



# ALHAMBRA

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## UNIFIED SCHOOL DISTRICT

### REQUEST FOR PROPOSALS

**RFP #1219 – 18/19**

### SOLAR PHOTOVOLTAIC (PV) SYSTEMS POWER PURCHASE AGREEMENT

Release Date: **May 14th, 2019**

Submit Proposal by: **2:00 p.m. on June 19th, 2019\***  
Purchasing Department – Mission Building  
1515 West Mission Road, Alhambra, CA 91803  
*Note: Ensure RFP envelope gets time-stamped*

Contact: Maryhelen Soto  
Executive Secretary  
626.943.6590

For all Correspondences, copy: Sean Murphy, Empowered Solutions, LLC.  
(seanm@enpllc.com)

**\*NO PROPOSALS WILL BE ACCEPTED AFTER THIS TIME ON THIS DATE**

## SECTION 1: OVERVIEW

NOTICE IS HEREBY GIVEN that the Alhambra Unified School District (“AUSD”) is issuing this Request for Proposals (“RFP”) for a Solar Photovoltaic Project at AUSD locations. Proposals from interested, independent, established and experienced firms must be received no later than **2:00 pm on June 18, 2019**.

### A. Background

AUSD is a public K-12 school district that serves the City of Alhambra and sections of Monterey Park and Rosemead. Currently, AUSD operates 4 High Schools, 13 Elementary Schools, and 1 District Office serving a student population of more than 16,000 students. AUSD is requesting proposals from qualified firms (“Respondents”) to provide full turnkey, finance, design, construction, operation, and maintenance services for the implementation of a Solar Photovoltaic Power Purchase Agreement (“PPA”) for the following sites (“Sites”):

Site Name	Meter #	Current SCE Rate	Base Energy Cost (\$/yr)	Annual Usage (kWh/yr)
Alhambra HS - Main	V349N-011604	TOU-8-D	\$185,453	1,110,710
Alhambra HS - Second	V349N-006716	TOU-GS3-D	\$111,398	683,057
Mark Keppel HS	V349N-013897	TOU-8-D	\$347,319	2,311,744
San Gabriel HS	V349N-009011	TOU-8-D	\$381,251	2,509,566
District Office - Marengo	259000-059899	TOU-GS3-D	\$94,859	666,812
District Office - Mission	259000-060253	TOU-GS2-D	\$36,702	227,679
Baldwin ES	V349N-001655	TOU-GS3-E	\$69,120	409,105
Brightwood ES	V349N-003967	TOU-GS3-E	\$59,294	343,661
Emery Park ES	V349N-018677	TOU-GS2-D	\$43,875	275,183
Fremont ES	V349N-003998	TOU-GS3-E	\$39,812	214,668
Garfield ES	259000-061089	TOU-GS3-E	\$43,340	244,021
Granada ES	259000-074677	TOU-GS2-E	\$31,015	178,237
Marguerita ES	V349N-017150	TOU-GS2-E	\$35,445	205,236
Monterey Highlands ES	V349N-004618	TOU-GS3-E	\$72,964	439,715
Northrup ES	V349N-019401	TOU-GS3-E	\$54,426	316,440
Park ES	V349N-003990	TOU-GS3-E	\$56,107	330,157
Ramona ES	V349N-003295	TOU-GS3-E	\$49,782	282,869
Repetto ES	V349N-016690	TOU-GS3-E	\$41,990	248,119
Ynez ES	V349N-004774	TOU-GS3-E	\$42,265	226,970

AUSD is interested in entering into a PPA or lease option with the selected Respondent and desires that Respondent leverage any available local, state, or federal government rebate or financing options, other financing mechanisms, grants and/or other funding sources. AUSD will be utilizing California Government Code 4217 to establish this contract.

This RFP seeks proposals only and should not be interpreted as a solicitation for services. Submissions should be concise and responsive to AUSD's goals and formatted as outlined in this RFP. Innovative and creative solutions are encouraged. All costs for proposals and design are entirely the responsibility of the Respondent and will not be paid by AUSD.

## **B. Submittal Information and Deadlines**

Responses must be submitted in writing and signed by an authorized officer of the Respondent. Each Respondent must provide sufficient information to enable AUSD to understand the overall submission, materials, and services to be provided. AUSD reserves the right to reject a response and to give it no further consideration. AUSD also reserves the right to request clarification and/or additional information from any Respondent.

AUSD requires Respondents to submit qualifications and information per Section 4 that includes a schedule, design criteria, equipment, and pricing. The deadline for submission of RFP responses is outlined below. A response submitted after this date and time will not be accepted, and a response that is incomplete or does not conform to the requirements of this RFP may not be considered.

Respondents must submit their proposal in-person with 3 hard copies (excluding digital appendices) and 1 thumb-drive digital copy (including digital appendices). Responses should be brief and concise but provide sufficient clarity to meet the criteria in the evaluation process. Responses shall not exceed **fifty (50) pages**, excluding exhibits in the appendix. Each response must include all sections and information as stated in Section 4.

Envelopes containing responses must be clearly marked "*Solar Photovoltaic Power Purchase Agreement, Alhambra Unified School District, RFP #1219 – 18/19 Submittal*" and delivered no later than **2:00 pm on June 19, 2019, to:**

Alhambra Unified School District – District Office  
1515 W Mission Rd, Alhambra, CA 91803  
Mission Building – Purchasing Office  
**Attn: Maryhelen Soto**

A mandatory Pre-Proposal Conference and Site Walk ("Site Walk") will take place on **May 21, 2019**, at the Sites. Respondents must attend the Site Walk in order to submit a proposal. No more than two (2) individuals from each Respondent team may attend. Respondents intending to attend the Site Walk are requested to RSVP to Maryhelen Soto ([soto\\_maryhelen@ausd.us](mailto:soto_maryhelen@ausd.us)) and Sean Murphy ([seanm@enpllc.com](mailto:seanm@enpllc.com)) no later than **5:00 pm on May 17, 2019**.

