

**REQUEST FOR QUALIFICATIONS FOR
RENEWABLE ENERGY CERTIFICATE PROFESSIONAL BROKER SERVICES**

Required for use and distribution by:

**CITY OF CHICAGO
(Department of Fleet & Facility Management (2FM))**



All Statements and Qualifications and other communications must be addressed and returned to:

Sandra Blakemore, Deputy Commissioner, Finance and Administration
Department of Fleet & Facility Management (2FM)
30 North LaSalle Suite 300
Chicago, Illinois 60602

**QUALIFICATIONS MUST BE RECEIVED NO LATER
THAN 4:00 P.M., CENTRAL TIME, ON MONDAY, NOVEMBER 25, 2019**

**LORI LIGHTFOOT
MAYOR**

**DAVID REYNOLDS
COMMISSIONER**

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CITY OF CHICAGO

**REQUEST FOR QUALIFICATIONS FOR
RENEWABLE ENERGY CERTIFICATE PROFESSIONAL BROKER SERVICES**

The City of Chicago (“City”) Department of Fleet and Facility Management (“2FM”) oversees the procurement and management of electricity for nearly 700 accounts with the local electric utility, Commonwealth Edison. This portfolio includes electricity serving the facilities and operations of the City Departments of Aviation, Transportation, Water Management, Chicago Public Library, Chicago Police Department, Chicago Fire Department, and 2FM, among others. These accounts collectively represent approximately 1 TWh of municipal electricity requirements annually.

The City recently released a Request for Information (“RFI”) titled *Municipal Electricity Supply, including Renewable Generation Resources* to ascertain what current and future planned renewable generation resource assets and various approaches are available to the City to meet its goal of attaining an electricity supply mix for City facilities that is 100% clean and renewable by 2025. The City hopes that the information received through the RFI will inform the City as it seeks a new electricity supply contract to serve the City’s requirements.

In addition to the City’s planning for a new electricity supply agreement and as part of the City’s phased renewable energy procurement and management strategy, this Request for Qualifications (“RFQ”) will identify qualified professional service providers to support the initial stage of our renewable energy transition via procurement of high-quality Renewable Energy Certificates (“RECs”).

I. INTRODUCTION AND OVERVIEW

A. Purpose of the RFQ

The City, acting by and through 2FM, invites the submission of Qualifications to provide REC Professional Broker Services to the City. The intent of the RFQ is to identify companies that are qualified to perform such REC Professional Broker Services, i.e. to price and broker RECs for the City. Companies with expertise and demonstrated experience in the foregoing services, and with an interest in making their services available to the City, are invited to respond to this RFQ.

Qualified Respondent(s) will be awarded a Master Services Agreement(s) (“MSA”) and shall perform all tasks and functions associated with the Services as required in this RFQ through a Request for Pricing (“RFP”) order process described in this RFQ. The City reserves the right to award multiple contracts under this RFQ.

The City may award one or more MSAs to qualified firms as a result of this RFQ. The work contemplated is professional in nature. It is understood that the Contractor, whether acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Illinois and licensed for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship to the City. It is also understood that all reports, information, or data prepared or assembled by the Contractor under a contract awarded pursuant to this RFQ are confidential in nature and will not be made available to any individual or organization, except the City, without the prior written approval from the City. Any contract resulting from this document will require the Contractor to execute a statement of confidentiality.

The Contractor shall be financially solvent and each of its members, if a joint venture, its employees, agents or subconsultants of any tier shall be competent to perform the services required under this RFQ document.

In order to be deemed "Qualified," the Respondent must meet the evaluation criteria of this RFQ. Each Respondent that meets the criteria will be notified that it is deemed "Qualified" and may elect to execute the MSA substantially in the form attached hereto as Exhibit 5 and become a Contractor/Qualified REC Broker (for purposes of the MSA and this RFQ, these terms are interchangeable). Execution of the MSA will provide the Contractor the opportunity to participate in subsequent Requests for Pricing for Renewable Energy Certificate Professional Broker Services. Respondents will be required to certify that they are in compliance with all of the evaluation criteria outlined in this RFQ at the time of their response to an RFP.

