

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT FOR PROFESSIONAL SERVICES RELATED TO SOLAR DEVELOPMENT WITH CQI ASSOCIATES, LLC AND THE CITY OF DECATUR

WHEREAS, The City of Decatur, Illinois, an Illinois municipal corporation and body politic (“City”) is a unit of local government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970; and,

WHEREAS, the City desires an updated solar feasibility analysis; and,

WHEREAS, the City finds that the agreement with CQI Associates, LLC., attached as Exhibit A, provides the desired outcomes for this type of solar work.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Decatur as follows:

Section 1. That the agreement for professional services for solar development and construction oversight with CQI Associates, LLC. as attached, and the same is hereby, received, placed on file, and approved.

Section 2. That the City Manager, or designee, of the City of Decatur be, hereby authorized to execute an Agreement between the City of Decatur, Illinois, and CQI Associates LLC, for the services of solar development and construction phase services, as specified in their proposal.

PRESENTED AND ADOPTED this 6th day of February 2023.

Julie Moore Wolfe, Mayor

ATTEST:

Kim Althoff, City Clerk

Agreement for Consulting Services

City of Decatur

Solar Photovoltaic Energy Generation System Project Development and Construction Phase Services

The City of Decatur, Illinois (City) has requested that CQI Associates, LLC (CQI) provide consulting services to assist in the continued development of solar photovoltaic energy generation systems as part of the broad-based energy resources management program to reduce energy consumption and costs.

Scope of Services – Development of Additional “Behind the Meter” Solar Projects

The projects included for continued evaluation and development are:

- City Library (Continuation of project development)
- City Water Treatment Plant (With the additional purchased land area)
- Transit Facility (With the additional purchased land area)
- Update 2020 Solar Assessment of Potential City Sites

The tasks to be included are:

- Based on input from the City, assess the current solar grant requirements and submission details for development of the proposed projects.
- Conduct evaluation visits at each site to determine the available area for development of a ground mount system, parking canopy system, and a roof mounted system.
- Develop an energy cost and consumption baseline for each site to determining the potential size and output of a feasible solar system.
- Evaluate each site to determine the potential solar system development configuration, system size, annual production capacity, construction costs, annual operating costs and annual maintenance costs.
- Evaluate the Ameren utility tariffs and regulations that apply to the installation of a solar photovoltaic energy generation system.

- Address the current development restrictions with Ameren for the City Library site. Make recommendations on the applicable service interconnection to include possible relocation of the main service to the facility.
- Conduct a meeting with the City of Decatur to develop a preferred development plan for further evaluation.
- Summarize the proposed development plan for approval to proceed with implementation for system development with the City Leadership and Staff.
- Assist the City issue a Request for Proposal for in the selection of a solar provider to develop the preferred projects.
- Receive proposal responses, evaluate the proposals, and make recommendations to the City on the potential selection of a solar provider to develop the project.
- Assist the City Staff in the review and negotiation of the selected supplier contract Agreement. (Assumes 24 Hours for two agreement)

Scope of Services – City Civic Center Parking Lot Canopy Solar Project - Construction Phase Services

The City has requested that CQI provide consulting services to assist in the implementation process of Construction Phase Services to include the review of the selected contractor’s design, permitting, and construction phase services.

- Coordinate a meeting, based on input from City Senior Management and Facilities Management Staff, with the preferred Contractor to finalize the construction and system configuration.
- Upon commencement of construction engineering and design attend weekly on-site progress meetings or participate in weekly conference calls. Issue comments and coordinate review and follow-up.
- Coordinate with the City Staff and the Contractor the engineering design and permit submission process at 30%, 60%, 90%, and final design.
- Assist City Staff in the review of the Contractor engineering design documents and specifications process at 30%, 60%, and 90%. Issue comments and coordinate review and follow-up with the Contractor.

