

**REQUEST FOR PROPOSAL (RFP)**  
**FOR THE**  
*Procurement of Electrical Energy and other Products generated from  
Commercially Proven Photovoltaic (PV) generation facilities*

**REQUIRED FOR USE BY:**

**ILLINOIS INTERNATIONAL PORT DISTRICT  
(IIPD)**



**ISSUED BY:  
ILLINOIS INTERNATIONAL PORT DISTRICT**

Issue Date:	May 25, 2018
Due Date/Time for Submissions:	July 16, 2018 no later than 4:00 p.m. CST
RFP Reference:	“Procurement of electrical energy and other products generated from commercially proven photovoltaic (PV) generation facilities”
Issued by:	Illinois International Port District <a href="http://www.iipd.com">http://www.iipd.com</a>

**All responses, proposals or other communications must be addressed and returned to:**

Mr. Clayton Harris III  
Executive Director  
Illinois International Port District  
3600 E. 95th Street  
95th and the Lakefront  
Chicago, Illinois 60617-5193  
[director@IIPD.com](mailto:director@IIPD.com)

**RESPONSES MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON July 16, 2018**

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**MICHAEL K. FORDE**  
**CHAIRMAN**

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**CLAYTON HARRIS III**  
**EXECUTIVE DIRECTOR**

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# Illinois International Port Authority

## REQUEST FOR PROPOSALS (RFP)

### RFP HIGHLIGHTS

- ❖ The Illinois International Port Authority (“IIPD” or “Authority” or “Port of Chicago”) is hereby issuing this request for proposals (“RFP”) for the incorporation of renewable energy systems to be incorporated at the IIPD from any or all of the following:
  - Solar photovoltaic systems (“Solar Energy”);
- ❖ This RFP will consider solar energy projects that are compatible with the IIPD’s Sustainability Policy objectives and demonstrate contributions to the economic development of the Cook County geographic area.
- ❖ This RFP is seeking proposals that provide economic development contributions in the form of jobs as well as other social and environmental benefits to the community in and around Port Authority in Cook County.
- ❖ Purchase contracts arising from this RFP, if any, will be between IIPD and selected Respondent(s).
- ❖ Respondent(s) shall provide, along with an overview of the proposal, pricing for the energy created, location and name of proposed generating facility(ies), and emission characteristics of generating facilities. Pricing proposals shall be for the energy generated by the specific System and delivered to the Delivery Point.
- ❖ IIPD may reject all bids for any reason including, but not limited to: a determination that proposals present an unacceptable financial or economic risk to IIPD or Port Authority.
- ❖ **RESPONDENT MUST SUBMIT ONE (1) HARDCOPY ORIGINAL, THREE (3) ELECTRONIC COPIES IN .PDF FORMAT ON A FLASH DRIVE.**  
Responses must be submitted in sealed envelope(s) or package(s). The outside of the package or envelope must clearly indicate the name of the project, Request for Proposal “RFP” for the Procurement of Electrical Energy and other products generated from commercially proven Photovoltaic (PV) Generation Facilities. The name and address of the Respondent must also be clearly printed on the outside of the envelope(s) or package(s).

## TARGET SCHEDULE

<b>Event</b>	<b>Target Date</b>
RFP Issuance	May 25, 2018
Due Date for All Bids	July 16, 2018 at 4:00 pm Central time
Commencement of Bid Awards (if any)	TBD

Respondents that download a proposal from the IIPD's website: <http://www.iipd.com>, instead of obtaining the hard copy paper proposal from the IIPD's Central Office, are responsible for checking the IIPD's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the IIPD's website will not relieve the Respondent from being bound by any additional terms and/or conditions.

For all information concerning this RFP, including questions from Respondent(s) and responses from IIPD, and any updates to this RFP, Respondent(s) are urged to frequently refer to IIPD's website at: <http://www.iipd.com>

## COMMUNICATION DURING THE RFP PROCESS

All questions or requests for clarification shall be in writing and must be sent by email to [director@iipd.com](mailto:director@iipd.com), and directed to the attention of Clayton Harris III, Executive Director. Emails must clearly indicate "Questions and Requests for Clarification" in the subject line and must refer to "Request for Proposals (RFP) for Photovoltaic Solar Power Systems."

## CAUTION: DEADLINES AND PROCEDURES FOR SUBMITTING PROPOSALS

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on July 16, 2018. Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and five (5) electronic copies in .pdf format on a FLASH DRIVE, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL", and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

When responses are delivered by mail or messenger to the Executive Director, the Respondent is responsible for their delivery BEFORE the due date and time. If delivery is delayed beyond the date and hour set for the receipt, said responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

The Executive Director reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Executive Director.

