

CITY OF LEE'S SUMMIT
PROCUREMENT AND CONTRACT SERVICES DEPARTMENT
220 S.E. GREEN STREET LEE'S SUMMIT, MO 64063
816-969-1087 Phone 816-969-1081 Fax
DeeDee Tschirhart, Senior Procurement Officer
deedee.tschirhart@cityofls.net

REQUEST FOR QUALIFICATIONS
RFQ NO. 2019-044

The City of Lee's Summit is requesting electronically submitted Statements of Qualifications for the above-referenced project.

The City of Lee's Summit will accept bids via e-mail, fax or U.S. Mail from qualified persons or firms interested in providing the following:

SOLAR POWER CONSULTING SERVICES

Interested firms, or groups of firms, should prepare a response that addresses the following information:

- Experience and availability of key personnel;
- Experience on similar projects;
- Project Approach/Work Plan; and
- Critical Issues and Approaches to Solutions.

The submittals must be double-sided on standard letter-size paper (8.5" x 11") having a minimum font size of eleven (11) points and is no more than three (3) actual sheets of paper in length. Each of the three sheets of paper shall be numbered front and back as page one (1) through six (6). Up to two (2) additional double-sided sheets of paper, numbered front and back as page one (1) through four (4), may be submitted in an attached appendix and may be up to 11" x 17" in size. In addition, a single-sided one-sheet page cover letter should be submitted, which includes the name, title, email address and phone number of the point of contact person for the consultant team. The required signed Work Authorization Affidavit and the E-Verify program's Memorandum of Understanding must be included in your submittal; however they are not part of the maximum page requirement. A selection committee will evaluate the submittals based on the above criteria and notify selected firms for oral interviews (if necessary).

The selected firm will be expected to sign the City of Lee's Summit's standard contract. For a copy of the standard contract, please contact the Project Manager listed below. If the Consultant team is unable to sign the contract, or requests modifications, please indicate so briefly in the cover letter and submit a separate letter detailing any issue(s) with the standard contract.

Questions

For questions regarding this project, please contact:

Dawn Bell, Project Manager
Development Center
City of Lee's Summit
220 S.E. Green Street
Lee's Summit, MO 64063
Phone: (816) 969-1242
Email: dawn.bell@cityofls.net

Schedule

Notification sent out	January 11, 2019
Submitted Statement of Qualifications Due:	January 25, 2019 5:00 PM Local Time
Selection Committee Meeting:	January 29, 2019
Firms Notified for Oral Interview:	January 31, 2019
Interviews 50 minutes each (if necessary):	February 6-8, 2019

General Scope of Services

- Provide consultation services on which facilities would benefit from solar power
- Design and build solar facilities as determined through consultation

This Request for Qualifications (RFQ) is an invitation by the City for interested firms to submit qualifications, which may be subject to subsequent discussions and negotiations. It is not a request for a competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all RFQ's.

Qualifications:

- At least 5 years of solar development experience with utilities and municipalities
- Financial capabilities to develop, build and operate and maintain a leased project for 20 years
- Insure project for length of agreement
- Solar system design and production development experience to project energy production and calculate cost savings
- At least 5 references from 5 completed projects
- Ability to demonstrate the use of Commercial grade products

No Financial Interest or Other Conflict:

By submission of its response, the submitter certifies that they are in compliance with the following.

- Elected or appointed officials or employees of the City of Lee's Summit or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.
- The Service Provider hereby covenants that at the time of solicitation submittal the Service Provider has no other contractual relationships which would create any actual or perceived conflict of interest. The Service Provider further agrees that during the term of the agreement neither the Service Provider nor any of its employees shall acquire any other contractual relationships which create such a conflict.

Debarment and Suspension Status:

- Offeror is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is Offeror an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- Offeror has not within a three year period preceding this Invitation been convicted of or had a civil suit judgment rendered against Offeror for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.
- Offeror is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated above.
- Offeror has not, within a three year period preceding this Invitation, had any government (federal, state, or local) transactions terminated for cause or default.

Work Authorization and E-Verify:

Section 285.530, RSMo, affects all services provided in excess of \$5,000.00. This Section refers to the prohibition of employment of unauthorized aliens and requires participation in a Federal work authorization program. This law went into effect on January 1, 2009.

You are required to fill out and return with your submittal of qualifications the enclosed Work Authorization Affidavit and provide documentation evidencing current enrollment in a federal work authorization Program, e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding. The required documentation must be from the federal work authorization program provider. Letters from contractors reciting compliance is not sufficient. E-verify, <http://www.dhs.gov/everify>, is a free Internet-based federal work authorization program operated by the Department of Homeland Security, U.S. Citizenship and Immigration Services that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the contractor's business license, termination of the contract, debarment from City and State work for a period of three years or permanently, and withholding 25% of the total amount due the Contractor.

Project No.
CITY OF LEE'S SUMMIT, MISSOURI
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo

