



**REQUEST FOR PROPOSALS**  
**16-09 SOLAR PHOTOVOLTAIC**  
**SYSTEM AND BATTERY STORAGE AT HIGH SCHOOL**

**October 14, 2015**

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**TOWN OF GREENFIELD, MA**  
(Awarding Authority)

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**Administration**

**Name:** Carole Collins  
**Title:** Energy Manager

**Procurement Contact**

**Name:** Marjorie L. Kelly  
**Title:** Chief Procurement Officer

**Site Visit and Pre-Bid Conference**

**Date:** **October 27, 2015**  
**Time:** 3:00 PM

**Responses Due**

**Date:** **November 10, 2015**  
**Time:** 2:00 PM

## TABLE OF CONTENTS

	Page
Section I	Project Description – Overview..... 4
Section II	General Information..... 5
Section III	Project Description – Scope of Work..... 8
Section IV	Proposal Submittal Requirements..... 12
Section V	Evaluation Criteria..... 17

### ATTACHMENTS:

- A Non-Collusion and Tax Certification Forms
- B Insurance Requirements
- C Rendering of New High School (showing outdated proposed PV array)
- D PV Study Drawings, including:
  - Site Utility Plan
  - Site Layout Plan
  - Overall Roof Plan
  - Floor Plan – Level 1, Area C (showing Inverter Room)
  - Mechanical/Electrical Core
  - Building Section at Boiler Room – same as Inverter Room beyond
  - Electrical First Floor Power Plan, Part B
  - Electrical First Floor Power Plan, Part C
- E Square footage of roof areas
- F Approved submittal for TPO membrane roofing product (roofing product info on pages 4–6)
- G Electricity Consumption at High School for Fiscal Year 2015
- H Pre-Application Report dated 11/13/2014
- I Prevailing Wages

**ADVERTISEMENT FOR BIDDERS**  
**SOLAR PHOTOVOLTAIC**  
**SYSTEM AND BATTERY STORAGE AT HIGH SCHOOL**  

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**PROJECT**

**CITY OF GREENFIELD, MA aka TOWN OF GREENFIELD, MA**

**DATE OF RELEASE:** October 14, 2015

The Town of Greenfield is requesting proposals from qualified professionals to permit, design, construct, operate and maintain a rooftop mounted solar photovoltaic system (PV System) with battery storage at the Town's High School location at 21 Barr Avenue. The Project has been initiated by the Town of Greenfield with the assistance of the Massachusetts Department of Energy Resources (MA DOER) through a grant from the Community Clean Energy Resiliency Initiative. The Town of Greenfield does not intend to own or operate the PV system. The battery storage will be paid for from grant funds as detailed in the Scope of Work.

Bid documents can be obtained online at [www.greenfield-ma.gov](http://www.greenfield-ma.gov) or from the Office of Energy and Sustainability, 14 Court Square, Greenfield, MA 01301 as of **10:00 AM, October 14, 2015**. Proposals must be submitted in two separate, sealed envelopes marked "Greenfield Solar Photovoltaic System and Battery Storage at High School Proposal" and "Greenfield Greenfield Solar Photovoltaic System and Battery Storage at High School- Payment." **Proposals must be received by 2:00 pm on Tuesday, November 10, 2015** at which time the register of proposals will be prepared. Late proposals will be returned unopened. Proposals are to be sent to:

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

A site visit and pre-bid conference has been scheduled for Tuesday, October 27, 2015 at 3:00 pm. For more information, contact the Department of Energy and Sustainability at [energy@greenfield-ma.gov](mailto: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 rooftop mounted Photovoltaic Generation System (PV System) and battery storage to be installed at the new high school, located at 21 Barr Avenue, Greenfield, MA. The owner of the property is the City of Greenfield, also known as the Town of Greenfield.

This project is made possible by a \$367,310 DOER Community Clean Energy Resiliency Initiative grant to fund the design, construction, and maintenance for solar battery storage. The battery storage will be owned by the Town. The PV System will be permitted, designed, constructed, owned and operated by the successful project Proponent.

