
Town of Scituate, Rhode Island – Renewable Energy RFQ / RFP

**Invitation for RFQ/RFP
Request for Qualifications & Request for Proposals**

The Town of Scituate (Town) is requesting sealed proposals from Qualified Company's hereafter called (Respondent or Bidder) for the development of Renewable Energy Projects in the Town of Scituate. This solicitation will create a Public-Private Partnership for Planning, Permitting, Design, Installation, Operation and Maintenance of Renewable Energy Projects on Town owned properties to create revenue and energy savings for the Town of Scituate.

September 5, 2017

**Town of Scituate, Rhode Island
RFQ / RFP / BID**

Proposals Due Date: September 22, 2017

Request for Information (RFI) / Addendum

Any Respondent that has questions regarding this proposal must submit the question in writing a minimum of 5 days before the submission date to the Town and an addendum will be issued clarifying the question to all bidders if required. Questions will only be addressed by Respondents submitting proposals and who have attended the pre-proposal meeting.

Proposal Rejection:

The Town reserves the right to accept or reject any and all proposals, or portions thereof or to waive informality, and to select and negotiate renewable energy agreement that is in the best interest of The Town of Scituate.

Proposal Withdrawal:

Proposals may only be withdrawn by the authorized representative of the Respondent only by written request received before the submittal deadline.

2. SUBMISSION OVERVIEW AND REQUIRMENTS

On August 10, 2017 The Town of Scituate Town Council authorized a Request for Qualifications (RFQ) / Request for Proposal (RFP) Bid process for renewable energy projects for the Town of Scituate that will create a public – private partnership to develop and execute beneficial energy procurement and management strategies for the Town of Scituate renewable energy projects.

The Town is requesting sealed proposals for both wind and solar projects in accordance with the terms and specifications contained herein.

The Town of Scituate are specifically seeking proposals for municipal-based renewable energy projects, which will provide the Town of Scituate with both short and long term strategies for revenue generation including electricity cost savings, lease payments, tax benefits, and any and all potential cost benefits for the Town of Scituate.

Respondents (Bidders) may submit as much information necessary that will best illustrate their overall approach to the project and their company's qualification to implement a plan in the best interest of the Town of Scituate. Respondents are welcome to suggest proposed scopes of work and/or alternative approaches to a public - private partnership arrangement based upon the firms experience with other projects of similar nature that offer means to maximize the long term value and benefits to the Town.

The Respondents may be requested to give a presentation to the Town of Scituate Awarding Authority and Residents at any time during this process.

The respondents may submit a multi phased plan that may include Town owned property, public property, other town property, and any other quasi government or agency property if applicable to a long term renewable energy plan that will benefit the Town of Scituate.

Due to the nature of this RFQ / RFP the Town may select a Respondent whom they have determined to be the best qualified based on experience and not only on the Bidders initial offer (Bid) to the Town. Continued partnering between the Town and the successful bidder pertaining to other Town properties that may be beneficial to the Town will be explored.

GENERAL RESPONDENTS INFORMATION

- Company ownership, if incorporated, the State in which the company is incorporated.
- Location of company offices.
- Number of employees both locally and nationally.

RFQ / RFP Response Detail:

The sections listed below shall be used as a template only and respondents are encouraged to provide additional detail to the RFQ/RFP response. Please identify all proposal attachments in a Table of Contents identifying each of the sections submitted. Respondent may provide any additional attachments needed to fully illustrate their company's qualification, however any additional attachments shall be noted in the Table of Contents.

Public – Private Partnerships

Respondent must illustrate they have constructed projects under a Public – Private Partnership and list those partnerships and related projects.

Executive Summary:

Provide an organizational chart for the respondent's project team along with roles and responsibilities of experience of team members. Proposed Team members and project staff must illustrate they have experience in developing, operating, and constructing systems.

Proposed Project Background:

For project background please include the type of renewable energy that will be utilized, the potential locations of Town Land, and total number of renewable energy systems. Also include and preliminary layouts and / or draft renderings; estimated energy output; and an offer to the Town that will create revenue and energy savings and other benefits to the Town per property.

Power Purchase Agreement:

Respondents are expected to provide a financial proposal to own and operate the proposed wind and/or solar systems for a defined term. The term of the agreement is expected to be twenty (25) years. The successful bidder will be asked to draft an agreement for review by the Town. See Attachment 'A' Description.

