



# COUNTY BOARD ADDENDUM

County of Champaign, Urbana, Illinois  
Thursday, November 21, 2024 – 6:30 p.m.

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**Shields-Carter Meeting Room**  
**Brookens Administrative Services**  
**1776 East Washington Street, Urbana, Illinois**

## Agenda Items

## Page #'s

### **XV. New Business**

- A. Approval to release RFP 2024-006 Prosecutor/Defender Case Management Software for the County of Champaign (*title changed*) 1-6
- G. Approval to release RFP 2024-007 On-Site Solar PV System Services 7-19

### **XVI. Other Business**

- F. Semi-Annual Closed Session Minutes Review (*to be distributed*)
1. County Board
  2. County Administrator Search Committee
  3. Nursing Home Board of Directors
- G. Closed Session Pursuant to 5 ILCS 120/2(c)(11) to consider litigation which is pending against or on behalf of Champaign County, and litigation that is probable or imminent against Champaign County

# Request for Proposal of Prosecutor/Defender Case Management Software for the County of Champaign

RFP NO. 2024-006

Issue Date:  
November 22<sup>nd</sup>, 2024

Closing Location:  
Champaign County State's Attorney's Office  
Champaign County Courthouse  
101 E Main Street  
Urbana, IL 61801

CLOSING DATE AND TIME:  
December 13th, 2024, 1PM

# REQUEST FOR PROPOSAL (RFP)

## Case Management Software Solution for Prosecutors and Public Defenders

Issued by: Champaign County State’s Attorney

RFP Number: 2024-006

Submission Deadline: December 13, 2024 1:00pm

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## 1. General Information

### 1.1 Introduction

Champaign County is soliciting proposals from qualified vendors to provide a Case Management Software (CMS) solution. This software will be used by the Prosecutor’s Office and Public Defender’s Office to manage cases efficiently, ensure data security, and streamline workflows. The project includes software acquisition, implementation, data migration, user training, and ongoing support.

### 1.2 Project Scope and Goals

The goal of this RFP is to acquire a secure, user-friendly, and customizable CMS that supports both criminal and civil case management for prosecutors and public defenders. The CMS should also facilitate collaboration between departments, reduce redundant data entry, and improve case tracking, document management, and reporting capabilities. The system must be flexible to adapt to future needs and technology advancements.

#### Key Objectives Include:

- Securely manage case files for criminal and civil matters.
- Improve collaboration between departments.
- Provide access to case data from remote locations, including courts and the field.
- Support document generation, storage, and version control.
- Facilitate integration with state and national law enforcement and judicial databases.
- Ensure compatibility with other software solutions used by Champaign County.
- Migrate all data from the previous case management software (JANO) to the new CMS.
- Include Artificial Intelligence features

### 1.3 Key Dates

The County will use the following timetable, subject to change, which should result in the selection of a company(s) and award of contract(s) on or about January 23<sup>rd</sup>, 2025.

Date	Event
November 22 <sup>nd</sup> , 2024	Request for Proposal Posted
December 13 <sup>th</sup> , 2024	Proposals Due by 1pm CST, names of respondents read aloud

December 16 <sup>th</sup> , 2024	Proposals Opened at 2PM CST– State’s Attorney’s Office, County Courthouse, 101 E Main Street, Urbana, IL
January 14 <sup>th</sup> , 2025	Finance Committee Review Recommendation by RFP Review Committee
January 23 <sup>rd</sup> , 2025	County Board Approval of Contract with Awarded Company

## 2. Proposal Requirements

### 2.1 Proposal Submission

Vendors must submit proposals in the format outlined below. Proposals should include detailed responses to the technical and cost requirements. Each proposal must include:

1. **Cover Letter:** A brief introduction of the vendor, outlining the firm's qualifications and commitment to the project.
2. **Executive Summary:** A high-level overview of the proposed CMS solution and its benefits.
3. **Technical Proposal:** Detailed response to the scope of work and system requirements.
4. **Cost Proposal:** A breakdown of all associated costs, including software, implementation, training, and ongoing support.
5. **References:** Contact information for at least three public sector clients that use the proposed solution.

