



CITY OF JOLIET **ADDENDUM NO. 3**

Request for Proposals - Energy Efficiency and Conservation Strategy

THE ATTENTION TO ALL PROSPECTIVE BIDDERS ON THE ABOVE REFERENCED PROJECT IS CALLED TO THE FOLLOWING CLARIFICATIONS TO THE RFP:

After receiving clarification from the U.S. Department of Energy, the City of Joliet is now revising its Request for Proposals as a two-phase process. The City of Joliet is now looking for professional services to accomplish the following tasks (in your submittal, please provide a separate price for each of the two tasks (along with a total for both tasks)):

1. **Completion of an Energy Efficiency and Conservation Strategy (EECS) – due to the City of Joliet by March 22, 2010**; and
2. **Completion of a Long Term Strategic Energy and Sustainability Plan – due to the City of Joliet by September 24, 2010**.

The City has received clarification that the EECS is a summary of anticipated projects that would be undertaken utilizing Energy Efficiency and Conservation Block Grant funding, a detailed budget plan, and additional administrative forms as necessary. This will be considered the first phase of the project.

The inventory of information for the EECS is summarized below. Information in regular font is information that the City of Joliet has already acquired and will present to the selected consultant for submittal. Information in bold font is information that the City expects the selected consultant will develop or assist in preparation:

- **Cover Letter (Consultant will provide)**
- **Attachment D EECS (Consultant will provide)**
- Two (2) Attachment B1 Project Sheets (City of Joliet will provide)
- **Two (2) NEPA EF-1 Forms – one for each project sheet (Consultant will provide)**
- SF424a Budget (**Excel and PDF versions**) (City of Joliet will provide the .pdf version – **Consultant will complete the Excel version**)
- **Budget Justification (Consultant will provide)**
- Signed Davis-Bacon assurance (City of Joliet will provide)
- **Project site list and description (Consultant will provide)**

Upon assembling all of the above information, the consultant will be expected to present all of this in a package to the City of Joliet for review on March 22, 2010. After review/comments & approval by the City of Joliet, the Consultant will then be responsible for submitting the package to the Department of Energy and providing the City of Joliet with proof that said package was delivered PRIOR to April 7, 2010.

The second phase of the project will be the development of a City of Joliet Long Term Strategic Energy and Sustainability Plan. This is expected to be a comprehensive document that addresses, at a minimum, the following:

1. Jurisdictional area covered by Strategy and governing body and/or office with direct authority over Strategy;
2. Plan implementation partners and any leveraged funds from private or other public sources;
3. Identification of measurable goals and objectives for energy use and emissions reductions, and energy efficiency increases (including deployment of renewable technologies), in accordance with the following metrics:
 - a. Jobs created and/or retained
 - b. Energy use reduction
 - c. Renewable energy capacity developed/implemented
 - d. Greenhouse gas emissions reduced
 - e. Cost savings
 - f. Funds leveraged
4. Identification of possible obstacles to reaching goals and objectives;
5. Development of new programs and strategies that will increase energy efficiency and reduce emissions, and align proposed activities with those already identified by the City through the development of its EECBG grant proposal;
6. Development of policies and/or administrative actions needed to support proposed programs and strategies;
7. Recommendation on the activities to be funded by the EECBG grant, along with estimated costs and sufficient detailed information to allow the City to submit grant requests for funding;
8. Creation of a framework for the evaluation, monitoring and verification of the Strategy; and
9. Recommendations for how activities will be sustained beyond the grant period.

To ensure a more complete and effective review of proposals, the City of Joliet also requests that respondents now specifically include **a description of a minimum of three projects that your company was involved with (including references) that involved the completion of an Energy Efficiency and Conservation Strategy (ECS), or a Long Term Strategic Energy Plan, or both.**

All proposals are still due by 4:30 p.m. on Wednesday, February 3, 2010.

Any questions regarding the above should be directed to Margaret McEvelly, City of Joliet Purchasing/Contracts Administrator at mmcevilly@jolietcity.org

PROSPECTIVE BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THE APPROPRIATE ADDENDUM NUMBER BY STATING THIS ON THE OUTSIDE OF THE SEALED ENVELOPE CONTAINING THE PROPOSAL FOR THE ABOVE MENTIONED PROJECT. FURTHER, PROPOSALS MAY NOT BE OPENED WITHOUT ACKNOWLEDGEMENT OF RECEIPT OF ALL ADDENDUMS FOR THE GIVEN PROJECT.

**February 1, 2010
2 PAGES TOTAL**