



REQUEST FOR PROPOSALS
16-05 SOLAR PHOTOVOLTAIC
SYSTEM AT MILLBROOK WELL FIELD

AUGUST 26, 2015

TOWN OF GREENFIELD, MA
(Awarding Authority)

Administration

Name: Carole Collins
Title: Energy Manager

Site Visit and PreBid Conference

Date: Sept. 3, 2015
Time: 10:00 AM

Procurement Contact

Name: Marjorie L. Kelly
Title: Chief Procurement Officer

Responses Due

Date: Sept. 23, 2015
Time: 2:00 PM

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ADVERTISEMENT FOR BIDDERS

SOLAR FARM II PROJECT

CITY OF GREENFIELD, MA aka TOWN OF GREENFIELD, MA

DATE OF RELEASE: August 26, 2015

The Town of Greenfield is requesting proposals from qualified professionals to permit, design, construct, own, operate and maintain up to a 2.0 MW solar photovoltaic system (PV System) on the Town's Millbrook Aquifer on Log Plain Road West or operate the PV system.

Bid documents can be obtained online at www.greenfield-ma.gov or from the Office of Energy and Sustainability, 14 Court Square, Greenfield, MA 01301 as of 10:00 AM August 26 2015. Proposals must be submitted in two separate envelopes and "Greenfield Day No Proposals" must be received by 2:00 pm on Wednesday, September 23, 2015 at which time the register of proposals will be prepared. Late proposals will be returned unopened. Proposals are to be sent to:

Mayor's Office
Town of Greenfield
14 Court Square
Greenfield, MA 01301

A site visit and pre-bid conference has been scheduled for Thursday, September 3, 2015 at 10:00 a.m. For more information, contact the Department of Energy and Sustainability at energy@greenfield-ma.gov or 413-772-1389.

Section I: Project Description Overview

The Town of Greenfield (Town) is seeking proposals for the installation of a Photovoltaic Generation System (PV System) to be installed on its Millbrook well site, which property is within the Millbrook aquifer Zones 1 and 2. The PV System will be permitted, designed, constructed, owned and operated by the successful project Proponent.

The Millbrook well field is located at 195 Log Plain Rd. West in Greenfield and is the site of three operational gravel-packed wells within a confined aquifer. These wells supply approximately 50% of the Town's drinking water. Greenfield, also known as the Town of Greenfield.

The total parcel is 23 acres and contains approximately 5 acres of land that, with some tree clearing, is suitable for a solar installation. The site is serviced by electrical infrastructure that allows for the operation of three 50 hp well pump motors and other associated equipment. The site has large mowed areas that are essentially flat. The site is gated, has paved access and is zoned RC (Rural Residential). The Greenfield Conservation Commission approved a Resource Area Delineation on October 11, 2011 which is valid for 5 years. Boundaries are shown on the attached Existing Conditions Plan. This plan identifies a 4.8 acre area which is not subject to the Wetlands Protection Act, and an additional area which may be approved when detailed plans are submitted to the Conservation Commission by the selected developer.

Greenfield is a community of approximately 18,000 residents located in the northwest region of Massachusetts. It is the largest population and employment center in Franklin County, which has a population of approximately 70,000. The Town is governed by a Mayor and a 13 member Council. Greenfield has full time professional engineering and planning staff to facilitate this project. Greenfield, being true to its name, has been on the forefront of energy conservation efforts and the pursuit of renewable energy options. Greenfield was one of the first communities in the Commonwealth to be designated a "Greenfield" in the state to apply for a solar array on the capped landfill and since 2012, is home to a 2.0 MW solar farm that is generating over 50% of municipal electricity needs.

It is the desire of the Town to site another large solar project for the benefit of its citizens, of the environment, and to reduce reliance on foreign sources of energy. A Request for Proposals (RFP) is preferred to a bid process to allow the Town to evaluate multiple options and determine the project and financial arrangement that best meets the Town's interest.

Section II: General Information

A. Point of contact

Town of Greenfield, Department of Energy and Sustainability
Carole Collins, Energy and Sustainability Manager

Email: energy@greenfield-ma.gov

Phone: 413-772-1389

Address: Town of Greenfield, Department of Energy and Sustainability
14 Court Square, Greenfield, MA 01301

B. Limits of Liability

The Town of Greenfield assumes no liability for any costs incurred by Proponents in responding to this RFP or in responding to any further requests for interviews, additional information, etc. prior to the issuance of the contract.

C. Type of Contract, Payment and Compensation

The Town will consider the following types of agreements:

- ◁ Contract for lease of land Contract term to be no less than twenty years (and as much as thirty years)
- ◁ Contract for a power purchase agreement (PPA) Contract term to be no less than twenty years and as much as thirty years.
- ◁ Contract for the Solar Renewable Energy Certificates (SRECs) Contract Term to be no more than 10 years.

Proponents may submit more than one project proposal and/or payment proposal. It is the expectation of the Town that the Town will incur no costs associated with this project and that the project will create a positive financial gain for the Town.

D. Questions

All questions are to be submitted in writing to the point of contact identified in Section IIA no later than 5 p.m., on September 16, 2015. Electronic submission is acceptable. All submissions must contain the name of the person asking the question, company name, address, phone number and email address. All submitted questions and answers will be distributed to all who received the RFP document and posted on the Town's website. Questions regarding the interconnection and other questions of electrical nature will be forwarded by the Town to Eversource's Distribution Department.