The high school is identified as a community shelter and this project creates a black-start capable, islandable renewable energy generating shelter to meet the community's emergency needs. Currently, the Town's capability for back-up power is diesel powered generators that will operate for 2-3 days.

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 energy 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 is eager to become a more resilient community through this project, made possible through a \$367,310 DOER grant under the Community Clean Energy Resiliency Initiative.

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](mailto: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 roof:** Contract term to be no less than twenty years
- **Contract for a power purchase agreement (PPA):** Contract term to be no less than twenty years
- **Contract for the Solar Renewable Energy Certificates (SRECs):** Contract term to be no more than 10 years.
- **Contract for Battery Storage System:** Grant funds are to pay for an optimized battery storage system as described in the Scope of Work.

Proponents may submit more than one project proposal and/or payment proposal. The Town may contribute costs as outlined in Section III in accordance with the terms of the DOER Community Clean Energy Resiliency Initiative (CCERI) Grant. Submitted pricing proposals should reflect the CCERI grant funds and contributions by the Town. It is the expectation of the Town 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 November 3, 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 requested the RFP document and will be 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 Distributed Generation Department for response.

It is the Proponent's responsibility to perform 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 Chapter 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 feels it is in the Town's best 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 qualifications and 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 with the RFP documents to the Town's 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 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 requested the RFP document and will be posted on the Town's website.

## 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 A), and Tax Compliance Certification (Attachment A).

## 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	October 14, 2015
Posting in the Central Registry	October 14, 2015
Site Visit and Pre-Bid Conference*	October 27, 2015 at 3:00 PM
Questions Due to the Town	November 3, 2015 by 5:00PM
Optional additional tour of the Premises	To be determined
Responses to Questions/Addenda Issued by the Town	November 5, 2015
Proposals Due to the Town (See address requirements in RFP)	November 10, 2015 at 2:00 PM
Anticipated Interviews	Week of November 30, 2015
Anticipated Presentation to the Mayor	December 7, 2015

\*Interested parties will meet at 3:00 pm at the site.

**Site address is 21 Barr Avenue, Greenfield, MA 01301**

**Directions:** Take Routes 5/10 (Bernardston Road) to Silver Street. Traveling west on Silver Street, Barr Avenue is on the left. Visitor parking is available in front of the school.

**Note:** The Site Visit and Pre-Bid Conference will meet at the front entrance of the school.

## **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 a grid tied roof mounted solar photovoltaic system at the new high school with battery storage and equipment to enable the high school to be islandable and black start capable to provide continuous power to meet energy needs as a shelter during a 3-day power outage. The Proponent shall be responsible for providing all engineering, design and installation of a system that integrates a solar photovoltaic roof mounted system with battery storage, inverters, rectifiers, etc. with the existing electrical grid to supply power to offset generator run time, fuel usage and maintenance. The system design should allow for minimal maintenance and operation by personnel with limited technical expertise. Services are to include, but not limited to, planning, permitting, design, construction, interconnection, commissioning, operation, maintenance and monitoring. The proposal shall contain a detailed explanation of the complete project and delineation of all work tasks to be performed by the awarded proposer.

The new 160,650 square foot high school was completed in September 2015 and was designed as “solar-ready” from the beginning. The school is seeking LEED certification and this project is anticipated to contribute toward the final level of certification. An inverter room has a place for the PV switchgear, and a tie-in into the system. There are empty conduits connecting the inverter room to the roof area. There are 105 FTE faculty and staff and 525 students.

The total roof area identified for a photovoltaic array is a minimum of 52,819 SF. An additional 3,756 SF over the kitchen, will require evaluation for viability due to equipment penetrations through the roof and possible shading from higher building elements. If deemed feasible, the total roof array for a photovoltaic system is 56,575 SF. The Town is requesting a proposal for an optimized photovoltaic array on the available roof areas. The roof drawing with highlighted areas is in Attachment D.

The Town of Greenfield was awarded a grant of \$367,310, to fund the design, construction, and maintenance for solar battery storage and associated project costs. Specific project components and corresponding costs awarded in the grant are itemized below. The amounts are based on the best information at the time of application and are expected to purchase or buy down the energy storage system. Grant funds and possible Town contributions associated with the roof-mounted PV array are expected to result in a more advantageous PPA pricing proposal for the Town.

