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ALAMEDA COUNTY MOSQUITO ABATEMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)

SOLAR PHOTOVOLTAIC AND STORAGE SYSTEM

ISSUED: December 3, 2018

REQUEST FOR INFORMATION DUE: December 14, 2018

PROPOSALS DUE: January 25, 2019

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Request for Proposal

I. Introduction

The Alameda County Mosquito Abatement District (“ACMAD”) is soliciting proposals from a qualified contractor (“Contractor”) to design and build a rooftop solar photovoltaic system (“PV System”) with a possibility of battery storage at 23187 Connecticut Street, Hayward, CA 94545.

ACMAD is a public agency serving the people of Alameda County, with responsibilities for:

- Controlling mosquitoes to enhance public health and comfort.
- Acting as an information resource on mosquito biology, control, and prevention.
- Insect identification and associated disease transmission.
- Operating in a safe, ecologically-sound, and publicly accessible manner.
- Addressing mosquito issues, providing mosquitofish, identifying insects, and inspecting standing water.

ACMAD is an independent special district, which means it is a type of local government that delivers specific services to residents within its boundaries under the guidance of its own Board of Trustees. The Board of Trustees consists of fourteen members. One trustee is appointed by the city council for each of the thirteen incorporated cities within the district and the Board of Supervisors of Alameda County appoints one trustee representing the County-at-large. Each trustee serves a two-year term.

ACMAD plans to pay for the solar project outright, and seeks to evaluate options to determine the combination of electricity generation and battery storage that best meets its needs. Successful responses to this RFP will not only demonstrate a firm’s experience and qualifications in completing similar projects, but will also utilize all available strategies and resources to minimize electricity costs while simultaneously maximizing backup electricity capacity.

II. General Conditions

- All labor must fall in accordance to Prevailing Wage criteria. Registration with the Dept. of Industrial Relations is required. Upon completion of the project, a detailed list of labor and material will be provided to the district.
- Compliance with any demo/recycling programs for the City of Hayward.
- A detailed list of electrical, mechanical, and structural components required for removal or addition to complete project.
- All submitted quotes will be reviewed and responded to within 5 days.
- Contractor is responsible for reviewing and understanding all terms of this RFP. Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.

- Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized Contractor representative. Revised proposals may be submitted up to the original due date/time.
- Issuance of this RFP and receipt of proposals does not commit ACMAD to move forward with an award or complete the project described. ACMAD reserves the right to postpone the RFP award process, to accept or reject any or all proposals received in response to this RFP, and to modify the scope of the project at any time.
- An award under this RFP may not be based solely on the lowest price but will be made to Contractor with the best overall value proposal. The successful proposal will meet the project site design guidelines and provide service level acceptable to ACMAD.
- Bid proposals shall remain valid for 60 days after private opening of the proposals. If ACMAD decides to move forward with a certain bid, contract will be executed within the 60-day time frame, or Contractor will be allowed to revise pricing.
- Upon award, Contractor will secure all appropriate licenses to complete the scope of work in this RFP.

III. RFP Schedule

The schedule for this RFP is indicated below. It may be modified at the discretion of the ACMAD. An addendum will be issued in the event of any scheduling changes.

RFP Advertised/Released	December 3, 2018
Site Walks Performed	Contact Mark Wieland
Requests for Information (RFIs) Due	December 14, 2018
Answers to RFIs Distributed	December 21, 2018
Notice of Intent to Submit Proposal	December 14, 2018
Proposal Due	No later than 2:00 p.m. (PT) on January 3, 2019
Notice of Intent to Award	January 9 th , 2019
Fully Executed Contract	TBD
Project Notice to Proceed	TBD

- Requests for Information (RFI's) – Please submit questions via email to Mark Wieland at markw@mosquitoes.org by December 14, 2018. Responses to individual Proposer questions will be made available to all Proposers that submit a notification.
- Notice of Intent to Submit Proposal – Respondents must present their notice of intent to submit a proposal via email to Mark Wieland (markw@mosquitoes.org) by December 14, 2018 to ensure receipt of all addendums and other project documents. Addendums to this RFP based on submitted technical questions, along with changes to the proposal schedule, will be issued via email to all respondents who have submitted a Notice of Intent to Submit Proposal.
- RFP Submission Guidelines- Please submit proposals electronically via email to markw@mosquitos.org.

- D. Selection Process – Depending on the number and quality of the proposals received, ACMAD reserves the right to either select a vendor or to shortlist two to three companies. Shortlisted companies will be asked to present their proposal to the decision team and answer any outstanding questions.

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions and the site condition (if applicable). The proposer agrees and acknowledges all RFP specifications, terms, and conditions and indicates the ability to perform by submission of a proposal. By the submission of a proposal, the proposer certifies that if awarded a contract, they will make no claim against ACMAD based upon ignorance of conditions or misunderstanding of the specifications.

IV. Project Description

The project will consist of the following elements:

A. Solar Photovoltaic System

The facility receives electricity service through one Pacific Gas & Electric (“PG&E”) meter at 208 volts, and is currently served on rate schedule “A1-TOU”. Below is the electricity consumption and billing data for one year.

Service Agreement	Date	Usage	Cost	Peak Demand
5584709068	7/27/2017	9,226	\$ 1,234.56	26.88
5584709068	8/28/2017	9,644	\$ 1,308.20	28.8
5584709068	9/27/2017	10,643	\$ 1,475.61	36
5584709068	10/26/2017	10,057	\$ 1,359.77	31.2
5584709068	11/27/2017	9,406	\$ 1,080.70	29.76
5584709068	12/26/2017	8,646	\$ 996.10	24.96
5584709068	1/25/2018	8,309	\$ 948.68	22.56
5584709068	2/26/2018	8,512	\$ 1,012.22	25.44
5584709068	3/27/2018	7,702	\$ 922.58	24
5584709068	4/26/2018	7,826	\$ 969.67	26.4
5584709068	5/28/2018	8,629	\$ 1,111.10	23.04
5584709068	6/26/2018	8,799	\$ 1,222.48	28.32
		107,399	\$ 13,641.67	

In addition to the above billing data, 15-minute interval data for a recent 12-month period will be provided to the Contractor.

Contractor should propose a PV System that, subject to the limitations imposed by ACMAD’s budget and battery storage requirements described below, maximizes savings under the appropriate PG&E “Net Energy Metering” regulations and applicable rate schedules. When showing future projected savings

Contractor will use the newly adopted time-of-use periods and rate schedules that will go into effect in late 2019 and early 2020. Contractor shall also use a utility rate escalation of 3%.

The PV System will be installed on the two parking structures located at the site. If additional space is required, the roof of the main building will be available as well as possibility of carports in designated areas. Electrical drawings for the building are included as an attachment to this RFP. It is expected that Contractor will assess the roof's condition, structural integrity, and ability to safely accommodate the PV System.

In addition, Contractor should design PV System so that:

- a. Mounting system shall limit roof penetrations. Mounting system design needs to meet applicable local building code requirements with respect to weather and earthquake factors.
- b. Conduit penetrations shall be minimized.
- c. System shall be fixed tilt with an orientation that maximizes annual electricity savings.
- d. All roof access shall be securely locked at the end of each day.
- e. System layout shall meet local fire department, code and ordinance requirements for roof access.

B. Battery Storage

Because ACMAD provides public services, it seeks the ability to maintain uninterrupted operation of the administration building in the event of a power outage. In the event of an outage, battery storage should immediately restore power and maintain service at 20-25 kilowatts for two to four hours as needed.

The battery storage (as well as the PV System) must be interconnected and fully integrated with the PG&E grid.

To improve the economic return on ACMAD's battery storage investment, Contractor should consider whether battery power can be used to reduce electricity costs, by shifting load away from "on-peak" periods, reducing maximum demand or on-peak demand, or through "demand response" programs such as "Peak Day Pricing (PDP)". If it is possible to use the battery storage to reduce electricity charges while simultaneously maintaining its readiness to provide backup power during outages, then Contractor should describe how the battery storage will be used, and quantify the financial impact of such use.

C. Exhibits for Project in Dropbox (link below and in Table of Contents)

<https://www.dropbox.com/sh/0tfh9d6bw1m8pyx/AAB0ofP-FJDvOly9MXc8oM4-a?dl=0>

- a. Interval Data
- b. Electrical Plans
- c. Map of Solar Panel Locations

D. Ongoing Maintenance & Monitoring of System

Contractor should describe the maintenance required to ensure that the PV System and battery storage continue to operate efficiently during the useful life of the equipment, and should quantify the ongoing costs that will be incurred for this maintenance.

Contractor should describe how the performance of the PV System and battery storage will be monitored to ensure that ACMAD is realizing the anticipated benefits, and should quantify the ongoing costs that may incur for the monitoring of the system.

E. Financial Structure

ACMAD plans to pay for the system (solar + storage, or just solar) outright. We would like to explore the option of tax equity financing if the right partner becomes available. Please address this process and what would be involved.

Proposed Contractor fees for ongoing maintenance should be provided separately, as a fixed amount per year, and will not be paid from the funds that have already been set aside.

V. **Proposal Format**

Please include the following sections in your proposal submittal in the following order:

- A. **Cover/Transmittal letter**: Cover letter must be addressed to ACMAD and signed by a legally authorized representative of Contractor. Cover letter must summarize key provisions of the proposal and must include name, address, phone and email of the Contractor contact.
- B. **Executive Summary**: Include key provisions of the proposal, including understanding of ACMAD goals, pricing, brief description of proposed system, relevant experience of Contractor, and key timeline dates.
- C. **Company Profile**: Years in business, description of company background, applicable state licensing, OSHA background and safety protocol, insurance, and quality assurance/quality control documentation.
- D. **Project Experience**: Include projects completed in the last three years similar in scope and size to the proposed project. Include project name, system size, battery storage capacity, location, and brief 2-3 sentence description. Highlight permitting and interconnection experience with PG&E.
 - a. **References**: Provide three project references with direct phone numbers.

- E. Project Team: Organization chart and bios of key team members, capability to perform work. Please profile only individuals that will directly be working on this project. Clearly identify the project manager.
- F. Technical Solution/Scope of Work: Describe your technical approach to the design and construction of the solar project including:
- a. Technical Approach
 - i. Design
 - ii. Equipment Installation
 1. Panel, inverter and racking specifications
 2. Equipment and workmanship warranties
 - b. Exhibits showing proposed layouts and system single line diagram
 - c. Report indicating electricity production of the PV System, and backup generation capabilities of battery storage
 - d. Description of how battery storage will be used to reduce electricity costs, if applicable
 - e. Projected 20-year financial performance of system using new PG&E time-of-use periods and rate schedules that will be going into effect in late 2019 or early 2020.
 - f. Proposed monitoring system/solution
 - g. Maintenance plan offered for the project
- G. Production Guarantee: Describe the guaranteed level of year-1 PV System electricity generation, as well as any guaranteed level of year-1 reduction in PG&E charges. Specify the forecasted reduction in generation and savings for 20 years, and proposed remedies if system does not meet anticipated targets.
- H. Proposed Schedule: Identify key project milestones and include any review periods for ACMAD.

VI. Evaluation Criteria

ACMAD will evaluate proposals according to the evaluation criteria below. Once a preferred vendor is selected based on this step, contract negotiations will begin with that vendor. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection based on the total number of points awarded by the evaluation committee.

- | | |
|--|-----------|
| • Proposal Cost Effectiveness | 35 points |
| • Technical Approach/Implementation Schedule | 30 points |
| • Company Qualifications/Project Experience | 20 points |
| • Project Team, Experience and Approach | 15 points |

ACMAD may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project, and reserves the right to seek supplemental information from any respondent at any time after official proposal opening and before award. This will be limited to clarification or more detail on

information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful respondent will be requested to execute and return all required project documents and certificates of insurance within 21 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, ACMAD reserves the right to accept the proposal of the firm offering the next best value.