It is the Proponent's responsibility to perform full due diligence. Failure to perform full due diligence does not relieve the Proponent from fulfilling project requirements.

E. Solicitation Process

This RFP is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Chap 30B of the Massachusetts General Laws. The first step requires all Proponents to submit technical proposals addressing those items cited in Section IV of this RFP. An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section V - Evaluation Criteria. A short list of Proponents will be selected for further evaluation. Only those firms that are placed on the short list on the basis of the evaluation criteria will be considered during the second phase. During the second phase, interviews may be held if the Evaluation Team interest to do so.

In the final phase, negotiations will be held with the Proponent(s) ranked the highest by the Evaluation Team on the basis of the proposal and possible interview. Based on these negotiations a contract will be written. The lease and contract must be approved by the Mayor and Town Council. After such approvals and signature by appropriate parties work may begin.

F. Conditions of Award

It is the intent of the Town to award the project to the most responsive Proponent provided the proposal has been submitted in accordance with the requirements of this Request for Proposals document. The Town shall be the sole judge of the firm's qualification whether the proposal is in the best interests of the Town.

The Town may conduct such investigations as the Town considers necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of the offers and award in accordance satisfaction within the prescribed time. The Town may consider, but not be limited to, the performance date and guarantees of materials and equipment as part of its evaluation.

Up to the time of signature of contract or easement documents, the Town shall have the right in its sole discretion to terminate negotiations with or without cause if it deems in its best interest to do so.

G. Amendments to this Request for Proposal

The Town reserves the right to amend this RFP by addenda at any time prior to the date set for receipt of proposals. All amendments will be distributed to all who received the RFP document.

H. Additional Information

Proposals will be considered only from Proponents who are financially responsible and who have the resources and ability to successfully complete and operate the project. The Town reserves the right to be the sole judge of these criteria.

The Town may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered incomplete.

The Town reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFP prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the Town. The Town reserves the right to accept the proposal deemed most advantageous to the Town.

The Proponent will be required to sign and submit with their proposal a Certificate of Non-Collusion (Attachment D), and Tax Compliance Certification (Attachment D). As part of final contract or easement documents, the selected Proponent will be required to sign a Disclosure of Beneficial Interests in Real Property Transaction.

I. Confidentiality

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals are not opened publicly.

J. PROJECTED SCHEDULE

Request for Proposals Issued	August 26, 2015
Posting in the Central Registry	August 26, 2015
Site Visit	Sept. 3, 2015 at 10:00 AM
Questions Due to the Town	Sept. 16, 2015 by 5:00 PM
Optional additional tour of the Premises	To be determined
Responses to Questions/Addenda Issued by the Town	Sept. 18, 2015
Proposals Due to the Town (See address requirements in RFP)	Sept. 23, 2015 at 2:00 PM
Public Opening – Immediately following 2:00 PM deadline	Sept. 23, 2014 at 2:00 PM
Anticipated Interviews	Week of Oct. 5, 2015
Anticipated Presentation to the Mayor	Oct 13, 2015

*Interested parties will meet at 1:00 pm at the site.

Site address is 195 Log Plain Road **West**

Note: Log Plain Rd was divided when Route 91 was constructed. Access is from Severance Street.

Directions: Take Routes 5/10 (Bernardston Road) to Severance Street. Traveling west on Severance Street, the first right is Log Plain West. Proceed to the end of the road and through the yellow gate.

Section III: Project Description- Scope of Work

A. General

The Town of Greenfield is requesting proposals from qualified professionals to provide the following services which will lead to the installation of up to a 2.0 MW operating Photovoltaic Generation System (PV System) on the Millbrook Well aquifer. Services are to include, but not limited to, planning, permitting, design, tree clearing, construction, interconnection, commissioning, operation, maintenance and monitoring.

The PV System is to include solar arrays and all necessary associated inverters, wiring, metering, controls, etc. to provide an energy efficient PV system that is life cycle cost effective.

Net metering, interconnection rules, and regulations and application requirements are available on the Eversource website. The Millbrook site does have three phase power and the interconnection will be with a 13.8 KV primary source. The Town operates, and will continue to operate, three gravel packed water supply wells on the site. Each well pump is powered by a 50 hp motor. Total electrical consumption at the site from 7/1/2014 through 6/30/2015 was 174,300 kWh and demand varied from 41 to 60 kW, with an average of 51.3 kW. THERE IS NO ELECTRICAL GENERATION ON SITE. Standby power for the well pumps is accomplished by the manual coupling of propane fired auxiliary engines to the well shafts. Technical questions regarding the interconnection should be submitted to the Town as set forth in Section II D. They will be forwarded to the appropriate department at Eversource for response.

The project will be located on the aquifer at 195 Log Plain Rd West. The total parcel contains approximately 23 acres of land, however, due to wetlands and other consideration 4.8 acres is deemed suitable for a solar installation with a large percentage of that area essentially level. To develop this area some tree clearing will need to be completed. No trees within 25 feet of wetlands may be removed. Arrays must be laid out as to not interfere with the maintenance of the water mains on site. All water mains are to be clear of panel arrays or other equipment by fifteen (15) feet from both sides of the centerline of the main to allow for repairs as needed. Extreme care is to be used during all stages of construction as to not interfere with the water mains or operation of the well system.

The Proponent is to identify and describe the mounting system to be used.

Appendix F contains soil boring information on the site.