Past Projects and Systems:

Bidder must illustrate that they have delivered one or more operational projects with a minimum size of a 4.0 Megawatts AC in the State of Rhode Island. The bidder must illustrate that they have the ability to deliver and provide asset management support the technology associated with those projects.

Interconnection:

Bidder must illustrate they have experience working with National Grid to deliver interconnection to remote sites through specific project examples.

Permitting and Approvals Plan:

The successful Bidder will be responsible for obtaining all permits required for this project and work with the Town of Scituate in obtaining these permits. The bidder shall assume all of these costs in the proposals. Permits and costs with National Grid will be the responsibility of the Bidder.

Project Team Subcontractors:

Please provide all work that will be self-performed and potential qualified subcontractors. Describe past projects that your company may have completed with these team members and their qualifications for this type of work

Insurance Requirement:

Within 10 calendar days after award the successful; respondent must furnish the Town of Scituate insurance coverage naming the Town of Scituate additionally insured. Insurance requirements will include but not be limited to Workman's Compensation and General Liability Insurance of \$1,000,000.

Project Experience:

Please provide a description (project samples) of respondents experience in developing similar projects and present and future capacities with the following information:

- Projects and customer name and locations
- Photos
- Type of contract (ex: direct purchase, lease, PPA, NMCA, etc)
- Respondents Role (ex: lead developer, subcontractor, financier, owner. Etc.)
- Project Location.
- Installed Capacity (DC)
- Annual Production (kWh) present and future online
- Completion Date

Project References:

Please provide references from renewable projects completed and underway.

System Specifications

Provide as much detail as possible with regard to the proposed renewable energy systems and components. Information should include technology, estimated output, project life, description of warranties and guarantees, description of service and maintenance.

Interconnection:

Please provide a tentative plan and timeline for interconnection.

Financial Viability

Please provide a description of how the Respondent plans to finance the project and if the respondent intends to stay involved with the project through the term of the agreements.

Please include the following information:

- Long Term Ownership Plan
- Tax Equity Plan
- Debt Plan

Project Sites

Provide a list of potential Town sites under consideration by your firm. It will be beneficial that Town properties be researched and properly vetted to be included in the proposal. Properties should be investigated as to feasibility of project with the understanding that additional vetting will be required.

Project Timeline

Please provide a schedule indicating major project milestones and durations. Schedule should assume a Notice of Award 60 Days after submission of RFP / RFQ.

Facility Operations, Maintenance and Warranty Plan

Please provide a description of the Respondents plan and ability to effectively monitor, operate, and service the project(s) in a prompt and cost effective manner to ensure optimal project production over the project life.

- Description of Respondents experience in providing O&M services for renewable energy projects.
- Annual budget being provided for all operations, maintenance and warranties.
- Schedule of major maintenance activity, and plan for testing equipment.

Respondent must include a decommissioning plan and illustrate how funds will be reserved to implement that plan.

Evaluation and Selection

The Town shall utilize all of the information provided in the responses in evaluating and making an award of this RFQ/ RFP. The award will be made after careful consideration of experience and ability. The Town will pay particular attention to:

- Demonstrated understanding of the RFP.
- Renewable energy projects completed and underway in Rhode Island.
- Total Capacity both present and future for Scituate.
- Overall cost benefit and savings to the Town. "BID"
- Describe your role in the project over 25 years

Cost Proposal:

Respondents Proposal must include the following information listed below in their cost proposal.

- a.) Project location
- b.) Technology (Wind or Solar) for proposed location and related property layout of proposed energy system.
- c.) Anticipated capacity for proposed location.
- d.) Revenue Type (Multiple Columns / options). Revenue can be in the form of savings.
 - Lease Payments
 - Tax Benefits
 - Electrical savings
 - Other Revenue or Savings
- e.) Total Annual Revenue to the Town.
- f.) Total Long term revenue projections to the Town a 25 year term.

BASE BID COST PROPOSAL: Please submit your cost proposal based on the assumption the following Town owned properties are acceptable by the Town of Scituate for various renewable energy systems.

1. Closed Landfill, George Washington Highway, Scituate, RI
2. Animal Shelter, George Washington Highway, Scituate, RI

Signature of Bidder: _____ Date: _____

Notary: