

Cities of Highland Park and Lake Forest, Illinois
Joint Request for Proposals
Sustainability Consultant Services

December 31, 2018; updated January 3, 2019

This Joint Request for Proposals (“*RFP*”) has been prepared by the Cities of Highland Park (“*HP*”) and Lake Forest (“*LF*”), Illinois (collectively “*Cities*”) in order to retain the services of a qualified consultant (“*Sustainability Consultant*”) to provide assistance with research and implementation of various sustainability initiatives being undertaken by the Cities (“*Sustainability Consultant Services*”) at an agreed upon hourly rate.

This RFP is being conducted by the Cities, however, HP and LF will enter into agreements independently with the Sustainability Consultant, subject to the respective contractual approval processes of each City. The Cities reserve the right to independently enter into an agreement with different Sustainability Consultants who respond to this RFP or to reject all proposals.

Should LF and/or HP select a Sustainability Consultant in response to this RFP, the agreement length shall be two years with an automatic renewal for a third year unless either City or the Sustainability Consultant do not wish to renew the respective agreement for a third year.

The selected Sustainability Consultant will be invited to enter into an agreement with the Cities, in a form to be provided by the Cities respectively, for the provision of services based upon the Scope of Services Section of this RFP. The City Councils of the Cities respectively have the ultimate authority to approve any proposal and to authorize execution of the negotiated agreement for their respective City. The agreement will set forth the hourly rate for the Sustainability Consultant Services and each City may, at their own discretion, establish a not-to-exceed cost limit for the agreement term. The Cities will utilize the services of the Sustainability Consultant on an as-needed basis based upon a general work plan as approved by the respective Cities.

Section I: City Background

Highland Park

Highland Park is a thriving community of 29,767 people who enjoy nearly five miles of Lake Michigan shoreline, a variety of natural areas and ravines, commuter train access to Chicago and Kenosha, Wisconsin, and Ravinia Festival, a world-class summer venue for the performing arts. HP is a full-service community that provides police, fire, emergency medical, public works, and water purification services for the safety and enjoyment of residents and visitors. Additionally, HP offers a myriad of exciting special events, including the nationally-recognized Port Clinton Art Festival that is held in conjunction with the Taste of Highland Park.

For decades, the residents of HP have pursued community sustainability in a progressive manner. This is evidenced by the formation of HP’s Environmental and Lakefront Commissions during the 1970s, which merged to become the Natural Resources Commission and now has further evolved to become the Sustainability Advisory Group. In addition, the development of sustainability

curriculum in local schools during the 1980s, the consistently high rate of residential recycling participation, and integration of sustainable practices in municipal operations over the past fifteen years are examples of HP's commitment to sustainability.

In 2005, HP signed on to the Kyoto Treaty. In 2006, HP opened a Recycling Drop-Off Site, and by 2008 HP had formed the Green Initiatives Alliance to enable Highland Park government agencies and the business community to collaborate on sustainability initiatives. In 2007, HP endorsed the Metropolitan Mayors Caucus' Greenest Region Compact and subsequently endorsed the Greenest Region Compact II ("**GRC2**") in 2016 setting forth a variety of sustainability objectives. In 2010, HP created a community-wide sustainability master plan which provided direction in ten goal areas as to how HP can improve levels of sustainability. The Plan was approved in 2010 with recommendations implemented annually. In 2013, HP received an Honorable Mention for the U.S. Conference of Mayor's Climate Protection Award. HP was recognized for its comprehensive electric vehicle expansion plan and leadership role in increasing the electric vehicle infrastructure along with other work completed to improve residential energy efficiency. In 2017, HP reviewed the 2010 sustainability plan objectives, the GRC2 objectives, and SolSmart program objectives and created a three-year Sustainability Strategic Plan to replace the 2010 sustainability plan to set forth achievable sustainability objectives based on current technologies and resources available to HP. In 2018, HP achieved SolSmart Bronze designation and has compiled an HP city-operations and citywide greenhouse gas bench mark and is finalizing greenhouse gas ("**GHG**") reduction targets for both the city-operations and citywide. HP will also be signing onto the Global Covenant of Mayors for Climate and Energy and relatedly tracking its GHG emissions annually beginning in 2019.

