



PACE Overview

January 22, 2019

Summary

Property Assessed Clean Energy (PACE) is a funding mechanism through which renewable energy efficiency projects can be implemented without upfront investment by the building owner. Think of it as a loan to a building, rather than to an individual or company. PACE funding is used for projects such as HVAC and roof replacements, new windows, and solar power. At this time in Illinois, PACE is enabled at the state level for commercial properties, but to be available to property owners it must be enabled at the local level, either by individual municipalities or by counties.

The funding (loan) is provided by a third party, usually an investor, and it is repaid through the property tax bill. The program attaches the loan and repayment to the property where the project remains in effect, rather than to the owner who can change over time. Please see the attached flyer for additional detail.

Key Points

- In 2018, Kane, DuPage, and Cook Counties passed resolutions enabling PACE in their jurisdictions.
 - Kane named its program KEEP (Kane Energy Efficiency Program) to avoid confusion with the bus system of the same name.
- Even with a no-cost program administrator, there would be some effort on the County's part to oversee the program and possibly engage with project evaluation and reporting. To address these costs, it is common for program administrator contracts to include a fee which funds the County's administrative role (e.g., 1% of each project's cost).
- The County could play a role in promoting the PACE program, but the primary effort belongs to the program administrator. Investors also market the program, as do contractors who install the projects.
- PACE has been enabled in Illinois for many years but was not used because the lien took priority over the prime lender (the mortgage). The legislation was revised in 2017 and this issue has been addressed; PACE projects now require approval by the mortgage holder prior to contracting.
- Some motivators for Lake County to consider enabling PACE are that it will:
 - Enable commercial property owners to improve their facilities, especially beneficial for aging building stock.
 - Enable reduced energy consumption.
 - Demonstrate leadership; depending on the timing, Lake County could be one of the first three counties in the state to enable PACE.
 - Not add cost to the County when designed correctly.

PACE

Property Assessed Clean Energy

WHAT IS PACE?

Property Assessed Clean Energy (PACE) is a financing mechanism that enables low-cost, long-term funding for energy efficiency, renewable energy and water conservation projects. PACE financing is repaid as an assessment on the property's regular tax bill, and is processed the same way as other local public benefit assessments (sidewalks, sewers) have been for decades. Depending on local legislation, PACE can be used for commercial, nonprofit and residential properties.

HOW DOES IT WORK?

PACE is a national initiative, but programs are established locally and tailored to meet regional market needs. State legislation is passed that authorizes municipalities to establish PACE programs, and local governments have developed a variety of program models that have been successfully implemented. Regardless of model, there are several keystones that hold true for every PACE program.

- PACE is voluntary for all parties involved.
- PACE can cover 100% of a project's hard and soft costs.
- Long financing terms up to 20 years.
- Can be combined with utility, local and federal incentive programs.
- Energy projects are permanently affixed to a property.
- The PACE assessment is filed with the local municipality as a lien on the property.

WHY IS IT SO POPULAR?

Property owners love PACE because they can fund projects with no out-of-pocket costs. Since PACE financing terms extend to 20 years, it's possible to undertake deep, comprehensive retrofits that have meaningful energy savings and a significant impact on the bottom line. The annual energy savings for a PACE project usually exceeds the annual assessment payment, so property owners are cash flow positive immediately. That means there are increased dollars that can be spent on other capital projects, budgetary expenses, or business expansion.

Local governments love PACE because it's an Economic Development initiative that lowers the cost of doing business in their community. It encourages new business owners to invest in the area, and creates jobs using the local workforce. PACE projects also have a positive impact of air quality, creating healthier, more livable neighborhoods.

HOW CAN I GET PACE?

www.PACENation.us has all the tools and resources you need to get started with PACE. Check to see if your state has passed a PACE statute, and if your area has an active program. If not, contact us to find out if there is a local initiative in development and we may be able to put you in touch with a working coalition. We look forward to hearing from you!

BENEFITS OF PACE

WORKFORCE DEVELOPMENT:
Creates local jobs

ECONOMIC DEVELOPMENT:
Lowers cost of doing business

BUILDING STOCK:
Maintained and upgraded

BOTTOM LINE:
Directly impacts local businesses

HEALTHY AIR:
Environmental impact



PACENation is the national, nonprofit advocate for PACE financing. We provide leadership, data, support and resources for the growing marketplace.

www.pacenation.us
info@pacenow.org

Resolution

FI-R-0095-18

**ESTABLISHING THE COOL DUPAGE PROPERTY ASSESSED
CLEAN ENERGY (PACE) PROGRAM**

WHEREAS, the County of DuPage (“COUNTY”) is a political subdivision of the State of Illinois, duly organized and operating under the Constitution and the laws of the State; and

WHEREAS, the General Assembly of the State of Illinois adopted Public Act 100-0077 (“Act”), *et seq.*, which provides local units of government with the authority to establish a property assessed clean energy program within the government’s taxing district which creates a low-cost funding mechanism for commercial property owners seeking to complete energy and water efficiency improvements on private property; and

WHEREAS, the COUNTY has determined that facilitating another option for the financing of energy and water efficiency projects is in the public interest and a valid public purpose and is supportive of the County’s Cool DuPage program; and

WHEREAS, the COUNTY intends to increase access to capital for energy improvements through the use of a Program Administrator, who meets the statutory requirements and is selected by a competitive process, who develops a voluntary assessment contract with a property owner and the COUNTY; and

WHEREAS, the Program Administrator will be responsible for working with private lenders that will provide capital for a commercial loan that will be payable semi-annually through the COUNTY’s property tax billing process; and

WHEREAS, energy projects that may qualify for financing include energy efficiency and alternative energy improvements, renewable energy resources and water use improvements, and

WHEREAS, the COUNTY in conjunction with the Program Administrator will develop a report as outlined in Section 20 of the Act which meets the requirement of the statute and includes procedures, forms, for all fees and participation in the program; and

WHEREAS, the Program Administrator or the County designated program manager (CFO, CPO) must report annually to the COUNTY BOARD OR FINANCE COMMITTEE OF THE COUNTY BOARD on the participants in the program, the name, property address, property tax account number, amount of each surcharge billed, collected by the County and remitted to the lender, description of project, any administrative fees, the amount of each loan, the amount of each loan balance and the term of each loan.

Resolution

FI-R-0095-18

NOW, THEREFORE BE IT RESOLVED that I, Daniel J. Cronin, Chairman of the DuPage County Board and Members of the Count Board direct the Finance Department to solicit a Program Administrator in accordance with the DuPage County Procurement Ordinance to develop DuPage County's property assessed clean energy program.

Enacted and approved this 27th day of March, 2018 at Wheaton, Illinois.

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _____
PAUL HINDS, COUNTY CLERK



**DUPAGE
COUNTY**

Daniel J. Cronin
County Board Chairman

(630) 407-60
chairman@dupageco.il

MEMORANDUM

Date: March 13, 2018
To: DuPage County Board Members
From: Daniel J. Cronin, Chairman
Re: Property Assessed Clean Energy Financial Program

The Property Assessed Clean Energy Act (Act) was enacted by the General Assembly on August 1, 2017. The Act enables local units of government to establish property assessed clean energy programs which provide commercial entities with access to capital for the completion of specified energy and water efficient projects. The County's role would be to facilitate the financing for commercial properties that opt to utilize the program. The targeted participants include privately-owned commercial, industrial, non-residential agricultural, or multi-family (of 5 or more units) real property located within DuPage County.

The program would provide access to low-cost, long term financing for energy efficiency, renewable energy and water conservation projects. The financing is repaid as an assessment on the property's regular tax bill. The benefits to commercial property owners include enabling the installation of comprehensive retrofits that can significantly impact the business' bottom line immediately with little to no up-front costs. Property values increase as the costs to operate the building are reduced, resulting in a more positive investment.

Qualifying projects are connected with energy and water efficiency and are typically in the following areas: water use, alternative energy or energy efficiency improvement; installation of renewable energy system. In accordance with the Act, the financing may include "any and all of the following: the cost of materials and labor necessary for installation, permit fees, inspection fees, application and administrative fees, bank fees, and all other fees that may be incurred by the record owner pursuant to the installation."

The County can expect an uptick in economic development as costs of doing business are lowered, making the area more attractive to new and existing business owners. The operating cost reduction supports business expansion and workforce investment. Other tangential benefits include improved air quality and a reduction in demand on the utility grid and on precious water resources.

Property assessed clean energy programs, in varying capacities at both State and local levels, have been adopted throughout the nation including commercial programs in the following states: Arizona, California, Colorado, Connecticut, Washington, D.C., Florida, Georgia, Kentucky, Maryland, Michigan, Minnesota, Missouri, New Hampshire, New Jersey, New York, Ohio, Oregon, Rhode Island, Texas, Utah, Virginia and Wisconsin.

