



BURLINGTON ELECTRIC DEPARTMENT - UNIVERSITY OF VERMONT JOINT SOLAR REQUEST FOR PROPOSALS (RFP)

SOLAR ENERGY DEVELOPMENT PARTNERS

The University of Vermont (UVM) and the Burlington Electric Department (BED) are requesting Proposals from potential partners to develop solar energy projects on designated UVM campus properties. UVM and BED are open to a wide variety of proposals.

BACKGROUND

The University of Vermont is considering a number of expansions that will affect several BED distribution circuits. BED has identified the areas that are on each of the affected circuits (see attached list and map). To help mitigate the costs of any distribution upgrades needed to meet the additional load from the planned expansion, UVM and BED seek proposals from solar generation providers, for the feasibility and cost, of developing solar generation on the roofs of UVM properties, developing solar canopies over parking areas, or other potential options that vendors wish to raise in their proposal.

As part of this process, UVM & BED will also be reviewing the potential for efficiency and load control on the same circuits. Many of the properties included in the attached list are of significant age (and historical value). Not only does UVM desire to maximize the development of renewable distributed generation on its properties where doing so is cost effective, but also desires to make those properties as energy efficient as possible. As Burlington's Energy Efficiency Utility, BED encourages customers to become as energy efficient as possible before, or as part of, seeking distributed generation alternatives. BED encourages proposers to adopt that principal in responding to this RFP. Recognizing that the main goal of this RFP is to solicit possible ways to implement solar development on UVM properties, proposals that incorporate viable efficiency measures as part of the project will be favorably viewed.

THE FACILITIES

The table provided as Attachment A lists UVM buildings, organized by area (which correspond to the BED circuit affected). A campus map that shows the boundaries of each area/affected BED circuit is provided as Attachment B to assist in determining which circuit might be affected by proposing parking canopy solar and other options. The areas identified on the map will be the main focus of the RFP. However, proposers are encouraged to submit proposals for any other types of array at any campus locations that they feel would prove viable.

Neither UVM nor BED have conducted any structural analysis of the buildings identified in the RFP nor evaluated any interconnection constraints at any potential locations. UVM anticipates that structural analyses will need to be completed in relation to any proposals chosen for further negotiation. BED notes that interconnection constraints are likely to be minimal given the loads on the circuits in question, but will need to be evaluated as part of the due diligence for any proposals chosen for future consideration.

In preparing responses to this RFP, proposers will not be allowed to perform detailed site visits of buildings. Such detailed site visits will be limited to proposers providing responses to this RFP that pass



initial screening. The UVM campus is open to the public, and many of these buildings and other potential locations such as parking areas can be viewed from various locations on campus, on Google Earth, or seen on UVM's own informational pages on its web site.

PROPOSAL COMPONENTS (RFP)

Statement of Qualifications

Please provide a statement of qualifications containing the following elements (maximum of 5 pages, less is appreciated):

- a. Experience: Experience on a minimum of three similar projects with preference given to public/private partnerships.
- b. Project Team/Partner Resources: A proposed project team, including professional backgrounds and experience.
- c. References: At least three client or partner references. Public partner references are preferred.

Matrix of Solar Potential by Area/Circuit

The proposers should complete the matrix provided as Attachment C to this proposal based on their experience and the preliminary information provided on the locations in this RFP for any proposed rooftop solar locations/proposals. For non-rooftop solar options, please provide comparable information for each location/proposal.

Statement of Interest

For each location the proposer would recommend for solar deployment, the proposer should include the following. Proposals should be structured such that each location identified as viable for solar generation is a standalone proposal that can be evaluated individually. If economies of scale would be available from selecting multiple locations from a single provider, that information should be provided separately.

- a. Project Proposal: Detailed description of the proposed solar installation for the locations identified in Attachment A for which the provider feels solar generation is feasible. A description should be provide the following: type of solar panel being proposed, manufacturer, description of all anticipated hardware including mounting system, description of all labor included, explanation of any modifications to the property that will be required, required permitting, and any other relevant conditions. Particular note should be made of the impact, including penetrations, to a building's roof structure as well as any other impacts on the present facilities such as loss of parking, etc.

- b. Financial Proposal: The cost and types of financing that the proposer would anticipate/offer for each location. Financing vehicles to be utilized, leases, purchase power agreements, net metering arrangements, or other cost proposals (including construction as a turnkey project to be owned by UVM/BED). The information submitted must be sufficient for UVM and BED to determine the total project cost as well as to evaluate the cost and viability of mitigating distribution upgrades on each circuit. Proposers should include all costs up to the interconnection to BED's system. Interconnection costs do not need to be included. If an estimate is provided, it should be listed as a separate line item.
- c. Anticipated Production: The nameplate rating for each location in DC and AC, and anticipated net energy production for each location at the interconnection point.
- d. Risk Proposal: Identify all risks to completion of the project as proposed, along with mitigation plans describing how the proposer will minimize those risks.
- e. UVM/BED Involvement Proposal: Proposers should describe in detail any agreements they anticipate requiring from UVM or BED to facilitate project development.
- f. Project Plan: Proposers should include an anticipated timeline for development of the project (or for individual locations).
- g. Confidentiality Requirements: If proposers desire any portions of their proposal to remain confidential after the RFP opening they must include documentation clearly describing which portions of the package the proposer considers confidential along with justification as to why the information would be considered confidential under Vermont law and Public Service Board rules. See Other Terms below for further clarification.

Selection Process

Proposals will be opened and reviewed for completeness immediately following the submittal deadline. A registry of all proposals will be prepared. UVM and BED will review the proposals and determine a short-list for further negotiation, for potential site visits, and for refinement of final proposals. UVM/BED reserves the right to reject proposals or eliminate sites from further consideration based on the quality of proposals received for each individual location.

During the evaluation process, UVM/BED reserves the right, where it may serve their best interest, to request additional information or clarifications. UVM/BED recognizes that this RFP is very broad in scope, and that further clarity is likely to be required as various options are developed/explored. Proposers are urged to make responses as detailed as possible, while identifying areas where further detail is required or risks may exist.

Evaluation Criteria

- a. Net cost/risk to UVM and BED
- b. Ability to assist in mitigating distribution upgrade needs
- c. Total project cost
- d. Demonstration of knowledge/understanding of facility constraints
- e. Complexity of required relationships with UVM and BED
- f. Qualifications of the respondent and the personnel to be assigned to this project
- g. Inclusion of efficiency or other related benefits to UVM and BED
- h. Overall ability to meet the goals of UVM and BED

In evaluating proposals UVM and BED will be seeking the best overall fit, and will not necessarily be looking for the lowest pricing point. This approach may result in multiple proposers being chosen to provide solutions to one or a sub-set of facilities.

Proposal Submittal

Submit one unbound hard copy of the proposal suitable for copying and one digital copy of qualifications in PDF format. Double sided proposals preferred.

Submit proposals in a sealed envelope clearly marked “**SEALED BID – DO NOT OPEN – UVM/BED SOLAR Energy Development RFP**”, including the name and address of prime respondent and sent to:

James L. Gibbons
Director of Resource Planning
Burlington Electric Department
585 Pine Street
Burlington, VT 05401

All proposals must be received by BED no later than **November 15, 2015**. Proposals and/or modifications received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted.

Pre-bid Conference

Any entities considering responding to this RFP, who provide notice of interest via email not later than **September 25, 2015**, will be notified of any pre-bid conference call that will be held, as well as receive any additional communications from UVM/BED related to this RFP, including, but not limited to, answers to questions raised by other potential respondents.



Other Terms

By submitting a proposal proposers implicitly warrant, represent and certify that no elected or appointed official or employee of UVM or BED has or will benefit financially or materially from acceptance for this procurement. Any Contract and/or award arising from this RFP may be terminated by UVM and BED if it is determined that gratuities of any kind were either offered to, or received by any of the aforementioned officials or employees from the proposer, the proposer's agent or the proposer's employees.

Any alleged oral agreement or arrangement made by a proposer with UVM, BED or any employee of either organization, will be disregarded in any proposal evaluation or associated award.

Due regard will be given for the protection of proprietary information contained in all proposals received; however, proposers should be aware that all materials associated with their submittals are subject to the terms of the Vermont Access to Public Records Act (1 V.S.A. Chapter 5, Subchapter 3) and all rules, regulations and interpretations resulting from, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

In the Confidentiality Requirement section of their proposals, it will not be sufficient for proposers to merely state generally that the proposal is proprietary in nature and not therefore subject to release to third parties. Those particular pages or sections which a proposer believes to be proprietary and of a trade secret nature must be specifically identified as such and must be separated from other sections or pages of their proposal. Convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 316 of Title 1 of the Vermont Statutes Annotated must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the proposer that would result if the material were to be released and the reasons why the materials are legally exempt from release pursuant to the above cited statute. Between a proposer and the Department, the final administrative authority to release or exempt any or all material so identified, rests with the Department.