- \$5,000 for engineering cost
- \$205,600 for energy storage equipment including solar storage batteries
- \$100,000 for inverters
- \$10,000 for installation labor costs
- \$5,000 for utility interconnection

\$2,570 for routine maintenance and consumables  
\$4,140 for operating expense  
\$2,500 for legal and insurance  
\$2,500 for testing and commissioning  
\$30,000 for exterior battery storage facility if deemed necessary

In addition, the Town of Greenfield will contribute the following as a community match:

\$9,183.50 for permitting fees  
\$20,000 for exterior battery storage facility if deemed necessary

Total electrical consumption at the high school for Fiscal Year 2015 was 825,946 kWh and the usage is detailed in Attachment G.

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

The Proponent is to identify the type of panels and inverters to be used and list the manufacturer's warranties for the equipment.

The school has emergency power provisions that include the Kitchen, Cafeteria, and Gymnasium, for use as a shelter. The standby generator is sized for these functions plus basic life safety systems in the building. The proponent will design and engineer the solar photovoltaic system to maximize the solar energy resources, taking into consideration the electrical demand and load patterns of the emergency shelter, proposed installation site, available solar resources, existing site conditions, proposed future site improvements, and other relevant factors, and provide detailed site plans, system plans and specifications.

The proposed solar PV project with battery storage must be able to be interconnected and fully integrated with the local grid and should also be able to run in parallel with the existing diesel generator and operate in tandem with the backup generator control system. The proposed solar PV project with battery storage should also be able to run independent of the backup generator.

The System should be both grid tie capable as well as a standalone 3-phase photovoltaic supplied generation system with battery storage that supplies its own phase angles without being connected to an existing 3-phase generator set. The system controller/HMI should be fully integrated into the existing diesel generator control, start, and stop logic scheme.

Four (4) 4-inch conduits have been provided in the building construction for the PV system, which connect the Inverter Room to the roof. The 4" conduits come west out of the inverter room, travel through the first floor ceiling plenum to a soffit area just west of column line 8 and in between N & N.1 lines, then stub up to the roof at that location.

The High School does have three phase power and the interconnection will be with a 13.8 KV primary source. A Pre-Application Report was issued on 11/13/2014 (Attachment H).

Net metering, interconnection rules, and regulations and application requirements are available on the Eversource website. 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 area around the mechanical and electrical rooms has underground utilities.

The weight of the entire PV system with the ballast is limited to 5 psf.

## **B. System Design**

The selected Proponent will be responsible for providing preliminary technical design including detail sheets showing the general placement of PV panels and inverters and battery storage.

## **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 Eversource requirements. It is the Proponent's responsibility to identify and execute necessary applications, interconnection sites, contracts, etc.

## **E. Permits and Licenses**

The selected Proponent is responsible for obtaining all permits associated with the project. The Town will cooperate in this process to the extent that is reasonable and allowed by law. The Town expects to contribute up to \$9,183.50 toward the permitting costs, which should be reflected in the submitted pricing proposal.

## **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 B.

## **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**

The selected bidder and any sub-contractor(s) shall comply with the provisions of Massachusetts General Laws, pertaining to the “Prevailing Wage Laws” for all municipal funded projects. Prevailing Wages for this Project are in Attachment I. As required, the selected bidder and/or any sub-contractor(s) must certify and submit weekly payroll forms to the Purchasing Department.

The selected Respondent 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. OSHA Training Certification**

As of July 1, 2006, any person submitting a bid for, or signing a contract to work on, a construction contract estimated to cost more than \$10,000 must provide certain certifications in the bid or contract pertaining to the completion by all employees to be employed at the worksite and in the work of a construction safety and health course that is at least ten hours in duration and has been approved by the United States Occupational Safety and Health Administration (OSHA).

## **K. Payment Options**

The Town will consider the following payment options:

1. **Lease:** Twenty (20) to thirty (30) year lease of roof for fixed cost per kW 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):** Up 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 still need to enter into a minimal fee lease agreement in order to address the fact 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 2:00 pm Tuesday, November 10, 2015.