The Proponent is to identify the type of panels and i n v e r t e r s t o b e u s e d a n d l i warranties for the equipment. For the inverters, the proponent is to provide the quantity and composition of the liquid(s) inside the inverters and provide MSDS sheets on that liquid.

B. System Design

The selected Proponent will be responsible for providing preliminary technical design (minus site specific drawings) including detail sheets showing the general placement of PV panels and inverters.

C. Real Time Monitoring

Web-based monitoring will be developed and maintained to display the benefits of the PV installation and be a public education tool. The website will be linked to the Town and available for public access through the Town site. The monitoring will include instantaneous kW; daily kWh generation; kW and kWh output on a monthly basis; and actual year to date and lifetime kWh.

D. Interconnection and Metering

The selected Proponent will be responsible for interconnection and metering. The PV System interconnection will be subject to all requirements of Eversource. It is the responsibility to identify and execute necessary application, interconnection sites, contracts, etc.

E. Permits and Licenses

The selected Proponent is responsible for obtaining all permits associated with the project. At present, the Dept. of Environmental Protection, Division of Water Supply, has issued guidelines regarding installation of photovoltaic installation on aquifers. See Appendix G. for requirements. The Town is working with DEP on this issue, and in light of the Commonwealth's and proactive approach in the development of solar energy, the Town believes DEP will act quickly in order to finalize regulations. The Town will cooperate in this process to the extent that is reasonable and allowed by law.

F. Insurance Requirements

All contractors and subcontractors performing work on Town property will be required to carry standard Town insurance requirements as set forth in Attachment E

G. Bond

As part of the contract, the selected Proponent will be required to provide a bond in the amount of \$250,000 payable to the Town of Greenfield prior to the start of construction in the event the Proponent is unable to perform actions as set forth in the contract. No bid bond is required.

H. Disposition of Renewable Energy Credits (RECs)

The selected Proponent will retain title to all solar renewable energy certificates (SRECs) generated by the System unless otherwise agreed to with the Town at the time of negotiation.

I. Prevailing wage rates

Because the construction, operation, and maintenance of the System(s) will be financed privately, it is expected that prevailing wage rates will not apply to the construction work. If such laws do apply, however, the selected Respondent for each project shall be responsible for obtaining the relevant prevailing wage rates from the Commonwealth, and shall pay prevailing wages as applicable, and by submitting a proposal agrees to indemnify and hold the Town harmless from any and all costs, claims for wages, fines or any other monetary consequence associated with any failure of the selected Proposer to pay such wages.

J. Payment options

The Town will consider the following payment options:

1. Lease Twenty (20) to thirty (30) year lease of land for fixed cost per acre with an annual escalator tied to an agreed upon Consumer Price Index. Payment shall commence at signing of contract.
2. Power Purchase Agreement (PPA) Twenty (20) to thirty (30) year agreement for purchase of power. In the interim period between the signing of the Contract and the commencement of power generation the Proponent shall pay the Town of Greenfield an agreed upon monthly fee to hold the property.
3. Contract for the Solar Renewable Energy Certificates (SRECs) to ten (10) year agreement for the assignment of all or a portion of the project generated SRECs.

Please note that if the Town and Proponent were to enter into a PPA the Proponent would need to enter into a minimal fee lease agreement in order ~~to hold the~~ that a private entity will be using and placing equipment on town owned land.

Section IV: Proposal Submittal Requirements

The Proponent is to submit six (6) hard copies of the proposal to the address listed in Section IIA. Proposals must be received by 2pm Wednesday September 23, 2015.

IN SEALED ENVELOPE #1- Labeled: Greenfield Solar Farm II Proposal

1. Transmittal Letter.

Each Respondent's response should include a transmittal letter to make a formal proposal on behalf of the Respondent. The letter shall clearly indicate that the Respondent has carefully read all the provisions in the RFP and should include a brief overview of the Respondent's transmittal letter. The transmittal letter must also acknowledge receipt and understanding of any Addenda associated with the Project.

2. Respondent Information.

Company Profile:

- a) Year founded and number of continuous years in business. Minimum of five (5) years in business is required.
- b) Ownership status (private or publicly-held).
- c) Number of employees in local branch office at the time of submittal (full-time employees, excluding contractors).
- d) Corporate Office location
- e) Local Office location.

Project Team:

- a) Team leader identification for the entire proposal, including full contact information, office location and key qualifications and professional credentials.
- b) Identification of each business entity, person or firm involved in the proposal and their role (design, installation, civil/environmental, permitting, equipment supply, operations and maintenance, etc.). Prior experience collaborating on projects is preferred.
- c) Resumes of personnel directly involved with the development of the proposed Systems. Provide evidence of NABCEP-certified Installer, Professional Engineer (P.E.), and Master Electrician.

Licensing:

- a) Provide a list of all relevant State-Specific Contracting Licenses held, including classification and number.
- b) List any Electrical, Structural and/or Mechanical Engineering Licenses held by firm members, including classification and number.

Insurance:

- a) Provide evidence of the insurance limits held to comply with the insurance requirements set forth in this RFP.
- b) Financially viable insurance rating.

Safety History:

- a) List your firm's OSHA ratings (Recordable Rates) for the past 3 years.

Capital Finance Capability:

- a) Provide a description of the relevant financing structure for the proposed Systems. Detail any unique features that the firm's model offers in party financing structures.
- b) Provide evidence that the firm or its affiliates, subsidiaries or partners has the ability to secure financing for the total installed cost of the System proposed in response to this RFP. This should be in the form of a commitment letter from the anticipated funding source.