Firms or individuals wishing to be considered further must submit responses no later than Monday November 25, 2019 at 4:00 p.m. Central Time, addressed to:

Deputy Commissioner Sandra Blakemore
Department of Fleet & Facility Management (2FM)
30 North LaSalle, Suite 300
Chicago, Illinois 60602

All materials related to the RFQ will be available on the internet at the following site:
<http://www.cityofchicago.org/city/en/depts/dgs.html>

B. Definitions

The following defined terms have the meanings specified below.

NOTE: If a defined term is used only once, then it may be defined within the context in which it appears in that paragraph or section.

"Addendum" means a revision of the RFQ Documents issued by the City prior to the due date for submitting Qualifications.

"Agreement" means the Master Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications, or revisions made in accordance with its terms, as attached in this RFQ in Exhibit 5.

"Clarification" means the City's responses to questions submitted by Respondents which do not revise the requirements of the RFQ.

"Commissioner" means the Commissioner of the Department of Fleet and Facility Management, and any designated representative authorized in writing to act on the Commissioner's behalf.

“Contractor” or “Qualified REC Broker” means the vendor(s) selected for a pre-qualified pool pursuant to the City’s RFQ process and who are awarded an MSA and thereby eligible to respond to Requests for Pricing of RECs.

“Evaluation Committee” means the City Evaluation Committee appointed to review and assess all Qualifications and make its recommendations to the Commissioner concerning its review.

“Pricing Form” means complete REC price submissions by Qualified REC Brokers in response to the City’s Request for Pricing.

“REC Professional Broker Services” or “Services” means performance of all tasks, activities and deliverables relating to the provisions of renewable energy professional broker services as described in detail in Exhibit 1, Scope of Services, and performed by qualified and licensed personnel of the Qualified REC Broker(s) from this RFQ.

“Renewable Energy Certificate” means a market-based instrument that represents the property rights to the environmental, social and other non-power attributes of renewable electricity generation. RECs are issued when one megawatt-hour (MWh) of electricity is generated and delivered to the electricity grid from a renewable energy resource.

“REC Order” means a Pricing Form accepted and approved in writing by the City after submission of the Pricing Form by a Qualified REC Broker in response to a City Request for Pricing.

“Response” or “Qualifications” is the written content and documents submitted by a Respondent in response to this RFQ.

“Respondent” means the primary entity which submits Qualifications in response to this RFQ and may include subcontractors and other affiliates.

II. SERVICES AND PROCESS

This RFQ is non-project specific. Accordingly, selected Respondents will be awarded MSAs, pursuant to which the City may issue RFPs.

A. Requests for Pricing

From time to time the Commissioner may issue RFPs which are within the scope of the awarded MSAs. RFPs, if any, will set forth the types of RECs that the City is seeking and a desired vintage and request that Qualified REC Brokers submit Pricing Forms in response. Costs associated with the preparation of Pricing Forms are not compensable under the MSA and the City is not liable for any additional costs.

Following Contractor's submission of a Pricing Form in response to an RFP, the Commissioner will review the submission(s) and may elect to approve in whole or in part, by placing a REC Order, or reject it.

All REC Orders are subject to the approval of the Commissioner and a REC Order will not become binding upon the City until it is approved, in writing, by the Commissioner. Following placement of a REC Order, a Purchase Order will be issued as described in the MSA.

B. Pricing Forms

The Contractor may respond to an RFP by submitting a Pricing Form to the Commissioner which will consist of providing all requested information in the form indicated by the City's RFP.

A Pricing Form satisfactory to the Commissioner must be signed on behalf of the City by the Commissioner before binding the City and Contractor as a REC Order. The City's acceptance will be demonstrated by a signed REC Order issued by the Department. The Contractor will not commence services, and the City will not be liable for any costs incurred by or payments to the Contractor, without a REC Order so executed, followed by receipt by the Contractor of a Purchase Order from the City as further described in Article 2 of the MSA.

The Contractor acknowledges and agrees that the City either may select from among those Pricing Forms submitted in response to an RFP that Pricing Proposal which is in the best interests of the City or may reject any and all proposals submitted in response to an RFP.

The City reserves the right, at its option, either to accept a Pricing Form in whole or in part as submitted by the Contractor or reject the Pricing Form.

C. Description of Services

The Services that the City seeks to acquire are described in detail in the Scope of Services, Exhibit 1.

