



# CITY OF GENEVA

## Request for Qualifications For Engineering Services

### *Keslinger Road Substation Upgrade*

Statement of Qualifications Due: March 27, 2026 (3:00 p.m.)
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Obtain information from and submit qualifications to:

*Aaron Holton*  
City of Geneva  
1800 South Street  
Geneva, Illinois 60134  
(630) 232-1551  
CITY OF GENEVA, ILLINOIS  
RENEWABLES, STORAGE AND CARBON OFFSETS

## REQUEST FOR QUALIFICATIONS

### A. Project Introduction

The City of Geneva, Public Works Department will accept sealed Statements of Qualifications until Friday, March 27, 2026 at 3:00 pm. for Professional Services to upgrade the Keslinger Road Substation.

### B. Project Description

The City of Geneva (hereafter City) is seeking engineering services to **provide design and project management services for the procurement and construction of Switchgear/PDC control building, required substation package and engineering**. The Consultant's work is expected to consist of the following:

1. **The Keslinger Road Substation upgrade will consist of removal of existing 12kV buss work, reclosures and control house. The new PDC will consist of a 12kV main and four 12kV circuit breakers, provision to expand 12kV circuit breakers to a total of six, relaying, RTU and related communications. CONSULTANT will provide design and project management service for the forementioned project.**

The Consultant shall perform and carry out, in a professional and satisfactory manner, the necessary services to complete the work. The City will provide a qualified Liaison to assist the Consultant in City interpretations.

A minimum five years' experience providing similar services is desired for the proposed Project Manager.

The City will review all qualification submittals and based on the review one or more firm(s) will be selected and a mutually agreeable design fee will be negotiated.

### C. Scope of Services (Generalized)

The objective of the project is to provide upgraded facilities at the Keslinger Road substation as well as a means of providing a tertiary circuit for the Delnor Hospital Campus located approximately 1 mile east of the substation. The existing substation buss and feeders consists of overhead buss work and Cooper Form 6 reclosures. As part of this project, the existing equipment will be removed and the new PDC will be installed in approximately the same location in the substation. Existing conduits will be intercepted and trained into the new PDC, conduits for new circuits will be stubbed outside of the substation fence. Fiber Optic communications will be moved from the existing substation control house to the new PDC to facilitate SCADA and network communications. Services shall provide for project management including support for bidding and procurement,

construction support and closeout documents. Completion of the project is projected to be 18 months after the award of a PSE contract.

#### **D. Other Related Services**

The execution of the Project objectives stated above will require considerable coordination and communication with City Staff. This coordination and communication will require that the consultant be prepared to commit the required personnel to attend approximately 6-8 project team meetings with the City of Geneva Team to successfully achieve the desired results as well as be available to support the construction activities as needed. It is further anticipated that the consultant provide the required personnel to attend City Council committee of the whole and other meetings on an as needed basis.

#### **E. Consultant Personnel and Project Approach Methodology**

The consultant shall provide sufficient information to adequately describe his/her strategy in performing the engineering services and producing the work product expected in the time line required. During the progress of this study, the consultant shall assign one individual as the principal contact for the City. That individual shall have adequate authority to respond in a successful manner to all requirements both stated in this RFQ or otherwise deemed necessary by the City during the project. The consultant shall provide the following information:

1. Project Management - Team - key Personnel / Contractors
  - a. Provide the names of all companies, sub-contractors, joint venture partners, etc. that are proposed to provide resources during the conduct of the study.
  - b. Provide description of the key personnel proposed to be involved in the study, their roles/responsibilities, etc.
  - c. Provide resumes for all personnel assigned and proposed to be involved in this study (i.e. #1b., above).
  
2. Experience providing engineering services for the design and construction of 12kV substations
  - a. Summarize top five (5) projects including project scopes and deliverables, sub consultants, joint venture partners, or other firms or individuals proposed to be involved in the project. Included in the description of experience shall be:  
  
Project name  
2. Project Owner (Client) - Contact Person (Name, Address, Telephone, etc.)  
3. Project Description - (Capacity, Process, Operational Scheme, etc.)

4. Project Dates - Planning, Design, Construction (Project Schedule)
  5. Project Construction Costs - Was budget maintained?
3. Project Approach and Schedule – Provide description on how you will go about completing the scope of services provided above and a timeline on when the items will be completed.
4. Any additional information the Consultant feels will better document and present the Consultants qualifications. Keep in mind that the City prefers to receive clear, concise and complete information devoid of excess promotional material.