## **I. Background on the IIPD**

The Illinois International Port District (IIPD) is an Illinois municipal corporation created to promote the shipment of cargoes and commerce through its facilities. IIPD is the owner and master landlord controlling two land areas in South Chicago: Iroquois Landing, an open paved terminal with 3,000 linear feet of ship and barge berthing space located at the mouth of the Calumet River in the southwest corner of Lake Michigan; and Senator Dan Dougherty Harbor (Lake Calumet) which currently is home to various harbor operations and terminals located at the junction of the Grand Calumet and Little Calumet Rivers, situated six miles inland from Lake Michigan. IIPD's harbor facilities are served by rail facilities and are adjacent to three interstate highways and feature an abundance of warehouse facilities. IIPD currently leases facilities within its harbor areas to freight forwarders, export packaging, customs brokers, consolidators, shippers' associations, forwarders and expeditors, specialists in fragile and perishable cargoes, and many other users.

The Illinois International Port District is soliciting proposals for its procurement of electrical energy and other products generated from commercially proven photovoltaic (PV) generation facilities. The solicitation seeks responses from technically and financially qualified independent power producers or other firm from which the District intends to select one. Respondent to negotiate Power Purchase Agreements (PPAs) for the electrical energy and other Products produced by PV Generating Facilities, to be installed, owned and operated by the Respondent that best fits the District's needs.

The District's goal is to sign a 20-year PPA for the purchase of Product with the selected Respondent. Such term shall be renewable for an additional 5 years at the option of the District. Terms proposed for the PPA will provide a basis for negotiating a final PPA with the selected respondent.

## **II. The Site**

The proposed location of the project will be over the roof area of the transit sheds #1, 2, 3, and 4 (also known as the back-up warehouse) located at our Lake Calumet facility (130<sup>th</sup> street and Stony Island). The Illinois International Port District is a secure facility requiring security clearance or oversight of all workers on site.

## **III. Objectives and Information**

- A. Overview of request and requirements: The Illinois International Port Authority ("IIPD" or "Authority") is hereby issuing this RFP as part of its efforts to provide maximize use and development of the IIPD's property within the Port of Chicago in furtherance of the Authority's statutory charter. This project begins to transform of the Port towards 100% clean energy sources to improve the environment and neighboring communities by reducing emissions and potentially providing a local, renewable energy source.
- B. Proprietary Information. Respondent(s) are hereby advised that the Authority is subject to the Illinois State Freedom of Information Law ("FOIL"). Confidential information will be treated as such to the extent consistent with the Authority's legal obligations under the FOIL and other applicable laws, regulation or legal process and the provisions of any

Confidentiality Agreement between the Authority and Respondent(s). Respondents are advised that all 9 materials provided will be reviewed jointly by IIPD and the Port Authority.

Upon the request of a Respondent(s), IIPD and the Port Authority will enter into Confidentiality Agreement with the Respondent(s) concerning information the Respondent(s) wishes to protect from public disclosure. This agreement shall be subject to FOIL and other applicable legal requirements as set forth above.

- C. **Deadline for Response.** Responses are due by 4:00pm Central time on July 16, 2018 and are to be submitted in sealed envelope(s) or package(s). The outside of the package or envelope must clearly indicate the name of the project, Request for Proposal “RFP” for procurement of electrical energy and other products generated from commercially proven photovoltaic (PV) generation facilities. The name and address of the Respondent must also be clearly printed on the outside of the envelope(s) or package(s).

#### **IV. Response Requirements and Recommended Components**

*Minimum Respondent(s) Requirements:* In order to be considered, all Respondent(s) proposals must meet the following Minimum Requirements:

To be considered, all Respondent(s) proposals must meet the following Minimum Requirements:

##### **A. General Requirements**

- a. Information must be received on time.
- b. Information must be complete, in conformance with the specifications and other requirements of this RFP and include all documentation, evidence or verification requested.
- c. Respondent(s) must agree to comply with applicable local, state and federal laws and regulations, including the requirements of the Illinois State Public Officers Law establishing standards for business and professional activities of Illinois State employees and governing the conduct of employees of private firms in business with Illinois State. Any purchase contract and any other agreements entered into between the Authority and selected Respondent(s) shall be governed by and construed in accordance with the laws of the State of Illinois.