Lake Forest

The City of Lake Forest is located 28 miles north of the Chicago central business district and is one of eight Chicago north suburban communities fronting on Lake Michigan collectively referred to as the "North Shore". With an area of approximately 17 square miles, LF is home to 19,375 people according to the 2010 Census.

LF was incorporated as a city under a special charter granted by the Illinois State Legislature in 1861 that permits Lake Forest to be administered efficiently and economically with a minimum number of separate government bodies. The City Council is the legislative and policy-making body and includes the Mayor and two Aldermen from each of the City's four wards. The City operates under the council-manager form of government with the day-to-day operations of the City in the hands of a full-time, professional City Manager who is appointed by the Mayor with the approval of the City Council. With its natural beauty every season, LF is a remarkable community because of the individuals who call it home. Lake Forest values its rich heritage, offers high-quality educational opportunities, and preserves its historic structures and natural open spaces.

In 2012, LF established the Lake Forest Collaborative for Environmental Leadership ("**LFCEL**"). The LFCEL consists of representatives from the City, Lake Forest School Districts 67 & 115, Lake Forest College, and Lake Forest Open Lands Association. The goals of the LFCEL are to:

- promote awareness of environmental concerns associated with the decline of ecosystems

and the loss of biological diversity and recognize the value of protecting our natural heritage and open spaces

- promote awareness of community-wide projects and programs aimed at improving the natural environment in LF and improving the quality of life of residents
- engage a network of resident volunteers to work and take action within our community to address environmental issues and manage the natural resources of the City
- facilitate community governance and subsequent action through collaboration with Collaborative members' groups and City residents

The LFCEL was instrumental in developing and creating the LF Sustainability Plan. The LF Sustainability Plan was adopted as an amendment to City's Comprehensive Plan.

Section II: Scope of Services

The Scope of Sustainability Consulting Services for the Cities is as follows:

Highland Park

A copy of the [City's Sustainability Plan is available on the City's website](#). HP seeks Sustainability Consulting Services to assist with the following sustainability initiatives:

- 1) Implement Sustainability Plan objectives by incorporating them into regular City operations. Provide recommendations for internal structures to support Plan implementation, including staffing and/or group structures that may be required for effective implementation of the Plan.
- 2) Update the City's Sustainability Plan for 2020-2022 which documents the accomplishments attained from the 2017-2019 Sustainability Plan. The 2020-2022 plan shall be in the identical format as the 2017-2019 Sustainability Plan. Completion of the plan will entail meetings with City Staff, the Sustainability Advisory Group, and possibly a presentation to the City Council.
- 3) Identify goals and establish implementation plan to meet goals for greenhouse gas emission reductions. Continue tracking and report information pursuant to requirements for the Global Covenant of Mayors for Climate and Energy.
- 4) Identify additional sources of revenue, including grants, to fund priority projects in the Action Plan. The City desires to maximize the use of grants to accomplish sustainability projects.
- 5) The City is participating in a joint-community solar and behind-the-meter bid being coordinated by Lake County in 2019. The Sustainability Consultant will assist the City by participating in the Lake County procurement, and any other such electric solar panel or community solar procurement process the City may participate in, with reviewing proposals and recommending the best vendor.
- 6) Provide guidance for advancing identified sustainability objectives through intergovernmental collaboration with the Park District of Highland Park, North Shore

School District 112, Township High School District 113, Moraine Township, neighboring municipalities, and others.

The Contractor shall coordinate with appropriate City Staff, Elected Officials, and Appointed Officials in accomplishing objectives identified in the Scope of Services. HP may seek assistance from the Sustainability Consultant for other sustainability initiatives not listed within this RFP as they may arise from time to time at the direction of the City Council or City Manager.