### **IN SEALED ENVELOPE #1 – Labeled: Greenfield - Proposal**

1. **Transmittal Letter.**

Each Respondent's response should include a transmittal letter signed by a party authorized 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 proposal. Transmittal letters 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 by firm demonstrating Respondent's ability to comply with the insurance requirements set forth in this RFP.

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 comparison to traditional third-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 with energy storage completed in Massachusetts and/or the Northeast within the past 3 years.
- b) List the number, size (in kW DC) and location of PV projects completed in Massachusetts and/or the Northeast within the past 3 years.
- c) List the total capacity (in kW DC) of operational solar PV installations completed by the firm to date.
- d) List the total capacity (in kW DC) and description of solar PV systems installed in municipalities in the Northeast.
- e) List experience in installing rooftop mounted solar PV systems with battery storage. Please provide a detailed discussion of the firm's experience working with MA State or Local regulatory authorities.
- f) List firm's direct experience with installed solar PV module technologies 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.
- g) List firm's direct experience with installed energy storage systems including brand and type. 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.
- h) 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.

- i) Discuss in detail Respondents' direct experience interconnecting into LDC distribution systems, specifically Eversource. Please discuss any challenges realized and the firm's efforts to overcome such challenges.
- j) Discuss firm's approach and success in incorporating "renewable energy" into 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 aid in the Town's assessment of Respondent's proposal. Required information includes:
  - o Reference project name and location.
  - o Host Customer and/or Owner's name with contact person's name, email, address and phone number.
  - o Commencement and Completion Dates
  - o Indicate if the installation was installed as a remote net metering asset or for the benefit of the local host community.
  - o Any other installation-specific information that may be relevant.

**A. PROPOSED SOLAR PV ARRAY AND BATTERY STORAGE SYSTEM**

1. Proposed Solar PV Array and Battery Storage System for the Premises

- a) Supply all equipment, materials, and labor necessary to install the solar photovoltaic system(s) and integrate them with the Backup Generator.
- b) The major components to be provided and installed by the proposer will integrate with the existing equipment at the high school which includes, but is not limited to, the following:
  1. Inverters
  2. Battery Storage System with Rack
  3. Battery Chargers
  4. Rectifiers
  5. Transfer Switches
  6. MPPT charge controllers
  7. PV – Solar Panels
  8. Solar Panel Racking & Mounting System
  9. System controller
    - a. Supervisory Control and Data Acquisition, Systems Monitoring, Interconnection and Paralleling, Generator Interface Control, Data Storage, Report Generation, Web Interface
  10. Heated Building for Batteries and Control System (Structure, Foundation, Wiring, HVAC, Etc.)
  11. Switchgear – Battery and Control Building
  12. Switchgear – Generator Building
  13. Control Cable

14. Data Cable and Fiber Optic Cable
15. Electrical Metering – For Operation and Maintenance Personnel
16. PV Performance Monitoring System
17. Fire/Smoke/CO Alarm System
18. Security/Entry System

- c) The proposer shall provide appropriate documentation for all deliverables. These shall include, but are not limited to, the following:
1. Operations and Maintenance Manual (O&M)
  2. Installation diagrams
  3. Electrical and civil schematics
  4. Component specifications
  5. Individual component O&Ms
- d) *System Components:* Include an overview of the proposed photovoltaic array and battery storage system, including brief descriptions of the main components (at a minimum modules, inverters, battery type and size, 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.
- e) *Design:* Include Preliminary Drawings (One-Line) for each of the proposed solutions. The one line should show the new equipment demarcation and the existing equipment demarcation lines 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), batteries, battery chargers, transfer switches, system controller, protective relays, MPPT charge controllers, transformers, control system logic and proposed interface to existing equipment data acquisition system, and other equipment, along with manufacturer's cut sheets
  - Location of modules (including tilt)
  - Location of inverters
  - Location of batteries
  - 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.
  - A detailed performance model in support of the proposed design utilizing a modeling software package when operating in off-grid mode.
  - Any other site-specific information that will aid in overall evaluation.
- f) *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
- g) *Interconnection:* Describe Respondent's approach to interconnecting the system to the Eversource's distribution systems. Respondent shall be required to complete all 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.
- 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.
  - Briefly describe the firm's experience providing such services for similar installations and name the key personnel in charge of handling O&M services.
  - Describe Respondent's approach to training Town safety officials and Town operations staff on emergency procedures.