##### **B. Other Requirements**

- a. Changes by Respondent(s). If Respondent(s) changes any element(s) of its bid, IIPD, or Port Authority, in their discretion, may disqualify the Respondent(s).
  - i. While the Authority will consider all Information provided in response to this RFP which meets the Minimum Respondent(s) Requirements set forth above, potential respondents are encouraged to submit as much detail concerning any Informational Response as respondent deems necessary or

advantageous towards consideration of the material presented, including but not limited to:

1. Respondents will provide the following information as part of their proposal.
  - a. Cover Letter
  - b. Respondent Information
  - c. Please provide the following information for the Respondent and all partner or subcontracting firms/organizations
    - i. Firm's Name
    - ii. Years of Experience
    - iii. Address
    - iv. City, State Zip Code:
    - v. Contact Name
    - vi. Title
    - vii. Phone Number
    - viii. Email
  - d. Project Approach

C. Please provide the following information for the Project Description:

- a. Project Overview
  - i. Technical Description
  - ii. Permits and Approvals
  - iii. Interconnection
  - iv. Schedule and Timeline
  - v. Project Risks
  - vi. Operations and Maintenance
  - vii. Project Management Procedures
- b. Communications Strategy
  - i. The Illinois International Port District is a working port. The selected respondent must communicate and coordinate with the District and its tenants on installation to ensure that it does not interrupt critical port activities. Please identify the components of a communications strategy for addressing this issue.

c. Financial Plan and PPA

i. Please provide the following information for the Financial Plan and PPA

1. Term, years
2. Financing Strategy
3. PPA terms
4. Proposed PPA
5. Power Pricing

d. Respondent's Project Experience

i. Please provide the following information on Team and/or Contact Person's previous project experience with up to five previous projects (no more than one page per project for a maximum of five pages):

1. Project Name
2. Project Location
3. Brief Project Description
4. Solar Technology (polychrystalline, monocrystalline, thin film, ribbon, amorphous, other)
5. Size (MW)
6. Online Date (mm/yyyy)
7. Design/Build or PPA
8. Current Status

e. Project Manager Experience (Biography – if resume necessary, please add as an appendix)

f. Key Team Member Experience (Biography – if resume necessary, please add as an appendix)

g. Insurance Requirements

i. Please provide relevant certificates of insurance.

A pre-bid conference and site visit will be held at the District office on Monday, June 11, 2018, at 1:30pm CST. Questions can be asked until 1:00pm CST, July 13, 2018. Answers to all questions will be posted on the District website at [www.iipd.com](http://www.iipd.com). Proposals are due July 16, 2018, no later than 4:00pm CST. Finalists will be asked to prepare a presentation for an interview with a proposal review board after proposal review.

#### D. Special Requirements for New Facilities

- a. Describe in detail the underlying potential compatibility with the objectives of the Port Authority as stated in their sustainability goals.
  - i. Describe equipment, including rated capacity, and expected life. Provide anticipated in-service dates, proposed location, and interconnection information. Provide detailed specifications of all major components, equipment and transmission cable as applicable. Identify proposed manufacturers or vendors, and indicate the estimated lead time for delivery of such components, equipment or cable. Describe Respondent(s)'s experience with the proposed equipment.
  - ii. Provide an estimated construction schedule and in-service date. Indicate current status of and projected schedule for all development and pre-development elements of the project, including all permits, financing, site control, rights-of-way, interconnection queue position, and interconnection studies (provide if available).
  - iii. Describe and document in detail the economic impact (i.e. job creation, increased tax revenues, etc.), both temporary and permanent of the proposed new facility on the surrounding community. Provide specific information as to where or what region or locality the economic impacts will accrue. Include details of assumptions made.
  - iv. Describe all expected social and environmental benefits of the proposed new facility on the surrounding community.
  - v. Provide information regarding any federal, state or local financing sources such as Illinois Power Agency Renewable Energy Credits, federal tax benefits or funds applied for and current status of applications.
  - vi. Provide details of any guaranties or other security for timely completion of proposed project by equipment suppliers, engineering and other contractors.
  - vii. Describe anticipated environmental impacts, including mitigation and compliance measures relating to proposed installations.
  - viii. Describe any action plan for community outreach and mitigation associated with siting and permitting issues, including estimated costs.
  - ix. Provide information on facility efficiency and expected air emissions.

#### E. Other Requirements

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## TARGET SCHEDULE

Event Target

Date RFP Issuance: May 26, 2018

Due Date for All Bids: July 16, 2018 at 4:00 pm Central time Commencement of Bid Awards (if any) TBD.

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