The City Manager's Office will be the primary contact for the Sustainability Consultant at the City of Highland Park. The Consultant will be expected to manage projects independently, and to add value to the ongoing functions of city staff by providing expertise in and direction on sustainability initiatives.

Lake Forest

A copy of the [City's Sustainability Plan is available on the City's website](#). LF seeks Sustainability Consulting Services to assist with the following sustainability initiatives:

- 1) Assist the City in identifying and calculating citywide greenhouse gas emissions information as part of the annual reporting requirements for CDP Cities.
- 2) Assist the City in completing and obtaining a SolSmart program designation in 2019.
- 3) Assist the City with drafting public communications on various sustainability objectives and goals. The City focuses on public education on sustainability matters and initiatives through its communications modalities (social media, print quarterly "Dialogue" newsletter, electronic news, and website).
- 4) Assist the City in special projects that relate to the City's sustainability plan and/or the LFCEL.

The Contractor shall coordinate with appropriate City Staff, Elected Officials, and Appointed Officials in accomplishing objectives identified in the Scope of Services. LF may seek assistance from the Sustainability Consultant for other sustainability initiatives not listed within this RFP as they may arise from time to time at the direction of the City Council or City Manager.

Jim Lockefer, Public Works Management Analyst, will be the primary contact for the Sustainability Consultant at the City of Lake Forest. The Consultant will be expected to manage projects independently, and to add value to the ongoing functions of city staff by providing expertise in and direction on sustainability initiatives.

Section III: Submittal Requirements

All proposals must be signed by an authorized official vested with the authority to do so. Proposals that contain omissions, erasures, alterations, conditional proposals, or that contain irregularities of any kind may be rejected.

The proposal should contain, without limitation, the following information at a minimum:

A. Contact Information

- Name of firm and designated Sustainability Services Consultant, direct office phone number, cellular phone number, and e-mail address
- Office address, main telephone and fax numbers, and website address
 - Please include information for the main and local offices, if applicable

B. Organization, Consultant and Qualifications

The Sustainability Services Consultant should have prior experience in development and/or successful implementation of sustainability programs, and with the operations of a municipality, government agency, or large organization. Please provide the following information:

- A brief description of your organization including:
 - Names of principal partners and/or owners
 - Number of years in business
 - Services provided and areas of specialization
- A resume and description of the expertise of the primary representative who will provide the Sustainability Consulting Services. Include examples of his/her experience on similar projects, a list of projects he/she has managed within the last five years with start and end dates, and a list of projects he/she will be working on concurrent with the Cities' project.
- A brief profile of all team members who would be assigned to provide or assist with the Sustainability Consulting Services, including the resume of each team member, and his or her experience on similar projects. Additionally, please provide the areas of specialization of each staff member on the project.
- If Sustainability Services Consultant is not part of a larger firm, please state whether other personnel will be utilized to support this project, and, if so, describe the capacity in which they will be involved.
- Examples of recent comparable sustainability plan creation and implementation projects performed by the proposer in the last five years, with particular emphasis on public sector projects. Include descriptions of the services rendered for each project, and the fees charged by the proposer for each project.
- Examples of grants pursued and received for sustainability initiatives, with details on the grant application, funding match, and completion timeline.
- At least three client references for whom Sustainability Consulting Services have been provided within the last five years, with name and contact information.

C. Fee Structure

- The fee summary should clearly provide the hourly rate of each person assigned to provide Sustainability Consulting Services. The proposal need not provide a not-to-exceed cost or total cost proposal; rather the Cities are seeking proposals for hourly rate(s) to perform the Sustainability Consulting Services as agreed upon with the Cities, respectively. The proposal shall also identify any anticipated or possible fees or costs that are not included in the hourly rate, if any, such as rates for travel time for meetings or events.
- In Fiscal Year 2019, HP will have approximately \$48,100 to devote to sustainability programs, including payment of Sustainability Consultant Services fees; however, there is no guarantee or commitment to expend these funds.
- In Fiscal Year 2019, LF does not have dollars budgeted to be devoted specifically for sustainability programs. Potential FY19 funds are available through other departmental accounts to complete work outlined in the above Lake Forest Scope of Services; however there is no guarantee or commitment to expend these funds. In any case, total payment to the Sustainability Consultant will not exceed \$20,000 in FY19.

