



Village of Homewood

REQUEST FOR QUALIFICATIONS

For Professional Services to Assess Power Requirements and Develop Plans, Specifications, Options and Estimates for the Phased Installation of Emergency Backup Generators for Village Facilities



RFQ Submittals Are Due Monday, September 23, 2024 by 5:00 p.m.

Submit One Original or One Electronic Copy to:

Village of Homewood
ATTN: Terence Acquah
2020 Chestnut Road
Homewood, Illinois 60430
Electronic copies to: tacquah@homewoodil.gov

For Questions Contact: Terence, Assistant Village Manager
tacquah@homewoodil.gov or (708) 206-3378

This RFQ is posted on the Village of Homewood website at:
www.homesweethomewood.com

REQUEST FOR PROPOSALS

For Professional Services to Assess Power Requirements and Develop Plans, Specifications, Options and Estimates for the Phased Installation of Emergency Backup Generators for Village Facilities

I. Summary

The Village of Homewood desires to assess various critical facilities and provide phased and cost recommendations to develop system redundancies and resiliency in those facilities. Critical facilities are defined by FEMA as buildings that are essential for the delivery of vital services or protection of a community. Critical facilities include emergency operation centers, healthcare facilities, police and fire stations, schools, and power stations. These facilities support critical community lifelines that enable the continuous operation of critical business and government functions and are essential to human health and safety or economic security.

The Village has five critical facilities that should be assessed Village Hall, Police Station, Fire Station, Municipal Service Center (Public Works Facility) and the Brian Carey Training Center (Emergency Operations Center–EOC). The objective of this project is to assess the facilities, then provide recommendations for cost effective and phased solutions that will upgrade the electrical backup power systems both internally (i.e. outlets and internal circuitry, emergency lighting, etc.) and externally (generator connectivity) so that each of the five essential Village facilities will remain fully operational during power blackouts and other events which could result in long term power outages.

Responsive proposals will demonstrate the ability to establish power system performance requirements and related building Mechanical, Electrical, Plumbing (MEP) modifications needed at each facility. Key services shall include evaluating the power needs of each facility's hardware and equipment and upon authorization of the Village, development of engineering plans, specifications and estimate for the procurement, installation and construction of upgraded backup power equipment needed to meet the identified energy demands. The evaluation of each facility's energy needs should include cost considerations to support full backup power demands.

II. Project Description

Current Conditions

This project consists of assessing the current conditions and state of performance of existing backup electrical power generators at each of the following five facilities:

- Village Hall
- Police Station
- Fire Station
- Municipal Service Center (*Public Work Facility*)
- Brian Carey Training Facility (*Emergency Operations Facility*)

Once the current conditions assessment is completed, the consultant will develop a power needs assessment for each facility based on a backup system's ability to meet the demands of full backup power.

The consultant must recommend revisions to the building's circuitry and/or equipment layout of the generator (as needed), outline the building/MEP modifications, summarize the backup power equipment specifications, and assign a probable cost breakdown for each facility.

Consideration must be given to space requirements, access for repairs and ease of maintenance, expandability, requirements to meet new building codes or new legal operational requirements, etc.

Upon completion of the above and with authorization from the Village, the consultant will develop engineering plans, specifications and estimate for procurement, installation and construction of the new upgraded back-up power systems.

Plans, Specification, Engineering and Estimates

This construction of the project will be phased in accordance with Board approved capital funding. All plans, specifications, engineering and estimates should include multi-year cost escalators due to the work being phased and scheduled over three (3) future budget years.

III. Scope of Services

The selected Consultant and their sub-consultants shall have a proven track record of providing professional and related services required by a design team experienced in facility evaluations upgrades, and Mechanical/Electrical/Plumbing systems for industrial, institutional, or municipal facilities.

The following Scope of Services as defined by the Tasks listed below are intended as a guide, and additional services may be required which are not listed below, or details herein provided may prove redundant and unnecessary. The proposal's Scope of Work may be used to supplement or may be incorporated in its entirety to define the Professional Services Agreement's (PSA's) scope, compensation, and schedule. The tasks identified below are generally shown in procedural order of development. However, some tasks may be performed concurrently, may overlap, or may contain work gaps and require staging.

