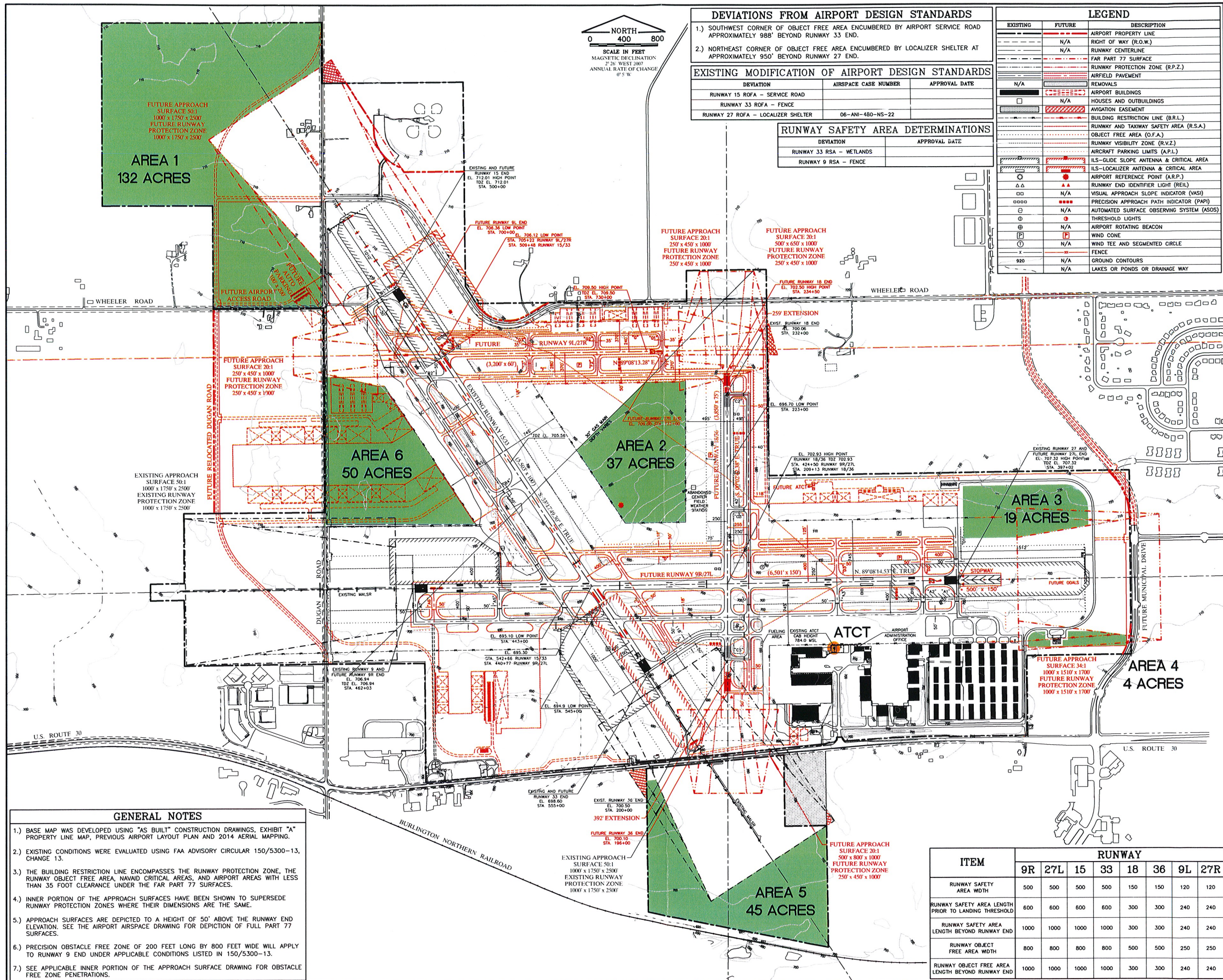
### A. SELECTION PROCESS

- A.01 General Purpose: Procurement of professional services to identify, plan, and manage design, construction, and grant funding for a Solar Photovoltaic Generation Facility or Facilities in the City of Aurora.
- A.02 Responses to the Request for Proposal (RFP): The firm shall submit a response to the RFP which will be evaluated and ranked by a panel of engineers from the City of Aurora Engineering Division. The highest ranking firm(s) may be further evaluated with interviews if deemed necessary as part of the selection process.
- A.03 Submission Requirements: Three (3) copies of the RFP submittal are requested. Lengthy submittals are discouraged; please keep them short and readable, under fifteen (15) pages total submittal (excluding resumes).
- A.04 Submission Due Date/Time: Proposals must be received at the City of Aurora, Attn: Purchasing Division, 44 East Downer Place, Aurora, IL 60506, no later than December 20, 2017 at 12:00 P.M. (CST). Proposals received after the closing time and date will be returned unopened.

### B. TERMS AND CONDITIONS

- B.01 Reserved Rights: The City of Aurora reserves the right at any time and for any reason to cancel this consultant procurement process, to reject any or all proposals, or to accept an alternative proposal. The City of Aurora reserves the right to throw out any immaterial proposal. The City and/or staff may seek clarification from an offer at any time and respond promptly if there is cause for rejection.
- B.02 Incurred Costs: The City of Aurora will not be liable in any way for any costs incurred by consultants in replying to this Request for Proposals.