### 2.2 Submission Instructions

Submit one (1) paper copy of the technical proposal and one (1) paper copy of the cost proposal in separate sealed envelopes. Additionally, include an electronic copy on a USB drive. Proposals must be received no later than December 13, 2024 at 1:00pm at the following address:

Champaign County State’s Attorney’s Office  
 Attn: Bud Windelborn  
 County Courthouse  
 101 East Main Street  
 Urbana, IL 61801

Late proposals will not be considered.

## 3. System Requirements

### 3.1 Core Features

The CMS must meet the following minimum requirements:

- **Case Management:** Ability to track all aspects of criminal and civil cases, including defendants, victims, witnesses, attorneys, judges, court dates, and dispositions.

- **Document Management:** Store and organize case-related documents, support version control, and integrate with popular formats (PDF, Word, etc.).
- **Calendar Integration:** Sync with Microsoft Outlook or other calendar systems to track hearings, deadlines, and meetings.
- **Remote Access:** Secure remote access to case files from multiple devices, including mobile phones and tablets.
- **Role-based Access Control:** Provide permissions based on user roles to ensure data security and confidentiality.
- **Task Management:** Ability to assign, track, and manage tasks for each case.
- **Data Reporting:** Generate custom reports for caseload statistics, attorney performance, and case outcomes.
- **Integration Capabilities:** The CMS must integrate with software used by other county departments, including:
  - **NICE:** A system used for the cloud storage and management of video evidence.
  - **JANO:** The county’s previous case management software, from which all data must be migrated to the new CMS.
  - **Tyler Odyssey Navigator:** A system used for e-filing
  - **Office Suite:** Including Word and Excel
  - **Adobe products**
- **Data Migration:** Vendors must migrate existing data from the current case management system, JANO, to the new CMS, ensuring accuracy and integrity in the transition.

### 3.2 Technical Requirements

- **Web-based Solution:** Preference for cloud-based, browser-agnostic systems that support major web browsers (Chrome, Edge, Safari, Firefox).
- **Data Security:** Comply with CJIS and other relevant security standards, ensuring encryption for both storage and transmission of data.
- **Data Migration:** Migrate all historical case management data from the county’s existing JANO system to the new CMS.
- **System Scalability:** Ability to support additional users and increased data load over time.
- **Disaster Recovery:** Provide backup and disaster recovery options to ensure system availability and data integrity.

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## 4. Reporting Requirements

The CMS must have robust reporting capabilities to ensure that both the Prosecutor’s Office and Public Defender’s Office can efficiently analyze case data and monitor operational performance. The system should allow users to generate reports quickly and accurately, tailored to various aspects of case management. Specific requirements include:

### 4.1 Pre-defined Reports

The system must include a library of pre-defined reports, including but not limited to:

- **Caseload Reports:** By attorney, department, or case type.
- **Case Outcome Reports:** Dispositions, convictions, dismissals, and plea deals.
- **Victim and Witness Tracking:** Reports on victim impact statements, restitution, and witness coordination.
- **Court Scheduling:** Reports summarizing upcoming court dates, appearances, and deadlines.
- **Task and Workflow Reports:** Monitoring of task completion, overdue tasks, and overall workflow efficiency.

## 4.2 Customizable Reporting

The CMS must allow users to generate customizable reports based on:

- **Case Type:** Ability to filter by criminal, civil, or other case categories.
- **Date Ranges:** Track cases, outcomes, and activities within specific date periods.
- **Individual Performance Metrics:** Reports tracking attorney workloads, success rates, and case duration.
- **Financial Reports:** Integration with restitution payments, fines, and budget reports, where applicable.
- **Grant Reporting:** Generate specific reports for grant management, such as those required for Victims of Crime Act (VOCA) reporting.

## 4.3 Export and Sharing Options

Reports should be easily exportable to common formats, including:

- **PDF**
- **Excel**
- **CSV**

Additionally, the system must support the ability to share reports with authorized personnel or departments through secure channels.

## 4.4 Real-time Dashboard

The CMS should offer a customizable dashboard with real-time metrics on:

- Active cases
- Case progress and key performance indicators (KPIs)
- Pending deadlines and court dates
- Attorney performance and caseload distribution

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# 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Technical Solution (30%):** The functionality, user interface, integration capabilities, and security features of the proposed solution.
  - **Vendor Experience (20%):** Proven experience with public sector clients, particularly in prosecuting and defending attorneys’ case management software.
  - **Implementation Plan (20%):** Timeline, training plan, and support strategy for successful implementation.
  - **Cost Proposal (20%):** Total cost of ownership, including initial costs and ongoing maintenance.
  - **References (10%):** Feedback from existing clients on system performance and vendor support.
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## **6. Terms and Conditions**

### **6.1 Contract Award**

Champaign County reserves the right to reject any or all proposals and to waive any irregularities or informalities. This RFP does not obligate Champaign County to award a contract or pay any costs incurred in the preparation of proposals.

