



REQUEST FOR PROPOSAL

**SANDBURG ELECTRIC
SERVICE STUDY
AUGUST 2025**

Sandburg / 2400 Tom L. Wilson Blvd. / Galesburg, IL 61401
sandburg.edu



Galesburg campus: 2400 Tom L. Wilson Boulevard, Galesburg, IL 61401 | p: 309.341.2518 | f: 309.344.1395
Carthage campus: 305 Sandburg Drive, Carthage, IL 62321 | p: 217.357.3129 | f: 217.357.5312

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I. Proposal overview

A. Sandburg background

Carl Sandburg College is dedicated to serving the educational needs of western and central Illinois. With the fourth largest community college district in square miles, the college has served all or part of a 10-county area for more than 55 years. Students planning to transfer to a four-year university or enter the skilled workforce can select one of more than 40 programs the college offers. The college had more than 1,700 full- or part-time students enrolled for the 2024-2025 academic year. The main campus, located in Galesburg, IL, has an additional location in downtown Galesburg and a branch campus in Carthage, IL.

Mission

To provide all students with opportunities for success.

Vision

Where dreams come to life and lives come to change.

B. Objectives

Carl Sandburg College is soliciting proposals from qualified electrical engineering consultants to conduct a comprehensive electrical infrastructure assessment and capacity study of the main campus electrical systems. This study will evaluate current electrical supply, distribution systems, and future electrical demand projections to support strategic planning and infrastructure development.

PRIMARY OBJECTIVES

- Assess current electrical supply capacity and reliability
- Evaluate existing electrical distribution infrastructure
- Analyze current and projected electrical demand
- Identify system deficiencies and improvement opportunities
- Develop recommendations for infrastructure upgrades and expansions
- Support long-term campus master planning initiatives

C. Scope of services

ELECTRICAL SUPPLY ASSESSMENT

The consultant shall evaluate and document:

- Primary electrical service configuration and capacity
 - Voltage levels and service characteristics
 - Utility service reliability history
 - Rate structures and demand charges
 - Power quality measurements and analysis
 - Utility service agreements and limitations
- Campus electrical entry points
 - Main campus service entrances
 - Primary switchgear and distribution equipment
 - Metering systems and configurations
 - Emergency backup power systems
 - Interconnection with utility systems

ELECTRICAL DISTRIBUTION SYSTEM EVALUTION

The consultant shall evaluate and document:

- Primary distribution system
 - Underground and overhead distribution networks
 - Primary voltage distribution (typically 4.16kV, 12.47kV, or 13.8kV)
 - Distribution transformers and capacity
 - Switching and protection equipment
 - System redundancy and reliability
- Secondary distribution analysis
 - Building-level electrical services
 - Panel boards and distribution equipment
 - Branch circuit capacity and utilization
 - Grounding and bonding systems
 - Code compliance assessment

ELECTRICAL DEMAND ANALYSIS

The consultant shall evaluate and document:

- Current electrical load assessment
 - Peak demand analysis by building and system
 - Load factor and diversity factor calculations
 - Seasonal demand variations
 - Power factor analysis
 - Energy consumption patterns

- Load forecasting and projections
 - 5, 10, and 20-year demand projections
 - Impact and planned facility expansions
 - Technology upgrades and electrification trends
 - Electric vehicle charging infrastructure needs
 - Renewable energy integration considerations

SYSTEM PERFORMANCE AND CONDITION ASSESSMENT

The consultant shall evaluate and document:

- Equipment condition evaluation
 - Age and condition of major electrical equipment
 - Maintenance history and issues
 - Equipment replacement prioritization
 - Safety and code compliance issues
 - Reliability and power quality analysis
 - Historical outage data and causes
 - Critical facility backup power requirements
 - Emergency power system evaluation

FUTURE PLANNING AND RECOMMENDATIONS

The consultant shall evaluate and document:

- Infrastructure improvement plan
 - Priority ranking of systems upgrades
 - Capacity expansion recommendations
 - Equipment replacement schedules
 - Cost estimates for improvements
- Master plan integration
 - Alignment with campus master plan
 - Utility corridor planning
 - Future building electrical requirements
 - Sustainability and efficiency initiatives

D. Schedule of the consultant's fees

In addition to the above scope of services, responsive submittals should address the consultant's estimated cost for the work. Please include information on how consultant charges for services—whether by project, by the hour or other—and other information pertaining to total project costs, including the nature and rate for reimbursable expenses that may be charged.

II. RFP schedule of events

| Event | Date and time |
|---|---|
| Issue request for proposal (RFP) | Wednesday, August 20, 2025 |
| Proposal submittals due | Wednesday, September 10, 2025 @ 3:00 p.m. E 200- Main Campus |
| Board of Trustees for approval | Thursday, September 25, 2025 |
| Award RFP to selected agency | Friday, September 26, 2025 |

Schedule notes: *The above dates are subject to change at the discretion of Sandburg.*

III. Selection criteria

Sandburg is seeking to partner with a vendor who meets the following criteria:

- Licensed, professional engineers with a minimum of 5 years' experience in electrical infrastructure studies
- Experience with utility coordination
- Experience with power systems software
- Experience with higher education facilities

Proposals will be evaluated based on professional skill and experience of consultant to deliver timely and quality services within the RFP and college needs. This RFP identifies the minimum requirements of the project. Prospective consultants are encouraged to submit proposals that both leverage the consultant's successful prior in-house experiences with similar projects at other higher-education institutions and align with the strategic development of Sandburg facilities.

IV. General requirements

Sealed submissions will be received by Sandburg for the electric service study project, pursuant to specifications.

Receipt of submissions

Vendors shall submit proposals for the electrical service study project before 2:30 p.m. CT, Wednesday, September 10, 2025, one of the following ways:

EMAIL

Send PDF of proposal to **RFP@sandburg.edu**.

MAIL

Business Services

Attention: Electric Study RFP 2025

Carl Sandburg College

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401

Submissions will be held good and not withdrawn for 60 calendar days from the due date.

Direct correspondence and questions to:

Leslie Anderson (landerson@sandburg.edu)

Chief Financial Officer

Carl Sandburg College

2400 Tom L. Wilson Blvd.

Galesburg, IL 61401