3. Education and Outreach

The Town is interested in using the Systems as an educational tool for the high school and the community. The Respondent must explain its approach with respect to leveraging the educational value of solar energy systems and energy storage. 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 at the high school with real-time data on energy generation from the PV.

## **Section V: Evaluation Criteria**

### **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 grid tied solar PV installations sized at a minimum of 200 kW with battery storage.

Criteria	Supplied
<b>Minimum Requirements</b>	<b>Y/N</b>
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 offer a price that includes the furnishing of all materials, services, labor, performance and payment bonds, insurance, and other costs incurred in the performance the contract, signed by an individual authorized to bind the bidder contractually.

After a composite rating has been assigned for each proposal on the basis of the evaluation criteria in this section, the evaluation committee shall review the Price Proposals and determine the most advantageous proposal, taking into consideration the Non-Price Proposal ratings and the price. If the evaluation committee selects a proposal other than the lowest-priced proposal, the evaluation committee shall explain in writing why the added benefits of the proposal justify its higher price. The award of a contract to any bidder whose Non-Price Proposal was rated *unacceptable* with respect to one or more criteria will be conditioned on the negotiation of the revisions recommended by the evaluation committee at no increase in the proposed price.

Based upon the results of this review and interview process (if applicable), a ranking recommendation will be submitted to the Mayor for approval. The top-ranked bidder(s) from the list approved by the Mayor will be contacted for an agreement. If an agreement cannot be reached, negotiations with other bidders, in order of their ranking, will be conducted until an agreement can be reached. The Issuer reserves the right to waive any and all informalities and to award the proposal on the basis of the above procedures to the bidder it deems most qualified.

- a) 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 roof area. 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:
  - Annual Lease Payment: \$1 with an annual escalator of 0%
  - Annual Tax Agreement Payment: \$29,000 with an annual escalator of 0%.
- b) 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).
- c) 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 Credits ("SREC"), ISO-New England forward capacity payments, and others, all as applicable.
- d) Demonstration that the Respondent has fully incorporated into the proposal price all financial benefits realized by the \$367,310 CCERI grant funds and possible Town contribution amount of \$29,183.50 itemized in Section III.
- e) 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 Town's assessment of such indicative pricing assumptions shall weigh into its proposal evaluation.
- f) Proponents may submit more than one payment proposal. Payment proposal must include a table indicating financial benefits to the Town over a minimum of a twenty year period.
- g) 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 by two factors:

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

## **Attachments**

- A Non-Collusion and Tax Certification Forms**
- B Insurance Requirements**
- C Rendering of New High School (showing outdated proposed PV array)**
- D PV Study Drawings, including:**
  - **Site Utility Plan**
  - **Site Layout Plan**
  - **Overall Roof Plan**
  - **Floor Plan – Level 1, Area C (showing Inverter Room)**
  - **Mechanical/Electrical Core**
  - **Building Section at Boiler Room – same as Inverter Room beyond**
  - **Electrical First Floor Power Plan, Part B**
  - **Electrical First Floor Power Plan, Part C**
- E Square footage of roof areas**
- F Approved submittal for TPO membrane roofing product (roofing product info on pages 4-6)**
- G Electricity Consumption at High School for Fiscal Year 2015**
- H Pre-Application Report dated 11/13/2014**
- I Prevailing Wages**

## Attachment A

### **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, business, partnership, corporation, union, committee, entity, or group of individuals.

\_\_\_\_\_  
(Name of person signing bid)

\_\_\_\_\_  
(Name of business)

## Attachment B

### 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 under the Contract, whether 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 benefit and other 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 non-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 the Contractor's proposed cost quote.