

REQUEST FOR PROPOSALS

LOCAL ENERGY ASSURANCE PLANNING SERVICES FOR THE CITY OF PEORIA, ILLINOIS

1.1 PURPOSE:

The Tri-County Regional Planning Commission (TCRPC)* is seeking proposals from qualified consultants to complete a Local Energy Assurance Plan (LEAP) for the **City of Peoria, Illinois**. Consultants should have considerable experience in developing energy assurance plans for state and/or local governments. This project is funded by a grant from the American Recovery and Reinvestment Act, through the U. S. Department of Energy (DOE). For more information about the LEAP program, go to <http://www.energyassurance.us/>.

*Tri-County Regional Planning Commission is under contract to the City of Peoria to administer the LEAP grant. TCRPC will enter into a contract with the consultant selected through this Request for Proposals.

1.2 OBJECTIVES:

The City of Peoria's proposed LEAP project will contribute directly to the achievement of ARRA and DOE objectives of economic stimulus, while providing the U.S. Department of Energy (DOE) with an example of a successful local government energy assurance plan modeled after the Public Technology Institute (PTI) Local Energy Assurance Guidelines. The City of Peoria understands that the DOE seeks to: Strengthen and expand local government energy assurance planning and resiliency; reduce the impacts from energy supply disruptions; and create jobs related to energy assurance planning.

Specific objectives of the City of Peoria's LEAP project include:

- ***Objective 1:*** Creation and implementation of an energy assurance plan appropriate to Peoria which is well coordinated with neighboring municipalities, and state and federal energy assurance planning efforts;
- ***Objective 2:*** Creation of internal energy assurance planning expertise which will allow Peoria to implement, maintain, update and adapt its energy assurance planning activities on an ongoing basis;
- ***Objective 3:*** Improvement of Peoria's ability to respond to and mitigate the impacts of natural or man-made disasters which affect energy security and reliability.

1.3 STATEMENT OF NEED

Peoria does not have an energy assurance plan. The City has an accredited Emergency Operations Plan; however, none of the disaster planning or coordination efforts to-date have formally addressed energy disruption and security assurance issues.

1.4 SPECIFIC ENERGY ASSURANCE GAPS TO BE ADDRESSED

Since Peoria does not have a baseline energy assurance plan, the LEAP will focus on the following specific gaps in its preliminary energy assurance planning profile:

- Lack of formal city policies and procedures which address energy assurance and business continuity in the event of significant energy disruptions.
- Lack of defined energy assurance planning roles and responsibilities of multiple City departments.
- Lack of a plan to formally identify and prioritize energy assurance deficiencies.
- Lack of a plan to fund and implement solutions to energy assurance deficiencies.
- The city's scope of existing organizational relationships with local, county and state agencies does not encompass energy assurance planning and coordination.
- Lack of formal coordination of energy planning efforts and energy incident response protocols with the private sector and major institutions.
- Absence of energy planning expertise within city government.
- Absence of workshops or exercises to promote awareness of energy assurance issues, to develop energy disruption event response capabilities, and be prepared for such events.

1.5 DELIVERABLES / SCOPE OF WORK

1. Consultant shall be required to develop a Local Energy Assurance Plan using the Local Energy Assurance Guidelines produced by the Public Technology Institute for the U.S. Department of Energy (DOE) Office of Electricity Delivery and Energy Reliability (OE) for the City of Peoria, Illinois. Vendor will coordinate the plan with a Local Energy Assurance Task Force which will be established for this project.
2. The Plan developed by the Consultant shall be complementary to and supportive of the State of Illinois' Energy Assurance Plan.
3. Consultant shall make recommendations regarding revisions to City of Peoria Emergency Operation Plan, city policies, addressing energy assurance.

4. As part of the Plan, Consultant shall perform an in-depth analysis of training needs and establish a formal training program. Consultant shall also be required to provide train-the-trainer training related to the Plan that will be identified by working through PTI guidelines.
5. A draft version of the final Plan shall be tested through table top exercise and drills to evaluate its effectiveness prior to final adoption. Exercise must be Homeland Security Exercise and Evaluation Program (HSEEP) compliant. Consultant will be required to provide an after action report and update the Plan as necessary following exercises held. The Plan presented after exercise and update will be considered the final Plan.
6. Consultant shall ensure new technologies and alternative energy sources are considered throughout development of the plan.
7. Vendor shall identify innovative and traditional funding mechanisms for recognized energy assurance needs.
8. Consultant shall engage other communities for the purpose of enhancing the Illinois Public Works Mutual Aid Network (IPWMAN) and expanding its role in local energy assurance planning and implementation.
9. Consultant shall develop other deliverables to meet DOE guidelines for a Local Energy Assurance Plan.

