

West Chester Area Council of Governments
West Chester, PA 19380

DATE: September 26, 2018
TO: Prospective Consultants
FROM: Rick Smith, East Goshen Township Manager
RE: Request for Qualifications

November 1, 2018 - The West Chester Area Council of Governments (WCACOG), West Chester, Pennsylvania is soliciting this Request for Qualifications (RFQ) for a plan to be drafted to transition the greater West Chester region to 100% renewable energy by the year 2050

A response to the RFQ must be submitted electronically (rsmith@eastgoshen.org) to the East Goshen Township Manager, on or before 10:00 AM on November 1, 2018.

Information on the RFQ may be obtained at www.eastgoshen.org. See "Legal & Bid Notices" under the "About Us" tab.

Questions regarding this bid should be directed to the East Goshen Township Manager at rsmith@eastgoshen.org or (610) 692-7171.

Rick Smith.
Township Manager

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West Chester Area Council of Governments

West Chester, PA 19380

Request For Qualifications

1. Overview of the Requirement

Region: The West Chester Area Council of Governments (WCACOG) is issuing this Request for Qualifications (RFQ) for a plan to be drafted to transition the greater West Chester region to 100% renewable energy by the year 2050. The WCCOG consists of seven municipalities surrounding West Chester, Pennsylvania. These municipalities are West Chester Borough, and East Bradford, West Whiteland, West Goshen, East Goshen, Westtown, and Thornbury Townships.

Targets: The intended targets of this RFQ are companies that provide energy planning, energy management, community/municipal energy advisors, and others that could act as advocates for a community or region of communities for energy use and transition.

Responders to this RFQ will help shape the details of the subsequent RFP.

The Succeeding RFP End Product - Regional Community Energy Transition Plan: Qualified companies will be developing proposals broken into phases. This could take the form of an overview document that describes appropriate and possible or optional strategies for transitioning our regional energy use through demand reduction, efficiency measures, clean energy procurement, local renewable energy generation, clean fuels for transportation and heat, energy storage, etc. It could be followed by documents regarding short, medium and long term actions that our communities can take to achieve these goals. Options within and beyond the boundaries of existing PA regulations should be considered. Examples of solutions that the plan might include: institutional aggregated electric purchasing, energy savings performance contracts, EV fleets and charging stations, and solar PPA contracts in PA.

Timeline: The overall timeline for this process is expected to be:
Request For Qualifications Issued – October 1, 2018
Deadline For Responses - November 1, 2018
Request For Proposals Issued – January 2019 (tentative)
Responses To RFP - March 2019 (tentative)
Award Of Contract - April 2019 (tentative)
Draft Energy Transition Plan - September 2019 (tentative)

Objective of the RFQ: Solicit companies interested in proposing an energy transition plan for achieving the following goals for each municipality:

- a. 100% RE electricity by 2035
- b. 100% RE all uses by 2050
- c. Fair and inclusive transition process and execution

2. Definitions

Renewable Energy - carbon-free and pollution-free energy generated sustainably from renewable sources such as: wind, solar, small hydro, tidal, fuel cells, and geothermal.

3. Request For Qualifications

- a. Enquiries - Send responses or questions to
Rick Smith, East Goshen Township Manager at rsmith@eastgoshen.org
- b. Closing Date -
November 1, 2018 @ 10:00 AM
- c. Late Responses -
May not be considered for subsequent RFP issuance
- d. Qualifications Review Committee -
Representatives serving on the WCACOG will act as the review team.
- e. Review and selection -
Responses to subsequent RFPs will not be restricted to responders to this RFQ, however, the details of subsequent RFPs will be informed by what is learned from the RFQ responses.
- f. Signed Responses -
Signature not necessary
- g. Acceptance of Responses -
Receipt of responses will be confirmed

4. Services to be Provided

RFQ responders are expected to provide one or more of the following services:

- community energy planning
- renewable energy development or coordination
- energy advising

5. Evaluation Criteria

Desirable attributes of respondents include:

- Knowledge of the electricity grid in the southeastern Pennsylvania area
- Knowledge of Pennsylvania energy policy
- Knowledge of the economics and politics of energy and electricity in the southeastern Pennsylvania area (including natural gas)
- Knowledge of energy efficiency
- Knowledge of renewable technologies
- Knowledge of integration of distributed generation within the grid
- **Willing to think outside the box**
 - municipal or institutional energy procurement aggregation
 - energy services, efficiency experts
 - energy management of buildings, transportation, local generation/storage
 - power purchase agreement negotiation

- Willing to work collaboratively

6. Submission Requirements

Responses to this RFQ should include the following information:

- statement of interest in participation in this project
- resumes of key participants, skills offered
- references to similar projects in this region or elsewhere
- any other relevant information
- summary of how you might approach this problem, possible solutions (1 or 2 pages)

7. Conflict of Interest

Respondent must not benefit directly or indirectly from actions taken as a result of this engagement (beyond what would be contractually covered).

8. Limitations

Responses to this RFQ does not imply any commitment on behalf of the WCACOG or any of its members. Subsequent evaluation and acceptance of any contract will take place after any RFPs are issued for this topic.

9. Deadline for Submission

An electronic copy of the RFQ should be emailed to Rick Smith at rsmith@eastgoshen.org by not later than Thursday, November 1st at 10:00 AM.

10. Additional disclosures:

This RFQ does not, under any circumstances, commit the WCACOG to any cost incurred by any company that submits a RFQ. The company is solely responsible for all costs associated with the preparation of a response to this RFQ.

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