

**Request for Proposal**  
**for**  
**2019 Solar Photovoltaic Project**

**by**  
***Merton Community School District***

**March 15, 2019**

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**REQUEST FOR PROPOSAL (RFP) AND PROJECT TIMELINE**  
**(Merton Community School District)**

<b><u>Date</u></b>	<b><u>Action Item</u></b>
March 15, 2019	Request for Proposal (RFP) is issued
April 17, 2019	Proposals are due at District Office (11:00 AM)
May 2019	Board selects Qualified Provider for project
June 2019	Work Commences
August 2019	Substantial Completion

## **PROJECT INTRODUCTION**

Merton Community School District, in Merton, WI, is seeking proposals in response to this RFP for the installation of solar photovoltaic (PV) systems on the roofs of the Primary School and Intermediate School.

Proposals are due on or before April 17, 2019 at 11:00 AM at the District Office, located at N68W28460 Sussex Road, Merton, WI 53056. All proposals shall conform to the content, format, and requirements in this RFP. The Board reserves the right to terminate this project prior to bids being received, to reject any and all proposals, and to be the sole judge of the value and merit of the proposals offered.

The School District's objective in issuing this Request for Proposal (RFP) is to provide a competitive means by which to select a single Qualified Provider to perform a turnkey implementation (design and construction) of the project.

For more information, contact Dr. Ronald Russ, Superintendent at (262) 538-2828 or russr@merton.k12.wi.us.

## **I. PROPOSAL CONTENT & FORMAT**

Proposals must be submitted in the format outlined in this section. For each proposal a checklist will be used in reviewing the proposal to determine if it is complete prior to actual evaluation. The Owner reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

### **A. Table of Contents**

Responses shall include a table of contents properly indicating the section and page numbers of the requested information.

### **B. Executive Summary**

Responses shall include a concise abstract stating the respondent's overview of the project.

### **C. Company Profile**

This section should include the following information on the Qualified Provider.

#### **1. Company Overview**

- a. Please provide an overview of your company and include the following information:
  - ◆ Company name
  - ◆ Company address
  - ◆ Company telephone number
  - ◆ Contact person(s) for this project, including name, phone number, and email
  - ◆ Number of years Company has been in business
  - ◆ Number of solar projects completed by your Company and total MWdc installed

#### **2. Lead Personnel**

- a. List the Lead Personnel employed by the Qualified Provider involved in this project. Include a resume on each person listing name, title, education, experience, work history, and responsibilities on this project. Include the name of the engineer(s) or engineering firm providing the design engineering for the project.

#### **3. References**

- a. List references for five (5) Solar Projects completed by your firm. For each reference, identify the project name, solar PV system size (kWdc), solar PV system type (i.e. roof-mount, ground-mount, carport, etc.), Owner category (i.e. private company, residential, public school district, university, etc.), and Owner contact information, including the name and number of an individual with familiarity of the project that can be contacted.

- b. References for projects completed with Public School Districts where the project scope included work other than solar may also be included.
4. Solar Performance and Savings Results
    - a. For at least five (5) solar projects that were designed and installed by your firm, and have been in operation for at least one year, list the following:
      - ◆ Project name
      - ◆ Project location
      - ◆ Project summary / overview
      - ◆ Solar PV system size (kWdc)
      - ◆ Solar PV system size (kWac)
      - ◆ Month/Year system was energized
      - ◆ Expected Annual Generation, kWh (this number will be confirmed by calling the reference)
      - ◆ Actual Annual Generation, kWh, in 2018 (explain how this number was determined)
      - ◆ Was a Performance Guarantee provided? If yes, explain the Guarantee.
      - ◆ Provide Annual Savings Report, if available.
      - ◆ Provide any other relevant information on the performance results of the project
  5. Litigation
    - a. List any projects with which the Provider (or any of its subsidiaries that may be involved in this project) has entered into litigation or arbitration during the past 5 years. Provide a brief summary detailing the litigation/arbitration. Omission of any past litigation will result in disqualification

#### **D. Technical Approach**

Section D should contain the following information about the respondent's technical approach to meet the Owner's objectives.

1. **Project Scope Overview:** Include an overview of the project scope, explaining the process and approach the Provider used in determining the proposed scope.
2. **Technical Detail Sheet:** Complete the technical detail sheet, included as Exhibit A at the end of this RFP, and include the completed sheet in this section of the response.
3. **Energy Prediction Documentation:** Provide documentation to show the predicted annual solar energy output (kWh) of the proposed solar PV systems. The energy prediction shall be calculated using an industry recognized and accepted software program, such as PVSyst or Helioscope, and the assumptions used in generating the prediction should be clearly stated.
4. **Energy Savings Calculations:** Provide a detailed explanation of how the Provider has calculated the anticipated energy savings. Show the baseline utility data (usage and costs) for the two buildings – Primary and Intermediate Schools.

## **Merton Community School District**

5. **Equipment Selection:** Describe the process the Provider utilizes to obtain the equipment to be used on the project and specifically what criteria is used to make equipment selections.
6. **Installation Approach:** Describe how the Provider intends to implement the installation phase of the project in terms of approach, priorities, philosophies, timelines, and commissioning.
7. **Performance Assurance:** Described in detail the performance assurance processes that the Provider intends to utilize to ensure the system operates at peak performance. Provide an actual annual savings report from a past project where this same approach was utilized.
8. **Project Guarantees:** Described any guarantees offered by the Provider on the project.
9. **Additional Information:** Provide any additional information about the Provider's proposed solution that may be relevant to the Owner.

## **E. Financial Aspects**

Section E should contain the financial components of the proposed work as identified below.

1. **Pricing:** Describe in detail the process utilized by the Provider to obtain the best possible pricing for the Owner. Explain why this is the best approach.
  - a. Include the firm cost for the proposed solar projects.
  - b. Bid shall include all engineering drawings and structural reviews to complete the project.
  - c. Explain the process for how costs will be determined for any change-orders or unforeseen conditions that occur during the installation of the project.
2. **Executive Summary:** Provide an "Executive Summary", which summarizes the cost, scope and savings for each solar project in a one-page document.

## **II. EVALUATION CRITERIA**

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score.

### **A. Ability to Successfully Implement Program (15 points)**

1. Strength and quality of references for past solar projects. **(5 points)**
2. Strength and quality of evidence provided on performance of past solar projects, including information on how the systems have performed relative to expectations, and information on the satisfaction of past solar project customers. **(5 points)**
3. Background and qualifications of the people responsible for the proposed project, including in-house engineers, project managers and performance assurance personnel. **(5 points)**

### **B. Technical Approach & Proposed Solutions (15 points)**

1. Professionalism and quality of engineering drawings provided. **(5 points)**
2. Thoroughness and detail provided to justify the calculated energy savings. **(5 points)**
3. Ability and creativity of proposed solution to meet overall project and program objectives. **(5 points)**

### **C. Project Cost & Net Economic Impact (50 points)**

1. Value offered considering the project cost and proposed scope. **(40 points)**
2. Value offered considering the overall net economic impact of the project. **(10 points)**

### **D. Project Guarantees & Performance Assurance (20 points)**

1. Value of Project Guarantees provided. **(10 points)**
2. Performance Assurance capabilities of the Provider, including ability to ensure the system operates at peak performance and ability to report on the actual performance results of the system. **(10 points)**



**Exhibit A - Technical Detail Sheet**  
Merton Community School District - Solar Project RFP

Company Name:

	Primary School	Intermediate School	Total
Project Cost			
Solar PV System Size - kWdc			
Solar PV System Size - kWac			
Existing Building Annual kWh Usage			
Annual Predicted Solar Energy Generation (kWh)			
Percentage kWh Offset (%)			
kWh/kWdc Ratio			
Solar Panel Manufacturer			
Solar Panel Wattage, each (Wdc)			
Quantity of Solar Panels			
Solar Panel Product Warranty Term (years)			
Solar Panel Production Warranty Term (years)			
Inverter Manufacturer			
Inverter Nameplate Size, each (kWac)			
Quantity of Inverters			
Inverter Product Warranty Term (years)			
Does Inverter Solution include Optimizers? (yes/no)			
Optimizer Manufacturer			
Quantity of Optimizers			
Optimizer Product Warranty Term (years)			
2017 National Electric Code Compliant? (yes/no)			
Racking Manufacturer			
Racking Product Warranty Term (years)			
Panel Tilt Angle			
Data Acquisition System included? (yes/no)			
Data Acquisition System Manufacturer			