



RFP Issuer: Sustain Rockford, Inc.
a nonprofit, grassroots organization

Solicitation Number: 2024-08-01
Date Issued: August 7, 2024
Phone Number: (815) 703-9330
Email: info@sustainrockford.org

Submissions Due: August 21, 2024 by 4:00 pm Central Daylight Time
Award Notice: August 23, 2024

Number of Copies to be Submitted: 1 (The copy should be submitted via email by the due date listed above. The email's subject line should read: Attention: RFP 2024-08 Submission. The submission should be no more than 5 pages long.)

Questions: All questions pertaining to this RFP should be submitted by August 16, 2024 by 4:00 pm Central Daylight Time. Please use the same email as above with the subject line: Attention: RFP 2024-08 Questions.

You must submit a signed copy of the form with your offer. By submitting a bid or proposal, you agree to be bound by the terms of the Solicitation. You agree to hold your offer open for at least sixty (60) calendar days after the Opening Date.

Name and Office Address of the Offeror: _____

Phone Number: _____

Offeror's Type of Entity: Small Business Enterprise (15 employees or fewer)
 Women Owned Enterprise
 Minority Owner Business Enterprise
 LGBTQ+ Owned/Led Enterprise
 Veteran Owned Business Enterprise
 Other: _____

State of Incorporation: _____

Tax Payer Identification No: _____ Approved ILABP Number: _____

Authorized Signature of Person Signing: _____

Printed Name of Authorized Person Signing: _____

Title of Person Signing Above: _____



Solicitation No. 2024-08-01
Community-Driven Community Solar Project RFP

A. Bid Opening: The bid opening will take place on August 21, 2024 at 4:00 pm Central Daylight Time.

1. **Overview:** The purpose of this Request for Proposal (RFP) is to find a highly qualified and cost-effective solar project developer for a solar photovoltaic (PV) system in the City of Rockford, IL.
2. **SCOPE:** Sustain Rockford is seeking a strong and experienced partner for developing and/or constructing solar PV projects. **While this RFP is focused on one project, the City of Rockford-owned real estate parcel, PIN: 11-21-377-002, we are amenable to multiple projects being proposed.** The focus for project development is designing, engineering, permitting, financing, installing, and operating on-site solar PV systems to reduce energy costs for the citizens of Rockford. Off-site development is also of interest via virtual net metering programs or community/shared solar.
3. **Additional Project Information:** Respondents are expected to include proof of all required business and contractor certifications and be in compliance with equipment, construction, and insurance requirements. All paperwork for project permitting, construction, and interconnections would be managed by the Respondent in compliance with all applicable laws, regulations, ordinances, and best industry practices.
4. **Responding to this RFP:**
 - a. Interested respondents are encouraged to respond to this RFP with the requested information and documentation by the stated response deadline. Prior to submitting the RFP response, Respondents have the opportunity to submit questions to the email address listed on the first page of this RFP. After collecting responses, Sustain Rockford will review and reply to all questions. The due date for these questions is August 16, 2024. The questions and their responses will be given to each respondent via email no later than August 19, 2024.
 - b. Review of responses submitted to this RFP will be managed by Sustain Rockford. The respondent will be notified by email no later than August 23, 2024. All responses must be an email attachment sent to info@sustainrockford.org. The submission must be in pdf format. A confirmation of receipt will be sent to each respondent via email no later than two business days after submission.
 - c. Full responses to this RFP must be received no later than August 21, 2024 4:00 pm Central Daylight Time. All responses must be submitted electronically in PDF format as an attachment with the correct subject line. All official notifications and communications



will be made via email. All costs associated with this RFP will be borne by the Respondent.

Sustain Rockford, Inc. would encourage each Developer to apply their project to the current block window for the **Illinois Adjustable Block Program which closes on 9/1/2024**.

B. Evaluation of Responses: Responses will be reviewed based on a variety of factors, including:

1. **Organizational Capabilities:** Sustain Rockford is interested in Respondents that have strong organizational capabilities and an experienced team to provide innovative solutions and services over the long term.
2. **Realized Energy Cost Savings:** Proposed technologies that are the most cost-effective (not necessarily the lowest capital cost) with the **greatest potential to reduce long-term operating costs will be given highest priority**.
3. **Power Purchase Agreement Terms and Contracting Processes:** Sustain Rockford is interested in favorable, standardized contract terms with a streamlined contracting process.
4. **Additional Community Benefits:** Sustain Rockford, Inc. will look favorably on proposals which include direct community benefits and which will hire local residents who are qualified or who have completed required training by state funded programs.

C. RFP Terms and Conditions:

This RFP is not a contract offer and should not be construed as intent, commitment, or promise to acquire products or services presented by the Respondent.

Sustain Rockford reserves the right to discontinue or modify the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction or negotiation with one or more Respondents.

D. Information to Submit in the Proposal

Respondents interested in this RFP should provide proposals with straightforward information that clearly communicates the information requested below. All Respondent information will only be shared with the Sustain Rockford evaluation committee and NOT shared publicly or with other Respondents. All submission packages MUST have the following information in the order in which it is described.



1. **Introduction Letter:** This letter should include a brief history of the company and be signed by the CEO/President
2. **State whether the proposed project will serve households with Low- or Moderate Income** (household's income is less than or equal to 80% of the Area Median Income for the household's census tract.)
3. **State the estimated customer savings in terms of the percentage of their power usage cost.**
4. **Three (3) Examples of similar projects with contact information.**
5. **Description of any additional community benefits that may be incorporated with the deployment of solar projects including, but not limited to, local hiring and community workforce development.**
6. **Solar PV cost Proposal.** Respondents must also include forecasted savings calculations over a 15-year contract term.
7. **Land Control:** The Respondent will provide documentation yielding current/future land acquisition and Special Use Permit, in the city of Rockford, IL.
8. **Interconnection Timeline and Number:** The Respondent will provide the interconnection number, que position, and estimated timeline for reaching a signed Interconnection Agreement with ComEd.
9. **SREC Contract:** Sustain Rockford strongly encourages participation in the Illinois Adjustable Block Program. The Respondent must identify, in writing, whether it is their intention to apply for the Illinois Adjustable Block Program. If yes, please explain which category the project will seek application.
10. **A Certificate of Good Standing with the State of Illinois.**
11. **The first page of this RFP with all appropriate signatures.**

Summary of Key Dates:

Publication of the RFP	8/7/2024	
Last Day to Submit Questions	8/16/2024	
Deadline for Answers to Questions	8/19/2024	
Proposal Submission Deadline	8/21/2024	4:00 PM Central Daylight Time
Date and Time of Proposal Opening	8/21/2024	4:01 PM Central Daylight Time
Applicants to be Notified of Decisions	8/23/2024	