By responding to this RFP, the proposer implicitly states that the proposal is not made in conjunction with any competing proposer submitting a separate response to this RFP and that it is in all respects fair and without collusion or fraud.

Neither UVM nor BED will be liable for any costs incurred by proposers in the preparation of proposals or for any work performed prior to the approval of any executed contract.

All proposals upon submission become the property of UVM/BED. The expense of preparing and submitting a proposal is the sole responsibility of the proposer. During evaluation, UVM/BED reserves the right to request additional information to assist in the evaluation of the qualifications.



UVM/BED reserves the right to reject any or all responses to the RFP, to partner with the proposer(s) best suited to their interests, to reissue the RFP or to issue a follow-up RFP.

This solicitation in no way obligates UVM or BED to contract with or otherwise partner with any respondent.

Miscellaneous Regarding Contracts with BED

- a. Equal Opportunity –The selection of a vendor shall be made without regard to race, color, sex, age, religion, sexual orientation, gender identity, national origin, physical or mental condition, HIV status or political affiliation. BED is an Equal Opportunity Employer and encourages proposals from qualified minority and woman owned businesses.
- b. Compliance with Law – Vendors shall comply with all applicable federal, state and local laws and regulations in the performance of service. If the type of work is typically performed by someone whose profession must be licensed, then the vendor must be licensed in the State of Vermont.
- c. Insurance Requirements, for Contractor and any Subcontractors, with which the BED contracts.
 - i. Certificate of Liability Insurance in the minimum amount of \$1,000,000 (certificate should name the BED as an additional insured for the work the vendor will be doing). Either a Certificate of Workers' Compensation Insurance OR a waiver form (hold harmless agreement) is required. The Federal W-9 Form will be completed and returned to BED, if applicable.
 - ii. Before commencement of work, the insurance certificates testifying to coverage of workmen's compensation, public liability, property damage and automobile liability insurance shall be submitted to the BED.

Please direct questions about this RFP to James L. Gibbons, Director of Resource Planning, Burlington Electric Department, at the above address, **via email** at jgibbons@burlingtonelectric.com. To the extent that responses to questions are provided, they will be provided to all interested parties.



UVM Solar Generation Study - Attachment A

<u>Area</u>	<u>SDP</u>	<u>Building</u>	<u>Notes</u>	<u>Location</u>
1		Given Building	Existing	Main Campus / Northeast
		Converse Hall	Existing	Main Campus / Northeast
		New Dorm Project	PROPOSED - would not be owned by UVM	Main Campus / Northeast
		Fleming Museum	Existing	Main Campus / Northeast
		Rowell Building	Existing	Main Campus / Northeast
		Chittenden Hall	REMOVAL PLANNED	Colchester Ave
		Buckham Hall	REMOVAL PLANNED	Colchester Ave
		Wills Hall	REMOVAL PLANNED	Colchester Ave
2		Harris Hall	Existing	South of Main St
		Millis Hall	Existing	South of Main St
		Harris/Millis Commons	Existing	South of Main St
		Marsh Hall	Existing	South of Main St
		Austin Hall	Existing	South of Main St
		Tupper Hall	Existing	South of Main St
		Residential Life - N University Heights	Existing	South of Main St
		Residential Life - S University Heights	Existing	South of Main St
		Independent Housing - North	Existing - not owned by UVM	South of Main St
		Independent Housing - South	Existing - not owned by UVM	South of Main St
		Patrick Gutterson Complex	Existing	South of Main St
		Southwick Hall	Existing	South of Main St
		Coolidge Hall?	Existing	South of Main St
		Redstone Hall?	Existing	South of Main St
		Davis Hall	Existing	South prospect St
		Simpson Hall	Existing	South prospect St
	Future Athletic Facility	PROPOSED		
3		Instrumentation & Model Fac	Existing	East Avenue
		Physical Plant	Existing	East Avenue
		Jeffords Hall	Existing	Main Campus / Main Street
		Living & Learning Center	Existing	South of Main St (633 Main St)
		Stafford Hall & Greenhouse	Existing	Main Campus / Main Street
		Aiken Center	Existing	Main Campus / Main Street
		Hills Building	Existing	Main Campus / Main Street
		Marsh Life Sciences	Existing	Main Campus / Main Street
		Health Sciences (HSRF)	Existing	Main Campus / Main Street
		Adams Hall (UVM ROTC)	Existing	South of Main St (601 Main St)
4		Bailey Howe Library	Existing	Main Campus / West
		Morrill Hall	Existing	Main Campus / West
		Lafayette Hall	Existing	Main Campus / West
		Davis Center / Terrill	Existing	Main Campus / West
		Votey Hall	Existing	Main Campus / West
		STEM Building	PROPOSED	Main Campus / West
		Royal Tyler Theater	Existing	Main Campus / West
		Old Mill	Existing	Main Campus / West
		Williams Hall	Existing	Main Campus / West
		Billings	Existing	Main Campus / West
		Ira Allen	Existing	Main Campus / West
		Kalkin Hall	Existing	Main Campus / West
		Perkins Hall	Existing	Main Campus / West
		Cook Physical Sciences	REMOVAL PLANNED	Main Campus / West
		Angell Lecture	REMOVAL PLANNED	Main Campus / West
	Cage/Central Plant	Existing	Main Campus / West	