D. Contract Term

Any MSA awarded pursuant to this RFQ solicitation shall be for a base contract period of three (3) years with two (2) one-year (1) extension options.

III. GENERAL INFORMATION AND GUIDELINES FOR RFQ RESPONSES

A. Communications Between the City and Respondents

Respondents must communicate only with 2FM. All questions or requests for clarification must be in writing, sent by e-mail, and directed to the attention of RECSupply@cityofchicago.org and must be received by the date set out in the Timetable below.

The subject line of the e-mail must clearly indicate that the contents are “Questions and Request for Clarification” about the RFQ and are “Not a Proposal” and must refer to “Request for Qualifications (“RFQ”) for Renewable Energy Certificate Professional Broker Services. No telephone calls will be accepted.

B. Submission Procedures

Firms or individuals wishing to be evaluated for Qualification must submit one (1) electronic copy via e-mail of their Response to: RECSupply@cityofchicago.org.

C. Procurement Timetable

The timetable for the RFQ solicitation is summarized below. Note that these are target dates and are subject to change by the City.

Key Activity	Target Date
City Issues RFQ	Wednesday, November 13, 2019
RFQ Questions and Requests for Clarification Due	Monday, November 18, 2019
Qualifications Due	Monday, November 25, 2019
City Notification of Qualified Respondents	TBD

D. Transparency Website: Trade Secrets

Consistent with the City's practice of making available all information submitted in response to a public procurement, all Qualifications, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to the City as part of negotiation of a contract or other agreement may be made publicly available through the City's Internet website. However, Respondents may designate those portions of the Response which contain trade secrets or other proprietary data (“Data”) which Respondent desires to remain confidential.

To designate portions of the Qualifications as confidential, Respondent must:

1. Mark the cover page as follows: "This Response includes trade secrets or other proprietary data."

2. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this RFQ."
3. **Provide a redacted copy of the entire Qualifications or Submission as one .pdf format file via email to RECSupply@cityofchicago.org for posting on the City's website. Respondent is responsible for properly and adequately redacting any Data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide the file in the specified format via email may result in the posting of an un-redacted copy.**

Indiscriminate labeling of material as "Confidential" may be grounds for deeming Qualifications as non-responsive.

All Qualifications submitted to the City are subject to the Illinois Freedom of Information Act, 5 ILCS 140 *et seq.* The City will make the final determination as to whether information, even if marked "Confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

IV. PREPARING QUALIFICATIONS: REQUIRED INFORMATION

The Response must include all components listed below to be considered responsive. All Responses must be in a PDF format with 1" margins, single spaced text and must include the requested information to be considered responsive. Respondents will not have an opportunity to submit additional information after the Response deadline. The Response must include the following items with a total submittal length of five (5) pages in aggregate for items A and B below:

A. Cover Letter

Respondent must submit a cover letter signed by an authorized representative of the entity committing Respondent to provide the services as described in this RFQ in accordance with the terms and conditions of any contract awarded pursuant to the RFQ process. The cover letter must include:

- a) **Firm and location.** Indicate the full, legal company name of Respondent, the address of its headquarters and the address of the office to which this project will be assigned.
- b) **Contact person.** Clearly identify the name, address and telephone number of the Respondent's contact person(s) for any and all communications pertaining to this RFQ.
- c) **Authorized submittal.** Include name, signature, title, address, and telephone number of the person authorized to submit and sign Respondent's Response.

B. Corporate Overview and Experience

- a) **Corporate Overview.** Provide a concise overview of the Respondent, including a brief narrative of the firm's experience as it relates to this RFQ, and a description of Respondent's history of performance and knowledge of providing REC Professional Broker Services.
- b) **Experience.** Indicate how many years Respondent has been delivering the REC Professional Broker Services contemplated in this RFQ.
- c) **Approach.** Respondent must provide an executive summary which explains its understanding of the City's intent and objectives per the description of REC Professional Broker Services in

Exhibit 1 and how their qualifications would achieve those objectives. The summary must discuss Respondents plan for delivering the REC Professional Broker Services; approach to project management; strategies, tools and safeguards for delivering required Services;; ongoing support; and any additional factors for the City's consideration.