3. Relevant Solar Project Experience

- a) List the number, size (in kW DC) and location of PV projects completed in Massachusetts and/or the Northeast within the past 3 years.
- b) List the total capacity (in kW DC) of operational solar PV installations completed by the firm to date.
- c) List the total capacity (in kW DC) and description of solar PV systems installed in the municipalities in the Northeast.
- d) Please provide a detailed discussion of Department of Environmental Protection ("MA authorities).
- e) List firm's direct experience including brand, module rating and technology type (crystalline, thin-film, etc.). If the firm has any proprietary and/or exclusive corporate affiliation to any materials, equipment, or manufacturers related to the System, please state those relationships.
- f) Provide a listing of all Massachusetts solar PV projects implemented under M.G.L. c. 30B, c. 25A § 11I or 11C and identify whether those projects were contracted under a power purchase agreement/lease agreement or a design-build energy management services agreement.
- g) Discuss in detail Respondents' direct experience systems, specifically Eversource. Please discuss any challenges efforts to overcome such challenges.
- h) Discuss firm's ~~u~~ ~~a~~ ~~p~~ ~~p~~ ~~s~~ ~~o~~ ~~a~~ ~~d~~ ~~i~~ ~~n~~ ~~a~~ ~~i~~ ~~m~~ ~~i~~ ~~n~~ ~~g~~ ~~"~~ ~~r~~ educational curriculum.

4. References

- a) For the projects listed above, please provide reference information as listed below. Please note that the Town may contact all or some of the reference listed to aide in the Town's assessment of Respondent's proposal.
 - o Reference project name and location.
 - o Host Customer and/or Owner's name with contact phone number.

- Commencement and Completion Dates
- Indicate if the installation was installed as a remote net metering asset or for the benefit of the local host community.
- Any other installation-specific information that may be relevant.

H. PROPOSED SOLAR PV SYSTEM

1. Proposed Solar PV System for the Premises

- a) *System Components*: Include an overview of the proposed photovoltaic system, including brief descriptions of the main components (at a minimum modules, inverters, mounting and data acquisition systems). Specification sheets for any proposed technologies are encouraged. Proposals shall list the specific system components for each of the Systems.
- b) *Design*: Include Preliminary Drawings (One-Line) for each of the proposed solutions that include at a minimum:
 - System size (in kW DC and kW AC)
 - List of all proposed equipment including panels, inverters, mounting system (stationary or tracking), data acquisition system, and other equipment, along with manufacturer's cut sheets
 - Location of modules (including tilt)
 - Location of inverters
 - Discussion whether the System sizing and configuration is based on a structural analysis or engineering study by a licensed engineer or based on a calculated load analysis.
 - Any other site-specific information that will aid in overall evaluation.
- c) *Schedule*: Include a Preliminary Project Implementation Schedule that accounts for milestones in the Design, Construction, Interconnection and Closeout Stages. Milestones should include (at a minimum):
 - Award & Contract Negotiation
 - Design Period
 - Permitting
 - Completion of Balance of System Design
 - Secure System Equipment and Assets
 - Substantial Completion
 - Installation
 - LDC Interconnection
 - System Commissioning (Energizing)
 - Delivery of Closeout Documentation
- d) *Interconnection*: Describe Respondent's approach to interconnecting with Eversource's distribution systems. Respondent requirements of the specific interconnection process according to tariff requirements. Discuss Respondents familiarity and experience interconnecting to Eversource.

2. System Performance Monitoring, Warranty and Service (O&M) for the Premises

- a) *Monitoring Solution* Indicate how the firm will provide system performance monitoring via a data acquisition system (DAS). Provide a detailed description of the DAS system and provide a detailed description of the end-user interface.
- b) *Warranties*: Describe any warranties associated with the install, including full system coverage and/or warranties associated with individual components. Discuss whether such warranties, including extended warranties pass to the Town upon transfer of ownership.
- c) *Operations & Maintenance Services and Town Training* The Respondents will provide Operation & Maintenance (O&M) services for the Systems for the full term of the Agreements.
 - o Describe the proposed O&M procedures for each System, detailing duties performed and if the agreement will be maintained by the selected Respondent or a third-party provider.
 - o Briefly describe the firm's experience prior and name the key personnel in charge of handling O&M services.
 - o Describe Respondent's approach to train operations staff on emergency procedures.

3. Education and Outreach

The Town is interested in using the Systems as an educational tool for schoolchildren, the community and a neighboring private higher education institution. The Respondent must explain its approach with respect to leveraging the educational value of solar energy systems. In addition to any other educational tools the Respondent must provide a web-based monitoring system to be linked to the Town website. This link must clearly display the benefits of the PV installation and must serve students/residents of all ages. Ideally the monitoring will include real-time or near real-time kWh generation, and actual year to date and lifetime kWh for the solar installations.

Respondents shall also address any additional benefits it will offer the Town including, but not limited to remote LED panel screens for public viewing of system performance, educational curriculum programming support and any demonstration projects. The Town is interested in an optional kiosk with real-time data on energy generation from the PV.

I. EVALUATION CRITERIA NON-PRICE PROPOSAL

At a minimum, Respondents shall meet the following requirements:

1. Minimum Criteria Information

Each of the items listed on the following table shall be marked (Y) if supplied and (N) if not supplied. Proposals that do not contain all items enumerated in Minimum Required Items as set forth below, may be disqualified prior to further qualification review at the discretion of the Town.

- a) Proposal Completeness and Adherence to Form

- b) Bond Capability - Respondents shall provide evidence of bond capability of at least the value of the construction from a surety company licensed to do business in the Commonwealth and whose name appears on the U.S. Treasury Department Circular 570.
- c) Form of legal entity and year entity was established.
- d) List any other legal names of the firm, including but not limited to the names of any affiliates, subsidiaries or special purpose entities of the firm, and formation date of such affiliates, subsidiaries or special purpose entities.
- e) Describe any changes in ownership status over the past five (5) years.
- f) List ultimate parent company, if applicable.
- g) Federal Tax Identification
- h) DCAMM Certificate of Eligibility and Update Statement. Please note that the Town will require either the Engineer of Record or the Construction Firm to be certified in the Energy Management or Electrical categories.
- i) Financial Statements - Please submit detailed financial report for the Respondent prepared in accordance with generally accepted accounting principles (GAAP) reflecting the current (as of the most recent financial statement date) financial condition of the firm. Such report must include a balance sheet, income statement and statement of cash flows, along with applicable footnotes, dated concurrently for at least each of the last preceding 3 years ending on the most recent fiscal quarter such statements were prepared. Public entities or subsidiaries should attach SEC Form 10-K along with, as applicable, detailed unaudited statements for the submitting firm. Non-public firms may attach either unaudited financial statements or copies of tax forms and schedule that are filed with the Internal Revenue Service where applicable. To the extent this information is considered sensitive, competitive or confidential; Respondent must provide such information in a separate sealed envelope and clearly identify such information as sensitive, competitive or confidential.
- j) Lawsuits and Disputes - Discuss whether your firm (including any affiliates, subsidiaries or special purpose entities) has ever been involved in a lawsuit or dispute regarding a contract. If so, please provide all such incidents and describe the circumstances and outcomes of such lawsuit(s) or litigation. Further, please discuss whether your firm has been barred from providing performance-based energy services or other services in any states.
- k) Debarment Statement
- l) Minimum Prior Experience - Respondents and/or its affiliates, subsidiaries or partners must have successfully completed at least 2 ground-mounted solar PV installations sized at a minimum of 500 kW. Prior proven experience with landfills or other environmentally sensitive locations is preferred.

Criteria	Supplied
Minimum Requirements	Y/N
a. Proposal Completeness and Adherence to Format	Y/N
b. Evidence of Bond Capability	Y/N
c. Form of Legal Entity	Y/N
d. Other Entity Names	Y/N
e. Changes in Ownership	Y/N
f. Parent Company (if applicable)	Y/N
g. Federal Tax ID	Y/N

h. DCAMM Certificate of Eligibility & Update Statement	Y/N
i. Financial Statements	Y/N
j. Lawsuits and Disputes	Y/N
k. Debarment Statement	Y/N
l. Minimum Prior Experience	Y/N

IN SEALED ENVELOPE #2 – Labeled: Greenfield Solar Farm II – Payment Proposal

The Price Proposal must include:

- a) Prices and information per Bid Forms as provided in Attachment D. Please note that the Town requires pricing proposals for the Base Project (2 megawatt DC) and any Optimized Project(s) options as proposed by the Respondent. Respondents must provide a Schedule of Termination Values for all Systems proposed. Such Schedule of Termination Values is provided in Attachment D. Electronic workbooks are provided as part of this RFP.
- b) For the Base Project the Respondent must provide a fixed price for a 2 MW DC system in order to establish a baseline. Respondents must include in its pricing proposals the unit cost impact, in terms of dollars per kilowatt-hour, for the following illustrative lease payment and personal/real property tax in the form of a structured tax agreement:
 - o Annual Lease Payment: \$1 with an annual escalator of 0%
 - o Annual Tax Agreement Payment: \$29,000 with an annual escalator of 0%.
- c) For the Optimized Project, the Respondent must provide a fixed price for a System of optimal size, as determined by the Respondent, based on site suitability, generation potential, orientation and available developable real estate. Respondents must include in its pricing proposals the unit cost impact, in terms of dollars per kilowatt-hour, for the above illustrative lease and Tax Agreement payments.
- d) The methodology and cost of any annual energy escalators shall specifically state whether such escalation factors are tied to specific market indices (and identify those market indices).
- e) Demonstration that the Respondent has fully incorporated into the proposal price all financial benefits realized by the Respondents from federal tax incentives (including credits, rebates and accelerated depreciation), State incentives, local utility incentives, Solar Renewable Energy Certificates (SRECs) and other payments and others, all as applicable.
- f) A detailed listing of any assumptions made in its pricing models that are indicative, and potentially subject to change, including SRECs, interconnection costs, permitting fees, decommissioning assurance, among others. The pricing assumptions shall weigh into its proposal evaluation.

