

City of East Saint Louis, Illinois
301 River Park Drive
East Saint Louis, Illinois 62201

REQUEST FOR PROPOSAL

RFP 102

On-Site Solar System Services

Date Issued: 05/20/2025

Proposals Due: 06/06/2025

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1. Project Overview

1.1. Introduction

City of East St. Louis, Illinois(hereby referred to as “the City”) is soliciting proposals (“Proposals”) from qualified solar photovoltaic (PV) providers (“Proposers”) for turn-key installation of a solar array PV project at the site addresses below pursuant to the **Local Government Energy Conservation Act (50 ILCS 515/)**. Proposers shall have demonstrated experience in designing, planning, scheduling, permitting and constructing complete solar PV systems, have knowledge of local utilities, provide project financial analysis, and support the City in securing rebates and other financial incentives available for the project. Proposals will be evaluated based on the relative merits of the Proposer’s response as documented in Section 5, Proposal Evaluation.

1.2. City Authorized Representative

The City Purchasing Director as its representative in regard to solicitations for distributed generation at the determined sites and has authorized Representative to oversee the RFP process, evaluate proposals, and make recommendations to the city. All questions and other correspondence for this RFP shall be submitted via email to Tereyowna Martin, via email with the subject line “City Solar RFP.” All requests from Representative in regard to this solicitation should be regarded as if they are requests from City.

Firms, including all agents or subcontractors, who contact any other City personnel, either verbally or in writing, concerning this RFP, are in violation of the procurement procedures and any submitted proposals from or including such individuals or entities may be disqualified.

In accordance with 50 ILCS 515, the City discloses that no energy services contractor has participated in the preparation of the specifications of this solicitation.

1.3. Project Details

Community Workforce Requirements:

1. Minimum 30% local hiring from East St. Louis residents
2. Partnership with CEJA Workforce Development Hub for:
 - Apprentice program implementation
 - NABCEP certification pathways
3. Quarterly community progress reports through ESL Community Development Organization

Site Details:

Location: Remediated Alcoa aluminum smelter landfill (R3-zoned brownfield)

Proximity: <1 mile from major utility substation with existing distribution line access

System Type: Ground-mounted community solar array

Site Characteristic	Detail
Land Classification	R3 Brownfield

Site Characteristic	Detail
Former Use	Aluminum smelting landfill
Target System Size	2-5 MW DC (scalable)
Interconnection	Ameren Illinois distribution system

Environmental Considerations:

- Soil stability analysis for landfill cap integrity
- Stormwater management plan meeting EPA brownfield requirements
- Post-construction vegetation management protocol
- **Desired Solar PV System Description:** The City is seeking a solar array PV system at the above location. The above listed solar PV details are preliminary in nature and given for informational purposes only, as the City seeks the recommendations of the Proposer for PV system type and size that provides the best value to the City. Further site information is provided in Attachment A and will be accessed via shared folder. **Please email tmartin@cesl.us with the subject line “City Solar RFP Attachment A” and you will be provided a link to access the shared folder.**
- **Project Financing:** The City is seeking to enter into an Agreement with one Proposer to furnish and install a solar array under a cash purchase arrangement.
- **System Ownership:** The City requires that the solar PV system be owned by the City within six (7) years upon system commissioning and energization.
- Bodily Injury & Property Damage

- **Incentives:** The awarded Proposer shall apply for and manage incentives and rebate funding and renewable energy certificate (RECs) paperwork. RECs will be the property of the City unless otherwise noted.
- **Operation and Maintenance (O&M):** The City will be responsible for O&M services for the life of the solar arrays, and therefore any O&M fees should not be included in base proposal pricing. If your firm is interested in providing O&M services, please include as an optional separate line item in your proposal response.
- **Monitoring:** The City requests a monitoring system for system performance and public education through our website.
- **Insurance:** The awarded Proposer shall obtain and thereafter keep in force the following insurance coverages provided by insurance companies acceptable to the City and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The City will accept companies with a rating not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified in this Article. Higher minimum limits and additional coverage may be specified by a special provision elsewhere in the contract. Whether stated in this Article or elsewhere, the City does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.
 - Brownfield remediation performance bond (To be determined based on experience)
 - Workers Compensation and Employers Liability.
 - Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Notwithstanding the rating and financial size categories stated in this Article, coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois City of Insurance.
 - Employers Liability.