The attached resolution establishing the Cool DuPage Property Assessed Clean Energy Financing Program enables the County to enter into a selection process for a Program Administrator who will be tasked with developing the program elements, procedures, administrative fees and forms in accordance with the statutory requirements for County Board consideration.

Attachment: 2018-03-13 PACE Cronin Memo (FI-R-0095-18 : Property Assessed Clean Energy PACE)



The County of DuPage

Procurement Services
421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187
(630) 407-6183

NOTICE TO BIDDERS REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that sealed bids will be received and time stamped by the Procurement Officer, for The County of DuPage ("County") on or before Thursday, May 21, 2018 at 1:00pm at Finance Department – Room 3-400, The County of DuPage, 421 N. County Farm Road, Wheaton, IL 60187-3978 for the following contract: PACE ADMINISTRATOR SERVICES 18-092-DT for qualified firms to provide PACE administrator services for the County's new PACE initiative. Bid document, including specifications, may be obtained from the Finance Department by phone at 630-407-6184 or onsite during regular business hours at no cost or from the internet via www.demandstar.com. All bids must be received prior to the date and time shown above. Bids transmitted by email or facsimile (fax) will not be accepted.

Date	Bid Event Activity
April 30, 2018	RFP posted to County Website
May 2, 2018	Legal Notice Advertisement Placed
May 14, 2018 5:00pm CST	Questions Due In Writing Email: debby.thompson@dupageco.org
May 17, 2018 5:00pm CST	Final Q&A Addendum Published
May 21, 2018 1:00pm CST	Submittals Due to Finance Office

INSTRUCTIONS TO PROPOSERS

ON-LINE NOTIFICATION OF SPECIFICATIONS

This document is available over the Internet at www.DemandStar.com, as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at www.adobe.com/products/acrobat/readstep.html.

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at www.DemandStar.com. Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

ON-LINE PROVIDER DISCLAIMER

DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

PROPOSAL REQUIREMENTS

The proposal must be enclosed in a sealed envelope bearing the proposal number and the printed title of the proposal. Proposers must sign, in ink, the proposal form where indicated and have the signature notarized. **Unsigned proposals will not be read.** Proposer shall acknowledge receipt of each addendum issued in the space provided on the proposal form.

COMPETITION INTENDED

It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Proposer's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the Buyer not later than seven (7) days prior to the date set for proposals to close.

SUBMISSION OF PROPOSAL

The Proposer shall be responsible for delivery of proposals to the Procurement Services Division before the date and hour set for the opening of proposals. Late proposals will not be considered and will be returned unopened.

CONTRACT AWARD INFORMATION

The successful Proposer will be asked to sign a contract agreement (sample attached).

END OF INSTRUCTIONS TO PROPOSERS

GENERAL CONDITIONS

ADDENDUM AND SUPPLEMENT TO REQUEST FOR PROPOSAL

If it becomes necessary or advisable to revise any part of this RFP or if additional data is necessary to enable the exact interpretation of provisions of this RFP, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Proposal conference, the revisions will be provided only to those Contractors who will have attended the Pre-Proposal conference.

Addendum information is available over the Internet at www.DemandStar.com. Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda at least forty-eight hours (48) in advance of the proposal deadline.

COMMUNICATIONS

To create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the Proposer's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

COMPLIANCE WITH ILLINOIS STATE LAW

By submitting a response, bidder [offeror] certifies that it has obtained any and all required authorizations, certifications, and/or licenses required by law in order to perform the work described herein and transact business within the State of Illinois. This includes, but is not limited to, in the case of a foreign business corporation, limited liability company, limited partnership, or limited liability partnership, authorization from the Illinois Secretary of State to transact business within the State of Illinois. http://www.cyberdriveillinois.com/departments/business_services/howdoi.html

CONFIDENTIAL INFORMATION AND COUNTY PROPERTY

It is agreed that any and all specifications, drawings, or data furnished by the County shall (1) remain the County's sole and exclusive property; (2) be considered and treated by Contractor as the County's confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

DRUG FREE WORKPLACE

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

ENDORSEMENTS

Contractor shall not use the name, seal or images of the County in any form of endorsement to any third-party without the County's written permission.

FORCE MAJEURE

The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

INDEMNITY

The Contractor shall, at all times, fully indemnify, hold harmless, and defend the County and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

LAW GOVERNING

The RFP and resulting contract shall be governed by the laws of Illinois. Proposer agrees to comply with all applicable State and Federal laws.

LIENS, CLAIMS, AND ENCUMBRANCES

Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

LOBBYIST REGISTRATION

Proposer shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.

MISCELLANEOUS REQUIREMENTS

The County shall not be responsible for any expenses incurred by the Contractor in preparing and submitting a Proposal. All Proposals shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

NON-DISCRIMINATING

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

PAYMENT

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and **any statute of limitations to the contrary is hereby waived.**

RESERVATION OF RIGHTS

The County of DuPage reserves the right to reject any or all proposals failing to meet the County's specifications or requirements and to waive technicalities.

The Proposer's failure to meet the mandatory requirements of the RFP will result in the disqualification of the proposal from further consideration.

The County further reserves the right to reject all proposals and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised RFP.

Submission of a proposal confers no rights on the Contractor to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.

TAX

The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is **E9997-4551-07**. A copy of the exemption letter is available upon written request.

TRANSFER OF OWNERSHIP OR ASSIGNMENT

The terms and conditions of this contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments, the County must be notified and approve same in writing.

VENUE

By submitting a response, Proposer agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the Circuit Court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

END OF GENERAL CONDITIONS

INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful bidder shall, within thirty (30) calendar days of said notice, furnish to the Purchasing Agent a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County and licensed to do business in the State of Illinois, and with a **minimum insurance rating of A-VII as found in the current edition of A.M. Best's Key Rating Guide**. All required insurance shall be maintained by the contractor in full force and effect during the term of the contract, and until such a time as all work has been approved and accepted by the County. The Contractor is responsible for all insurance deductibles and Self-Insured relations.

TYPE OF INSURANCE	
All insurance shall be maintained in a company licensed to do business in Illinois, with an A.M. Best's rating of not less than A-VII.	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
3.*Commercial General Liability*	
A. Per Occurrence	\$2,000,000
B. General Aggregate	
1.General Aggregate - Per project	\$2,000,000
2.General Aggregate - Products/ Completed Operations	\$2,000,000
4.Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
5. Fire Legal Liability (any one fire)	0
6. Medical Expense (any one person)	\$5,000
7. *Umbrella Excess Liability (over primary)*	\$1,000,000*
Retention for Self-Insured Hazards (each occurrence)	\$1,000,000*
8. * Business Auto Liability*	\$1,000,000
9. Professional Errors and Omissions Group D	\$1MM per incident / \$2MM aggregate
*In addition to Certificate of Insurance, the following Endorsements are needed: <ul style="list-style-type: none"> • Additional Insured Endorsement • Waiver of Subrogation • Insurance is Primary and Non-contributory to additional insured 	
Any policy or coverage written as "claims made" then coverage must be maintained for 4 years after project completion per Risk Management.	

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

- A) It is the responsibility of the Contractor to provide a copy of this PROPOSAL to their insurance carrier.
- B) It may also be required that the Contractor's insurer and coverage be approved by the County prior to execution of the Contract.
- C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named in "Description of Operations" section as additionally insured on all certificates of insurance. Insurance certificates shall also reference PROJECT NAME and PROPOSAL NUMBER.

In addition to a Certificate of Insurance, the following Endorsements are required:

- "Additional Insured" Endorsement,
- "Waiver of Subrogation"
- "Insurance is Primary and Non-Contributory to additional insured.
- Excess must follow the General Liability Form.

The insurance carrier of the insured is required to notify the County of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

CHANGES IN INSURANCE COVERAGE

The Contractor will immediately notify the County if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits. If suspension of work should occur due to insurance requirements, upon verification by the County of the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result.

SURVIVAL OF INDEMNIFICATION:

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

NOTICE OF LAWSUIT:

Within 5 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

CHOICE OF LEGAL COUNSEL:

The Contractor shall provide coverage as provided in the contract, if the County, an Employee, or Elected Official is named in a lawsuit then the County retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney of DuPage County.

RIGHTS RETAINED:

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

END OF INSURANCE REQUIREMENTS

OVERVIEW OF DUPAGE COUNTY

DuPage County provides services that help maintain our quality of life to over 930,000 residents making DuPage County a great place to live, work and raise a family. The County is located in the western suburbs of the Chicago metropolitan area. County administration is composed of nine elected officials, thirty active departments and several peripheral agencies. The County is governed by a Board comprised of a Board Chairman who is elected at-large and eighteen elected board members. Additionally, there is the DuPage County Health Department, Election Commission and the Emergency Telephone Systems Board which are governed by their respective appointed boards of directors.