D. Proposed Schedule

- Projects and initiatives assigned to the Sustainability Consultant will typically be work that can be completed during business hours Monday through Friday, however there may be occasional attendance required at night or weekend meetings and events.

E. Proposal Sheet

- The proposal sheet provided in Attachment A should be completed, signed and notarized.

Section IV: Evaluation of Proposals and Selection Process

Professional staff from the Cities will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the criteria set forth in this Request for Proposals, including the hourly rate, interview performance, experience with similar projects, and responsiveness of the proposal. Upon review of each proposal, the Cities may elect to conduct interviews with one or more proposers. Firms who have been selected for an interview will be notified in advance of the interview date and invited to participate.

The Cities will then select their respective top preferred proposer, with whom an agreement, on a form to be provided by the Cities, will be negotiated. The City Council of the respective Cities have the ultimate authority to approve any proposal and to authorize execution of the negotiated agreement.

The Cities reserve the right to make clarifications, corrections, or changes to this RFP at any time prior to the time proposals are opened. All proposers or prospective proposers will be informed of said clarifications, corrections, or changes. The Cities reserve the right to enter into agreements

with the Proposer of their choice or to reject all proposals.

Section V: Submittal Procedures

A. Questions and Clarifications

All questions regarding this proposal should be directed in writing to Rob Sabo, Assistant City Manager, City of Highland Park at rsabo@cityhpil.com. Questions will be accepted until **12:00 PM CST on Friday, January 18, 2019**. All questions and responses will be compiled and submitted to all respondents electronically in one general response memorandum by Wednesday, January 23, 2019.

In order to enable the Cities to equitably respond to requestor questions, the Cities request that prospective proposers submit a non-binding notice of intent by Friday, January 18, 2019 at 12:00 PM CST. The notice of intent should include contact information for the firm submitting the letter.

Please submit a non-binding notice of intent via e-mail to:

Rob Sabo
Assistant City Manager
City of Highland Park
rsabo@cityhpil.com

Please include the following text in the Subject Line of the email: "Sustainability Plan Non-binding Notice of Intent"

B. RFP Submittals

Please submit **one digital copy** via e-mail with "Sustainability Plan RFP Proposal" in the subject line to rsabo@cityhpil.com or on a flash drive to be delivered in a sealed envelope marked "Sustainability Plan RFP Proposal" to:

Rob Sabo
Assistant City Manager
City of Highland Park, 1707 St. Johns Avenue, Highland Park, IL 60035
rsabo@cityhpil.com

Proposals must be received by e-mail, U.S. mail, other carrier, or hand delivery no later than 5:00 PM CST, Wednesday, January 30, 2019. Proposals will not be opened publicly. Proposals submitted after closing time will be returned unopened. No oral, telephone, or facsimile proposals will be considered.

C. Standard Terms and Conditions

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this

RFP does not obligate the Cities to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal by written request at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the date set for opening proposals. Proposals shall be subject to acceptance during this period.

The Cities reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Section VI: Evaluation Criteria

Qualified Proposers

The Cities are seeking experienced Sustainability Consultants to provide the Sustainability Consulting Services detailed in this RFP. Therefore, at minimum, respondents should possess and detail experience in the following areas to be considered qualified for the project:

- Expertise in and evidence of previous successful completion of sustainability plan development and/or implementation.
- Demonstrated ability and familiarity with tasks associated with implementing a sustainability strategic plan within a municipality or other similar organization.
- Specialization in Sustainability Project Areas:
 - Access to specialization in key sustainability areas including, but not limited to, mobility and transportation, renewable energy, electricity and grids, stormwater management, building and construction, and ecosystems and landscaping;
 - Experience in successful grant writing; and
 - Experience in providing education and communicating on sustainability objectives to residential and business communities.
- Ability to work both independently, and within a collaborative team environment, and to facilitate the integration of various user groups and stakeholders into the process.
- Strong client references.