**DEVIATIONS FROM AIRPORT DESIGN STANDARDS**

- SOUTHWEST CORNER OF OBJECT FREE AREA ENCUMBERED BY AIRPORT SERVICE ROAD APPROXIMATELY 988' BEYOND RUNWAY 33 END.
- NORTHEAST CORNER OF OBJECT FREE AREA ENCUMBERED BY LOCALIZER SHELTER AT APPROXIMATELY 950' BEYOND RUNWAY 27 END.

**EXISTING MODIFICATION OF AIRPORT DESIGN STANDARDS**

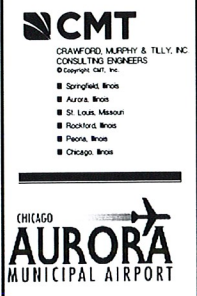
DEVIATION	AIRSPACE CASE NUMBER	APPROVAL DATE
RUNWAY 15 ROFA - SERVICE ROAD		
RUNWAY 33 ROFA - FENCE		
RUNWAY 27 ROFA - LOCALIZER SHELTER	06-ANI-480-NS-22	

**RUNWAY SAFETY AREA DETERMINATIONS**

DEVIATION	APPROVAL DATE
RUNWAY 33 RSA - WETLANDS	
RUNWAY 9 RSA - FENCE	

**LEGEND**

EXISTING	FUTURE	DESCRIPTION
---	---	AIRPORT PROPERTY LINE
---	---	RIGHT OF WAY (R.O.W.)
---	---	RUNWAY CENTERLINE
---	---	FAR PART 77 SURFACE
---	---	RUNWAY PROTECTION ZONE (R.P.Z.)
---	---	AIRFIELD PAVEMENT
---	---	REMOVALS
---	---	AIRPORT BUILDINGS
---	---	HOUSES AND OUTBUILDINGS
---	---	AVIGATION EASEMENT
---	---	BUILDING RESTRICTION LINE (B.R.L.)
---	---	RUNWAY AND TAXIWAY SAFETY AREA (R.S.A.)
---	---	OBJECT FREE AREA (O.F.A.)
---	---	RUNWAY VISIBILITY ZONE (R.V.Z.)
---	---	AIRCRAFT PARKING LIMITS (A.P.L.)
---	---	ILS-GLIDE SLOPE ANTENNA & CRITICAL AREA
---	---	ILS-LOCALIZER ANTENNA & CRITICAL AREA
---	---	AIRPORT REFERENCE POINT (A.R.P.)
---	---	RUNWAY END IDENTIFIER LIGHT (REIL)
---	---	VISUAL APPROACH SLOPE INDICATOR (VASI)
---	---	PRECISION APPROACH PATH INDICATOR (PAPI)
---	---	AUTOMATED SURFACE OBSERVING SYSTEM (ASOS)
---	---	THRESHOLD LIGHTS
---	---	AIRPORT ROTATING BEACON
---	---	WIND CONE
---	---	WIND TEE AND SEGMENTED CIRCLE
---	---	FENCE
---	---	GROUND CONTOURS
---	---	LAKES OR PONDS OR DRAINAGE WAY