### **Mandatory Pre-Proposal Conference and Site Walk 7:30 am on May 21, 2019**

Alhambra Unified School District – District Office  
1515 W Mission Rd, Alhambra, CA 91803

After the Site Walk, respondents are required to express their intent to respond to this RFP to Maryhelen Soto via email ([soto\\_maryhelen@ausd.us](mailto:soto_maryhelen@ausd.us)) no later than 2:00 pm on May 24, 2019. If necessary, supplemental information in addenda form will be posted on the AUSD website's Purchasing page. AUSD shall not be responsible for failure of any Respondent to receive RFP addenda. All addenda so issued shall become part of this RFP. Each Respondent shall be responsible for ascertaining, prior to submitting a proposal, that they have received all issued addenda.

Questions or clarifications regarding this RFP must be received in writing via email no later than 2:00 pm on June 3, 2019, to both Maryhelen Soto ([soto\\_maryhelen@ausd.us](mailto:soto_maryhelen@ausd.us)) and Sean Murphy

([seanm@enpllc.com](mailto:seanm@enpllc.com)). Any questions received after this date or not sent to both parties will be answered at AUSD’s discretion. No questions will be answered via phone calls. Responses will be posted on the AUSD website Purchasing page no later than **June 5, 2019**.

AUSD reserves the right to:

- Investigate the qualifications of Respondents under consideration and to confirm any part of the information furnished in a proposal;
- Require other evidence of managerial, financial, or technical capabilities that AUSD considers necessary for the successful performance of the project;
- Reject any or all submitted responses at its sole discretion;
- Cancel the RFP;
- Modify any requirements contained within the RFP;
- Establish other evaluation criteria determined to be in the best interest of AUSD;
- Contract with any Respondent(s) responding to this RFP based solely upon AUSD’s sole judgment.

**THE DISTRICT MAKES NO REPRESENTATION THAT ANY PPA OR OTHER AGREEMENTS WILL BE AWARDED IN RESPONSE TO THIS RFP.**

AUSD will not be responsible for any expenses incurred by any Respondent in preparing and submitting a proposal in response to this RFP.

**ATTEMPTS TO CONTACT AUSD STAFF OR BOARD MEMBERS REGARDING THIS RFP (BEYOND THE REQUIRED CORRESPONDENCES OUTLINED IN THIS SECTION) WILL BE GROUNDS FOR DISQUALIFICATION FROM THE SELECTION PROCESS.**

**C. Procurement Milestones**

Please note the following important dates:

Milestone Task	Anticipated Dates and Durations
<b>RFP Selection Process</b>	
Issuance of RFP	05/14/2019
Requested Response of Intent to Attend Site Walk	05/17/2019
Mandatory Pre-Proposal Meeting and Site Walk	05/21/2019
Mandatory Response of Intent to Respond to RFP	05/24/2019
RFP Questions and RFIs Due	06/03/2019
RFI Responses Issued	06/05/2019
<b>RFP Proposal Due Date</b>	06/19/2019
Evaluations of Proposal	2 weeks
<b>Selection of Solar PV Firm for Negotiations</b>	07/01/2019
Negotiations with Selected Respondent	3 weeks
2-Week Notice of Public Hearing	07/22/2019

Milestone Task	Anticipated Dates and Durations
Board Approval	08/06/2019

**D. Respondent Qualifications**

AUSD may select a Respondent that, in its sole opinion, is the most capable of executing the project described in this RFP. A Respondent must have successfully completed:

1. At least three (3) Solar PV installations of 1MW or larger to a single client within the past 36 months.
2. At least two (2) Carport PV installations within the past 36 months.
3. At least two (2) Solar projects, 1MW or greater, delivered through a Power Purchase Agreement and implemented with at least two (2) different California K-12 School Districts.
4. At least two (2) Solar projects spread across at least five (5) different sites.
5. (Optional) If Battery storage is proposed as part of the design then please provide examples of installations 500 kW or larger to a single client within the past 36 months.

To qualify, the Respondent must either individually or collectively demonstrate extensive training, relevant expertise, and a thorough knowledge of the professional services, functions, activities, and related responsibilities to successfully perform its role in this solar project. Respondent and its team shall possess:

- Valid and pertinent State of California contractor construction licenses;
- Professional engineering licenses for PV/electrical and structural work; and
- Special training and expertise as applicable.

**E. Confidential Information**

It is understood that proposals made in response to the RFP may contain technical, financial, or other data where public disclosure would cause substantial injury to the Respondent’s competitive position or that would constitute a trade secret. To protect this data from disclosure, please clearly identify the pages that contain such information. AUSD assumes no responsibility for disclosure or use of unmarked data.

All materials submitted (except those clearly designated as proprietary information) become the property of AUSD and will be returned only at AUSD’s discretion. RFPs submitted become the property of AUSD and may be reviewed and evaluated by any persons at the discretion of AUSD.

## SECTION 2: SELECTION CRITERIA

AUSD has designated the following items as selection criteria for the successful Respondent to be reviewed by AUSD's selection committee.