## **F. Submittal Information**

Six (6) unbound copies of the consultant's RFQ document shall be submitted to the person stated below no later than 3:00 p.m. on Friday, March 27, 2026:

**Aaron Holton**  
City of Geneva  
1800 South Street  
Geneva, IL. 60134

## **G. Consultant Selection Process**

It is anticipated that the City will employ a qualification based selection procedure that involves the review of SOQ's, the evaluation and ranking of submittals, negotiation of fees with the most qualified firm(s) and the award of a contract. The evaluation of submittals and fee negotiations are expected to be performed by City Staff. Formal contract approval and award will be made by the City Council.

## **H. Evaluation Criteria**

1. Statement of Qualifications (SOQ) Criteria:
  - Are similar and current projects (within the last 5 years) included to document the Consultants qualifications?
  - Are individual staff members identified to document that the Consultant has the staff to perform the work?
  - Does the Consultant have appropriate management and support staff with the requisite experience for work in this type of project?
  - Locally available staff?
  - Has the Consultant worked for the City in the past?
  - Are the staff identified in the SOQ the same staff that performed the work on the projects submitted?

- If the Consultant has identified areas in which he/she is lacking expertise, does the weakness affect a major component of the project?
- Is the SOQ clear, concise, complete and devoid of excess promotional material?

## 2. Project Staffing Criteria:

- Knowledge of Project Manager? Is the Project Manager qualified to manage all phases of the project?
- Has the Consultant demonstrated ability in studying and designing similar projects?
- Does the support staff have sufficient experience with related work?
- Is there an appropriate mix of professional and technical staff?
- Are all required disciplines identified for this scope of work?
- If sub-consultants are proposed, have they worked with the consultant before?
- Have all team members had similar experience regarding project scope and magnitude?

## 3. Project Experience Criteria:

- Are similar and current (last 5 years) projects submitted as examples?
- Does the reference confirm a "job well done"?
- Are references current and accessible?
- Does the State of Illinois regulatory and review agencies have a positive experience with the Consultant?

## 4. Project Approach Criteria:

- Is a clear understanding of the project stated and demonstrated throughout?
- Is the scope detailed and comprehensive?
- Is the scope consistent with the teaming and staffing levels?

## 5. Proposed Schedule Criteria:

- Does the proposed schedule coincide with the stated deliverable?
- Is adequate time allotted for each task?
- Are specific delivery dates identified for the milestones?
- Does the schedule include review time?
- Is the project schedule complete, detailed and yet easy to understand? Does it match the scope and staffing levels?

## 6. Proposal Content Criteria:

- Is the SOQ as brief as possible and devoid of excess promotional material?
- Does the SOQ present all the required material in a professional manner?
- Does the SOQ address all required information?

## **I. Project Schedule - Completion**

In an effort to accommodate the planning and decision-making needs of the City, the project described in the above document shall be completed and delivered to the City **in final form** within 18 months of the execution of a Professional Services Agreement. We anticipate the following timeline for the SOQ process:

- SOQ's due 03/27/2026
- City staff will review SOQ's 03/30 – 04/10.
- The City reserves the right to schedule interviews with one of more firms during week of 04/20 – 04/24
- City staff will select top candidate and meet to refine scope of services for consultant to prepare formal proposal.
- Present Professional Services Contract for approval at 06/08 Committee-of-the-Whole
- 06/22 City Council award

## **J. Clarification**

Questions or requests for clarification regarding this Request for Qualifications shall be directed via email no later than 12:00 p.m. on March 20, 2026. All questions will be posted as addendum to this request and will be required to be acknowledged upon submittal. Question will be directed to Mr. Aaron Holton, Superintendent of Electric Services, City of Geneva at 1800 South Street, Geneva, Illinois 60134. [aholton@geneva.il.us](mailto:aholton@geneva.il.us)

Public Notice  
Request for Qualifications

**Keslinger Road Substation Upgrade**

The City of Geneva, Public Works Department will accept sealed Statements of Qualifications until Friday, March 27, 2026 @ 3:00 p.m. for a Study of Renewables, Storage and Carbon Offsets for Electric Power Supply

RFQ packets are available on the City's website at  
<https://www.geneva.il.us/bids.aspx>

Six (6) copies of the consultant's RFQ document shall be submitted to the person stated below no later than 3:00 p.m. on Friday, March 27, 2026:

Aaron Holton  
Superintendent of Electric Services  
1800 South St.  
Geneva, IL 60314

The City of Geneva reserves the right to reject any or all submittals and waive technicalities.