The County provides a broad range of public services, including a court system, police protection, jail operation and maintenance, youth detention, health and welfare services, a convalescent center for the elderly and disabled, building code enforcement, maintenance and construction of highway, streets, bridges, and traffic signals, water and sewer service, building inspection and planning services, and other community and human services.

SCOPE OF SERVICES

DuPage County ("County") is soliciting proposals from firms to provide PACE administrator services for its new Pace program. The County wishes to select a single qualified and experienced firm to provide services as outlined in the scope of service section of this document but reserves the right to award a contract to more than one bidder.

The Property Assessed Clean Energy Act (Act) was enacted by the General Assembly on August 11, 2017. The Act enables local units of government to establish property assessed clean energy programs which provide commercial entities with access to capital for the completion of specified energy and water efficient projects. The County's role would be to facilitate the financing for commercial properties that opt to utilize the program. The targeted participants include privately-owned commercial, industrial, non-residential agricultural, or multi-family (of 5 or more units) real property located within DuPage County.

The program would provide access to low-cost, long term financing for energy efficiency, renewable energy and water conservation projects. The financing is repaid as an assessment on the property's regular tax bill. The benefits to commercial property owners include enabling the installation of comprehensive retrofits that can significantly impact the business' bottom line immediately with little to no up-front costs. Property values increase as the costs to operate the building are reduced, resulting in a more positive investment.

The County is searching for a firm to manage its PACE administrator program to address three functional categories comprising program management; fiduciary duty; program marketing, outreach, and education.

SCHEDULE

This is a proposed timetable for PACE-related activity, including this RFP:

DATE	ACTIVITY
April, 2018	RFP issued and responses received.
May, 2018	Review team interviews candidate firms (if needed).
May, 2018	Review team makes recommendation to Finance Committee.
June, 2018	County Board awards contract.
June, 2018	County Staff and Program Administrator initiate Engagement.
June, 2018	County Staff and Program Administrator draft PACE program guide.
July, 2018	Program Administrator and County Staff present PACE program guide to Finance Committee and County Board.
July, 2018	County Board approves plan and proposal. PACE area is defined through County Board resolution.
August, 2018	DuPage PACE Program Administrator starts program.

SUBCONTRACTING

A submitter may use a subcontractor for portions of this contract.

CONTRACT AWARD

The County reserves the right to award more than one provider for this engagement.

EVALUATION

All proposals received will be evaluated by a review team. The following criteria and percentages will be used as part of the selection process:

Criteria	Points
Introductory Letter	0
Firm Qualifications	20
Key Qualifications	30
Project Understanding	30
Price	20
	100

The selection of any Proposer shall be at the recommendation of the review team and the approval by the DuPage County Board. The County reserves the right to reject any or all proposals.

SUBMITTAL FORMAT

Qualified firms interested in performing the work described in this RFP are asked to provide the following information presented in a clear, comprehensive, and concise manner, illustrating the firm's capabilities, experience and expertise:

- 1. Introductory Letter** - Provide an introductory letter, with content at discretion of submitter, that is signed by an authorized representative of the firm. This letter should be addressed to Mr. Tom Cuculich, Chief of Staff, The County of DuPage.
- 2. Firm Qualifications** – Offerors must describe their experience as related to the IL State Statute requirements for operating as a Program Administrator in Illinois.

Describe your firm's qualifications and experience, including but not limited to the following:

- An introduction summarizing why your firm is the most qualified for this scope of work.
- Provide past PACE experience:
 - Describe the scope and type of the project (commercial, government, etc.) and detail the services provided.
 - Describe any problems encountered, lessons learned and solutions devised.
- List of three (3) references, preferably from public sector entities, from contracts similar in size and scope to DuPage County including engagement profile, client name, contact name and title, email and telephone contact information.

3. **Key Qualifications** – Offerors must provide credentials of the proposed team. Limit two pages plus resumes.
- a) Name of proposed Project Manager.
 - b) Project Manager's portfolio of related projects.
 - c) An organizational chart that describes the division of responsibility among the members of the team.
 - d) A resume summary for each of the key project staff members.
 - e) Name of and information concerning proposed subcontractors, including the following:
 - Areas of expertise and a description of how the subcontractor would be used in this project.
 - One-page resume for each proposed subcontractor staff member.
 - Up to three relevant projects completed in the past five years by proposed staff members and copies of any awards or commendations received for the projects.
 - Contact information, including name, organization, telephone number and email address.
 - Provide contact information for up to three local jurisdictions for which your firm has designed, launched, and/or maintained a commercial PACE program in the past five years, including but not limited to the name of an individual from each jurisdiction who can provide information regarding the quality of services provided by your firm. Also provide that individual's contact information, including organization, telephone number and email address.
4. **Project Understanding** - Offerors must demonstrate that they have the resources and capability to provide the required services; each Offeror must submit a detailed proposal for providing the following services:

Administration/Program Structure – Provide your firm's proposal for program design, implementation, and administration, including but not limited to details on the following:

- a. Identify sources of capital recommended for this proposed PACE program. Discuss benefits and disadvantages of maintaining an open market approach vs using selected capital providers for a PACE program.
- b. Processing applications, providing customer service and engagement with contractors. The minimum criteria for a property owner to qualify for PACE financing.
- c. Minimum parameters of the size and scope of a PACE project that would be considered.
- d. Minimum underwriting requirements.
- e. How you would coordinate implementation with mortgage lenders, including obtaining lender consent.
- f. Whether the DuPage PACE program would dictate the scope of any energy surveys or audits to be performed on a potential PACE program participant's property.
- g. The method of contractor selection.
- h. The process for verification of the installed improvements.
- i. Collection of data necessary to evaluate the efficacy of the program over time. Explain who would collect the data and what data would be collected.
- j. Anticipated roles and responsibilities of County staff, the PA and any other partner or entity.
- k. Financial impact on the County budget, that may range from start-up administrator fees to fees related to PACE transactions that are paid to the County. Firm is free to present how the PACE program can be funded to initial deployment; different scenarios may be presented as long as at least one scenario involves no upfront cost or funding by the County.
- k. A description of how this program could be scaled up to include surrounding cities and/or counties.

Marketing – Provide your firm’s proposal to develop and implement an effective marketing strategy to reach property owners in all asset classes, with a primary focus on Class B and C building owners, including but not limited to details on the following:

- a) An analysis of existing building stock and means to target marketing toward opportunities for greatest program impact.
- b) Use of any partnerships to develop or expand the program.
- c) A program-specific website.
- d) Educational and training materials for those interested in participating in the program, including but not limited to building owners, contractors and lenders.
- e) Local outreach program using the Internet, local media and other means.

Contractor Certification, Workforce Development and Training - The County wants to ensure that qualified contractors are available to conduct energy audits and implement PACE project tasks. The County does intend to inform building owners which contractors have participated in an appropriate training program developed by the PA.

Provide your firm’s proposal to develop and implement a contractor workforce development, training and recruitment program, including but not limited to the following:

- a. Plans to recruit and maintain a list of contractors who have been trained to participate in the program, including how to verify participation in the training program. Explain whether you would advocate for additional requirements for PACE program contractor eligibility, such as proof of relevant certification, e.g. ASHRAE or other certifications for commercial energy consultants.
- b. How property owners would provide feedback on contractor performance.
- c. Workforce development in order to support local energy contractor and subcontractor job creation. Include information on how the program would reach out to and include women, minorities, and the long-term unemployed.

Quality Assurance and Program Reporting - Provide your firm’s proposal to maintain program integrity through quality assurance and verification with reports and data generated from the program’s operation. Provide annual reporting, including but not limited to the following data:

- a. Overall program growth and performance.
- b. Program impact, including but not limited to:
 - Number of participants and average project size.
 - The value PACE projects added to buildings.
 - Funds disbursed.
 - Energy consumption reduction (actual vs. projected).
 - Effect on carbon inventory.

5. Project Costs

This program will be self-financed, with the program fees and financing costs charged to property owners covering program costs and the PA’s compensation. Proposer may identify proposed fees with a range subject to negotiation or plan finalization.

Provide your firm’s proposal regarding project details and financing options, including but not limited to the following:

- a. An itemized list of proposed program fees. Specify whether the fees would be recurring or one-time. Also list any specific fee(s) you would charge for each approved project;
- b. Describe how your firm would recover its program design and maintenance costs in a manner that is affordable to the property owners and attractive for investors;
- c. Explain the program’s proposed path for financing projects, including whether the program should follow a closed- or open-market model. Provide rationale for your choice and a list of potential funding sources, if applicable;

- d. Provide an assessment of the risk and cost to County government in the event a property owner enrolled in the program defaults on payments under the proposed program structure;
- e. Propose the maximum and minimum PACE finance amounts;
- f. Provide information on the optimal length of time to carry the project with regard to cash flow and the useful life of improvements;
- g. List any other proposed fees that should be part of the PACE program, e.g., re-occurring fees to property owner, measurement and verification fees, energy audit fees, early repayment penalties, fees associated with project closing costs;
- h. Propose the mechanism for county set-up, collection/distribution and administration fees to be received.

The RFP submittal should contain four (4) printed versions and one (1) PDF version (on flash drive).

REQUEST FOR MORE INFORMATION

It is the intent of the County to make selections from the submitted qualifications. More information may be requested to fully and accurately evaluate the qualifications.

As part of the evaluation process, selected firms may be invited to move on to the final phase of the selection process. An on-site presentation and interview may be required. Written information may be requested to be submitted in advance of the actual interview.

CONTRACT FORM AND TERM

Upon selection by the review team, the successful respondent shall be required to provide a draft engagement letter that describes the firm's understanding of the scope of services to be performed along with the cost as agreed. The engagement letter will be reviewed and approved by the County. The County has attached a copy of its standard engagement letter.

Attachment A: Sample engagement letter that could be used for this engagement.



The County of DuPage

Procurement Services
421 North County Farm Road, Room 3-400
Wheaton, Illinois 60187
(630) 407-6183

SAMPLE

CONTRACT AGREEMENT

CONTRACT # 18-092-DT BETWEEN [CONTRACTOR] AND THE COUNTY OF DUPAGE

THIS AGREEMENT is entered into this _____ day of _____, 2018, between the County of DuPage, Illinois a body corporate and politic, located at 421 North County Farm Road, Illinois, 60187-3978 (hereinafter referred to as the COUNTY), and _____, licensed to do business in the State of Illinois, located at _____, _____, _____ (hereinafter referred to as the CONTRACTOR).

RECITALS

WHEREAS, the COUNTY requires the goods and/or services specified in Bid #18-092-DT for its Department of _____, located at the DuPage County Center, 421 North County Farm Road, Wheaton, Illinois 60187; and

WHEREAS, the CONTRACTOR is the vendor selected pursuant to the bid process and is willing to perform under the terms of the Bid and this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree that:

1.0 CONTRACT DOCUMENTS

1.1 This Contract includes all of the following component parts, all of which are fully incorporated herein and made a part of the obligations undertaken by the parties:

- 1.1.a Bid Invitation
- 1.1.b Project Information
- 1.1.c Instructions to Bidders
- 1.1.d General Conditions
- 1.1.e Special Conditions
- 1.1.f Insurance/Bonding Requirements and Certificates
- 1.1.g Bid Form (including Certification/Proposal, Signature Affidavit including Proposal Pricing)
- 1.1.h Specifications (including any addenda, interpretations and approved exceptions)
- 1.1.i Exhibits
- 1.1.j County Purchase Order

1.2 All documents are or will be on file in the office of the Procurement Services Division, DuPage Center, 421 North County Farm Road, Room 3-400, Wheaton, Illinois 60187.

1.3 In the event of a conflict between any of the above documents, the document control from top to bottom; i.e., "a" controls over "b".

PACE ADMINISTRATOR SERVICES 18-092-DT

2.0 DURATION OF THIS CONTRACT

2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a _____ year period beginning on _____, 2018 and continuing through _____, 20____.

2.2 The Contract term is subject to renewal according to the Bid Invitation Specifications.

2.0 In no event shall the term plus renewals exceed four (4) years.

3.0 TERMINATION

3.1 Except as otherwise set forth in this AGREEMENT, either party shall have the right to terminate this AGREEMENT for any cause or without cause thirty (30) days after having served written notice upon the other party, except in the event of Vendor's insolvency, bankruptcy or receivership, in which case termination shall be effective immediately upon receipt of notice.

3.2 Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination, or to pay for deliverables tendered prior to termination. There shall be no termination expenses.

3.3 Upon termination of this AGREEMENT, all data, work products, reports and documents produced, because of this AGREEMENT shall become the property of the COUNTY. Further, Vendor shall provide all deliverables within fourteen (14) days of termination in accordance with the other provisions of this AGREEMENT.

4.0 BID PRICES AND PAYMENT

4.1 The Contractor shall provide the required goods and or services described in the Bid Specifications for the prices quoted on the Bid Form.

4.2 The County shall make payment pursuant to the Illinois Local Government Prompt Payment Act, except that no payment shall be approved where the Contractor has failed to comply with certified payroll requirements of the Illinois Prevailing Wage Act or Davis Bacon Act.

5.0 AMENDMENTS

5.1 This Contract may be amended by mutual agreement.

5.2 All amendments will conform to State of Illinois Statutes and County procedures for Change Orders.

6.0 CONTRACT ENFORCEMENT – ATTORNEY'S FEES

6.1 If the County is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the County is required to use the services of an attorney, including the States Attorney, then the County shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the County pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

7.0 SEVERABILITY CLAUSE

7.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

8.0 GOVERNING LAW

8.1 This Contract shall be governed by the laws of the State of Illinois both as to interpretation and enforcement. Venue for all disputes will be exclusively in the

circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

9.0 ENTIRE AGREEMENT

- 9.1 This Contract, including the documents listed in 1.0, contains the entire agreement between the parties.
- 9.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

COUNTY OF DU PAGE, ILLINOIS

[CONTRACTOR]

By: _____
JAMES MCGUIRE
PROCUREMENT OFFICER

By: _____
AUTHORIZED SIGNATURE

TITLE



RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

Resolution: No.

Declaring Intent to Create the Kane Energy Efficiency Program (Keep) as a "Property Assessed Clean Energy" Program for Kane County

Committee Flow: County Development Committee, Finance and Budget Committee, Executive Committee, County Board

Contact: Mathew Tansley, 630.232.3493

Budget Information:

Was this item budgeted? N/A	Appropriation Amount: N/A
If not budgeted, explain funding source: N/A	

Summary:

This resolution states the intent of the County Board to create the Kane Energy Efficiency Program (KEEP), a "Property Assessed Clean Energy" program for all of Kane County with no cost to the County or the general public, and that the Kane County Board desires to request proposals from for-profit and non-profit entities to be the program administrator.

"Property Assessed Clean Energy" is a financing tool that helps accelerate private investments in commercial properties. Locally adopted programs have already brought billions of private investment dollars to communities across the U.S. since the first "Property Assessed Clean Energy" program launched in 2008. This is an economic development initiative with environmental benefits that will lower the cost of doing business, encourage new and existing business owners to invest in Kane County, and create jobs using the local workforce. Projects will also have a positive impact on air quality, creating healthier, more livable neighborhoods.

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION: NO.

**DECLARING INTENT TO CREATE THE KANE ENERGY EFFICIENCY PROGRAM (KEEP)
AS A "PROPERTY ASSESSED CLEAN ENERGY" PROGRAM FOR KANE COUNTY**

WHEREAS, "Property Assessed Clean Energy" is a financing tool that helps accelerate private investments in commercial properties, and locally adopted programs have already brought billions of private investment dollars to communities across the U.S. since the first "Property Assessed Clean Energy" program launched in 2008; and

WHEREAS, "Property Assessed Clean Energy" enabling legislation is active in 33 states plus D.C., and locally adopted programs are currently active (launched and operating) in 20 states plus D.C., allowing owners of existing buildings to finance up to 100 percent of the cost of efficiency-enhancing projects, including renewable energy projects; and

WHEREAS, the State of Illinois Public Act 100-0077, the "Property Assessed Clean Energy Act", effective August 11, 2017, states that local units of government, including counties, may establish a "Property Assessed Clean Energy" program; and

WHEREAS, the Kane County Board has previously adopted the Kane County 2040 Energy Plan and the Kane County 2040 Plan, which both include policies supporting clean energy and energy efficiency; and

WHEREAS, "Property Assessed Clean Energy" is an economic development initiative with environmental benefits that lowers the cost of doing business, encourages new and existing business owners to invest locally, and creates jobs using the local workforce, and that projects also have a positive impact of air quality, creating healthier, more livable neighborhoods; and

WHEREAS, making financing available to businesses in all of Kane County (incorporated and unincorporated) will reduce energy consumption by improving energy efficiency, allow for installation of wind and solar equipment, and reduce operating costs; and

WHEREAS, Kane County may issue bonds under the "Special Assessment Supplemental Bond and Procedures Act" to finance energy projects under a property assessed clean energy program; and

WHEREAS, bonds issued by Kane County shall not be general obligations of the local unit of government, but shall be secured by payments of assessments on benefited properties; and

WHEREAS, the Kane County Treasurer is aware and supportive of the program in that financing is repaid as an assessment on the property's regular tax bill; and

WHEREAS, the State of Illinois Public Act 100-0077, the "Property Assessed Clean Energy Act", which has specific requirements for creating, adopting and administering a program; and

WHEREAS, the "Property Assessed Clean Energy Act" states that a program may be administered by a program administrator or the local unit of government with associated fees making the program with no cost to the County or the general public; and

WHEREAS, Kane County does not have staff experienced in the creation and administration of a property assessed clean energy program in compliance with the State of Illinois Public Act 100-0077, the "Property Assessed Clean Energy Act"; and

WHEREAS, the Kane County Board desires to create and adopt a program and make financing available to businesses in Kane County expeditiously and with no cost to the County or the general public; and

WHEREAS, the nationally used acronym for "Property Assessed Clean Energy" (PACE) may be confusing locally as PACE is also the name for the region's suburban bus transportation system and the name Kane Energy Efficiency Program (KEEP) is more descriptive and desirable.

