

ADVERTISEMENT OF PUBLIC NOTICE

Request for Proposals

Notice is hereby given that pursuant to the New Jersey Public School Contracts Law competitive contracting process, N.J.S.A. 18A:4.1 through 4.5, sealed proposals will be received by Somerdale School District for a **POWER PURCHASE AGREEMENT** with the Somerdale Board of Education, opened and read in public at the Somerdale Park School Office, 301 Grace Street, Somerdale, NJ 08083 on **December 5, 2017 at 11:00 AM prevailing time**.

A copy of the Request for Proposal (RFP) can be found on the District website: www.somerdale-park.org under the public tab.

A Pre-Proposal Conference will be held on **November 21, 2017 at 10:00am** at the School address above. A facility inspection will occur immediately following the Pre-Proposal Conference. Attendance is strongly encouraged. It is **mandatory** that a proposer conduct at least one facility inspection at the school site to be considered an eligible proposer responding to this RFP.

The Board reserves the right to reject Proposals that are not received by the Board at the time and in the manner designated by this RFP. Any and all Proposals may be rejected if deemed by the Board to be in its best interests.

BY ORDER OF the Somerdale Board of Education, Camden County, New Jersey.

Ms. Melissa Engelhardt
Business Administrator/Board Secretary

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1. Introduction

Included in this RFP is information about Somerdale Board of Education's planned solar project, to aid respondents in their proposals. Somerdale Board of Education, will evaluate and select a company based upon these proposals to move forward with the development and implementation of a solar project.

The District's goals for this solar project are to:

- Maximize savings through a lower electric rate provided by a solar power purchase agreement (PPA)
- Offset as much of the District's electric load as possible
- Inspire sustainability within the community

The District is requesting proposed PPA rates based upon the information contained in this proposal. The final PPA rate, terms, and conditions will be determined between the District and the successful proposer. Providers submitting proposals must have the ability to offer PPA financing. Given the multiple facets that constitute a solar development project, multiple parties may jointly submit Proposals in partnership. Proposals will be evaluated based on the qualifications of the Provider, scope of services to be provided, and PPA terms offered. Providers should use this RFP as a guide for organizing their proposal but are encouraged to expand upon, refine, or suggest alternative approaches based on previous experience with similar projects.

Responses to this RFP must be submitted to Ms. Melissa Engelhardt, Business Administrator/Board Secretary, Somerdale Public Schools, 301 Grace Street, Somerdale, NJ 08083 no later than **11:00AM on December 5, 2017** where the proposals will be publically opened at 301 Grace Street, Somerdale, NJ 08083. If you have any questions, please submit in writing to Melissa Engelhardt via email, not by telephone. Thank you in advance for your participation. We look forward to your proposal.

Sincerely,

Melissa Engelhardt, SBA/Board Secretary

mengelhardt@somerdale-park.org

2. Scope of Services to be provided

The Provider will provide fully managed PV development services that include, but are not limited to, site assessment; system design; financing; and securing the necessary labor, services, equipment, funding, permits and approvals to develop fully operational PV systems at each Project Site; will commission, monitor, operate, and maintain the systems after installation for Projects Sites; and will establish and maintain construction standards, safety, and quality control throughout the work.

Services to be provided by the Provider include:

Site Assessment and Final Proposal

The Provider will conduct an assessment of each site within the District, including an analysis of the impact of shading, tilt, and orientation on annual electricity production, and note any electrical, mechanical or structural considerations that may incur costs above and beyond the PPA rate being offered.

The Provider will submit a Final Proposal for each Project Site including:

- kW DC generating capacity, project layout, configuration, azimuth, tilt angle, derate factor, and projected degradation rate of proposed system.
- Projected annual energy generation in kWh for the full period of the PPA and projected monthly energy generation in kWh for year 1 of the PPA.
- Projected annual PPA costs and projected annual avoided utility costs for the full period of the PPA.
- Proposed PPA rate along with annual escalation and term of PPA
- Net present value of PV system.