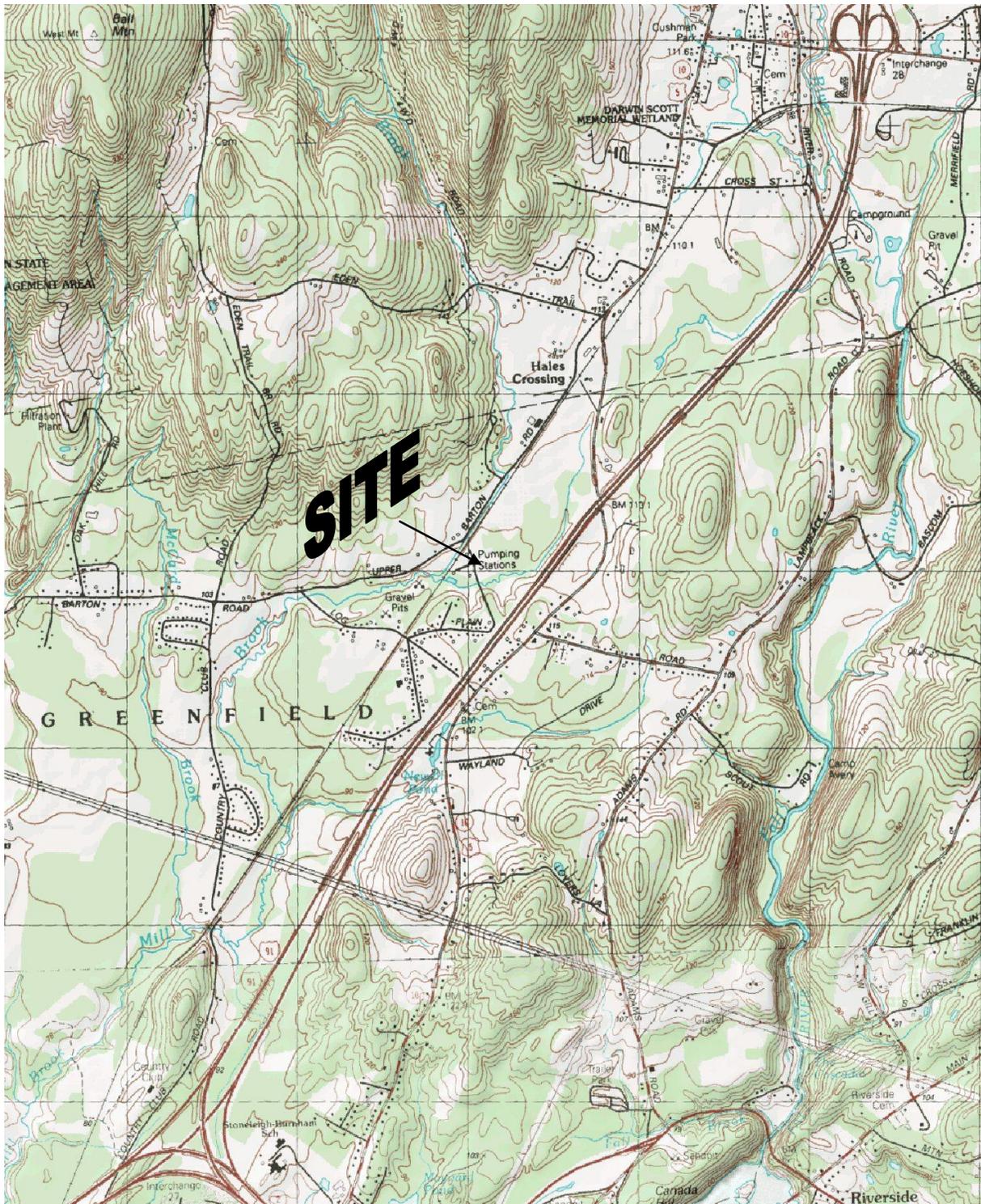
- g) Optional Pricing: For each Base Project and Optimized Project, the Town will consider an INDEXED PRICE option. Such INDEXED PRICE options shall be in the form of a percentage of the then-current utility net metering tariff as approved by the public utilities commission. Such INDEXED PRICE option may include a floor price at the discretion of the Respondent, provided such floor price is offered.
- h) Proponents may submit more than one payment proposal. Payment proposal must include table indicating financial benefits to the Town over a minimum of a twenty year period.
- i) Proponents are to identify options for negotiation relating to the ownership of and/or disposition of all equipment on site after the end of the contract term.

EVALUATION CRITERIA -PRICE PROPOSAL

Best Price Criteria The “best” response price will be determined

- a) The greatest total financial return to the Town over the 20-year period of the Agreement. The Town is seeking the most beneficial proposal that addresses discounted electricity that provides the best overall value to the Town; and
- b) The highest protection to the Town against future price risk.

Attachment A
Locus Map



Attachment B

Electricity Consumption at net metering site for Fiscal Year 2015

GREENFIELD MILLBROOK WELLS Electricity Consumption FY2015		
Read Date	Billed Demand (KW)	Usage (kwh)
6/11/2015	43.50	19,840
5/12/2015	58.50	20,320
4/13/2015	60.00	23,360
3/12/2015	48.50	8,000
2/11/2015	48.00	13,760
1/13/2015	49.50	6,302
12/31/2014	49.50	9,698
12/11/2014	46.00	8,960
11/10/2014	43.00	19,200
10/9/2014	41.00	6,000
9/11/2014	43.00	10,560
8/12/2014	42.50	10,080
7/14/2014	43.00	17,360
Total kwh		173,440

Attachment C

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Name of person signing bid)

(Name of business)

CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, but entity, or group of individuals.