NOW, THEREFORE, BE IT RESOLVED by the Kane County Board that they hereby declare their intent to create the Kane Energy Efficiency Program (KEEP) as a "Property Assessed Clean Energy" program for all of Kane County with no cost to the County or the general public, and that the Kane County Board desires to request proposals from for-profit and non-profit entities to be the program administrator.

Passed by the Kane County Board on March 13, 2018.

John A. Cunningham
Clerk, County Board
Kane County, Illinois

Christopher J. Lauzen
Chairman, County Board
Kane County, Illinois

Vote:

18-03 KEEP

Kane Energy Efficiency Program (KEEP)

**Kane County
Finance Committee**

February 28, 2018

Previously presented to the Development
Committee under the title

- “Property Assessed Clean Energy” (PACE)

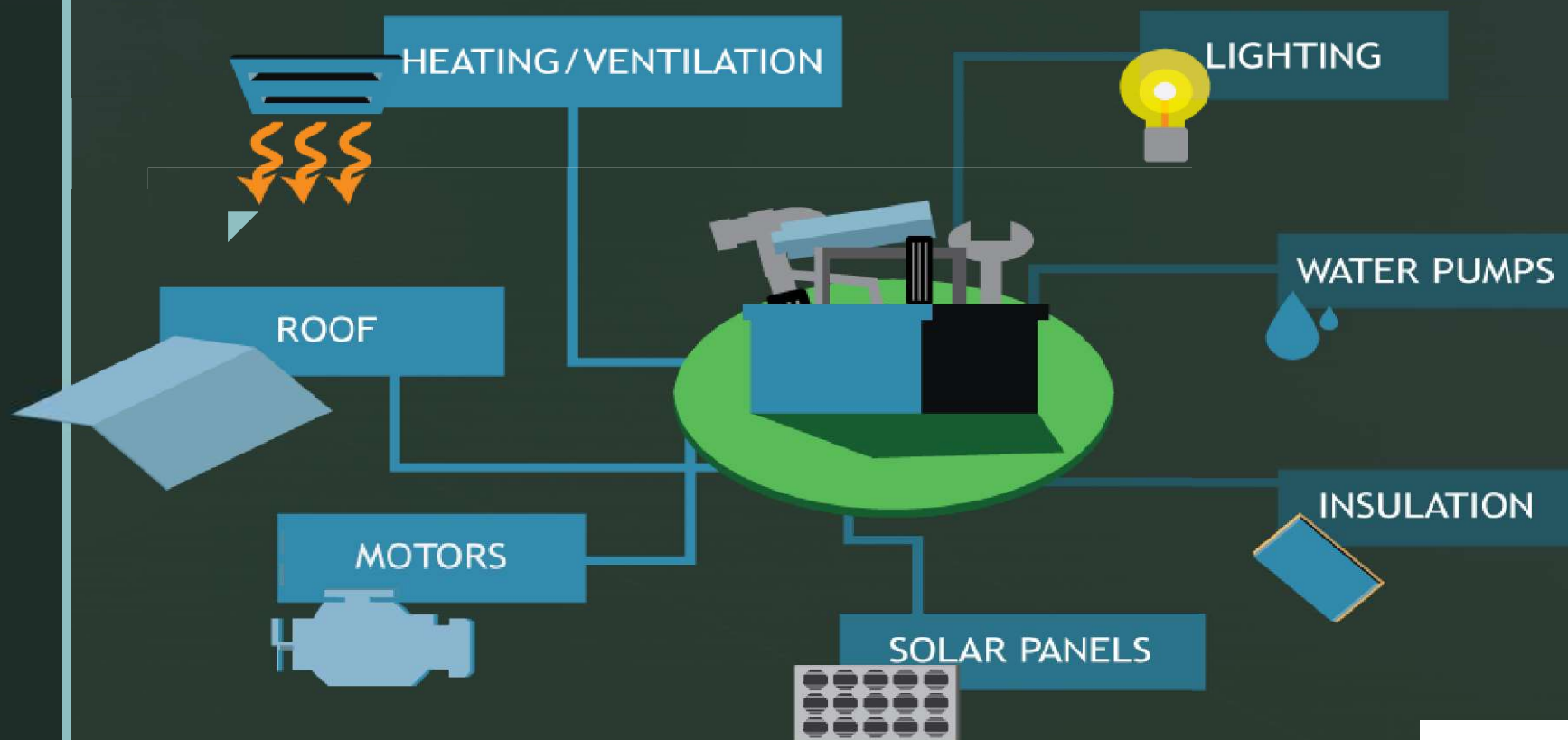
Kane Energy Efficiency Program (KEEP)

Is more descriptive and would not be confused
with PACE Suburban Bus Service

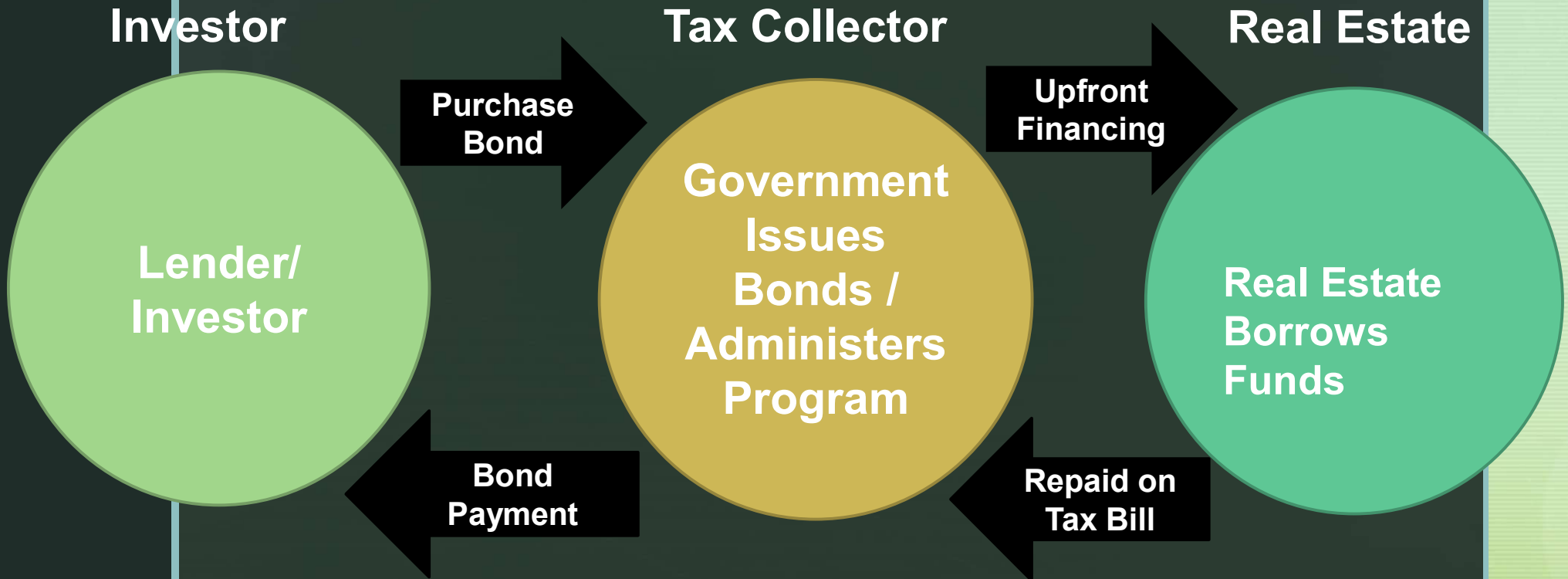
What is KEEP and Property Assessed Clean Energy ?

- Is a financing option for commercial property owners to fund energy efficient measures for their properties.
- Offers 100% funding through local and state governments (Bonds).
- Improvements are permanently affixed to the property.
- Most commercial property types are acceptable including:
 - Retail.
 - Industrial Facilities.
 - Multifamily (greater than 4 units).
 - Hospitality.
 - Office.
 - Affordable Housing (greater than 4 units).
 - Other Types on Case-By Case Basis.
- Is a voluntary program.

KEEP Eligible Improvements



KEEP Process



Why KEEP?

Property Owner Perspective

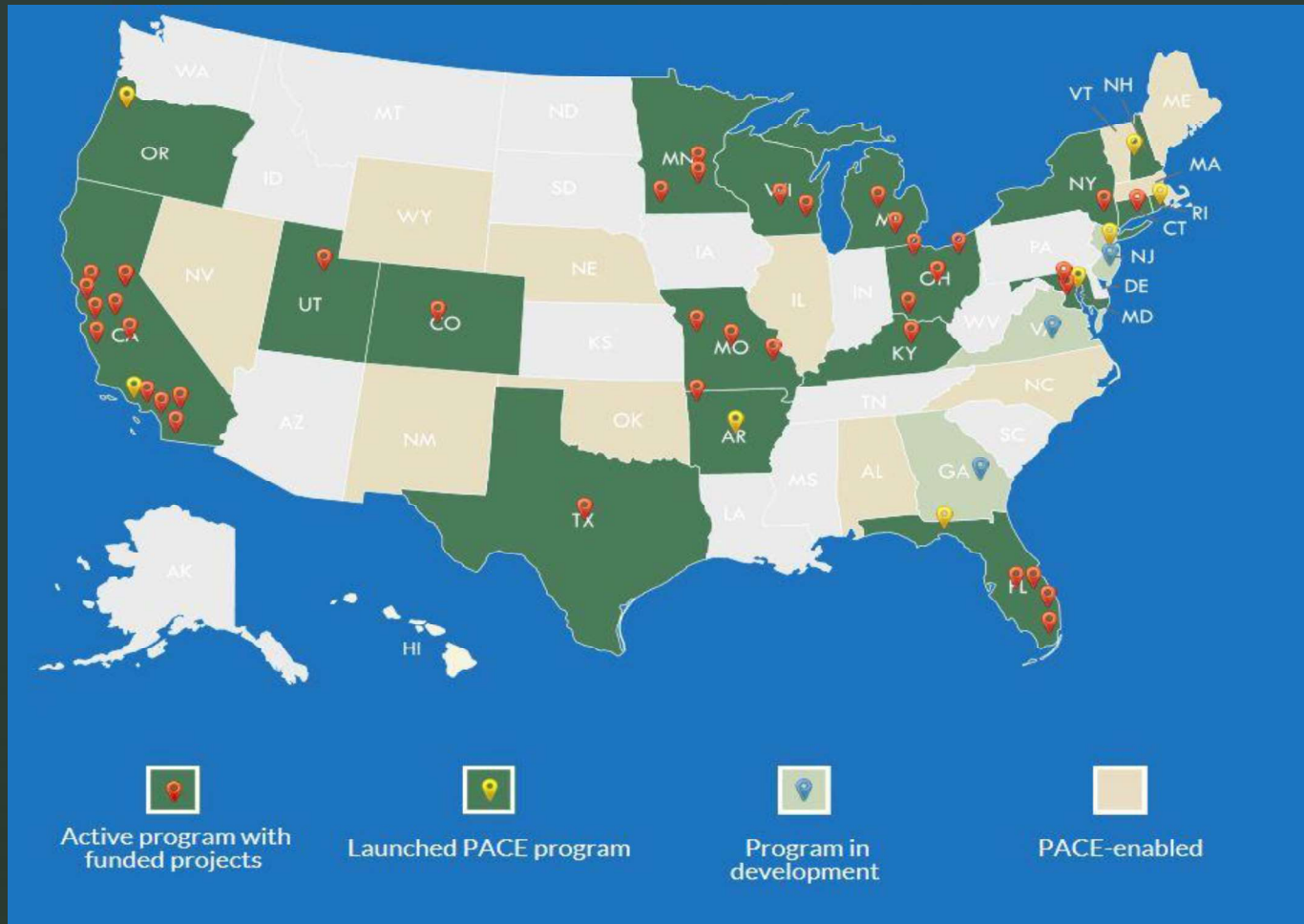
- No upfront capital needed- 100% financing
- Allows access to energy efficient technology, that might have been unavailable to the property owner before.
- Energy savings can increase a property value and cash flow.
- Lien runs with property not with property owner (non-recourse and off Balance Sheet).
- Up to 25 years term fully amortizing.
- Assessment term matches the useful life of improvements.

Why KEEP?

County Perspective

- \$0 net costs to “Issuer”/Government Body.
- Economic development and job creation within the approved area.
- Available to all constituents with qualifying properties.
- Increased property value due to modernization.
- Beneficial for environment.
- Implements goals in the Kane County 2040 Energy Plan and the Kane County 2040 Plan

Property Assessed Clean Energy Nationally



- Commercial programs are active in 16 states: AR, CA, CO, CT, FL, KY, MD, MI, MN, MO, NY, OH, RI, TX, UT, WI, and DC.
- Residential PACE is offered in CA, FL, and MO.
- States with PACE-enabling legislation: 33 plus D.C.
- States with active PACE programs: 19
- Municipalities with PACE programs: 2,500+

Program Options

- Program Self Administered by Local Government
- Program sub-contracted by a local government to an independent administrator

This model has been put in practice when a local government recognizes the benefits and intends to make it available to property owners, but lacks the resources or expertise to sponsor a program in-house.

Kane County Options

- Develop a Self Administered Program
 - Develop an RFQ for an independent administrator
 - Can be for profit or not-for-profit
 - Would help design program and draft resolutions and ordinances per State Legislation
 - Would develop fees for zero cost or revenue positive for the County
 - Would not be a lender
 - Would match businesses with approved lenders
 - Would market and administer program

Kane County Next Steps

- Adopt resolution declaring the County Board's desire to create the Kane Energy Efficiency Program (KEEP) as a "Property Assessed Clean Energy" program for Kane County including properties located in municipalities in Kane County.
- Direct Purchasing to develop an RFQ for an Independent Administrator
 - Presentations are being made to the following Committees in February:
 - Energy & Environment
 - Development
 - Agriculture
 - Finance

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

THERESA DOBERSZTYN, C.P.M., CPPB
Director of Purchasing



719 S. Batavia Ave., Bldg. A,
Geneva, Illinois 60134
Telephone: (630) 232-5929
Fax: (630) 208-5107

Date: March 16, 2018

Request for Qualifications

**RFQ #20-018 KANE ENERGY EFFICIENCY PROGRAM (KEEP)
PROPERTY ASSESSED CLEAN ENERGY (PACE) DESIGN AND ADMINISTRATOR**

I. INTRODUCTION:

This Request for Qualifications (RFQ) is seeking to identify qualified and experienced Private Administrators for the purpose of Designing and Administering a Property Assessed Clean Energy (PACE) Program referred to as Kane Energy Efficiency Program (KEEP) for the County of Kane in compliance with Illinois State Statutes, specifically, but not limited to Public Act 100-0077, "the Property Assessed Clean Energy Act".

II. OBJECTIVES:

The County of Kane would like to implement a Property Assessed Clean Energy (PACE) program referred to as Kane Energy Efficiency Program (KEEP) to provide a public-private partnership to provide affordable, long-term financing for project to improve the energy or water efficiency of commercial and four unit minimum residential buildings in the County.

III. GOALS:

The result of this RFQ will provide the County with Vendor's qualified documents including: Statement of qualifications and technical offer for the specified service requirements, Vendor's competitive information and proposed scope of services, experience and compliance. These documents will provide informative data for the evaluation and comparison process and support the County in making an informed decision for the selection of the most qualified Contractor to provide the County with comprehensive PACE referred to as KEEP services.

IV. RFQ SUBMITTAL & REQUIRED INFORMATION:

The Contractor shall perform the required PACE (KEEP) services in accordance with all applicable laws, regulations, ordinances, statutes and per requirements.

Information regarding the County's service requirement as listed below are for evaluation and comparison purpose only, and to assist the County in making an informed decision. This RFQ will help qualify and identify the most responsive, responsible Contractor to deliver and serve as the County's PACE (KEEP) Administrator.

Terms and Conditions of the Kane County Code are applied to this (RFQ), but can be mutually negotiated at time of contract execution. If you are interested in this Request for Qualifications and wish to submit your response, please provide your response (including a statement of qualifications, information, technical offer, and scope of services) within the time period specified below.