PPA Financing

The District is seeking third-party ownership, financing and maintenance agreement with the Provider. Proposers should indicate whether or not guaranteed financing is available, who will be funding the project, and who will own the system long term.

Utility Interconnect

The selected Provider will be responsible for securing all required permits including but not limited to: building, construction, electrical, environmental, and zoning) and interconnection requirements with Public Service Electric & Gas (PSEG). The selected Proposer will also be responsible for scheduling and passing all jurisdictional and utility inspections.

Environmental Permitting

The selected Provider will be responsible for securing all environmental permits.

Geotechnical Surveys

The selected Provider will be responsible for all surveys required to quantify geotechnical conditions.

Design and Installation

The installations will be carried out by the selected Provider in conformance with all applicable laws and codes, interconnection requirements, and established industry practices. Site evaluations, installations, and all other onsite work will be carried out in coordination with Schneider Electric, and will be completed as quickly and with as little disruption as reasonably possible.

Operation, Maintenance and Monitoring

The selected Provider will be responsible for the operation, maintenance, and monitoring of the PV system at each Site under the PPA. The selected Provider will make accessible to the District and to Schneider Electric an online interface showing instantaneous and cumulative energy production of each PV system deployed at each site that can be used for monitoring purposes. In addition the communication must include one of the following open protocols: BACnet, LonTalk, or Modbus. Historical cumulative energy production shall be available in monthly increments for a historical period of 26 months.

Communication

The selected Provider will be required to designate a specific staff member who will serve as the primary point of contact for Somerdale School District during the development and construction portions of the Project. The selected Provider will interface directly with Somerdale School District, who will maintain the single point of contact to the District. The selected Provider will provide regular progress updates during the Project Period. The selected Provider will be expected to be responsive and prompt in communications with Somerdale School District.

3. Instructions & Evaluation Criteria

All proposals shall include the documents and information described in the Proposal Format section of this RFP. Please submit proposal as one .pdf document including all pages.

Please submit one (1) paper copy, and one (1) full and complete electronic copy on a USB flash drive of your proposal to:

Somerdale Board of Education

Ms. Melissa Engelhardt
Business Administrator/Board Secretary
301 Grace Street, Somerdale, NJ 08110

Proposal must be submitted no later than **11:00 AM Eastern Standard Time on Tuesday, December 5, 2017.**

Somerdale Board of Education shall not be liable for any costs incurred by a Provider in the preparation and/or submission of a proposal. Any material submitted by a Provider will become the property of Somerdale Board of Education.

Questions and Communications

Questions regarding any aspect of the RFP and the proposed projects that Providers may have should be directed **in writing via e-mail** to mengelhardt@somerdale-park.org and will be answered as completely as possible during the Pre-proposal meeting on November 21, 2017 at 10 am.

Modifications

The District may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all Providers who are participating in the process. The District may also cancel, delay, or suspend this solicitation at its sole discretion.

Proposal Evaluation

Proposals will be evaluated on a scale of 100 points based on the criteria indicated in the Proposal Format section of this RFP. Proposal evaluation and selection of a Provider is at the sole discretion of the District.

During the evaluation process, the District may request clarification or additional information from any Provider. Interviews may be scheduled with one or more Providers and final and best offers may be requested by the District of any Provider.

4. Timeline

Below is a schedule of activities for this project. These dates are subject to change.

Activity	Estimated Date
RFP Released	November 16, 2017
Pre-proposal meeting & site visit	November 21, 2017
RFP Due Date	December 5, 2017
Recommended Provider notified contingent upon school board approval at its next public action meeting	December 8, 2017
Recommended Provider Selection by Board of Education	December 14, 2017
PPA Contract Executed	December 15, 2017
Construction Begins	January 2017

5. Proposal Format

All proposals must include, for the prime and subcontractors where applicable, the documents listed in the *Proposal Checklist* and described below.