### **6.2 Confidentiality**

All submitted proposals will become public records upon submission unless marked as confidential for specific proprietary information.

### **6.3 Questions and Addenda**

Questions concerning this RFP must be submitted in writing to Bud Windelborn at [bud.windelborn@champaigncountyil.gov](mailto:bud.windelborn@champaigncountyil.gov) by December 13, 2024 at 1:00pm. It is the vendor’s responsibility to check for updates or addenda.

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By submitting a proposal, vendors acknowledge that they have read and understood the requirements set forth in this RFP and agree to abide by the terms and conditions.

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### **Champaign County State’s Attorney**

Attn: Bud Windelborn

County Courthouse

101 East Main Street

Urbana, IL 61801



**County of Champaign, Illinois**  
1776 East Washington Street  
Urbana, Illinois 61802

# **REQUEST FOR PROPOSAL**

On-Site Solar PV System Services

**Date Issued: 11/20/2024**

**Proposals Due: 12/20/2024**



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# 1. Project Overview

## 1.1. Introduction

County of Champaign, Illinois (hereby referred to as “the County”) is soliciting proposals (“Proposals”) from qualified solar photovoltaic (PV) providers (“Proposers”) for turn-key installation of a rooftop solar 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 County 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. County Authorized Representative

The County has retained Nania Energy Advisors (“Representative”) 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 County. All questions and other correspondence for this RFP shall be submitted via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line “Champaign Engineer Solar RFP.” All requests from Representative in regards to this solicitation should be regarded as if they are requests from County.

Firms, including all agents or subcontractors, who contact any other County 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 County discloses that no energy services contractor has participated in the preparation of the specifications of this solicitation.

## 1.3. Project Details

Site Details			Solar PV Details		
Name	Address	Electric Load	PV Type	Estimated PV Size	
		kWh/year		kW-DC	kWh/year
County Engineer	1605 E Main St, Urbana, IL 61802	265,000	Rooftop	215	265,000

- Desired Solar PV System Description:** The County is seeking a rooftop PV system at the above location. The above listed solar PV details are preliminary in nature and given for informational purposes only, as the County seeks the recommendations of the Proposer for PV system type and size that provides the best value to the County. Further site information is provided in Attachment A and will be accessed via shared folder. **Please email [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line “Champaign Engineer Solar RFP Attachment A” and you will be provided a link to access the shared folder.**
- Project Financing:** The County 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 County requires that the solar PV system be owned by the County upon system commissioning and energization.

- **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 County unless otherwise noted.
- **Operation and Maintenance (O&M):** The County 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 County 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 County 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 County 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 County does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.
  - 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 County 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 \$2,000,000
    - Products-Completed Operations
    - Aggregate Limit \$2,000,000
    - Each Occurrence Limit \$1,000,000

The coverage shall provided by an endorsement in the appropriate manner and form, the County, 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 County may accept a separate owner's protective liability policy in lieu of the County, its officers, and employees being insureds on the Proposer's policies.
  - Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.
    - Bodily Injury & Property Damage

- 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 County 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 County before the County will execute the contract. Any exception or deviation shall be brought to the attention of the County for a ruling of acceptability. In no event shall any failure of the County 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 County 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 County reserves the right to modify the scope of the project at any time prior to contract execution.

See Attachment A indicating available areas for installation. These drawings are meant for informational purposes only and must be field-verified by Proposer. The Proposer shall develop a design for new PV systems that provides best value to the County.

### **2.1. Design Guidelines**

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

#### **(1) Rooftop Solar**

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

- Mounting systems shall limit roof penetrations. Mounting system design needs to meet applicable local building code requirements with respect to snow and wind loading factors.
- Solar system installation must not void the roof warranty.
- Conduit penetrations shall be minimized.
- All roof 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 roof access.
- The successful Proposer will be responsible for daily cleanup ensuring all affected areas of the building are left “broom clean” each day of construction.