V. QUALIFICATIONS AND REQUIRED SERVICES INFORMATION:

Contractors are encouraged to respond to the RFQ and address the following desired Vendor's statement of qualifications, scope of services and information, technical offer and resources, efficient and effective solutions for PACE (KEEP) including but not limited to the following items:

A. REQUIREMENTS STATEMENT OF QUALIFICATION AND INFORMATION:

The below-referenced list is not intended to be all-inclusive. All respondents are encouraged to provide as much service information and detail as needed in order to present a comprehensive response to this RFQ. Information which will help the County in making an informed decision shall include but not be limited to the following:

- DESIGN PROGRAM IN COMPLIANCE WITH STATE STATUTE
 - PREPARE REQUIRED REPORT
 - DRAFT ADOPTION RESOLUTION
 - DRAFT ALL LEGAL DOCUMENTS
 - DRAFT APPLICATION FOR PROJECTS
 - DRAFT APPLICATION/RFP FOR APPROVED LENDERS
 - DRAFT ESTIMATED COSTS FOR PROGRAM
 - DRAFT COMPREHENSIVE FEE SCHEDULE TO ENSURE "NO COST TO THE COUNTY OR THE PUBLIC"
 - CONSIDER PILOT OR LIMITED FIRST ROUND PROJECTS TO TEST PROGRAM DESIGN AND CONFIRM FEE SCHEDULE
 - REVIEW AND ADVISE THE COUNTY BOARD OF ANY PROPOSED AMENDMENTS TO STATE STATUTES AND ADVISE THE COUNTY BOARD AS TO THEIR POTENTIAL IMPACTS ON THE PROPOSED KEEP PROGRAM
 - RECOMMEND POTENTIAL AMENDMENTS TO STATE STATUTES THAT WOULD IMPROVE THE PROPOSED KEEP PROGRAM
- ADMINISTER PROGRAM AFTER ADOPTION
 - DRAFT BOND DOCUMENTS AND OVERSEE BOND PROCESS
 - SOLICIT AND REVIEW APPLICATIONS FOR APPROVED LENDERS
 - SOLICIT AND REVIEW APPLICATIONS FOR PROJECTS
 - CONSIDER PILOT OR LIMITED FIRST ROUND PROJECTS TO TEST PROGRAM DESIGN AND CONFIRM FEE SCHEDULE
 - KEEP RECORDS FOR COMPLIANCE AND AUDITS
 - WORK WITH THE KANE COUNTY TREASURER FOR ASSESSING THE APPROVED LOANS ON THE PROPERTY TAX BILLS
 - REVIEW AND ADVISE THE COUNTY BOARD OF ANY PROPOSED AMENDMENTS TO STATE STATUTES AND ADVISE THE COUNTY BOARD AS TO THEIR POTENTIAL IMPACTS ON THE PROPOSED KEEP PROGRAM

- RECOMMEND POTENTIAL AMENDMENTS TO STATE STATUTES THAT WOULD IMPROVE THE PROPOSED KEEP PROGRAM
- MARKET PROGRAM DURING ALL PHASES
- GIVE REGULAR REPORTS TO THE DEVELOPMENT COMMITTEE AND FINANCE COMMITTEE OF THE KANE COUNTY BOARD DURING ALL PHASES

B. SUBMITTAL DEADLINE AND RESPONSE INSTRUCTIONS:

1. Completed RFQ responses are due by **April 3, 2018 at 2:00 p.m. CST**
2. An original RFQ response, signed, and marked as “**original**”, two (2) complete paper copies and one (1) PDF copy on a CD or Flash Drive, shall be returned in a sealed package or envelope bearing the name and address of the respondent and be labeled “**RFQ 20-018 Property Assessed Clean Energy (PACE) Design and Administrator**”. Your submittal may be mailed or hand delivered

To: **County of Kane**
Purchasing Department
Building A, Rooms 210, 212 or 214
719 South Batavia Avenue
Geneva, IL 60134
Monday – Friday 8:30 a.m. – 4:30 p.m. C.S.T.

3. **ALL QUESTIONS PERTAINING TO THIS RFQ AND/OR THE SCOPE OF SERVICES SHOULD BE DIRECTED TO THE PURCHASING OFFICE AS LISTED ON THE COVER SHEET. NO LATER THAN MARCH 26, 2018. FAX AND E-MAIL ACCEPTED. FAX to (630) 208-5107 or E-mail PURCHASING@CO.KANE.IL.US**

C. ADDITIONAL REQUIRED DOCUMENTS:

Successful Contractor shall submit the following documents before awarding of this service contract. Samples of County’s requirements will be provided to the awarded contractor.

1. **Certificate of Insurance with the required endorsements listing the County as an additional insured.**
2. **Contractor Disclosure Statement.**

D. RESERVE RIGHT AND AWARD:

The County of Kane reserves the right at any time and for any reason to cancel this RFQ. It is the intention of Kane County to make a single award to the most responsive and responsible Contractor providing the most responsive, responsible offer and scope of service that meet or exceed the specified service requirements. Kane County reserves the right to make multiple awards if it is in the best interest and advantageous of the County to do so.

The County of Kane may seek clarification and request an oral presentation regarding any and all RFQ submissions from qualified offerors at any time and failure to respond in a reasonable time frame is cause for rejection.

E. CONTRACT TERMS:

This is a two (2) year contract commencing after contract execution date (TBA), with options to extend for three (3) additional one-year renewal periods, if mutually agreed upon by both parties. Kane County reserves the right to renegotiate the scope of work to meet its service requirements and/or budgetary demands.

RFQ'S MAY NOT BE SUBMITTED ELECTRONICALLY

<p style="text-align: center;">REQUEST FOR QUALIFICATIONS RFQ #: 20-018 OPENING DATE: 04/03/2018 OPENING TIME: 2:00 P.M. CST DESCRIPTION: PROPERTY ASSESSED CLEAN ENERGY (PACE) KANE ENERGY EFFICIENCY PROGRAM (KEEP) ADMINISTRATOR DATED MATERIAL DELIVER IMMEDIATELY</p> <p>VENDOR CONTACT: _____</p> <p>COMPANY NAME: _____</p> <p>STREET ADDRESS: _____</p> <p>CITY, STATE, ZIP: _____</p>

PLEASE CUT OUT AND AFFIX THIS RFQ LABEL (ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR RFQ TO HELP ENSURE PROPER DELIVERY!

LATE RFQ'S CANNOT BE ACCEPTED!

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB
Director of Purchasing

719 S. Batavia Ave., Bldg. A, 2nd Floor
Geneva, Illinois 60134
Telephone: (630)232-5929
Fax: (630) 208-5107



April 2, 2018

ADDENDUM 1

Request for Qualifications: #20-018

Title: Kane Energy Efficiency Program (KEEP) Property Assessed Clean Energy (PACE) Design and Administrator

The attention of all offerors is called to the following questions received via e-mail. The answers follows the questions.

1. Under the "Design Program in Compliance with State Statute", is the RFQ asking to give an approach or actually producing documents, exact processes, and qualifying criteria?

Response: Actually producing documents, exact processes, and qualifying criteria.

2. Seek clarification of "Prepare Required Report"

Response: from Public Act 100-0077

Section 20. Report. The report on the proposed program required under Section 15 shall include all of the following:

- (1) a form of assessment contract between the local unit of government and record owner governing the terms and conditions of financing and assessment under the program.*
- (2) identification of an official authorized to enter into an assessment contract on behalf of the local unit of government;*
- (3) a maximum aggregate annual dollar amount for all financing to be provided by the program administrator under the program;*
- (4) an application process and eligibility requirements for financing energy projects under the program;*
- (5) a method for determining interest rates on assessment installments, repayment periods, and the maximum amount of an assessment;*
- (6) an explanation of how assessments will be made and collected;*
- (7) a plan to raise capital to finance improvements under the program pursuant to the sale of bonds, subject to the Special Assessment Supplemental Bond and Procedures*

Kane Energy Efficiency Program (KEEP) Property Assessed Clean Energy (PACE) Design and Administrator

Act, to a program administrator;

(8) information regarding all of the following, to the extent known, or procedures to determine the following in the future:

(A) any revenue source or reserve fund or funds to be used as security for bonds described in paragraph (7); and

(B) any application, administration, or other program fees to be charged to record owners participating in the program that will be used to finance costs incurred by the local unit of government as a result of the program;

(9) a requirement that the term of an assessment not exceed the useful life of the energy project paid for by the assessment; provided that the local unit of government may allow projects that consist of multiple improvements with varying lengths of useful life to have a term that is no greater than the improvement with the longest useful life;

(10) a requirement for an appropriate ratio of the amount of the assessment to the assessed value of the property or market value of the property as determined by a recent appraisal no older than 12 months;

(11) a requirement that the record owner of property subject to a mortgage obtain written consent from the mortgage holder before participating in the program;

(12) provisions for marketing and participant education;

(13) provisions for an adequate debt service reserve fund, if any; and

(14) quality assurance and antifraud measures.

PLEASE NOTE: The due date and time for this request for qualifications has been extended one week from April 3, 2018 at 2:00 p.m. to April 10, 2018 at 2:00 p.m.

Please acknowledge receipt of this addendum by attaching it to the submitted request for qualifications document. Thank you for your interest in the Kane County procurement process.

Sincerely,

Maria C. Calamia

Maria C. Calamia, CPPB

Assistant Director of Purchasing

COUNTY of KANE
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER

Theresa Dobersztyn, C.P.M., CPPB
Director of Purchasing

719 S. Batavia Ave., Bldg. A, 2nd Floor
Geneva, Illinois 60134
Telephone: (630)232-5929
Fax: (630) 208-5107



April 2, 2018

ADDENDUM 1

Request for Qualifications: #20-018

Title: Kane Energy Efficiency Program (KEEP) Property Assessed Clean Energy (PACE) Design and Administrator

The attention of all offerors is called to the following questions received via e-mail. The answers follows the questions.