**FUTURE AIRPORT LAYOUT**

**POTENTIAL SOLAR SITES**

0 1 2  
THIS BAR IS EQUAL TO 2" AT FULL SCALE (22x34).

PATH: K:\17285051\draw\exhibit  
FILE: ex - potential solar sites.dwg  
UPDATE BY: SURVEY BOOK #  
XREF DWG: XREF DWG:  
DATE:

**REVISIONS**

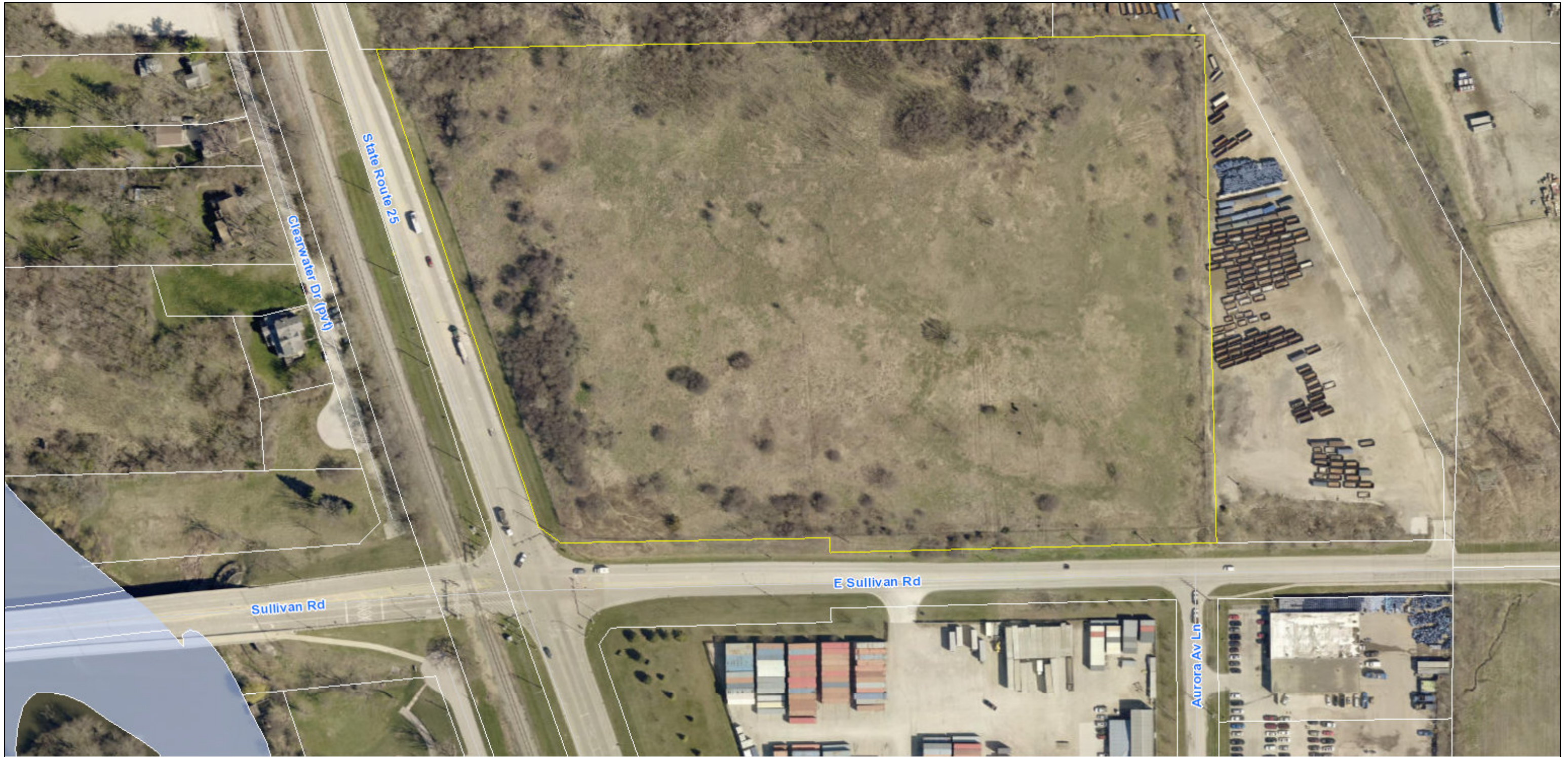
NO.	BY	DATE

DESIGN BY:	B.W.
DRAWN BY:	JRD
CHECKED BY:	BW
APPROVED BY:	BW
DATE:	8/18/2017
JOB No:	17285-01
SHEET	1 OF 1

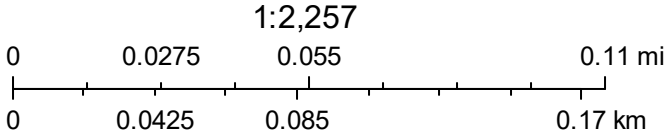
- GENERAL NOTES**
- BASE MAP WAS DEVELOPED USING "AS BUILT" CONSTRUCTION DRAWINGS, EXHIBIT "A" PROPERTY LINE MAP, PREVIOUS AIRPORT LAYOUT PLAN AND 2014 AERIAL MAPPING.
  - EXISTING CONDITIONS WERE EVALUATED USING FAA ADVISORY CIRCULAR 150/5300-13, CHANGE 13.
  - THE BUILDING RESTRICTION LINE ENCOMPASSES THE RUNWAY PROTECTION ZONE, THE RUNWAY OBJECT FREE AREA, NAVAD CRITICAL AREAS, AND AIRPORT AREAS WITH LESS THAN 35 FOOT CLEARANCE UNDER THE FAR PART 77 SURFACES.
  - INNER PORTION OF THE APPROACH SURFACES HAVE BEEN SHOWN TO SUPERSEDE RUNWAY PROTECTION ZONES WHERE THEIR DIMENSIONS ARE THE SAME.