- d) **Technical Qualifications.** Respondents must demonstrate that they are technically competent relative to the procurement and retiring of Green-e® (or equivalent) RECs on a client's behalf, including providing an attestation form for the same.
- d) **Key Personnel Committed to this Account.** Respondent must submit resume(s) for key personnel that would be assigned to the REC Professional Broker Services.
- f) **References.** Provide customer references for three (3) Respondent customers. Municipal references are preferred, but not necessary. For each reference, provide the customer's name, project description, dates of contract service, and primary contact information (i.e., title, phone number, and email address). The City reserves the right to make independent inquiries of Respondent's clients not listed as references in the Response.

C. Acceptance of Master Services Agreement

The City will require Qualified Respondents to accept the terms and conditions as detailed in the MSA, attached to this RFQ as Exhibit 5. Qualified Respondents may not take exception to these Terms and Conditions. The City does not anticipate negotiation of any of the Terms and Conditions but reserves the right to modify them at its discretion and make such revised MSA available to all Qualified Respondents. All Qualified Respondents will receive a final MSA, to be executed prior to any Request for Pricing.

In their Response, Respondents must submit a letter addressed to the Commissioner with a statement accepting the City's Terms and Conditions to be adhered to during the MSA term.

A Respondent's failure to indicate acceptance of the MSA in its Response may result in rejection of its Qualifications.

D. Minority and Women Business Enterprises Commitment

2FM has determined that the nature of the professional services to be provided under the associated Agreement is such that neither direct nor indirect subcontracting opportunities will be practicable. Therefore, there will be no stated goals for MBE/WBE participation resulting from the Agreement. This determination is being made pursuant to Sections 2-92-450 and 2-92-500 of the Municipal Code of Chicago.

Nonetheless, the City's preference is to continue to advance MBE/WBE participation in all contracts and thus we encourage all Respondents to provide any pertinent information to this effect and their company's commitment to MBE/WBE engagement.

E. Financial Statements and Business Licenses

Respondent must provide a copy of its audited financial statements for the last 3 years. Respondents that are comprised of more than one entity must include financial statements for each entity. A complete set of financial statements is required to be considered as a Qualified Respondent. The City **will not** accept a web link for the financial statements requirement.

Respondents shall provide required financial statements in sufficient detail for the City to assess Respondent's financial condition as part of its Qualifications evaluation. The City reserves the right to accept or reject any financial documentation other than the financial statements requested by this section.

If Respondent is unable to provide audited financial statements, state the reasons in your Qualifications response and provide financial documentation in enough detail to enable the City to assess the financial condition of your company.

Possible alternate documentation would be un-audited financial statements from those Respondents not required to have their financial statements audited. At a minimum, the statements must include the balance sheets and income statements (or equivalent) for the last three years. Assets/liabilities and income/expenses must be presented in adequate detail for the City to assess the financial condition of the Respondent.

Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services described in this RFQ in the City of Chicago, County of Cook and State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Illinois Secretary of State to do business in the State of Illinois, if required by law to have such authorization. See the State of Illinois, Secretary of State website for additional information: <http://www.cyberdriveillinois.com>.

If Respondent is not currently doing business in Illinois at the time of the submission, it is not required to show corporate good standing in Illinois with the response; Respondent should so indicate and provide evidence of good standing for its state of organization, and primary state of operation, if different. Corporate good standing in Illinois will be required for award of any contract.

Additionally, if required by law, Respondents are required to have an Illinois Business License or Professional Certification. Visit the State of Illinois' Division of Professional Regulation for information regarding professional certification and licensing: <http://www.idfpr.com/DPR/>.

F. Economic Disclosure Statement and Affidavit and Attachment A: Online EDS Acknowledgement.

Respondent shall complete an Economic Disclosure Statement and Affidavit ("EDS") and Attachment A: Online EDS Acknowledgement. See Online City of Chicago EDS Instructions and Attachment A: Online EDS Acknowledgement in the MSA, Exhibit 5 of this RFQ.

G. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past 5 years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- a) A debtor in bankruptcy; or
- b) A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or
- c) A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- d) A defendant in any criminal action; or
- e) A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- f) A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- g) A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

The City reserves the right to request similar legal action information from Respondent's team members during the evaluation process.

H. Insurance

Respondent should include a statement that they can comply with the City's insurance requirements as outlined in the MSA, herein.