TASK 1 – Project management

The Consultant Project Manager shall fully manage the development and coordination of the power systems needs assessment and subsequent development of engineering design and specification documents, including, but not limited to, ensuring coordination of all conceptual layouts, plans, estimated costs, coordination and ensuring conformance with all relevant codes applicable to this work product.

Consultant shall supervise, coordinate, monitor and design review for conformance with Village standards, policies, and procedures. The Consultant shall be responsible for project administration and coordination efforts. The work tasks required include but are not limited to the following:

- Maintain continuous communication with the Village's Project Manager and coordination of project design/layout development, meetings with Village and all affected parties identified by Village staff.
- Set-up and manage meetings for assessment of each facility's existing backup power generator system establishing the power needs of each facility, clarifying legal requirements, restrictions, necessary code upgrades, etc.

- Communicate conceptual layouts as needed for the facility's building, utility rooms, electrical connections and cabinets, general access, MEP layout and proposed changes needed.
- Communicate and substantiate Mechanical, Electrical, Plumbing system required changes if any.
- Communicate and coordinate the design drawings and technical specifications for the equipment and backup power facilities.
- Coordinate development of cost estimates so that full backup power is provided.
- Provide a Monthly Project Status Report on the status of each project tasks development phase. Prepare meeting minutes with an action item matrix and agenda which shall be distributed to the Village as required.'
- Ensure project delivery progresses on schedule and within budget.
- Manage project schedules and project reporting for each sub-project.

TASK 2 – Power Needs Assessment of Each Facility

The Consultant must complete an assessment of the power needs of each facility so that the new system will perform as anticipated. The consultant will need to establish each facility's power needs by reviewing the inventory of current equipment and apparatus in-place relying on electrical power. Interviews with Village staff responsible for management of the respective operations at each facility will be required to determine significant power demands from any missing equipment not currently in-place, or plans for new equipment, or from other expansion plans that would trigger needs for added power.

The consultant will need to assess the power needs based on the backup power necessary to meet the full power demands of the entire operational programs housed at each facility.

Once the needs assessment of each facility has been completed, a meeting with the Village's Project Manager and other Village staff will be scheduled to discuss probable costs of each scenario at each facility. Following this, the consultant may further develop the concepts and layouts and the recommended power equipment for each facility. After the concepts and layouts are approved by the Village staff, the consultant will design a system and equipment for procurement and installation.

TASK 3 – Conceptual Plans

The Consultant shall develop conceptual plans with recommended revisions to existing building layouts, renderings of building enclosures with material samples, the recommended equipment layout, generator platform revisions (as needed), and an outline of MEP modifications. The consultant shall recommend concepts with consideration for space requirements needed for access for repairs and ease of maintenance, expandability, and ability to meet new building codes or new legal operational requirements that may arise in the future. The conceptual plans shall be accompanied by planning level cost estimates for each of the four installations.

A key option the Village desires is a layout incorporating Transfer Switches for each facility's backup generator system, not only in terms of physical room and access to bring in the supplementary equipment, but accommodations for the hardware, devices, and electrical/electronic connections

TASK 4 – Equipment and Backup Power Generator Specifications

The Consultant shall develop specifications for backup power generator and related equipment. Reports by consultant shall include typical operating procedures and maintenance of the

Professional Services to Assess Power Requirements and Develop Plans, Specifications, Options and Estimates for the Phased Installation of Emergency Backup Generators for Village Facilities

equipment to keep it in optimum working condition and ensure the highest reliability. The consultant shall also recommend warranty requirements, and provide a discussion of the manufacturers and ancillary features available for the Village's consideration.

The equipment and recommended backup power generator systems shall be coordinated with the consultant's recommended building and platform layouts. A key option is the Village's desires of a layout incorporating Automatic Transfer Switches for each facility's backup generator system, not only in terms of physical room and access to bring in supplementary equipment, but accommodations for the hardware, devices, and electrical/electronic connections. The layout design and the equipment specifications must provide ease of access and the power equipment capability to accommodate connecting external emergency power equipment from an outside supplementary source.

