



# CITY OF GENEVA

## Request for Qualifications For Professional Services

### *City of Geneva Integrated Resource Plan*

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  
INTEGRATE RESOURCE PLAN

## 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 facilitate an Integrated Resource Plan (IRP) for the City of Geneva.

### B. Project Description

The City of Geneva (hereafter City) is seeking engineering services to **provide professional services in performing an Integrated Resource Plan as required by the Illinois Clean and Reliable Grid act the Municipal and Cooperative Utility Transparent Planning Act.** The Consultant's work is expected to consist of the following:

1. **Perform and Integrate Resource Plan and required by, but not limited to, the Illinois Clean and Reliable Grid and and the Municipal and Cooperative Utility Transparent Planning Act CONSULTANT will provide professional services in all aspects of the performance on the Integrated Resource Plan required by Illinois Revised Statute and various Public Acts.**

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 ten 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 perform an Integrated Resource Plan (IRP) for the City of Geneva Electric Division. The planning process is required to have begun by January 2027 and preliminary IRP will be posted by January 1, 2028. A final IRP is expected to be presented within 12 months of the signing of the agreement. The plan will include, but is not limited to, the following information:

1. Consideration and Evaluation of existing energy portfolio
2. Listing of all energy sources
3. Listing of existing Bilateral agreements for Capacity and Energy
4. Copies of most recent applicable EIA forms
5. Load forecasts encompassing several different scenarios
6. Action plans for anticipated load growth and sustainability goals

## 7. Description of models and methodologies used to perform the IRP

In addition to performing the IRP, the Consultant will also assist and facilitate the Stakeholder process which includes, but is not limited to, the following:

1. A stakeholder meeting to be held prior to the commencement of work on the preliminary resource plan
2. A stakeholder meeting to be held subsequent to the publishing of the preliminary resource plan.
3. Facilitate responses of all question received during public meetings and public comment periods

The Final IRP will be prepared and present to the City in such a format that is accessible to non-utility members of the public. The final plan will be posted the City's website and placed on file with the Illinois Power Agency.

The IRP process and the final report must comply with all aspects of the Illinois Clean and Reliable Grid Act as it applies to a Municipally owned Electric Utility.

### **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 numerous 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 Stakeholder meetings, 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 study and reports for renewable, storage and carbon offsets:**

- 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 10 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 12 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**  
**City of Geneva Integrated Resource Plan**

The City of Geneva, Public Works Department will accept sealed Statements of Qualifications until Friday, March 27, 2026 @ 3:00 p.m. for Professional Services for the performance of an Integrate Resource Plan.

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.