Section VII: Anticipated Project Timeline*

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| • RFP Released and Posted on Cities' Websites | Monday, December 31, 2018 |
| • RFP Updated and Posted on Cities' Websites | Thursday, January 3, 2019 |
| • Due date for RFP Questions | Friday, January 18, 2019, 12:00 PM |
| • Non-Binding Notice of Intent | Friday, January 18, 2019, 12:00 PM |
| • Responses Provided to RFP Questions | Wednesday, January 23, 2019 |
| • RFP Due Date | Wednesday, January 30 @ 5:00 PM |
| • Interviews | Week of February 11, 2019 |
| • Second Interviews (if needed) | Week of February 18, 2019 |
| • Selection of Firm | Week of February 18, 2019 |
| • Approval of Professional Services Agreement | HP - March 11, 2019
LF - March 18, 2019 |
| • Commencement of Agreement | Effective immediately upon approval |

* All deadlines are in Central Standard Time

ATTACHMENT A

**PROPOSAL SHEET
FOR REQUEST FOR PROPOSAL
FOR CITIES OF HIGHLAND PARK AND LAKE FOREST
SUSTAINABILITY CONSULTANT SERVICES**

The Proposer must complete this Proposal Sheet and submit it with the proposal.

The undersigned, having examined the specifications and all conditions set forth in this RFP, offers to furnish all services, labor, and incidentals specified for the hourly price below. It is understood that the Cities reserve the right to reject any and all proposals and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than 90 days from the date the proposal is required to be submitted.

The undersigned proposes to provide the Cities with Sustainability Consulting Services, as more fully described in the RFP specifications, for the hourly rates as delineated below. If there are varying hourly rates to provide the Sustainability Consulting Services, please indicate the rates and a description of the different specific hourly rates (an example of multiple rates would be if different Sustainability Consultants working for the proposing firm have different hourly rates)

1) Hourly Sustainability Consulting Services Price: \$_____ / hour

Describe what services are included in the above noted hourly rate:

2) Hourly Sustainability Consulting Services Price: \$_____ / hour

Describe what services are included in the above noted hourly rate:

3) Hourly Sustainability Consulting Services Price: \$_____ / hour

Describe what services are included in the above noted hourly rate:

4) Hourly Sustainability Consulting Services Price: \$_____ / hour

Describe what services are included in the above noted hourly rate:

If additional rates are to be proposed, please attached an additional page and present the hourly rate and the description of the services included exactly as presented on this page above.

If it is the proposer's intention to use a subcontractor(s) to fulfill any portion of the requirements of this agreement, the Cities must be advised of the subcontractor's company name, address, telephone and fax numbers, a minimum of three current references and a contact person's name at the time of proposal submittal.

Will you be using a subcontractor? (Circle one) YES NO

If yes, in addition to the Proposer the authorized agent for the subcontractor shall be required to complete the information and affirmations listed below.

The undersigned Proposer hereby swears and affirms that:

1. The Proposer is not barred by law from submitting a proposal to the City for the Project contemplated herein due to any violation of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-E4 (Bid Rotating);
2. The Proposer is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1;
3. The Proposer provides a drug free workplace pursuant to 30 ILCS 580/1 *et seq.*; and
4. The Proposer is in compliance with the Illinois Human Rights Act, 775 ILCS 5/1.101 *et seq.*, including establishment and maintenance of sexual harassment policies and program.

Proposer's Firm Name: _____

Street Address, City, State and Zip Code: _____

Phone Number & Email: _____

Print Name & Title: _____

Signature: _____

Date: _____

Notary Public Signature _____

Subscribed and Sworn to before me this _____ day of _____, 2019.

Notary Public Expiration Date: _____

[Affix notary stamp here]