

## **ESCO Selection Process and Timeline**

November 11, 2014 - RFP Publication. Document was published on the Village website and The SouthtownStar newspaper.

Friday, November 21 2014 - Building Walk-throughs: The buildings included the a) Village Hall, b) Sportsplex, c) Cultural Arts Center and d) Public Works Facilities. Staff was available to ensure access was provided to the facilities to record and answer any questions.

December 11, 2014 - RFP Closing Date. Three firms responded to the Village's RFP: Ameresco, CTS Group, and Johnson Controls.

Wednesday, February 4, 2015 - An Evaluation Committee meeting was held to coordinate review of responses to the RFP and begin evaluation process. The Evaluation Committee members included the following: James Dodge, Village Trustee, Ellen Baer, Assistant Village Manager, Denise Domalewski, Contract Administrator, Michelle Gleisner, Financial Analyst, and Dennis Wokurka, Building Maintenance Foreman. Ilir Ademaj facilitated the process. Part of the proposal evaluation methodology, the committee selected a quantitative scoring tool and a reference check questionnaire for all six vendors.

February 12, 2015 - Evaluation Discussion and Interview Coordination. The committee used a scoring process to formally evaluate the vendor responses. Committee members reviewed the RFP responses and scored them independently according to the scoring tool developed in advance. The evaluation committee discussed the findings of proposal evaluations. The reviews concluded that the proposals all contained the required information.

February 17, 2015 - Vendor Interviews. Each of the three vendors were asked to attend and include the project managers responsible for working with Village representatives. The committee members met with each vendor in three separate sessions. A series of questions were asked about consultant qualifications and demonstration of willingness and ability to work effectively with the Village and other entities as the program requires. The three interview sessions involved a presentation followed by a series of questions about the proposed audit process and project management logistics.

February 23, 2015 - Evaluation committee meeting was held to determine which vendor to recommend. After the interviews, the committee met to discuss about the vendor qualifications based on the interviews and proposal evaluations. CTS Group received the highest average score and ranked first for 4 members. Ameresco ranked second for 4 members of the group as well. Following the interview process, the team ranked the firms from 1-3 in order to determine which firm to recommend to the Village Manager.

March 4, 2015 - Reference Checks Conducted. References were checked for the top two recommended firms. The references listed on each respective RFP document were contacted by Ilir Ademaj.

March 18, 2015 - Additional information requested and received from top two finalists.

March 27, 2015 - Additional responses submitted by CTS Group and Ameresco.

May 19, 2015 - Meeting was held to evaluate ESCO services and charges.

June 1, 2015 - Present recommendation to Village Board.