▪ Each Accident	\$500,000
▪ Disease-policy limit	\$500,000
▪ Disease-each employee	\$500,000
 - Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Proposer; operations of subcontractors (contingent or protective liability); completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.

▪ General Aggregate Limit	\$5,000,000
▪ Products-Completed Operations	
▪ Aggregate Limit	\$5,000,000
▪ Each Occurrence Limit	\$2,000,000
 - The coverage shall be provided by an endorsement in the appropriate manner and form, the City, its officers, and employees shall be named as additional insureds with respect to the policies and any umbrella excess liability coverage for occurrences arising in whole or in part out of the work and operations performed. The City may accept a separate owner's protective liability policy in lieu of the City, its officers, and employees being insureds on the Proposer's policies.
 - Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.

- Liability Limit Each Occurrence \$1,000,000
- Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Article. The Proposer may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Proposer may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed to remove any language restricting or limiting liability concerning this obligation.

Certified copies of the original policies or certificate(s) of insurance by the insurer(s) issuing the policies and endorsements setting forth the coverage, limits, and endorsements shall be filed with the City before the City will execute the contract. Any exception or deviation shall be brought to the attention of the City for a ruling of acceptability. In no event shall any failure of the City to receive policies or certificates or to demand receipt be construed as a waiver of the Proposer's obligation to obtain and keep in force the required insurance.

All costs for insurance as specified herein will be considered as included in the cost of the contract. The Proposer shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Proposer from his/her obligation to indemnify in excess of the coverage according to the contract.

2. Scope of Work

The City is soliciting proposals from qualified solar providers for a turn-key installation of a rooftop solar PV project at the listed site addresses. The goal of this RFP is to identify a qualified provider with the necessary experience to ensure a fully-managed and well-executed process. The successful Proposer will have demonstrated experience designing, planning, scheduling, permitting, constructing, interconnecting, and commissioning a solar PV system. Proposer is responsible for all permitting and licenses and should include the cost of all permitting in their proposal. Proposers should be familiar with Ameren regulations, provide project financial analysis, and have established on-site safety standards. The City reserves the right to modify the scope of the project at any time prior to contract execution.

The Proposer shall develop a design for new PV systems that provides best value to the City.

2.1. Design Guidelines

Proposer should consider the following guidelines when designing the solar PV system.

(1) Solar Array

It will be the responsibility of the Proposer to assess the site's structural integrity, condition, and shading limitations.

- Mounting systems shall limit penetrations. Mounting system design needs to meet applicable local code requirements.
- Solar system installation must not void EPA requirements.
- Conduit penetrations shall be minimized.
- All access points shall be securely locked at the end of each day during construction.
- System layout shall meet local fire department, code and ordinance requirements for access.
- The successful Proposer will be responsible for daily cleanup ensuring all affected areas of the site are left “clean” each day of construction.

Structural Requirements:

Ballasted mounting system (no ground penetration)
 Anti-reflective coating for avian protection
 25-year site maintenance plan for landfill cap preservation

Electrical Specifications:

Step-up transformer integration
 Reactive power capability for grid support
 SCADA system with ANSI C12.1-compliant metering

2.2. Code Specifications

The installation and power generation and transmission equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL) or another nationally recognized testing laboratory shall be used as components in the project. Construction must comply with the current adopted Code.

2.3. Minimum Warranties

The Proposer must provide their standard system warranty coverage along with specific equipment warranty coverage for modules, inverter, racking and workmanship.

