



**REQUEST FOR PROPOSAL (RFP)  
FOR UTILITY MANAGEMENT  
CONSULTING SERVICES**

**RFP SUBMITTAL DEADLINE: 2:00 P.M., September 7, 2017**

**CONTACT ADMINISTRATOR: Donald J. Hilgenbrinck**

**Quincy Park District  
Business Office  
1231 Bonansinga Dr.  
Quincy, IL 62301  
(217) 223-7703**

# Quincy Park District

## Utility Management Consulting Services

### RFP

The Quincy Park District (throughout the rest of this document referred to as the "District") is initiating a formal process for the selection of an independent utilities management consulting service. As part of this process, we are requesting written responses to requests for proposals. **These responses are to be returned to the address indicated later in this document by 2:00 pm on September 7, 2017.**

Anderson Consultants, Inc. has served as the District's independent utility management consulting service for several years. The decision to invite other proposals for utility consulting services should not be interpreted as evidence of any dissatisfaction with that firm or its performance.

#### **GENERAL INFORMATION**

The District was established in 1940 and is governed by seven (7) elected board of commissioners. The District consists of approximately 1,012 acres of park land. Facilities include an administrative building with an indoor playground, an outdoor swimming pool with waterslide, batting cage/miniature golf and paddleboat operation with concession stand, 241 slip marina and public boat launching ramps, irrigated 27-hole public golf course with clubhouse, pro-shop and concessions, lighted baseball/softball fields, lighted tennis and pickle ball courts, irrigated soccer/football fields, basketball courts, 23 picnic shelters, fishing lake, 15 playground sites, 2 – 18 hole disc golf courses, archery range, trailer dumping station, walking/jogging path, and a linear park/trail in progress.

The District provides a full range of activities and services year round. The governmental activities reflect the Quincy Park District's basic services which include a wide variety of park and recreation activities. The business type activities reflect private sector type operations which would include the golf course, marina and gas dock operations.

The District has up to 80 electric meters and 10 gas meters, using approximately 7,000 THM of gas and 1,000,000 KWH of electric.

#### **OBJECTIVES/SCOPE OF WORK**

The professional services to be performed are

- Formalize a procurement strategy with the suppliers. Leveraging and aggregating when advantageous to the District and, wherever it is possible.
- Prepare a formal Request for Quotation, including all pertinent information.
- Send formal Request for Quotation to the top energy suppliers.
- Analyze and evaluate the bids.
- Present timely Executive Summary of the bids, with an "apples to apples" comparison.

- Negotiate a contract, with the winning bidder, with the best terms and conditions available in the marketplace for the District.
- You will not have the legal authority to sign any agreements or contracts on behalf of the District.
- Present the District with an executable supply contract.
- Ensure contract is properly executed and implemented by supplier.
- Monitor the District's energy usage, the market, regulations, etc. on an ongoing basis. Contact the District on a quarterly basis to review all of the accounts. Proactively seek opportunities to improve the District energy costs, if necessary renegotiate new rates.
- Handle any and all matters related to the District's utility company (billing issues, address changes, location drops/adds etc.).

### **FEE QUOTATION**

Fees quoted should be a total fixed fee, including all expenses, for services to be provided.

### **PROPOSAL PROCESS**

Firms are to make a written proposal which present their qualifications and understanding of the work to be performed and has a record of responsible work. Your proposal should provide all the information which you consider to be your qualifications for this project including the following:

- Identify other like clients that your firm serves.
- Identify the partners and managers who would be assigned responsibility for the engagement, including a resume or description of their related experience.
- Describe your firm's experience, capacity, and general approach to the aforementioned objectives/scope of work.
- Description of any other services included in your proposal.

During the evaluation process, the District has the discretion to request any one or all firms to make oral presentations. Such presentations may provide a firm with the opportunity to answer any questions on a firm's proposal. Not all firms may be asked to make such oral presentations.

The District reserves the right without prejudice to reject any and all proposals.

## **PROPOSAL PROCESS INSTRUCTIONS**

1. Proposals must be received at the address listed below by **2:00 pm on September 7, 2017**.
2. It is the consultant's responsibility to have the proposal correctly marked, sealed and in the Quincy Park District's Business Office by the specified date and time for opening. You may, at your own discretion, email your proposal to [dhilgenbrinck@quincyparkdistrict.com](mailto:dhilgenbrinck@quincyparkdistrict.com).

**Business Office – Utility Management Consulting Services  
Quincy Park District  
1231 Bonansinga Dr.  
Quincy, IL 62301**