- A. Proposal Completeness.** The degree to which the Respondent has included all of the information requested in this RFP in a clear and concise manner.

*This criterion is valued at 5% of the overall score.*

- B. Company Financial Strength and Stability.** Information indicating the Respondent's financial strength including capital and liquid assets sufficient to successfully complete the project described in this RFP, and the stability of the Respondent in terms of number of years in existence, professional capabilities and PV systems construction experience.

*This criterion is valued at 10% of the overall score.*

- C. Respondent Experience.** Actual experience in PV systems, including:

1. At least three (3) Solar PV installations of 1MW or larger to a single client within the past 36 months.
2. At least two (2) Carport PV installations within the past 36 months.
3. At least two (2) Solar projects, 1MW or greater, delivered through a Power Purchase Agreement and implemented with at least two (2) different California K-12 School Districts.
4. At least two (2) Solar PV projects spread across at least five (5) different sites.
5. (Optional) If battery storage is proposed as part of the design then please provide examples of installations of 500 kW or larger to a single client within the past 36 months.

Respondent must hold a Class B or C10 license and be approved by the PV manufacturer to install the system. All subcontractors must hold appropriate licenses.

*This criterion is valued at 10% of the overall score assuming the minimum has been met.*

- D. Pricing.** The highest district-wide present value to AUSD as determined by AUSD via the Calculation Workbook (Appendix B).

*This criterion is valued at 40% of the overall score.*

- E. Contractual Risk to AUSD.**

*This criterion is valued at 10% of the overall score.*

- F. Outreach and Education Program.**

*This criterion is valued at 5% of the overall score.*

- G. Performance and Production Guarantee.**

*This criterion is valued at 5% of the overall score.*

- H. Project Schedule.** AUSD will value proposals that generate savings in the short term. AUSD's intention is for substantial completion to occur in the Summer of 2020. Respondents will be judged based on their submitted project schedules.

*This criterion is valued at 15% of the overall score.*

<b>RFP Selection Criteria</b>	<b>Evaluation Weight</b>
Proposal Completeness	5%
Company Financial Strength and Stability	10%
Respondent Experience	10%
Pricing	40%
Contractual Risk to Alhambra Unified School District	10%
Outreach and Education Program	5%
Performance and Production Guarantee	5%
Project Schedule	15%
<b>Total</b>	<b>100%</b>

AUSD will appoint a team of individuals to evaluate all responses, including representatives of AUSD consultant Empowered Solutions, LLC (“Selection Committee”). Empowered Solutions has provided a wide array of professional Energy Consulting Services for many K-12 Districts in California including support throughout all phases of solar PV projects. They have conducted a feasibility assessment and performed a detailed electricity usage and rate structure analysis for AUSD. Based on the Selection Committee’s review of the RFP Responses, certain Respondents may be invited to appear for an interview.

## SECTION 3: PROJECT REQUIREMENTS

### A. Project Description and Scope

AUSD is interested in the installation of a PV system to generate energy that would be purchased by AUSD. AUSD has identified the Sites that will be used for PV installation above in Section 1.A. and will provide the selected Respondent with order of priority. It is expected that the Respondent:

- 1) Provides a proposal for a solar PPA to AUSD that:
  - a. Is fixed per kWh (\$/kWh) for each Site with an annual escalator of no more than 1% per year for the 25-year agreement;
  - b. Provides a guaranteed output for each of the Sites and system for the duration of the PPA;
  - c. Is owned, operated and maintained by the Respondent;
  - d. Offers AUSD the ability to purchase all the systems each year starting in year 7 with a total cost of purchase that is no more than \$1 at the end of the 25-year PPA;
  - e. May contain battery storage in addition or in place of the solar PV system if it adds additional value to the offer to AUSD; and
  - f. Uses the calculator provided in Appendix B to calculate the value of the system.
- 2) Utilize a DSA pre-approved solar canopy style installation and connect to the utility at the meter location as indicated on the drawings in Appendix A. AUSD will reserve the right to reject any design it does not feel meets this intent.
- 3) Utilize the AUSD provided maps for each of the Sites, indicating the areas that are acceptable for a solar installation, to site the canopies (see Appendix A). The installation priority for the Sites shall be followed, as specified.
- 4) Do not provide more solar than the Site can utilize, as defined in Appendix B.
- 5) Optional: include battery storage at any or no Sites. Include battery storage in Appendix B spreadsheets.
- 6) Do not propose installations that incumber AUSD's ability to continue to operate their Sites as they are currently operating. AUSD will reserve the right to remove any solar canopies that do not meet this objective from the PPA or disqualify the Respondent if this is not followed.
- 7) Where avoidable, AUSD does not wish to lose any parking spots. For each of the Sites, the estimated number of lost parking spots due to the PV canopy support shall be indicated. AUSD shall assume all costs related to ADA upgrades required as a result of disruptions to parking lots.
- 8) Assume all responsibility for security and liability for the system during its operation.
- 9) Be responsible for all activities related to interconnection and metering with Southern California Edison (SCE).
- 10) Provide all design, installation, planning, engineering, labor, materials, delivery, installation, and operation, as well as maintenance as described below.
- 11) Apply for, pay for and obtain all necessary permits from applicable regulatory agencies including federal, state, and local jurisdictions and obtain approval including those required by AUSD.

AUSD will purchase electricity produced by the PV system under the terms and conditions of the PPA.



## B. Solar PV Sites and Supporting Information

The following table contains the Sites for PV installations, the point of connection, meter number, voltage and amperage of connection. Appendix A “Aerial Site Maps” provides the preferred solar array location at the Site for carport structures. AUSD does not wish to consider rooftop systems. Appendix A also indicate areas in order of priority.