- **Modules:** 25-Year Power Output & 10-Year Limited Warranty.
- **Inverter:** 10-Year Limited Warranty.
- **Racking:** 25-Year Limited Warranty.
- **Workmanship:** 2-Year Limited Warranty.

2.4. Inspection and Commissioning

To ensure compliance with all electrical codes, an inspection by an independent commissioning agent is mandatory after construction is complete and must be included in Proposer's price proposal. Commissioning tests shall be included in the final inspection and Quality Control Plan. The Proposer's independent commissioning agent shall ensure that:

- All equipment specifications match the proposed equipment specifications.
- The physical layout aligns with the as-built diagrams with variations to proposed system noted.

- The electrical system as laid out and connected aligns with the as built one-line diagrams including fuses, relays and switches with variation to proposed system noted.
- Each array passes the open circuit voltage and current test.
- The manual disconnect switch operates correctly.

2.5. System Monitoring

Monitoring of system performance (separate from utility meter monitoring requirements) and providing public education are two important elements of this RFP. The City requires a proposal that includes a turnkey monitoring system that can be integrated into the City's website for public viewing. Initial configurations for data storage, management, and display will be the responsibility of the Proposer. In addition, the selected vendor must design and install an on-site kiosk (viewing station area) designed specifically for educational purposes at specified sites.

Additionally, the regularly collected data should reflect, but not be limited to, the following:

- Average and accumulated output (kWh/day, kWh/year, and cumulative kWh)
- Air quality emissions averted and real-world equivalents conversion (e.g., homes powered, vehicle miles drive, trees planted, etc.)

2.6. Operation and Maintenance of System

Prior to system start-up, the successful Proposer shall supply the City two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for the City to evaluate and ensure they can appropriately complete O&M over the life of the system. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

2.7. Final Design Package

The winning Proposer and the City will negotiate the contents of the final design package, and for informational purposes the City's requested sections are included below. **These are NOT required in the proposal response.** The "Proposal Requirements" section specifies detailed proposal submission requirements.

- **Solar PV Description:** A summary of the solar PV system types, sizes, annual production, and site location.
- **Schedule:** The equipment procurement and solar PV installation schedule for each site.
- **Design and Engineering Documents:** The design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Drawings shall be stamped by an Engineer registered in the State of Illinois.
- **Site Drawings:** Layout drawing of installation site providing location of all equipment.
- **Equipment Details and Specifications:** A high-level summary listing all solar PV system equipment and their associated specification sheets.
- **Incentives:** The Proposer shall complete and submit in a timely manner all documentation required to qualify each system for available rebates and incentives.
- **Electrical Interconnection:** The Proposer shall supply and install all equipment required to interconnect the solar PV system to the utility's

distribution system. They shall provide an interconnection agreement with Ameren to ensure all utility requirements will be met. All costs associated with utility interconnection shall be borne by the Proposer.

- **Manuals:** This includes equipment, installation, and O&M manuals for proper system monitoring over the life of the contract. This should be combined with training of building operating staff for operation and maintenance.
- **Monitoring:** A description of controls, monitors, and instrumentation to be used for the solar PV system. This includes web-based monitoring for performance verification and public education.
- **Safety Plan:** The Proposer's plan to ensure safety for all personnel. The Proposer shall report accidents, claims, and other on-going safety related issues to the City in a manner consistent with City-wide reporting systems.
- **Quality Control Plan (QCP):** At a minimum, the QCP should conform to "IEC 62446 Grid- Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections."
- **Construction Plan:** This includes the appropriate documentation, plan, and timeline. All submittals, drawings, disruption plans, and contract documents shall be reviewed and approved in writing by the City Project Manager prior to submittal for design review/permits. The site, except for the solar PV system footprint, shall be returned to pre-construction condition as needed.
- **Performance Bond:** The Proposer shall provide performance bonds in the amount equal to 100% of the installation cost of the facility with the City listed as bond obligee in the event the Proposer is unable to perform its obligations under the contract.
- **Close Out Report:** The Proposer shall report progress of project contract closeout to the City in a manner consistent with the City's reporting requirements. At a minimum, this should include the following information: system nameplate size, overall installed system cost, and estimated and guaranteed annual kWh production.