The successful consultant is also requested to provide fuel options for generators with backup fuel alternatives (i.e., natural gas with propane backup, diesel fuel with natural gas backup and single-fuel alternatives. Costs should be itemized for each alternative generator option.

TASK 5 – Cost Estimates

The consultant shall, based on all the prior tasks developed to date, develop a detailed equipment cost estimate of the backup power generator system procurement. Cost breakdown shall include costs for hardware and electronic options selected by the Village. The estimate shall also include separate details for probable costs to install the generator and all the equipment.

Separate estimates shall provide a probable cost for any necessary building modifications, changes to the generator platform, MEP modifications and building enclosures for the generators that will require installation and/or construction. Separate cost estimates shall be provided for each of the five facilities. Cost estimates shall be supported by documentation of recent bids for similar work received by at least three municipalities or other public agencies.

Phased Implementation

Because the purchase and installation work will be phased during future budget years, cost escalators should be included for future phased years. We estimate that the implementation of the overall project should be phased over three to four years.

1. Initial Assessment and Documentation

- a. Review existing electrical schematics and maintenance records for all municipal properties.
- b. Conduct meetings with facilities management to understand current challenges and requirements.

2. Electrical System Evaluation

- a. Analyze the capacity and distribution of current electrical systems at each facility.
- b. Conduct a thorough inspection of electrical components, including wiring, outlets, panels, generators, and emergency systems.
- c. Evaluate lighting conditions and identify areas that require upgrades or replacements.

3. Generator Replacement

- a. Specify requirements for the replacement and installation of a new generator at the Village Hall, ensuring it meets current and future power demands. The current generator services Village Hall, Fire, and the Police Department. The generator

location will need to be move to better accommodate the needs of the aforementioned departments.

- b. Identify installation requirements, including permits, location, and integration with existing systems.

4. Control and Security Panel Upgrades

- a. Assess existing control panels' functionality and determine necessary upgrades.
- b. Evaluate security panels and identify potential improvements to enhance security measures.

5. Individual Power Supply Assessment

- a. Determine the necessary modifications to ensure the Fire Department and Police Department have independent electricity supplies.
- b. Conduct load analysis to confirm adequacy of electrical supply.

6. Labeling and Outlets Identification

- a. Develop a labeling system for outlets to clearly indicate which are powered by the generator.
- b. Provide guidelines for implementation of this system.

7. Emergency Power and Lighting Solutions

- a. Design a comprehensive emergency power plan for all facilities.
- b. Assess where emergency lighting upgrades are necessary, ensuring compliance with safety regulations.

8. Loose Wires and Panel Consolidation

- a. Identify areas with loose wiring and propose a remediation plan.
- b. Analyze existing electrical panels to suggest consolidation opportunities, improving efficiency and reducing redundancy.

9. Surge Protection Implementation

- a. Recommend appropriate surge protection devices for electrical panels to guard against power surges.

10. Engineering and Architectural Design

- a. Provide detailed engineering designs for recommended upgrades, including technical specifications and layouts.
- b. Ensure all designs meet applicable codes and regulations.

11. Facility Condition Analysis

- a. Apply a Facility Condition Index (FCI) method to assess each structure's overall electrical condition.
- b. Provide a summary of the current condition based on findings, along with recommendations for prioritized work.