Proposal Checklist	
	Cover Letter
	I. Company Qualifications
	II. Scope of Services and Schedule
	III. PPA Financing Terms
	IV. Sample PPA Contract
	V. Required Documentation
	VI. Official Statements by Proposers
	Appendix. Supporting Information

Cover Letter

Provide a signed cover letter for the proposal. Include the name and address of the Provider, the name, address, *email address*, and telephone number(s) of the contact person who will be authorized to make representations for the Provider, and the firm's federal tax identification. The Provider may include any other relevant information that highlights their unique qualifications.

I. Provider Profile and Qualifications (30 points)

This section shall include a brief description of the Provider's firm size and local organizational structure. Include a discussion of the firm's financial stability, capacity and resources.

Describe the demonstrated experience of the firm in developing solar PV systems, particularly on the scale described in this RFP, and describe how experience on previous projects relates to this Program. Describe experience working within school districts and other public entities in New Jersey. Describe your experience with and capacity to provide PPA financing for PV systems hosted on a variety of roof-top, ground-mounted, and car-port systems.

As part of this section, please include the following:

- The total number and capacity of commercial and industrial PV systems completed and brought online by the Provider in 2014, 2015 and 2016. Present this information in a table.
 - Specify how many of these systems are sited in NJ and how many are located with schools.
 - Specify how many total systems the Provider currently operates under PPAs, and the size of the smallest and largest PV systems the Provider currently operates under a PPA.
- An organization chart listing executive and management positions and indicating part-time and full-time positions.

- At least three (3) references in New Jersey, preferably with School Districts. The Provider may include as many as three (3) additional references that demonstrate the Provider's ability to complete this project. Customers with similar site characteristics and PV system sizes as the potential Project Sites are preferred. For each reference, please include:
 - The Organization name
 - The kW capacity of the project, if other scope was executed as part of the project (examples might include roof repair/replace work), initial rate and annual escalation.
 - A description of the Provider's role in the project
 - Date the PPA contract was signed
 - Date of substantial completion (commercial operation)
 - A contact name, email address, and telephone number
- A description of the Provider's experience with environmental permitting at a local and state (NJDEP) level
- A description of the key factors required for a successful project
- A description of the key points of failure for solar PPA projects
- List of key program team members by name and position, qualifications and experience. Specify which team member(s) will be the main contact person(s) for the program. Include resumes for those individuals who will be involved in this Project.
- Insurance coverage documentation and bonding capacity.

II. Scope of Services and Schedule (40 points)

In this section the Provider shall describe in detail how they will implement the Scope of Services described in this RFP. Provide a narrative and schedule addressing all work required to fulfill this scope, including the following elements:

Project Schedule

Provide a sample Project Schedule showing the expected timeline for completion of the work. Include milestones for major work tasks including site evaluation, contract signature, system design, permitting and approvals, and system installation through commercial operation.

Describe any anticipated variation in this schedule based on project size or location. Explain any deviation or revision from the anticipated Timeline included in Section 4 of this RFP that the Provider believes will be necessary.

Equipment and Warranties

Provide information about the manufacturer and/or models of PV modules, inverters, and racking equipment. Indicate where the PV modules and other major equipment is manufactured. Provide details about the equipment, labor, and roof penetration warranties provided by the Provider and/or manufacturer.

Services by Others

Identify which, if any, elements of the Scope of Services (finance, design, construction, maintenance, or other services) will be managed by a partner, subcontractor, or third party other than the Provider. Describe how the Provider will maintain accountability for the quality and timeliness of the completion of the full Scope of Services.

Permitting and Interconnection Expediting Plan

Provide a description of the Provider's method of and capacity to expedite all incentive filing, permitting and interconnection requirements with relevant state and local agencies.

Operations and Maintenance Plan

Provide details about the maintenance plan and services provided under the PPA. Describe who will be providing the operations and maintenance support long term. Describe billing process of such operation and maintenance under the PPA.

Additional Services

Somerdale School District is looking to replace the roof of the entire school building as part of the solar project. Indicate whether the new roof could be included in the PPA financing. Briefly describe how the project would be evaluated, priced, and implemented.

III. PPA Financing Terms (30 points)

This section shall include a description of the Power Purchase Agreement terms and pricing to be provided to the District.

Please summarize the key characteristics and benefits of the proposed PPA, and provide the following:

Power Purchase Agreement Offer

Provide a PPA “Offer” or Offers for the Program. The Offer(s) shall include (1) the price per kWh in Year 1 of the PPA, (2) the annual escalation rate, and (3) the length of the PPA. Please summarize the Offer following the template below.

PPA Offer	
Year 1 price per kWh	
Annual escalation rate	
Length of the PPA	
End of PPA removal of asset	

The Provider may also provide additional PPA offers that it believes are beneficial to the District. Clearly specify the contingencies to which this Offer is subject, and how these contingencies will be evaluated. Preference will be given to Providers who can offer the best financing terms for the District.

PPA Rate Not to Exceed Utility Rate

Please indicate whether the template PPA contract guarantees that the per kWh rate charged for solar electricity through the PPA will not exceed the per kWh rate charged by the grid during the PPA period. Preference will be given to proposals that include this guarantee.

Savings Estimates

Providers must provide the estimated Year 1 Savings based upon the PPA Offer.

Savings should be calculated based on each site’s actual current utility rate structure, as shown on the utility bills within the Appendix. Utility costs that are not directly offset by solar generation (such as demand charges) shall not be included in any cost savings calculations. When estimating savings, assume an annual utility rate increase of 2.2%. All other assumptions should be reasonable and clearly stated. Providers may include any additional commentary regarding savings estimates for the District.

Additional Costs

The Proposal must indicate any potential or likely additional costs or actions that may be required on the part of the District for project realization that would add to project cost above and beyond the PPA Rate offered.

IV. Sample PPA Contract

Providers must include in this section a draft copy of the PPA Contract the District would execute, should the Provider be selected. The District reserves the right to modify any terms of the proposed contract and/or substitute its own draft contract in place of the contract supplied by the successful proposer.

V. Required Documentation

All proposers must include, for the prime and subcontractors where applicable, with their submission:

- A valid State of New Jersey Business Registration Certificate.
- New Jersey Public Works Contractor Registration
- New Jersey Division of Property Management & Construction – DPMC Qualification
- Annual reports and/or certified financial statements covering the two most recent fiscal years. Bank and credit references must also be provided.
- Letter of guarantee from financier certifying that if selected, the project will be financed.

VI. Official Statements by Proposers

Proposals must contain the following certified statements with attestation by a person authorized to bind the Proposer to this RFP proposal response:

1. Proposer has read and agrees to the terms and conditions set forth in the RFP;
2. The terms and conditions set forth in the proposal will remain in effect for at least sixty (60) days from date of proposal submission;
3. Any comments or exceptions the Provider would like to make to this RFP.
4. List of relevant state licenses and industry certifications
5. Proof of insurance and contractor bonding safety ratings

Appendix: Supporting Information

The Appendix may include any relevant supporting information, such as visual and performance documentation of previously completed solar projects, or other information that supports the proposal.

6. Appendices

The following appendices include information such as energy usage and site image to allow Providers to complete their Proposals. The Provider shall be responsible for confirming this information and gathering any additional information necessary to implement the Scope of Services and provide Pricing. Providers shall attend the November 21, 2017 pre-proposal meeting to acquire necessary information.

A. Site Image



B. Energy Use

Below is a summary of 12 months of utility data for the District (one site).

Somerdale School District	Electricity (kWh)	Demand (kW)
October 2016	35,716	169.70
November 2016	37,272	116.60
December 2016	40,750	114.60
January 2017	40,884	117.30
February 2017	41,156	110.60
March 2017	40,395	120.30
April 2017	39,684	123.00
May 2017	41,180	192.00
June 2017	43,643	213.20
July 2017	45,682	144.50
August 2017	39,660	126.80
September 2017	42,991	188.60
12 Month Total	489,013	1737.20