3. Procurement Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of the City. An addendum will be issued in the event of any scheduling changes prior to the RFP deadline.

Milestone	Date
RFP Issue	May 21, 2025
Mandatory Pre- Proposal Meeting	May 30, 2025
Proposal Deadline (Bid -Opening)	June 06, 2025
City Council Award	July 2025

3.1. Mandatory Pre-Proposal Meeting

The pre-proposal meeting and site walk are scheduled for May 30, 2025, at 10 AM at the City, 301 River Park Dr St, East St. Louis, IL 62201. The pre-proposal meeting is mandatory and proposals will not be accepted from firms not in attendance. Technical questions may be taken, and answers will be provided in writing to all Proposers following the pre-proposal meeting. Oral clarifications offered during the pre-proposal meeting will not be binding on the City.

3.2 Questions Pertaining to the RFP

Please submit questions via email to tmartin@cesl.us by June 03, 2025, with the subject line "City Solar RFP." Responses to questions will be shared with all Proposers.

Proposers are solely responsible for ensuring that they have received all necessary procurement documentation, including any addenda. City is not responsible for ensuring that any and all procurement documentation is received by any Proposer.

3.3 RFP Submission Guidelines

Proposals are due by June 06, 2025, at 10AM local time. Timely delivery is the responsibility of the Proposer. Any proposals received after the deadline will be rejected.

City Clerk 1st Floor– Debra Hamilton-Tidwell
City of East St. Louis, Illinois 301 River Park Drive
East St. Louis, IL 62201
618-482-6600

Minimum of five (5) Proposals must be enclosed in a sealed container; the package must clearly show the phrase

"Request for Proposal – Solar PV" and the Proposer's name.

Any proposal may be withdrawn at any time prior to the due date with a written request submitted by the authorized Proposer representative. Revised proposals may be submitted up to the original due date/time. Proposals shall remain valid for 90 days after the RFP due date.

3.4 Selection Process

Shortlisted vendors may be asked to meet with the City to present their proposal to the City's evaluation team and answer any outstanding questions. Depending on the number and quality of the proposals received, the City reserves the right to either not select or select a vendor. The successful Proposer will negotiate a formal agreement with the City based on the sample terms and conditions submitted as part of the proposal response.

4. Proposal Requirements

4.1. City's Representative Fee

The winning proposer will be responsible for compensation of the City for the management of this RFP process, which shall be calculated at \$0.07 per watt DC

of total solar PV capacity that the City enters into a contractual agreement with the winning proposer as a result of this RFP. One half of the fee is to be paid once the contract is signed with the City, and the remaining half of the fee will be paid once the winning Proposer receives interconnection approval and completes all necessary permits.

4.2. Proposal Components

Please include the following sections in your proposal submittal in the following order. Proposals will not be considered for award unless submitted in the format described below. Brevity is encouraged.