UVM Solar Generation Study - Attachment C										
POTENTIAL ROOFTOP LOCATIONS										
<u>Area</u>	<u>SDP</u>	<u>Building</u>	<u>Notes</u>	<u>Location</u>		<u>Solar Potential - kW</u>	<u>Anticipated Solar Production</u>	<u>Cost</u>		
1		Given Building	Existing	Main Campus / Northeast						
		Converse Hall	Existing	Main Campus / Northeast						
		New Dorm Project	PROPOSED - would not be owned by UVM	Main Campus / Northeast						
		Fleming Museum	Existing	Main Campus / Northeast						
		Rowell Building	Existing	Main Campus / Northeast						
		Chittenden Hall	REMOVAL PLANNED	Colchester Ave						
		Buckham Hall	REMOVAL PLANNED	Colchester Ave						
		Wills Hall	REMOVAL PLANNED	Colchester Ave						
2		Harris Hall	Existing	South of Main St						
		Millis Hall	Existing	South of Main St						
		Harris/Millis Commons	Existing	South of Main St						
		Marsh Hall	Existing	South of Main St						
		Austin Hall	Existing	South of Main St						
		Tupper Hall	Existing	South of Main St						
		Residential Life - N University Heights	Existing	South of Main St						
		Residential Life - S University Heights	Existing	South of Main St						
		Independent Housing - North	Existing - not owned by UVM	South of Main St						
		Independent Housing - South	Existing - not owned by UVM	South of Main St						
		Patrick Gutterson Complex	Existing	South of Main St						
		Southwick Hall	Existing	South of Main St						
		Coolidge Hall?	Existing	South of Main St						
		Redstone Hall?	Existing	South of Main St						
		Davis Hall	Existing	South prospect St						
		Simpson Hall	Existing	South prospect St						
	Future Athletic Facility	PROPOSED								
3		Instrumentation & Model Fac	Existing	East Avenue						
		Physical Plant	Existing	East Avenue						
		Jeffords Hall	Existing	Main Campus / Main Street						
		Living & Learning Center	Existing	South of Main St (633 Main St)						
		Stafford Hall & Greenhouse	Existing	Main Campus / Main Street						
		Aiken Center	Existing	Main Campus / Main Street						
		Hills Building	Existing	Main Campus / Main Street						
		Marsh Life Sciences	Existing	Main Campus / Main Street						
		Health Sciences (HSRF)	Existing	Main Campus / Main Street						
		Adams Hall (UVM ROTC)	Existing	South of Main St (601 Main St)						
4		Bailey Howe Library	Existing	Main Campus / West						
		Morrill Hall	Existing	Main Campus / West						
		Lafayette Hall	Existing	Main Campus / West						
		Davis Center / Terrill	Existing	Main Campus / West						
		Votey Hall	Existing	Main Campus / West						
		STEM Building	PROPOSED	Main Campus / West						
		Royal Tyler Theater	Existing	Main Campus / West						
		Old Mill	Existing	Main Campus / West						
		Williams Hall	Existing	Main Campus / West						
		Billings	Existing	Main Campus / West						
		Ira Allen	Existing	Main Campus / West						
		Kalkin Hall	Existing	Main Campus / West						
		Perkins Hall	Existing	Main Campus / West						
		Cook Physical Sciences	REMOVAL PLANNED	Main Campus / West						
		Angell Lecture	REMOVAL PLANNED	Main Campus / West						
	Cage/Central Plant	Existing	Main Campus / West							
OTHER NON-ROOFTOP PROPOSALS										
<u>Circuit</u>		<u>Description</u>		<u>Location</u>		<u>Solar Potential - kW</u>	<u>Anticipated Solar Production</u>	<u>Cost</u>		