Prior to contract award, Qualified Respondents will be required to submit evidence of insurance in the amounts specified in the MSA, herein.

Refer to the MSA for detailed information on insurance requirements.

I. Disclosure of Conflicts of Interest

The City expects that the Respondent will not have any conflicts of interest (including, but not limited to, any conflicts based on Respondent's participation in other City contracts). Therefore, Respondent should include in its Qualifications a description of any actual or potential conflicts of interest.

V. EVALUATION OF QUALIFICATIONS

An Evaluation Committee, which will include representatives from 2FM and may include representatives of other departments of the City ("Evaluation Committee" or "EC") will review and evaluate the Qualifications, as described below.

In evaluating Qualifications, the EC will first consider the completeness and responsiveness of the Respondent's Qualifications submission. The Qualifications evaluation process is organized into three phases:

- Phase I - Preliminary Qualifications Assessment
- Phase II - Qualifications Evaluation
- Phase III - Oral Presentations (if necessary)

Phase I - Preliminary Qualifications Assessment

Phase I will involve an assessment of the Respondent's compliance with and adherence to all submittal requirements herein. Qualifications responses which are incomplete and missing key components necessary to fully evaluate the Qualifications may, at the discretion of the EC, be rejected from further consideration due to "non-responsiveness" and rated Non-Responsive. Qualifications providing responses to all sections will be eligible for detailed analysis in Phase II, Qualifications Evaluation.

Phase II - Qualifications Evaluation

In Phase II, the EC will evaluate the extent to which a Respondent's Qualifications meets the requirements set forth in the RFQ. Phase II will include a detailed analysis of the Respondent's qualifications and experience.

As part of the evaluation process, the EC will review the information required by RFQ Section IV, for each Qualifications submission received. The EC may also review other information gained by checking references and by investigating the Respondent's financial condition.

Respondent's Qualifications will be evaluated on a pass / fail basis per the following criteria:

- All information required in Section 4 of this RFQ has been adequately provided, including acceptance of the City's terms and conditions and EDS completion;
- Respondent is in good financial standing;
- Proven ability to supply RECs in the locations desired as outlined in Exhibit 1 to this RFQ.

The City reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Qualifications or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Qualifications response and eliminate the Respondent from further consideration.

The City reserves the right to enlist independent consulting services to assist with the evaluation of all or any portion of the Qualifications responses as it deems necessary.

Phase III – Oral Presentation

In the sole discretion of the Evaluation Committee, Respondents may be invited to appear before the EC for an oral presentation; to clarify in more detail information that was submitted in the Response; and/or to ask Respondent to respond to additional questions. Afterwards, the Evaluation Committee will make a final determination whether to recommend to the Commissioner rating a Respondent as “Qualified.”

VI. QUALIFIED RESPONDENT NOTIFICATION

Following EC Evaluations, the City will notify in writing all Respondents that have been deemed Qualified as well as Respondents deemed not Qualified. The written notification to Qualified Respondents will include an invitation from the City to execute an MSA substantially in the form attached hereto as Exhibit 5.

All Qualified Respondents that execute an MSA will be considered Qualified REC Brokers/Contractors eligible to participate in the City’s forthcoming RFPs for Renewable Energy Certificate Professional Broker Services.

EXHIBIT 1 SCOPE OF SERVICES

I. SUMMARY OVERVIEW

The City's intention is to transition to 100% renewable electricity supply in its public buildings by 2025. To help meet that commitment the City is seeking to source Renewable Energy Certificates ("RECs") to cover a percentage of City Load for calendar year 2019 and subsequent years of City facility electricity use.

The City's strategic approach to transition to 100% renewable energy in public buildings will include sourcing and procuring subsequent years' future REC vintages at a scaled percentage of the City's Load over time. The City understands City facilities' electricity use changes over time and for this reason the City's scaled percentage strategic approach to REC procurements is subject to change year over year.

Separately, the City is seeking to source RECs to cover new City facility LEED requirements that would include future REC vintages. Additional future year REC quantities will be determined on an as needed basis and at a later date and through future Requests for Pricing.

Respondents are encouraged to provide options that will best allow the City to source and purchase desired quality REC vintages at the most cost-effective price at a given point in time.