1. Under the "Design Program in Compliance with State Statute", is the RFQ asking to give an approach or actually producing documents, exact processes, and qualifying criteria?

Response: Actually producing documents, exact processes, and qualifying criteria.

2. Seek clarification of "Prepare Required Report"

Response: from Public Act 100-0077

Section 20. Report. The report on the proposed program required under Section 15 shall include all of the following:

- (1) a form of assessment contract between the local unit of government and record owner governing the terms and conditions of financing and assessment under the program.*
- (2) identification of an official authorized to enter into an assessment contract on behalf of the local unit of government;*
- (3) a maximum aggregate annual dollar amount for all financing to be provided by the program administrator under the program;*
- (4) an application process and eligibility requirements for financing energy projects under the program;*
- (5) a method for determining interest rates on assessment installments, repayment periods, and the maximum amount of an assessment;*
- (6) an explanation of how assessments will be made and collected;*
- (7) a plan to raise capital to finance improvements under the program pursuant to the sale of bonds, subject to the Special Assessment Supplemental Bond and Procedures*

Kane Energy Efficiency Program (KEEP) Property Assessed Clean Energy (PACE) Design and Administrator

Act, to a program administrator;

(8) information regarding all of the following, to the extent known, or procedures to determine the following in the future:

(A) any revenue source or reserve fund or funds to be used as security for bonds described in paragraph (7); and

(B) any application, administration, or other program fees to be charged to record owners participating in the program that will be used to finance costs incurred by the local unit of government as a result of the program;

(9) a requirement that the term of an assessment not exceed the useful life of the energy project paid for by the assessment; provided that the local unit of government may allow projects that consist of multiple improvements with varying lengths of useful life to have a term that is no greater than the improvement with the longest useful life;

(10) a requirement for an appropriate ratio of the amount of the assessment to the assessed value of the property or market value of the property as determined by a recent appraisal no older than 12 months;

(11) a requirement that the record owner of property subject to a mortgage obtain written consent from the mortgage holder before participating in the program;

(12) provisions for marketing and participant education;

(13) provisions for an adequate debt service reserve fund, if any; and

(14) quality assurance and antifraud measures.

PLEASE NOTE: The due date and time for this request for qualifications has been extended one week from April 3, 2018 at 2:00 p.m. to April 10, 2018 at 2:00 p.m.

Please acknowledge receipt of this addendum by attaching it to the submitted request for qualifications document. Thank you for your interest in the Kane County procurement process.

Sincerely,

Maria C. Calamia

Maria C. Calamia, CPPB

Assistant Director of Purchasing

County of Kane
PURCHASING DEPARTMENT
KANE COUNTY GOVERNMENT CENTER



719 S. Batavia Avenue, Bldg. A
Geneva, Illinois 60134

Telephone: (630) 232-5929
Fax: (630) 208-5107

Request for Qualifications Tabulation
20-018

Kane Energy Efficiency Program (KEEP) Property Assessed Clean Energy (PACE)
Design and Administrator
Opened April 10, 2018 @ 2:00 p.m.

Vendor Information	Signature Verified	Addendum 1 Acknowledged	Certificate of Insurance	Disclosure Statement	PDF CD/Flash Drive
YGRENE Energy Fund 1530 S. Second Street St. Louis, MO 63104	X	X	X	X	X
The Illinois Energy Conservation Authority 2901 Butterfield Road Oak Brook, IL 60523	X	X	X	X	X

Request for Qualifications Opening Attendees:

Theresa Dobersztyn, Kane County Purchasing
Maria Calamia, Kane County Purchasing



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File #: 18-4933 **Version:** 1 **Name:** TO DECLARE INTENT TO CREATE THE "PROPERTY ASSESSED CLEAN ENERGY" ("PACE") PROGRAM FOR COOK COUNTY
Type: Resolution **Status:** Approved
File created: 7/13/2018 **In control:** [Board of Commissioners](#)
On agenda: 7/25/2018 **Final action:** 7/25/2018

Title: PROPOSED RESOLUTION TO DECLARE INTENT TO CREATE THE "PROPERTY ASSESSED CLEAN ENERGY" ("PACE") PROGRAM FOR COOK COUNTY WHEREAS, PACE is a financing tool that helps accelerate private investments in commercial properties, and locally adopted programs have already brought billions of private investment dollars to communities across the U.S. since the first PACE program launched in 2008; and WHEREAS, PACE enabling legislation is active in 33 states and the District of Columbia (D.C.), and locally adopted programs are currently active (launched and operating) in 20 states plus D.C., allowing owners of existing buildings to finance up to 100 percent of the cost of efficiency-enhancing projects, including renewable energy projects; and WHEREAS, the State of Illinois Public Act 100-0077, the Property Assessed Clean Energy Act (the "PACE Act") became effective on August 11, 2017 and provides that local units of government, including counties, may establish a PACE program; and WHEREAS, C...

Sponsors: [TONI PRECKWINKLE \(President\)](#), [LUIS ARROYO JR.](#), [RICHARD R. BOYKIN](#), [JERRY BUTLER](#), [JOHN P. DALEY](#), [DENNIS DEER](#), [BRIDGET GAINER](#), [JESÚS G. GARCÍA](#), [GREGG GOSLIN](#), [EDWARD M. MOODY](#), [STANLEY MOORE](#), [SEAN M. MORRISON](#), [PETER N. SILVESTRI](#), [DEBORAH SIMS](#), [LARRY SUFFREDIN](#), [JEFFREY R. TOBOLSKI](#)

[History \(1\)](#) [Text](#)

title

PROPOSED RESOLUTION

TO DECLARE INTENT TO CREATE THE "PROPERTY ASSESSED CLEAN ENERGY" ("PACE") PROGRAM FOR COOK COUNTY

WHEREAS, PACE is a financing tool that helps accelerate private investments in commercial properties, and locally adopted programs have already brought billions of private investment dollars to communities across the U.S. since the first PACE program launched in 2008; and

WHEREAS, PACE enabling legislation is active in 33 states and the District of Columbia (D.C.), and locally adopted programs are currently active (launched and operating) in 20 states plus D.C., allowing owners of existing buildings to finance up to 100 percent of the cost of efficiency-enhancing projects, including renewable energy projects; and

WHEREAS, the State of Illinois Public Act 100-0077, the Property Assessed Clean Energy Act (the "PACE Act") became effective on August 11, 2017 and provides that local units of government, including counties, may establish a PACE program; and

WHEREAS, Cook County has set a goal of reducing greenhouse gas emissions 80% by the year 2050; and

WHEREAS, PACE is an economic development initiative with environmental benefits that lowers the cost of doing business, encourages new and existing business owners to invest locally, and creates jobs using the local workforce; and

WHEREAS, PACE projects have a positive impact on air quality, creating healthier, more livable neighborhoods; and

WHEREAS, a PACE program makes financing available to businesses in suburban Cook County (incorporated and unincorporated except the City of Chicago) for energy efficiency, renewable energy, and water conservation improvements; and

WHEREAS, the PACE Act has specific requirements for creating, adopting and administering a program; and

WHEREAS, the PACE Act states that a program may be administered by a program administrator or the local unit of government with associated fees, ensuring that there is no cost to the County or the general public; and

WHEREAS, Cook County intends to create and adopt a PACE program and make financing available to businesses in Cook County expeditiously; and

WHEREAS, Cook County intends to issue a request for proposals to seek a program administrator to administer the program in conformance with the specific requirements of the PACE for creating, adopting and administering a PACE program; and

WHEREAS, Cook County may issue revenue bonds under the "Special Assessment Supplemental Bond and Procedures Act" to finance energy projects under a PACE program; and

WHEREAS, bonds issued by Cook County shall not be general obligations of the local unit of government, but shall be secured by payments of assessments on benefited properties; and

WHEREAS, the Cook County President's office will work with the offices of the Cook County Treasurer, the Assessor, and the Clerk to implement the PACE program with the understanding and intent that financing of energy projects will be repaid as an assessment on a property's regular tax bill which stays with the property and is payable semi-annually through the County's property tax billing process; and

WHEREAS, the County in conjunction with the program administrator will develop a report as outlined in Section 20 of the Act which meets the requirement of the statute and includes procedures, forms, for all fees and participation in the program.

NOW, THEREFORE, BE IT RESOLVED by the Cook County Board that they hereby declare their intent to create a PACE program for suburban Cook County (incorporated and unincorporated except the City of Chicago) with no cost to the County or to the general public; that Cook County finds that financing energy projects is a valid public purpose; and

1/22/2019

Board of Commissioners of Cook County - File #: 18-4933

that the Cook County Board intends to request proposals from for profit and/or non-profit entities to be the program administrator.

BE IT FURTHER RESOLVED, this Resolution shall be effective as of the date of adoption.

end