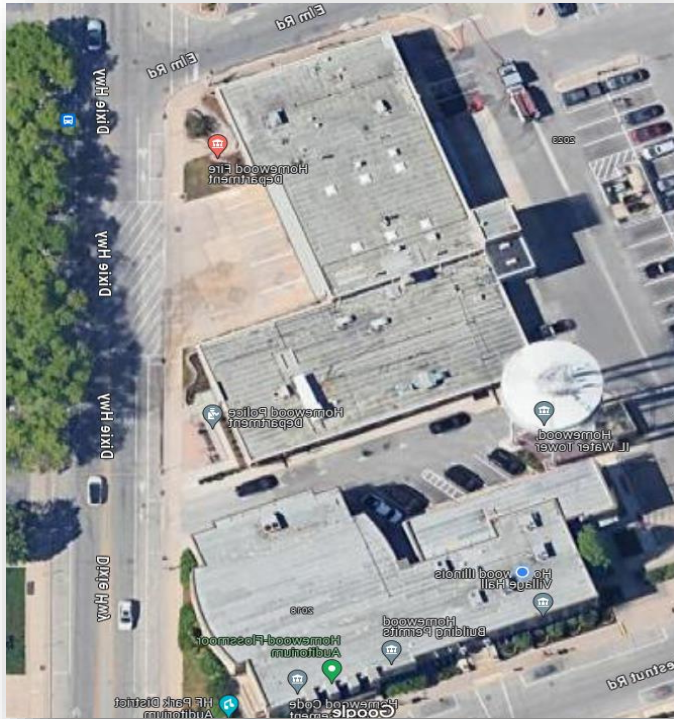
12. Deferred Maintenance Survey

- a. Conduct a survey incorporating a physical inspection of critical electrical equipment to determine the extent of any deferred maintenance issues.
- b. Compile a report summarizing findings and recommended actions for resolution.

13. Budget

- a. Provide a detailed budget of recommended findings. Budget should provide breakdown of cost for each facility.

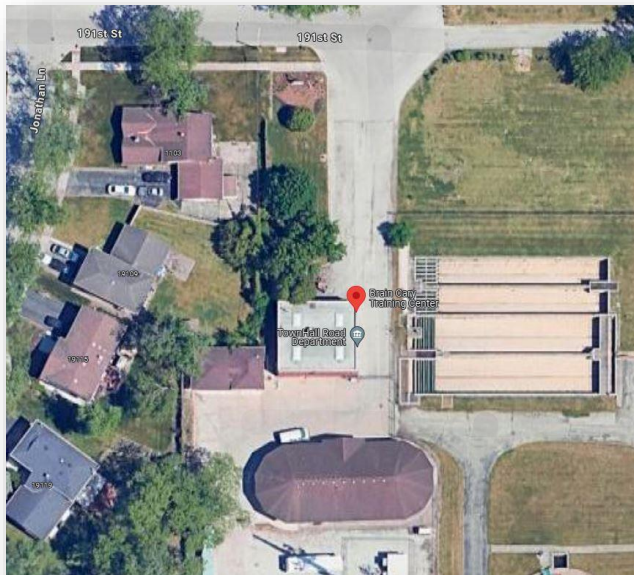
Proposed Location: Village Hall (2020 Chestnut) Police & Fire Department (17950 Dixie Hwy)



Proposed Location: Public Works (17755 Ashland)



Proposed Location: Brain Cary Training Center (1023 191st)



IV. Minimum Qualifications

- The consultant shall be a firm that must be licensed and registered as an architect or professional engineer and/or professional general contractor/project manager with a minimum of five years of experience and must have worked in the electrical assessment of public buildings.
- The consultant shall have completed or been involved in at least four (4) projects that were for municipal buildings that included facility assessment, capital budgeting, estimating, and/or maintenance, rehabilitation, bid and specification preparation documents, or remodeling of buildings.
- Possess all necessary current licenses and registrations, either within the firm or through subcontracted consultants, to perform the work.
- Provide a completed facility assessment that was a deliverable to a municipality.
- The consultant shall comply with all applicable federal, state, and local laws and regulations and must not be debarred from State or Federal projects.