(Name of person signing bid)

(Name of business)

Attachment D

INSURANCE REQUIREMENTS

1. The Contractor shall purchase and maintain such insurance as will protect the contractor from claims set forth below which may arise out of or result from the Contractor's operations such operation be by itself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.
 - 1.1 Claims under Worker's Compensation, disability, and similar employee benefit acts;
 - 1.2 Claims for damages because of bodily injury, occupational sickness or disease, or death of its employees, and claims insured by usual personal injury liability coverage;
 - 1.3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees, and claims insured by usual person injury liability coverage; and
 - 1.4 Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

2. The insurance required by the above shall be written for not less than the following minimum limits of liability

<i>Comprehensive liability, including bodily and personal injury, property damage, and contractual liability</i>	<i>\$1,000,000 per occurrence</i> <i>\$3,000,000 aggregate</i>
<i>Automobile comprehensive liability to include owned, hired, and owned vehicles and equipment</i>	<i>\$1,000,000 per occurrence</i> <i>\$3,000,000 aggregate</i>
<i>Excess liability (umbrella coverage)</i>	<i>As needed to provide a minimum of \$5,000,000 per occurrence coverage listed above.</i>

In addition, during the entire Contract Period, the Contractor, at its own expense, shall maintain for its employees all Workers Compensation coverage required by Massachusetts Law.

3. The above insurance policies shall also be subject to the following requirements:

- 3.1 Certificates of Insurance acceptable to the Town shall be addressed to and filed with the Town prior to commencement of work. Renewal certificate shall be addressed to and filed with the Town at least ten (10) days prior to the expiration date of required policies.
- 3.2 No insurance coverage shall be subject to cancellation without at least thirty (30) days prior written notice forwarded by registered or certified mail to the Town. The Town shall also be notified of the attachment of any restrictive amendment to the policies.
- 3.3 All Certificates of Insurance shall contain true transcripts from the policies, authenticated by the proper officer of the insurer, evidencing in particular those insured, the extent of the coverage, the location and operations to which the insurance applies, the expiration date and the above mentioned notice clauses.
- 3.4 All premium costs shall be included in cost quote.

Attachment E DEP Requirements

Guideline Bureau of Resource Protection Drinking Water Program

Information to be Submitted to MassDEP for Proposed Wind and Solar Energy Projects on Lands Owned or Controlled By Public Water Systems for Drinking Water Purposes

Effective Date: September 1, 2011
Guideline # BRP 2011-1
Applicability: Public Water Systems
Approved by: Ann Lowery, Acting Assistant Commissioner, Bureau of Resource Protection

Supersedes Guideline: None

Purpose: To provide guidance to public water suppliers on information to be submitted to MassDEP for wind and solar energy projects proposed on lands owned or controlled by public water systems for drinking water purposes.

Applicability: This Guideline applies to public water suppliers and their representatives requesting written approval from MassDEP to install wind and solar energy projects on lands held by public water systems for drinking water purposes.

Authority/Background:

M.G.L. Chapter 111, Section 160 titled "Examinations of water supply; Rules; Penalty for violation," states that the department may "make rules and may be necessary to prevent the pollution ... and to ensure the delivery of a fit and pure water supply to all consumers . "

310 CMR 22.21(1) and 22.21(3)(b) require activities in the Zone I to be limited to those directly related to the provision of public drinking water or that will have no significant adverse impact on water quality.

310 CMR 22.24: Sale, Transfer of Property Interest, or Change in Use of Water Supply Land
(1) No supplier of water may sell, lease, assign, or otherwise dispose of, or change the use of, any lands used for water supply purposes without the prior written approval of the Department. The Department will not approve any such disposition or change in use unless the supplier of water demonstrates to the Department's satisfaction that such action will have no significant adverse impact upon the supplier of water's present and future ability to provide continuous adequate service to consumers under routine and emergency operating conditions, including emergencies concerning the contamination of sources of supply, failure of the distribution system and shortage of supply.

In addition, M.G.L. Chapter 40, Section 15B, states "[a] town, city or district authorized to furnish water for domestic purposes, may, with the advice and approval of the state department of environmental protection ... in its discretion, by lease, license or other agreement, permit the construction and maintenance on any land under its control of towers, poles, wires, and other

structures for the purpose of transmitting electric power over lands and water held for water supply purposes; provided, that such lease, license or agreement will not, in the opinion of the said department, affect or interfere with the water supply; and provided, further, that said city, town or district may, with the approval of said department, revoke said lease, license or agreement for cause to be determined by it."

Review and Approval

MassDEP supports wind and solar energy projects but also recognizes that lands that are under the control of public water systems have been identified as the most critical to protect public drinking water reservoirs and wells. In addition, these lands may be the future sites for new or replacement public water system sources. Pursuant to 310 CMR 22.24(1), public water suppliers must obtain written approval from MassDEP for projects described in the Applicability section above.

Public water suppliers shall submit a written certification to MassDEP that proposals to construct and maintain wind and solar energy projects will have no significant adverse impact on the public water supplier's present and future ability to provide continuous adequate service to consumers under routine and emergency operating conditions, including emergencies concerning the contamination of sources of supply, failure of the distribution system and shortage of supply. The certification should include maps, plans or other documentation to support that statement and should address, at a minimum, the information listed in Part A below. Public water suppliers and their contractors, operators, and/or lessees will be required to adhere to the applicable conditions in Part B below as a condition of their approval. For Zone I projects, the public water supplier should also certify that the wind and/or solar energy project will have no significant adverse impact on water quality and that the energy generated by the facility will be used to benefit, either by direct consumption or by other means, the operation of the public water system.