Site / Meter Name	Street Address	Meter #	SCE Meter POI Description	Meter Voltage	Meter Amperage
Alhambra HS - Main	101 S 2nd St, Alhambra, CA 91801	V349N-011604	Enclosure outside Industrial Arts Building	480	4,000
Alhambra HS - Second	101 S 2nd St, Alhambra, CA 91801	V349N-006716	Bottom floor of parking structure, opposite elevator room	480	2,000
Mark Keppel HS	501 E Hellman Ave, Alhambra, CA 91801	V349N-013897	Outdoor enclosure adjacent to Building A	208	1,200
San Gabriel HS	801 S Ramona St, San Gabriel, CA 91776	V349N-009011	Enclosure adjacent to Building U	208	1,200
District Office - Marengo	1515 W Mission Rd, Alhambra, CA 91803	259000-005908	S of Marengo building, parking lot	480	1,200
District Office - Mission	1515 W Mission Rd, Alhambra, CA 91803	259000-068190	Mission Electrical Room	480	800
Baldwin ES	900 S Almansor St, Alhambra, CA 91801	V349N-001655	Open enclosure next to Building G	480	2,000
Brightwood ES	1701 Brightwood St, Monterey Park, CA 91754	V349N-003967	Enclosure, front of school	480	1,600
Emery Park ES	2821 W Commonwealth Ave, Alhambra, CA 91803	V349N-018677	Enclosure left of W entrance	480	1,200
Fremont ES	2001 Elm St, Alhambra, CA 91803	V349N-003998	Outdoor enclosure adjacent to basketball court	208	3,000
Garfield ES	110 W McLean St, Alhambra, CA 91801	259000-046150	Adjacent to Building I, Outdoors	480	1,800
Granada ES	100 S Granada Ave, Alhambra, CA 91801	259000-081678	Outside enclosure adjacent to kindergarten building	208	2,000
Marguerita ES	1603 Marguerita Ave, Alhambra, CA 91803	V349N-017150	Outside, adjacent to Building A	208	2,000
Monterey Highlands ES	400 Casuda Canyon Dr, Monterey Park, CA 91754	V349N-004618	Outside cafeteria	480	1,200
Northrup ES	409 S Atlantic Blvd, Alhambra, CA 91801	V349N-019401	Outside, parking lot-adjacent	480	1,200
Park ES	301 N Marengo Ave, Alhambra, CA 91801	V349N-003990	Outdoor enclosure next to swings	480	1,600

Site / Meter Name	Street Address	Meter #	SCE Meter POI Description	Meter Voltage	Meter Amperage
Ramona ES	509 W Norwood Pl, Alhambra, CA 91803	V349N-003295	Basement adjacent to Bldg. A	480	1,200
Repetto ES	650 Grandridge Ave, Monterey Park, CA 91754	V349N-016690	Open enclosure on playground	480	2,000
Ynez ES	120 S Ynez Ave, Monterey Park, CA 91754	V349N-004774	Outdoor enclosure between buildings H & I	480	1,600

The following table provides the annual electricity usage and current SCE rate structure for each Site. Detailed 15-minute interval demand data for each Site can be found in Appendix B. This data has been pro-rated to account for in-progress and expected energy efficiency projects resulting in reduced electrical usage. Respondents should target saving up to, but not exceeding, 100% of the annual energy usages provided below. Respondents should use this information in developing their proposed PV systems.

Site Name	Meter #	Current SCE Rate	Base Energy Cost (\$/yr)	Annual Usage (kWh/yr)
Alhambra HS - Main	V349N-011604	TOU-8-D	\$185,453	1,110,710
Alhambra HS - Second	V349N-006716	TOU-GS3-D	\$111,398	683,057
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Ramona ES	V349N-003295	TOU-GS3-E	\$49,782	282,869
Repetto ES	V349N-016690	TOU-GS3-E	\$41,990	248,119
Ynez ES	V349N-004774	TOU-GS3-E	\$42,265	226,970

### **C. Services and Component Requirements for Solar PV Systems**

The successful Respondent (“Design-Builder”) will be responsible for completing “turnkey” PV systems on the Sites, including design/engineering, permitting, procurement, construction, installation and equipment commissioning/start-up, and ongoing operations and maintenance (“PV System”). AUSD also expects to require that the Design-Builder guarantee the kWh output stated in its proposal for each selected PV System.

Products, components, construction, and installations must comply with applicable codes, standards, and rating methodologies. Minimum requirements of a general nature are outlined below; the requirements described below are not intended to be complete or comprehensive. The following are intended to provide Respondents with an overview of the general requirements; the following do not modify, limit or waive requirements established by the PPA or AUSD’s General Conditions, as awarded.

### **D. General**

PV Systems built in parking lots or near roadways must not obstruct or hinder Site parking or traffic and must allow for appropriate clearance for all vehicles including buses, delivery vehicles, etc. For each Site, the estimated number of lost parking spots due to the PV canopy support shall be indicated. Costs that are incurred as a result of alterations made to parking lots will be borne by the Design-Builder. Possible costs may include but are not limited to lighting alterations, parking lot re-striping, paving, etc. Appendix A provides proposed solar array locations at the Site.

- 1) The PV Systems must conform to current National Electrical Code and Title 24 of the California Code of Regulations.
- 2) All outdoor enclosures should be at minimum rated NEMA 3R.
- 3) Installations must comply with Occupational Health and Safety Administration (OSHA) directives.

### **E. Project shall in general include:**

- 1) Project engineering
  - a. Civil/Structural engineering
  - b. Electrical engineering
  - c. Mechanical engineering
  - d. Soils reports/engineering
- 2) Project permitting
  - a. DSA approval
  - b. Other City/County permitting as applicable
  - c. SCE Utility interconnection
  - d. Environmental report (if required)
- 3) Equipment procurement
  - a. Delivery logistics
- 4) Facility construction
  - a. Civil (trenching, backfill, surface repair, equipment pad preparation, etc.)

- b. Structural/mechanical
  - c. Electrical
- 5) Facility commissioning
- 6) Interconnection
  - a. Generation Interconnection Agreement application
  - b. PV System coordination studies (if required)
  - c. Utility protection engineering
  - d. Pre-parallel inspection
  - e. Permit to Operate
- 7) Facility testing
- 8) California DSA pre-approved design
- 9) Projects will be interconnected as net energy metering (NEM) projects.
- 10) Design-Builder's fees, as described above, must be included in all proposed pricing.
- 11) All costs required to be paid by either Respondent or AUSD shall be paid by Respondent. AUSD intends to provide a Project Manager, Construction Manager and consulting support to ensure that AUSD's needs are met. AUSD will provide review, approval, Site access but no support to implement the work. Respondent is solely responsible for the completion of project as proposed.

**F. Photovoltaic Modules.** Proposed PV modules must be (i) Monocrystalline or Polycrystalline, (ii) eligible under the California Solar Initiative ("CSI") Program; (iii) in compliance with Institute of Electrical and Electronic Engineers (IEEE) standards, including without limitation, IEEE 1262; (iv) UL listed; and (v) in compliance with the current National Electrical Code.

**G. Hazardous Materials.** If PV modules using hazardous materials are to be provided by the Respondent, then the environmental impact of the hazardous material usage must be discussed, including any special maintenance requirements and proper disposal/recycling of the modules at the end of their useful life. Modules containing hazardous materials must comply with the EPA Landfill Disposal Requirements. Any additional costs and/or AUSD responsibilities related to PV modules containing hazardous materials must be clearly identified.

**H. Inverters.** Proposed inverters must be: (i) IEEE 929-2000 compliant; (ii) UL 1741 compliant; and (iii) California Energy Commission (CEC) eligible.

**I. Electrical Power Generation.** Power generated by the PV Systems must be compatible with the existing distribution system at the Site.

**J. Utility Interconnection; Net Metering.** The Sites receive generation, distribution, and transmission service from SCE. Interconnection of power generated through the PV Systems must be in compliance with applicable utility and regulatory requirements. The Design-Builder will be required to assist AUSD in preparing, submitting, and securing interconnection agreement with SCE for power generated by the PV Systems. The PV Systems must be capable of net metering.

**K. Structural Requirements.** Structures and structural components must be designed: (i) in accordance with all applicable requirements; and (ii) with a minimum useful life of twenty-five (25)

years. Structural calculations incorporated into the design documents must be stamped by a registered engineer under California law and reviewed/approved by all applicable authorities including DSA.

**L. Monitoring and Metering.** The PV Systems must incorporate equipment and connections for metering, monitoring and data collection of solar power generated by the PV Systems at a time interval of no less than 15 minutes. Meters with industry standard communication telemetry for ethernet, cellular, or other similar common output must be incorporated into the PV System. Meters must be situated in easily assessable locations.

**M. Codes and Standards.** All structures constructed as a part of this project must comply with all applicable permitting, regulatory, and safety agencies, including but not limited to DSA, municipalities, fire departments, utility, etc. All applicable building codes must be strictly adhered to and complied with. Respondents must warrant and maintain the full structural integrity of the PV System for the full term of the PPA.

**N. Photovoltaic Systems.** Design documents prepared by the Design-Builder shall conform to applicable codes, design professional standards and standards of care. Design-Builder shall perform, diligently prosecute and complete the work in a good and workmanlike manner within the time set forth in the PPA, and in strict conformity with all design documents. All materials, equipment, workmanship and other items forming a part of the PV Systems shall comply with: (i) all applicable codes, regulations, including without limitation requirements established by DSA; and (ii) SCE interconnection requirements.

**O. Administrative Requirements.** During the course of performance, the Design-Builder will be required to comply with administrative requirements including, without limitation, payment of prevailing wage rates, limitations on hours/days of work at the Sites, non-discriminatory employment practices and implementation of safety programs.

**P. Warranties.** Respondents must offer and administer all warranty coverage (inclusive of materials, equipment and labor) for materials, equipment, workmanship and operation of the PV Systems as follows: (i) at least twenty-five (25) years for PV panels; and (ii) at least ten (10) years for inverters and all other materials/equipment forming a part of the PV Systems. Proposed PV Systems must not render void, violate or otherwise limit other existing warranties covering any portion of the existing facility, materials or equipment. Warranty must be transferred to AUSD in the event AUSD would become the owner.

**Q. Operations & Maintenance.** Design-Builder must provide at least: (i) semi-annual on-site inspection of all PV panels, inverters and other equipment/materials forming a part of the PV Systems; (ii) routine and scheduled testing and maintenance; and (iii) web-accessible real-time monitoring.

During the ownership period, it will be the responsibility of the Design-Builder to perform all maintenance, including work required by equipment vendors to maintain warranties, recalibration of equipment, vegetation abatement, panel washing as needed to meet performance guarantee targets, system monitoring and reporting, and the installation and maintenance of a revenue grade meters for billing purposes. Any damage to the PV Systems resulting from vandalism/theft will be repaired in a timely fashion by the Design-Builder.