- **Cover Letter:** Cover letter must be addressed to the City and signed by a legally authorized representative of the Proposer. It must include the Proposer contact's name, address, phone and email.
- **Executive Summary (2-page limit):** Include key provisions of the proposal, including understanding of the City's goals, pricing, Proposer's role on project, brief description of proposed system, relevant experience with local governments or other public agencies, and key timeline dates.
- **Price Proposal:** Provide the following price proposals for a cash purchase. In addition, provide a pricing breakdown of the major material and labor components of the project for each site location included.
 - Total turnkey project cost (\$/W and overall \$)
 - Breakdown of project costs for major material and labor components (\$/W and overall \$)
 - Proposed payment terms. The City will withhold 10% retention for all pay applications
 - Estimates for all applicable incentives (e.g., utility rebates, state SREC value, federal incentives, etc)
 - Year 1 energy cost savings
 - 25-year cash flow pro forma using a utility rate escalation of 2%; list the annual solar degradation, inverter replacements, and other assumptions used in the pro forma calculations
 - If you choose to include an Operations & Maintenance option in your proposal, please price O&M plan separately from the cash purchase option listed in the Price Proposal.
- **Technical Solution:** Describe your technical approach to the design and construction of the solar project including:
 - System Technical Summary
 - System capacity (kW-DC and kW-AC)
 - Estimated annual electricity production (kWh-AC)
 - Panel, inverter, racking specifications
 - Conceptual Design Drawings showing the physical layout of the proposed PV and inverters including recommended tilt and azimuth
 - PVSYST report indicating production of the proposed system
 - Proposed monitoring system including, but not limited to, equipment requirements, data output, and maintenance requirements
- **Production Guarantee:** Describe your weather-adjusted production guarantee. Performance guarantee damages should be paid on an annual basis and determined during contract negotiation.
- **Proposer Profile:** Years in business, type of organization, description of

background working with local governments or other public agencies, Illinois Secretary of State certificate of good standing, sample certificate of insurance showing coverage limits, and bonding capacity letter.

- **Project Experience:** Include a minimum of 2 and maximum of 5 projects completed in the last 5 years similar in scope and complexity to the proposed project. Include project name, system size (kW), location, and brief 2-3 sentence project description.
 - **References:** Provide 3 project references, including the contact person's name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total project size (kW).
 - **Litigation:** Indicate whether the Proposer, any team member, or any corporate officers have been party to any lawsuit involving the performance of any equipment it has installed and provide a summary of the issues and lawsuit status.
- **Project Team:** Organization chart and bios of key team members and subcontractors, and their capability to perform work. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.
- **Safety:** Include a brief description of the safety practices of your firm, as well as the Experience Modification Rate (EMR) for the last 3 years.
- **Proposed Schedule:** Identify key project milestones for each site and include any necessary review periods for the City.
- **Incentive Management:** Describe the approach you intend to take to ensure that the City qualifies for and receives all applicable financial incentives listed in your Price Proposal.
- **Sample Contract:** Include draft copy of general terms and conditions that Proposer intends to use as the basis for contract negotiations, if selected by the City.
- **Certification of Responder:** Signed certification document with unchanged wording.
- **Bid Bond:** Proposers must include a 5% bid bond and provide evidence of such in your proposal.
- **(Optional) Additional Information:** If the Proposer believes that additional information must be included in their proposal that is not covered in the above sections, it can be included in this section.

5. Proposal Evaluation

The City will evaluate proposals according to the evaluation criteria below. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection will be based on the total number of points awarded by the evaluation committee and result in a proposal for negotiation of a contract. The City reserves the right to make an award, or no awards as a result of this solicitation.

Category	Points	Details
Community Benefit	15	Local hiring plans, educational partnerships
Environmental Compliance	10	Brownfield remediation experience
Technical Merit and Implementation	30	System reliability, grid integration
Proposer Qualifications	20	Project and Team members experience
Cost Effectiveness	25	LCOE calculations, incentive maximization

The City may, but is not required to, elect to conduct interviews with selected Proposers to ask questions or for more detail on the proposed project. The City reserves the right to seek supplemental information from any Proposer at any time after official proposal deadline and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful Proposer will be required to negotiate project contracts within 30 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the City reserves the right to accept the next best proposal.

Proposer shall bear all costs incurred in the preparation and presentation of Proposals, including any costs incurred for additional materials and presentations that may be supplied as part of the evaluation of Proposals. Issuance of this RFP does not commit the City to pay any cost that may be incurred by Proposer during the RFP process.

Proposer is responsible for reading and understanding all sections of this RFP and, by submitting a proposal, affirms that Proposer shall be bound by the terms and conditions contained in this RFP, that the information provided by Proposer is current and accurate, and that all documents submitted are a matter of public record and are subject to the Illinois Freedom of Information Act 5 ILCS 140-1-11.