Complete submission of required statements and forms

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Qualifications Based Proposal** - Quality of submission by consultant to clearly illustrate its ability, submission readability, correct use of grammar and syntax, responsiveness to format and instructions of the RFQ, and understanding of the Village's request.
- **Knowledge and Experience** – The consultant shall be a firm who must be licensed and registered as an architect or professional engineer and/or professional general contractor/project manager with a minimum of five years of experience and must have worked in the assessment of municipal, and who has at least five (5) years' experience all-inclusive of facility assessments including capital plan for each facility that encompasses all elements ranging from electrical maintenance to major electrical expenditures.
- **Team Lead** - A resume for the consultant's designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the Village. The resume may include experiences or accomplishments of the designee at a previous employer however the town would prefer that the designee have at least been Team Lead on a minimum of two projects in whole for the consultant. History of successful project implementation and successful previous implemented projects
- **Key Personnel** - Additional staff employed by the consultant that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer.
- **Projects** - The consultant shall have completed or been involved in at least ten (10) electrical facility assessment projects that were for buildings, at least five (5) projects that were for municipal buildings.
- **Completed Facility Assessment** – PDF Document on the USB Drive: A PDF of a Facility assessment that was previously done by the consultant to present a project to a respective committee, Village boards, public, and other interested parties.

VI. Project Timeline

Approximate Dates	Action
Friday, August 23, 2024	Advertisement of RFQ
Monday, September 23, 2024	RFQ Proposals Due /Closing of Advertisement
NO LATER THAN Tuesday, October 8, 2024	Identify Successful Vendor – Develop Contract and Project Summary to be Submitted to Village Board
Tuesday, October 22, 2024	Proposal Reviewed for Approval at Hearing of Village Board

Requests for evaluation updates may be forwarded to the Village Manager’s Office of the Village of Homewood at any time. Questions and requests for updates should be made via phone at (708) 206-3380 or sent via email at tacquah@homewoodil.gov.

VII. Recommended Response Materials

Successful proposals should generally include the following materials:

- **Cover Letter:** identifying the consultant, their place of business, name, and telephone number of the person to contact regarding the subject RFQ. The Cover Letter shall be authored and signed by an individual, partner, or designated representative of the consultant that is sanctioned to enter into contracts The Cover Letter should be formal and intelligible yet clearly demonstrate the consultant’s candidacy for this request.
- **Knowledge and Experience:** This should be a more detailed narrative from the consultant of qualifications that includes a summary of experience.
- **Team Lead:** A resume for the consultant’s designee to be placed in charge to manage the services included in the RFQ and who will be the direct point of contact with the Village. The resume may include experiences or accomplishments of the designee at a previous employer however the Village would prefer that the designee have at least been Team Lead on a minimum of two (2) projects in whole for the consultant.
- **Key Personnel:** Additional staff employed by the consultant that will be utilized for any or all specific services included in the RFQ. Please illustrate strengths, licenses, and certifications of which may include experiences or accomplishments by Key Personnel at a previous employer. Description of user interface to be installed and included with the proposed directory signage. May include photos, tutorial examples or narrative information indicating the appearance and user-intuitiveness of proposed directory interface.
- **Subcontractors:** Include professional subcontractors that the consultant has used, will use, worked for or collectively with on similar projects.
- **Projects - Facility Assessments:** This should be a more detailed narrative from the consultant describing and establishing the requirements of an assessment.
- **References:** A list of not less than five relevant references must be included. References may be contacted after selection to determine if the CONSULTANT is responsive and responsible.
- **Completed Facility Assessment – USB Flash Drive.** An electronic copy only of a previously completed facility assessment as a deliverable to a municipality

VIII. Terms and Conditions

General Provisions & Disclaimers

This Request for Qualifications (RFQ) is not a commitment or contract of any kind. The Village reserves the right to pursue any and/or all ideas generated by this request. The Village further reserves the rights to reject, modify, or cancel, in part or in its entirety, this RFP. The Village assumes no obligation, and none is implied, to award a contract for any phase or services, specified in this RFP. Costs for developing submissions are entirely the responsibility of the respondents and shall not be reimbursed in any case. The Village reserves the right to reject any and all submissions.

The Village reserves the right to waive any requirements of this RFQ when it determines that waiving a requirement is in the best interest of the Village. Submittals are public records subject to disclosure under the Freedom of Information Act (FOIA). The Village cannot guarantee that any information submitted in response to the RFQ will remain confidential.

Please submit Requests for Proposals to:

Terence Acquah, MPA
Assistant Village Manager
Village of Homewood
2020 Chestnut Road
Homewood, Illinois 60430
Phone: (708) 206-3378
Email: tacquah@homewoodil.gov

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