II. CITY ENERGY OFFSET

The City's estimated electricity load for all City departments is outlined in RFQ Exhibit 2. The City is initially seeking to offset its estimated electricity load for years 2019-2025 as part of its phased renewable energy strategy.

The City plans to procure an annual scaled percentage of RECs beginning in 2019 and increasing through 2025 to aid in meeting the 100% renewable energy commitment by 2025. The anticipated estimated REC electricity load offset is outlined in Exhibit 3.

The City at its sole discretion may add or remove estimated load offsets at any time.

III. REC REQUEST FOR PRICING PROCESS

A. Overview of Process

Upon execution of a Master Services Agreement ("MSA"), Qualified Respondents shall then be designated as "Qualified REC Brokers."

At the City's request, Qualified REC Brokers may submit complete Pricing Forms in response to the City's REC Request for Pricing.

REC Pricing Form submissions will be reviewed by the City to determine the most cost-effective price at that given point in time for the desired quality REC vintage to offset City public buildings' electricity load.

The City shall determine one or more REC types from one or more Qualified REC Brokers that best meet the City's objective to offset City public buildings electricity load at a scaled percentage of the City's electricity load over time.

Upon receipt of complete REC Pricing Forms following the City's Request for Pricing, the City will evaluate each REC Pricing Form submitted by Contractors (Qualified REC Brokers) based on the evaluation criteria specified herein. After evaluation, the City in its sole determination may award a REC Order in whole or in part based on the information in the completed REC Pricing Forms.

B. REC Request for Pricing

An RFP will be issued to all Qualified REC Brokers. The RFP will include:

1. REC RFP Instructions; and
2. City of Chicago REC Pricing Form (see Exhibit 4 for Form of REC Pricing Form).

C. REC Pricing

All Pricing Form submissions must conform to the REC RFP Instructions. Qualified REC Brokers shall provide REC prices, as outlined in the Instructions, on a completed Pricing Form. Qualified REC Brokers will be instructed to provide pricing for a variety of volumes, vintages, and project locations.

D. REC Requirements

The City desires to purchase sourced REC products that adhere closely to quality ensured by Green-e® certified RECs (or similar certification). Most notably, the guarantee of regulatory surplus, technology types, and commercial operation date are key features the City will maintain for all green power products.

At the City's sole discretion, the City may either select or reject some or all REC pricing submissions in response to the City's RFP.

The City has the following REQ requirements, as outlined in this RFQ, the RFP Instructions and the Pricing Form:

- 1) Project / Product Name.
- 2) REC Project Geographic Location.
 - The City has a strong preference to procure RECs from the Illinois market with lower interest the further from Illinois the project is located.
 - As part of the Pricing Request, the City will seek pricing for RECs in 5 different REC project locations as indicated below.
 - Five (5) REC project location options are:
 1. Chicagoland REC: Local to Chicago (deemed to be in Illinois and within 50 miles of Chicago),
 2. Illinois REC: Located within the State of Illinois but not local to Chicago (deemed to be in Illinois and outside 50 miles of Chicago; wholesale electric power markets MISO & PJM),
 3. Regional Midwest REC: Midwest plus PJM (deemed to be Wholesale electric power markets SPP, MISO, and PJM),
 4. Domestic REC: Located anywhere within the United States, Alaska, Hawaii, Puerto Rico and US Virgin Islands
 5. North America REC: Located anywhere within North America.
- 3) Technology Type. As required per Green-e®.
- 4) Commercial Operation Date (COD). As required per Green-e®, with a preference for new installs.
- 5) Guarantee of regulatory surplus. Guaranteed via retirement in a REC registry on behalf of the City and such retirement is proven to the City by providing the associated attestation documentation to the City.
- 6) Certification. Green-e®. The City is only interested in certified RECs from renewable energy projects that adhere to the *Green-e Renewable Energy Standard for Canada and the United States* in the specified REC Project locations.
- 7) Retirement and Attestation. Qualified REC Broker(s) given a REC Order will be required to retire all procured RECs on behalf of the City providing attestation forms from the registry used for retirement.
- 8) Co-benefits. Provide any information pertaining to social, economic and local health benefits derived from the construction and ongoing operations of the project from which the RECs are delivered.
- 9) Product Pricing. Cost per REC.