  - APPROACH SURFACES ARE DEPICTED TO A HEIGHT OF 50' ABOVE THE RUNWAY END ELEVATION. SEE THE AIRPORT AIRSPACE DRAWING FOR DEPICTION OF FULL PART 77 SURFACES.
  - PRECISION OBSTACLE FREE ZONE OF 200 FEET LONG BY 800 FEET WIDE WILL APPLY TO RUNWAY 9 END UNDER APPLICABLE CONDITIONS LISTED IN 150/5300-13.
  - SEE APPLICABLE INNER PORTION OF THE APPROACH SURFACE DRAWING FOR OBSTACLE FREE ZONE PENETRATIONS.

ITEM	RUNWAY							
	9R	27L	15	33	18	36	9L	27R
RUNWAY SAFETY AREA WIDTH	500	500	500	500	150	150	120	120
RUNWAY SAFETY AREA LENGTH PRIOR TO LANDING THRESHOLD	600	600	600	600	300	300	240	240
RUNWAY SAFETY AREA LENGTH BEYOND RUNWAY END	1000	1000	1000	1000	300	300	240	240
RUNWAY OBJECT FREE AREA WIDTH	800	800	800	800	500	500	250	250
RUNWAY OBJECT FREE AREA LENGTH BEYOND RUNWAY END	1000	1000	1000	1000	300	300	240	240





# Proposed Landfill Site Location



The City of Aurora GIS and Engineering Department.  
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community