In responding to this RFP, Respondents recognize that it is ultimately their responsibility to ensure that all proposal elements, including PV System design, PV System production, PPA pricing, etc., are based on actual site conditions.

## **R. Completion Date**

Time is of the essence on the installation of the PV Systems. AUSD's intention is for substantial completion to occur in the Summer of 2020.

## **S. Key Assumptions**

- 1) All inverters must be UL 1741 certified.
- 2) For shade structures, concrete support extending up the structure post a minimum of 24".
- 3) For shade structures, assume foundation depth of 10', foundation diameter of 24".
- 4) Assume Class D soils, refer to General Conditions 2.6.
- 5) All unpainted metal shall be resistant to corrosion for a minimum of 25 years (i.e. galvanized, stainless, or aluminum).
- 6) Painted portions of structures will be primed with rust inhibitive primer and then painted with 2 coats of paint or powder coated.
- 7) Lighting on carport/shade structures will provide adequate luminance levels in compliance with industry-standard recommendations and will conform to current Title 24 standards.
- 8) Existing light post bases will be capped in place. Lighting will reuse existing circuits where available.
- 9) Project must not impact power quality at any of the Sites. All costs associated with PV System upgrades necessary to avoid power quality issues are the responsibility of the Design-Builder and not AUSD.
- 10) All costs associated with required SCE distribution or service upgrades are the responsibility of the Design-Builder and not AUSD.
- 11) AUSD requires security measures to limit the potential for theft and vandalism during and after construction of the PV Systems. Costs associated with implementing and maintaining security measures will be borne by the Design-Builder.
- 12) Array areas shown in Appendix A "Aerial Site Map" are representative and not exact panel layouts.
- 13) Work hours: All pricing should be based on standard work hours of Monday – Friday 7:00 AM to 7:00 PM during school weeks and Sunday – Saturday 7:00 AM to 7:00 PM during summer breaks. Substantial work shall be performed during summer and winter breaks.
- 14) Assume no solar PV incentives from SCE.

## **SECTION 4: RESPONSE FORMAT AND REQUIREMENTS**

Respondents are encouraged to be as brief and concise as possible, avoiding standardized or boilerplate information. In order to maintain uniformity, Respondents are highly encouraged to organize the content of their response as follows:

- A. Cover Letter and Executive Summary**
- B. Financial Strength, Stability, Respondent Information and Project Team**
- C. Respondent Experience and References**
- D. Pricing**
- E. PPA Exceptions**
- F. Outreach and Education Program**
- G. Performance and Production Guarantee**
- H. Project Schedule**
- I. Project Design**

Failure to address all requirements below could result in a proposal being considered non-responsive and therefore disqualified from consideration.

### **A. Cover Letter and Executive Summary**

- 1) Cover Letter / Letter of Transmittal. Include a transmittal letter signed by a party authorized to sign binding agreements for the project, clearly indicating that the Respondent has carefully read all the provisions in the RFP.
- 2) Executive Summary (two pages maximum). The Executive Summary includes the following components:
  - a. Summarize main points of the proposal, including proposed design, equipment, and pricing; and any value-added components like battery storage.
  - b. Highlight any omissions, additions, or alternates contained in the proposal. AUSD reserves the right to disqualify the Respondent that does not provide a proposal as instructed in this RFP.
  - c. Indicate that the Respondent has carefully read all of the provisions in the RFP.
  - d. Verification that financing for the proposed PPA terms will be secured before the PPA is executed.
  - e. Identify a team leader for the entire proposal, including full contact information.
  - f. Provide full contact information for each business entity or Respondent involved in the proposal and their role in the project (i.e., design, installation, permitting, equipment supply by component, operations and maintenance, monitoring and verification).
  - g. Include a list of all sub-contractors that will be used on the project.

### **B. Financial Strength, Stability, Respondent Information and Project Team**

- 1) Respondent Information
  - a. Size, number of employees;
  - b. Location of Corporate office and location of office that would be supporting a project with AUSD
  - c. Construction and professional engineering licenses held by your company or its full-

- time employees;
  - d. Financial performance. If public, provide a website link to your audited annual investment reports. If private, attach audited financial statements for the past two (2) years;
  - e. Legal. Has Respondent or have any of Respondent's executive officers been a party to a lawsuit involving the performance of any equipment it has installed? If so, please include a summary of the issues and the status of any lawsuit.
- 2) Project Team. Describe the specific experience of all identified key personnel with respect to projects the size, scope and complexity of the project described in this RFP.
  - 3) Insurance and Bonding. Submit a certificate of insurance with Respondent's proposal. Please note that the selected Respondent will be required to carry insurance as required in the PPA. For purposes of this RFP, please provide the following information on the insurance Respondent currently carries:
    - a. Commercial General Liability Limits (per occurrence and aggregate).
    - b. Commercial Automobile Liability Limits (per occurrence and aggregate).
    - c. Professional Liability Limits (per occurrence and aggregate).
    - d. Employer's Liability Limits (per occurrence and aggregate).
    - e. Employment Practices Liability Limits (per occurrence and aggregate).
    - f. Product insured for damage during Installation/Builders' Risk Limits.
    - g. Workers' Compensation.
    - h. Professional Liability Insurance for errors and omissions.
    - i. What is your company's bonding capacity?

All of Respondent's insurance shall be with insurance companies with an A.M. Best rating of no less than **A:XI**.

- 4) Certification of nondiscrimination. Each Respondent must certify that it does not discriminate in its employment with regard to race, color, religion, sex, or national origin; that it is in compliance with all Federal, State, and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

**C. Respondent Experience and References**

Provide a list of similar solar projects, which the Respondent completed within the last five (5) years. Describe all the currently operating nonresidential grid-connected PV systems that Respondent installed and operates in California within the past five (5) years. Indicate if the customer/owner was a school district. If so, describe Respondent's experience with DSA in gaining the necessary DSA approvals. Minimum Project Experience, which must be included in response:

- 1) At least three (3) Solar PV installations of 1MW or larger to a single client within the past 36 months.
- 2) At least two (2) Carport PV installations within the past 36 months.
- 3) At least two (2) Solar projects, 1MW or greater, delivered through a Power Purchase Agreement and implemented with at least two (2) different California K-12 School Districts.



- 4) At least two (2) Solar projects spread across at least five (5) different sites.
- 5) (Optional) If Battery storage is proposed as part of the design then please provide examples of installations 500 kW or larger to a single client within the past 36 months.

Provide the following information for each reference project:

- 1) Project Description and location.
- 2) Total kWp installed/system size (kWp rating).
- 3) Date operational.
- 4) Customer/owner name with contact person's name, email, address, phone number.
- 5) Indicate the type of system (rooftop, ground mount, carport; fixed, tracking, etc.).
- 6) Name of Design-Builder (if applicable).
- 7) Utility Company/Territory.

AUSD requires that a reference be provided for each of the categories (1, 2 and 3) above for a minimum of three (3) references in the event the categories overlap.

#### **D. Pricing**

- 1) Pricing shall be provided using the Excel based Calculation Workbook tool provided in Appendix B. No modifications can be made to the workbook without prior approval.
  - a. A Calculation Workbook shall be returned for each Site included in the proposal.
  - b. A single District-Wide Summary sheet shall be completed summarizing the Site-by-Site proposals and NPVs into a single District-wide NPV.
- 2) The Appendix B Calculation Workbook will generate a single District-wide PPA NPV of all savings that AUSD will use to judge the Respondents proposal.

#### **E. PPA Exceptions**

Describe any exceptions to the RFP content, general expectations, specific requirements, and/or AUSD's PPA. For each exception, propose acceptable alternative language and/or provide rationale to support the exception. The proposed PPA is included as Appendix C. Proposed exceptions to the PPA may be accepted by AUSD in AUSD's sole discretion. Proposed exceptions to the PPA that are not accepted by AUSD and not withdrawn by the Respondent may be cause for rejection of the proposal

The District is also planning to enter into a Cost Reimbursement Agreement ("CRA") with the successful Respondent to cover the development fees. Each Respondent must carefully review the CRA and submit any proposed exceptions thereto that Respondent determines necessary or proper with their RFP Response. The CRA is attached hereto as Appendix D.

#### **F. Outreach and Educational Program**

AUSD requires that the Respondent provide the following Outreach and Educational Components as a part of the PPA:

- 1) Training of AUSD Facility personnel (2 events no less than 3 hours each) including:
  - a. Understanding how solar technology works.
  - b. Understanding utility billing.
  - c. Reading monthly invoices from the Respondent.
  - d. Understanding of emergency shutdown procedures should it be required.
- 2) Web Interface
  - a. Each Site shall include a web-based portal for viewing of the energy generated at the

- Site, the carbon offset and similar environmental attributes.
  - b. The web portal shall include the ability for AUSD to download hourly kWh generated by Site to verify the accuracy of the monthly invoice.
  - c. Value Added: AUSD would value any educational components to this web portal that can be used to teach students at each Site about the PV System.
- 3) Outreach
- a. AUSD would like the Respondent to provide:
    - i) High Schools (4 locations):
      - (1) A maximum 2-hour long training/presentation in front of a large group for students, at location of the schools' choosing, that is geared towards high school students and emphasize the engineering, design, environmental and career opportunities that exist in and around the solar and renewable energy industries.
      - (2) Attendance at one additional 2-hour school event with a tabletop type setting that gives students the opportunity to interact with Respondent's employees to learn about the PV System at the Site and the career opportunities in and around the solar industry.
    - ii) Elementary Schools:
      - (1) Respondent shall develop an age appropriate educational PowerPoint for AUSD's teachers choosing to teach students about solar energy.
      - (2) Respondent shall conduct up to three (3) 1-hour webinars to train AUSD's teachers how to explain the PowerPoint to the students.
    - iii) District Office:
      - (1) Respondents shall develop and display in (2) locations in the buildings two (2) 24 x 36-inch illustrations showing the proposed design, the value of solar to AUSD, the educational program being provided and an overall schedule of the project.

**G. Performance and Production Guarantee**

All Respondents must include in the PPA pricing a PV System performance and production guarantee for each year of operation. Respondents are required to complete Year-1 production targets and annual degradation rate information in Appendix B.

Respondents must guarantee that the PV System will produce 90% of target production levels, evaluated for each interconnected PV System with 3-year true-up periods. AUSD requires that it be compensated at a rate of the difference between the Avoided Cost Rate (\$/kWh) and the PPA Rate (\$/kWh) for all kWh's under 90% of the target production levels for each year. The target production levels shall account for the annual degradation factor input into Appendix B. The Avoided Cost Rate shall be determined based on the calculations in Appendix B and shall be escalated annually based on the 3% annual escalation rate specified in Appendix B. The PPA rate shall be escalated annually based on the 1% annual escalation rate specified in Appendix B. The compensation shall be applied as a credit toward future payments of the PPA with exception of the final year.

For example:

Contract Year	1
PPA Rate	\$0.10/kWh
Avoided Cost Rate	\$0.15/kWh
Annual Target Production	100,000 kWh
90% of Target Production	90,000 kWh
Actual Year 1 Production	80,000 kWh
Production Shortfall	10,000 kWh
Compensation Rate	\$0.05/kWh
PPA Credit for AUSD	\$500

Additionally, AUSD will not pay for any production over 105% of the first-year target production level, evaluated over a similar 3-year true-up periods. Financial evaluation of proposed PPA terms will use each Respondent's PV System degradation rate to determine the lifetime PV System output when calculating the Project's value to AUSD.

If Respondent takes any exception with the above performance guarantees, the exceptions should be noted in the Respondent's proposal. Respondents are requested to submit their proposed performance guarantee, or red-line the above, if exception is taken.

#### H. Project Schedule

- a. AUSD's intention is for substantial completion to occur in the Summer of 2020.
- b. Submit an implementation schedule for the proposed PV System for all Sites, indicating expected milestones, tasks, durations, and logic ties.
- c. Schedule shall minimally indicate the following phases:
  - a. Program Design;
  - b. DSA Submission;
  - c. Commencement of construction;
  - d. Substantial Completion; and
  - e. Project Close-out.

#### I. Project Design

- 1) Respondent shall provide specification sheets and warranty documents for PV modules, inverters, and optional batteries.
- 2) PV System
  - a. Provide a detailed description of the PV System proposed for the Sites, including preliminary site plan.
  - b. Indicate the specific location, dimensions, and "footprint" of the proposed PV System.
  - c. Provide drawings, renderings, or pictures that clearly show how the structures will appear.
  - d. Indicate PV System size in both kWp (dc) and kW (ac) terms, based on applicable California Energy Commission conventions.
  - e. What are the key design and construction features of the PV System to optimize performance and aesthetics on the Sites?
  - f. Are any of the products or mounting strategies unique or proprietary to the

Respondent?

- g. Describe any identified issues or challenges and how you would address and/or resolve them. Attention should be paid to wind issues common to the region within which the Site is located.
- h. Describe how Respondent will protect the PV System from exposure to high winds and dust. Explain how high winds and dust may affect the PV System.
- i. For each Site, the estimated number of lost parking spots due to the PV canopy support shall be indicated.

3) PV Modules

- a. Number of PV modules per Site.
- b. PV module description and brand and model number.
- c. PV module efficiency %; PV cell efficiency.
- d. Indicate the PTC ratings for the proposed PV modules.

4) Inverters

- a. Number and size.
- b. Inverter brand(s), model(s), and efficiency (in %).

5) Design

- a. Provide an artist's drawing, sample photo, or other visual material that will allow the AUSD to discern the aesthetic features of the proposed design.
- b. All proposed structures shall be "pre-approved" by DSA.

NOTE for Respondents Teaming with Sub-Contractors: Each Respondent shall select their proposed sub-contractors based on their own criteria. Respondents shall identify all major sub-contractors or methods for identification and selection of proposed sub-contractors as part of their proposal submission. However, AUSD reserves the right to approve sub-contractors proposed for any projects that may be awarded. Sub-contractors do not need to complete all the Exhibits in this RFP. Carefully read each section to determine which forms the sub-contractors need to submit.

## **Appendix A Aerial Site Maps**

Appendix A contains aerial Site maps for all of the potential project locations. Each map contains a red cross for each SCE meter location (POI) and numbered blue shaded areas representing areas AUSD is willing to place solar PV installations. The numbering of these areas represents the prioritization. For example, areas labelled #1 should be included before areas labelled #2 when developing Site solar layouts. Any questions or discrepancies regarding the areas available for solar installations should be resolved during the mandatory 'Pre-Proposal Conference and Site Walk'.

**Appendix B**  
**Excel Calculation Workbook**

Appendix B is an Excel workbook with interval electricity data, baseline annual energy costs, SCE rate structures, and built-in calculations to determine the cost savings and 25-year NPV for proposed Solar PV and/or Battery Storage. The workbook contains detailed instructions for use. A separate workbook should be completed for each Site included in the proposal. Respondents are required to complete and return the live Excel workbook (not PDFs) for each Site included in the proposal. The solar output and battery storage cost savings input in the workbooks will be the basis for the performance guarantees.

**Appendix C**  
**Proposed PPA**

Appendix C contains the proposed PPA in accordance with this RFP and reviewed by AUSD. As part of Selection Criteria E, Contract Exceptions, Respondents shall review the attached PPA. Respondents shall describe any exceptions to the PPA, and for each exception, propose acceptable alternative language and/or provide rationale to support the exception. Proposed exceptions to the PPA may be accepted by AUSD in AUSD's sole discretion. Proposed exceptions to the PPA that are not accepted by AUSD and not withdrawn by the Respondent may be cause for rejection of the proposal.

**Appendix D  
Proposed CRA**

Appendix D contains the proposed CRA in accordance with this RFP. Respondents shall review the attached CRA and shall describe any exceptions to the CRA, and for each exception, propose acceptable alternative language and/or provide rationale to support the exception. Proposed exceptions to the CRA may be accepted by AUSD in AUSD's sole discretion. Proposed exceptions to the CRA that are not accepted by AUSD and not withdrawn by the Respondent may be cause for rejection of the proposal.