If a public water supplier submits a written certification in accordance with this Guideline, MassDEP approval will be presumed unless the agency informs the public water supplier otherwise within 30 days of the Department's decision. MassDEP may request additional information or deny the request within 30 days.

A. General Site Information and Site Design

- ◁ The location of the public water system source; water supply protection areas; and depth to ground water.
- ◁ Project footprint; new easements or roads; existing water system structures.
- ◁ A description of the wind or solar infrastructure proposed for the site.
- ◁ The estimated schedule and duration for the construction of the project.
- ◁ The type of soils, vegetation, and slopes in the project area; the location and amount to be disturbed; and the method of soil/slope stabilization during and after the project.
- ◁ The location and amount of pervious surface that will be changed to impervious surface and a description of how stormwater will be managed on the site.
- ◁ A list of expected coolants, lubricants, cleaning products and other potential contaminants associated with the construction and maintenance of the infrastructure.
- ◁ Descriptions of any wash water disposal practices and/or equipment used at the site.
- For projects located within the Zone I, an explanation of how the energy generated will benefit the operation of the public water system.
 - ◁ Description of emergency response procedures (e.g. fire safety measures) in place.

- Any other information requested by MassDEP to protect the public water supply.

B. Construction and Post-Construction Conditions

- All exposed soils and slopes shall be stabilized with erosion controls during and after construction until vegetation is established.
- Vegetation related to the facility shall be managed through mowing or other mechanical means or with native plantings if possible. If pesticide use is necessary for employee safety, such as to control poison ivy, the application shall comply with local, state, and federal requirements. There shall be no application of pesticides or fertilizers in the Zone I.
- There shall be no oil, hazardous materials, cleansers or other potential contaminants stored on-site in the Zone I. If these materials are stored on-site in Zones II and III and in Zones A, B, and C, they shall properly labeled, covered and contained.
- Disposal of wash water at the facility shall be avoided or minimized to prevent contamination of ground or surface waters and will comply with any applicable regulatory requirement (including underground injection control registration).
- Emergency response procedures shall be developed by the public water system in conjunction with any contractors, operators, and/or lessees.
- The public water supplier shall notify MassDEP within 30 days of project completion.
- Any other conditions required by MassDEP to protect the public water supply.

MassDEP staff may conduct an initial site visit and/or a final inspection of the installation. The installation and operations are subject to review during sanitary surveys or other MassDEP inspections.

The public water supplier is responsible for ensuring that project construction and operation are consistent with the proposal and approval including all conditions. The public water system and this project remain subject to Massachusetts General Laws, the Massachusetts Drinking Water Regulations, all other relevant Massachusetts r

Note: The public water supplier may need to seek additional approvals from other entities and/or MassDEP, including, but not limited to, municipal approval, legislative approval pursuant to Article 97, and MEPA approval pursuant to 301 CMR 11.00.

Model CERTIFICATION

The PWS _____ provides this certification to MassDEP that its proposal to construct and maintain wind and solar energy projects will have no significant adverse impact on its present and future ability to provide continuous adequate service to consumers under routine and emergency operating conditions, including emergencies concerning the contamination of sources of supply, failure of the distribution system and shortage of supply. If this proposal is for Zone I, PWS _____ also certifies that the wind and/or solar energy project will have no significant adverse impact on water quality and that the energy generated by the facility will be used to benefit, either by direct consumption or by other means, the operation of the public water system.

In support of this proposal the PWS is attaching the following:

- < The location of the public water system source; water supply protection areas; and depth to ground water.
- < Project footprint; new easements or roads; existing water system structures.
- < A description of the wind or solar infrastructure proposed for the site.
- < The estimated schedule and duration for the construction of the project.
- < The type of soils, vegetation, and slopes in the project area; the location and amount to be disturbed; and the method of soil/slope stabilization during and after the project.
- < The location and amount of pervious surface that will be changed to impervious surface and a description of how stormwater will be managed on the site.
- < A list of expected coolants, lubricants, cleaning products and other potential contaminants associated with the construction and maintenance of the infrastructure.
- < Descriptions of any wash water disposal practices and/or equipment used at the site.
- < Description of emergency response procedures (e.g. fire safety measures) in place.
- < For projects located within the Zone I, an explanation of how the energy generated will benefit the operation of the public water system.

PWS _____ also certifies that the proposal will meet the following conditions:

- < All exposed soils and slopes shall be stabilized with erosion controls during and after construction until vegetation is established.
- < Vegetation related to the facility shall be managed through mowing or other mechanical means or with native plantings if possible. If pesticide use is necessary for employee safety, such as to control poison ivy, the application shall comply with local, state, and federal requirements. There shall be no application of pesticides or fertilizers in the Zone I.
- < There shall be no oil, hazardous materials, cleansers or other potential contaminants stored on-site in the Zone I. If these materials are stored on-site in Zones II and III and in Zones A, B, and C, they shall properly labeled, covered and contained.
- < Disposal of wash water at the facility shall be avoided or minimized to prevent contamination of ground or surface waters and will comply with any applicable regulatory requirement (including underground injection control registration).
- < Emergency response procedures shall be developed by the public water system in conjunction with any contractors, operators, and/or lessees.
- < The public water supplier shall notify Mass DEP within 30 days of project completion.

_____ [signature] Date: _____

Title: _____ for the _____ Public Water System