## 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 Building 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 County requires a proposal that includes a turnkey monitoring system that can be integrated into the County’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 County two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for the County 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 County will negotiate the contents of the final design package, and for informational purposes the County'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 County in a manner consistent with County-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 County 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 County 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 County in a manner consistent with the County’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 County. An addendum will be issued in the event of any scheduling changes prior to the RFP deadline.

Responsible Party	Project Milestone	Date/Time
County	RFP Issued	November 20, 2024
County & Proposer	Mandatory Site Walk	December 4, 2024 at 1PM
Proposer	RFP Questions Deadline	December 9, 2024
County	Answers to RFP Questions Distributed	December 11, 2024
Proposer	RFP Deadline	December 20, 2024 at 2PM
Proposer	Presentations from Short-Listed Proposers	To be determined
County	Highway & Transportation Committee Review	February 7, 2025
County & Proposer	County Board Review & Award	February 20, 2025

#### 3.1. Site Walk

The pre-proposal meeting and site walk are scheduled for December 4, 2024 at 1PM at the County Engineer, 1605 E Main St, Urbana, IL 61802. 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 County. Please try to submit site walk attendee information via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) by December 3<sup>rd</sup>, although this is not required.

#### 3.2 Questions Pertaining to the RFP

Please submit questions via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) by December 9, 2024 with the subject line “Champaign Engineer 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. County 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 December 20, 2024 at 2PM local time. Timely delivery is the responsibility of the Proposer. Any proposals received after the deadline will be rejected.

Please submit proposals via two bound copies and one digital copy on USB drive to:

Jeff Blue  
County Engineer  
County of Champaign, Illinois  
1605 East Main Street  
Urbana, IL 61802  
217-384-3776

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

## 4. Proposal Requirements

### 4.1. County's Representative Fee

The winning proposer will be responsible for compensation of the County's Representative, Nania Energy Advisors, for the management of this RFP process, which shall be calculated at \$0.07 per watt DC of total solar PV capacity that the County 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 County, 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 County 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 County'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 County 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, bonding capacity letter, and the previous 2 fiscal years of audited company financial statements.
- **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 County.

- **Incentive Management:** Describe the approach you intend to take to ensure that the County 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 County.
- **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 County 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 County reserves the right to make an award, or no awards as a result of this solicitation.

- |  |           |
|--|-----------|
| • Proposal Cost Effectiveness                | 30 points |
| • Technical Approach/ Implementation         | 30 points |
| • Proposer Qualifications/Project Experience | 20 points |
| • Proposer’s Project Team members experience | 20 points |

The County 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 County 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 County 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 County 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.

## 6. RFP Attachments

Attachment A: Array Location, Electric Billing History, Energy Usage Information

Please email [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line “Champaign Engineer Solar RFP Attachment A” and you will be provided a link to access the shared folder for Attachment A. These drawings are meant for informational purposes only and must be field-verified by Proposer.

# Certifications of Proposer to the Request for Proposal

**The interested Party hereby certifies:**

- A. That the Proposal is genuine and truthful.
- B. That all materials, methods, and workmanship shall conform to the drawing, specification, manufacturer's standards and specification.
- C. That they will comply with all Illinois Department of Labor Prevailing Wage provisions. All contracts for work herein are subject to the provisions of Chapter 48, Sections 39s-1 through 39s-12 Illinois Revised Statutes providing for the payment of prevailing rate of wage to all laborers, workers and mechanics engaged on the work.
- D. That they are in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.
- E. That they have not solicited or induced any person, firm or corporation from putting in a Proposal or putting in a false or sham Proposal.
- F. They agree the winning proposer will be responsible for compensation of the County's Representative, Nania Energy Advisors, for the management of this RFP process, which shall be calculated at \$0.07 per watt DC of total solar PV capacity that the County 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 County, and the remaining half of the fee will be paid once the winning Proposer receives interconnection approval and completes all necessary permits.
- G. They agree to start work and to substantially complete the project within timelines specified in the agreed-on schedule.
- H. They understand that the right is reserved by the County to reject any and all Proposals.

**Proposer certifies that they have read, understand, and agree to the entire Certification by signing below:**

Proposer Company Name: \_\_\_\_\_

Name of Authorized signer for Proposer Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_