1.7 SCHEDULE OF ACTIVITIES:

September 15, 2010	Request for Proposals issued
September 27, 2010	Pre-proposal conference at 10:00 a.m.
October 25, 2010	Proposals due by 4:00 pm CDT
November 5, 2010	Notification of short listed firms (Maximum of 3)
Week of November 15, 2010	Interviews with short-listed firms
November 22, 2010	Selection of top-ranked consultant
December 2, 2010	TCRPC Commission Approval

1.8 DUE DATE FOR PROPOSALS:

Proposals are due by 4:00 pm CDT on Monday, October 25, 2010. Five (5) paper copies of the proposal are required, one of which must be an original and so marked. One complete electronic copy (in Microsoft Word 2007 or Adobe Acrobat reader format) on compact disk or flash drive is also required. The proposals shall be retained by the Tri-County Regional Planning Commission and cannot be returned. No fax or e-mail proposals will be accepted. Proposals received after the appointed time will be determined non-responsive and will not be opened. All proposals must be

signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership, or corporation.

1.9 QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the persons named below.

Maggie Martino, Planning Program Manager
Tri-County Regional Planning Commission
E-mail: mmartino@tricountyrpc.org

with copy to:

Dwain Deppolder, Office of Emergency Management
City of Peoria, Illinois
E-mail: ddeppolder@ci.peoria.il.us

Any oral responses to any question shall be unofficial and not binding on the Tri-County Regional Planning commission or the City of Peoria. An Addendum to this RFP providing an official response will be issued if necessary to all known prospective respondents, and will also be posted on the TCRPC website: www.tricountyrpc.org. Questions must be submitted no later than 4:00 p.m. CDT on October 15, 2010.

1.10 PRE-PROPOSAL CONFERENCE

There will be a non-mandatory pre-proposal conference on Monday, September 27, 2010 at 10:00 am, CDT at Tri-County Regional Planning Commission, 211 Fulton Street, Suite 207, Peoria, Illinois. The purpose of the pre-proposal conference is to ensure the RFP provides enough information from which to develop proposals for the energy assurance planning services requested and to answer questions from the vendor community. Respondents are not required but encouraged to attend. Prospective proposers may attend via conference call. Any proposer wishing to attend via conference call must notify Maggie Martino at mmartino@tricountyrpc.org no later than 4:00 pm CDT on September 23, 2010.

1.11 VALIDITY OF PROPOSALS

Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

1.12 REJECTION OF PROPOSALS

Tri-County Regional Planning Commission reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of TCRPC or the City of Peoria to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

1.13 TERM OF CONTRACT

The period of contract performance is estimated to be January 1, 2011 through June 30, 2012.

1.14 RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of Tri-County Regional Planning Commission and the City of Peoria.

1.15 INCURRING COSTS:

Tri-County Regional Planning Commission shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of a Contract. All costs to prepare and submit a response to this solicitation shall be borne by the Respondent.

1.16 FUNDS:

This project is funded by a grant from the American Recovery and Reinvestment Act, through the U.S. Department of Energy (DOE). It is expected that the resulting contract with the successful respondent will be between \$75,000 and \$95,000. In the event the grant is de-obligated or otherwise rescinded, any resulting contract will become null and void, without penalty to the Tri-County Regional Planning Commission or the City of Peoria.

1.17 EVALUATION CRITERIA

Evaluation will be based on responses to proposal criteria outlined in 1.2 through 1.5 above. It is the purpose of this request to obtain data as complete as possible from each respondent that will enable the Tri-County Regional Planning Commission to determine which respondent(s) is best able to serve all the criteria which are to be considered in the award of the this contract.

The evaluation process may consist of two steps. The first step will be an evaluation of the proposals submitted based on responsiveness and resultant project costs based on a 1.5 year time frame. An evaluation team will "short-list" respondents that they determine can best meet the city's needs.

The short-listed respondents may be asked to make a presentation to the evaluation team to further explain and expand on their proposals. The Tri-County Regional Planning Commission reserves the right to make an award decision based on the proposal(s) above and/or to request presentations.

The ability of the respondent to present a clear understanding of the overall Scope of Work to be undertaken will be considered in the evaluation process. Emphasis will be placed on knowledge and experience with energy assurance plans for municipalities. Respondents should list the team members' number of years providing energy assurance planning under the current business name and a list of 3-5 references (including contact person and phone number).

EVALUATION CRITERIA	
Factor	Percent
Company Experience	20
Price	10
References	10
Technical Approach	20
Project Understanding	25
Strength of Project Team	10
Overall quality, readability and responsiveness of the proposal.	5
	100