- Coordinate the permit submission process to the Ameren and applicable County and State Governments Agencies with the City Staff and the Contractor. Review Contractor submissions, issue comments, and coordinate review and follow-up with the Contractor.
- Coordinate with the City Staff and the Contractor the development of a detailed sequence of construction plans and schedules based on equipment delivery dates.
- Assist City Staff with the final review and approval of the Contractor engineering design documents and specifications. Assist with the issuance to the Contractor of the “notice to proceed’ to commence with construction.
- Assist in the review of Contractor construction submittals as per the final specifications and “shop drawing” submissions and manufacturers’ warranties. Issue comments and coordinate review and follow-up with the Contractor to obtain final approval on behalf of City.
- Upon commencement of construction attend weekly on-site progress meetings and review construction. Issue comments and coordinate review and follow-up with the Contractor.
- Upon notification by the Contractor of a potential “turn on date” for system operation:
 - Coordinate a field review of the construction and system operation with the Contractor and City Staff. Issue comments and coordinate review and follow-up with the Contractor.
 - Coordinate the third-party commissioning company or agent field review of the construction and system operation with the Contractor and City Staff. Issue comments and coordinate review and follow-up with the Contractor.
 - Coordinate the specified system operation and maintenance training to be conducted by the Contractor for the City Staff.
- Upon system activation, monitor performance for four weeks and report any deficiencies in performance to City Management. Issue comments and coordinate review and follow-up with the Contractor.

Fee

The total fee both assignments is \$22,850.00 (twenty-two thousand eight hundred fifty dollars).

The fee allocation per project Scope of Services is as follows:

Development of “Behind the Meter” Solar Projects

The fee is \$6,950.00 (six thousand nine hundred fifty dollars).

The fee for Direct labor is \$6,800.00 (six thousand eight hundred dollars). The direct labor fee includes Principal’s time to be billed at a rate of \$125.00 (one hundred twenty-five dollars) per hour and includes Associates time to be billed at a rate of \$110.00 (one hundred-ten dollars) per hour. Direct labor fees will not be exceeded without prior written approval from the City of Decatur.

The estimated cost for Project expenses is \$150.00 (One hundred fifty dollars) to include but not be limited to local mileage, parking, tolls, postage, deliveries, copying, supplies, and related expenses. Project expenses will be billed at cost on a monthly basis. Project expenses are an estimate and the actual cost will be billed as incurred.

City Civic Center Parking Lot Canopy Solar Projects - Construction Phase Services

The fee is \$15,900.00 (fifteen thousand nine hundred dollars)

The fee for Direct labor is \$15,600.00 (fifteen thousand six hundred dollars). The direct labor fee includes Principal’s time to be billed at a rate of \$125.00 (one hundred twenty-five dollars) per hour and includes Associates time to be billed at a rate of \$110.00 (one hundred-ten dollars) per hour. Direct labor fees will not be exceeded without prior written approval from the City of Decatur.

The estimated cost for Project expenses is \$300.00 (three hundred dollars) to include but not be limited to local mileage, parking, tolls, postage, deliveries, copying, supplies, and related expenses. Project expenses will be billed at cost on a monthly basis. Project expenses are an estimate and the actual cost will be billed as incurred.

Payment

Invoices will be issued to the City of Decatur every thirty (30) days and will be payable within thirty (30) days of receipt. The City of Decatur has an obligation to approve or reject the invoice upon receipt. An invoice that has been rejected should be returned immediately. CQI Associates, LLC, Federal Identification Number: 52-2284758.

Terms

CQI Associates, LLC requires that the City of Decatur, Illinois, Council, management, staff, consultants, contractors, and associates not disclose the contents or terms of this Agreement and the proprietary information developed and provided by CQI Associates, LLC, to a third party, except to comply with the implementation of the project findings and recommendations or any applicable law, order, and regulation. CQI Associates, LLC liability is limited to an amount equal to the total fees for services stated above.

Acceptance

The persons signing below have read and understand the provisions of this agreement and represent they are authorized to sign on behalf of City of Decatur, Illinois, and CQI Associates, LLC.

Accepted By:

City of Decatur, Illinois

Signature

Title

Date

CQI Associates, LLC

Signature

Title

Date