E. REC Orders

After receiving Pricing Forms from the pool of Qualified REC Brokers, the City shall, at its sole discretion, use the following criteria to choose the lowest unit-priced REC as close to the City limits as possible within the budget available.

1. Location of available REC supply
2. Availability of REC Supply for desired REC project locations
3. Price of Available REC Supply for desired REC project locations
4. Consideration of City appropriated REC Supply Budget per annum
5. Consideration of City energy load consumption to be offset by REC per annum

After Pricing Form evaluation, consideration of public building annual electricity loads, and budget appropriations, the Commissioner will execute, at the City's sole discretion, the REC Order(s) that best meet City needs.

EXHIBIT 2 ANNUAL ELECTRICITY MWH USAGE BY THE CITY (2018 Actuals)

<u>Type</u>	<u>Department</u>	<u>MWh/yr</u>	<u>%</u>
Facilities	Fire	16,448	1.5%
	Police	44,123	4.1%
	2FM and Other Facility	68,906	6.4%
	Libraries	35,316	3.3%
	Water (incl. pumping stations)	167,024	15.4%
	Aviation (O'Hare and Midway facilities)	329,387	30.4%
		661,202	61.1%
Non-Facilities	CDOT Lighting	403,411	37.3%
	CDOT Other & S&S	18,219	1.7%
		421,630	38.9%
	1,082,832	100.0%	

EXHIBIT 3 ESTIMATED 2019-2025 ELECTRICITY OFFSET REC PURCHASE PLAN BY THE CITY

* Numbers may not add up to the total due to rounding.

Estimated REC Planning Offsets Facilities Description	Estimated MWh/Yr						
	2019	2020	2021	2022	2023	2024	2025
2018 equivalency	1	1.015	1.015	1.015	1.015	1.015	1.015
Five Loop Iconic Buildings	46,739	47,440	46,739	46,739	46,739	46,739	46,739
Fire Engine Companies	16,448	16,695	16,945	17,199	17,457	17,719	17,985
Police Districts (not including 911 or Headquarters)	45,846	46,534	47,232	47,940	48,659	49,389	50,130
2FM & Other (not including City Hall or Cultural Center)	58,573	59,452	60,343	61,249	62,167	63,100	64,046
Libraries (not including Harold Washington)	32,253	32,737	33,228	33,726	34,232	34,746	35,267
Water (including pumping)	167,024	169,529	172,072	174,653	177,273	179,932	182,631
Aviation (ORD & Midway facilities)	329,387	334,328	339,343	344,433	349,599	354,843	360,166
New Police Training Facility (Approx 275K sq feet) Planned open date Q3 2021	-	TBD	TBD	TBD	TBD	TBD	TBD
Total*	661,202	671,120.03	681,187	691,405	701,776	712,302	722,987

EXHIBIT 4 [FORM OF] REC PRICING FORM - SAMPLE

Qualified REC Brokers will complete the REC Pricing Form for all REC types they are submitting for the City’s consideration. The City will sign and date awarded REC types, volumes and pricing and send back to all associated Qualified REC Brokers.

Qualified REC Broker: _____

Project Location	Project / Product Name	Generation Location - State/Province	Generation Location - County	Generation Location - eGRID Subregion	Available REC Quantity (MWh) *if providing tiered pricing by volume, please complete multiple rows (eg. 1-1,000, 1,001 - 10,000, greater than 10,000)	Unit Price (\$/MWh) *if providing tiered pricing by volume, please complete multiple rows	Cost	Certification (e.g., Green-e)	Project Commercial Operation Date	Reporting Vintage	Technology Type	Registry Name	Charismatic Social, Environmental and Economic Benefits	Comment
Anywhere within North America							\$ -							
Anywhere within North America							\$ -							
Anywhere within North America							\$ -							

To be completed by the City of Chicago if Pricing Form is accepted in whole or in part as a REC Order

REC ORDER

Project / Product Name	REC Quantity (MWh)	Buildings Covered	MWh of Buildings Covered	Unit Price (\$/MWh)	Total REC Order

 City of City Authorized Signature

Name:
 Title:
 Date:

EXHIBIT 5 CITY OF CHICAGO [FORM OF] MASTER SERVICES AGREEMENT (MSA)