Request for Proposal

For

Municipal Solar Projects

City of Berlin and Berlin Water Works

February
2019

A. General Information

a. Objective: The objective of this RFP is to receive proposal for the development of one to three solar projects on public land in the City of Berlin. The parcels are described as follows:
    1. Brown Farm Site: Located at 85 East Milan Road, Map 135/Lot 29. Is approximately 7 acres of wellhead protection area. The City and BWW intend that the Brown Farm Water Supply Wells and the Brown Farm Wastewater Pumping Station be behind the meter facilities at this location.
    2. East Milan Landfill Site: Located on East Milan Road and denoted on Map 404/Lot 47. Is an approximately 10 to 14 acre site. Landfill is closed and has a synthetic membrane.
    3. Cates Hill Landfill Site: Locate at 115 Cates Hill Road, Map 406/Lot 3. Is an approximately 7 acre site. Landfill is closed and has a soil cap.
    4. ……

b. Finance structure solicited: PPA or ownership.
c. Municipal permitting and approval process for solar development
d. Administration:
    i. "This Request for Proposal is issued by *Berlin Water Works and the City of Berlin*. All initial communications shall be made via email to:

        Jim Wheeler, City Manager at: jwheeler@berlinnh.gov

        Mr. Wheeler will coordinate Q&A with Mr. Craig Carrigan, Supt. of Berlin Water Works.

B. Instructions to Bidders

a. RFP Schedule:
    i. RFP Release Date: February 19, 2019
    ii. Mandatory Pre-response Site Walk: March 7, 2019 at 10:00 am.
    iii. Deadline for Respondent Questions: March 14, 2019
    iv. Response to Respondent Questions: March 21, 2019
    v. Proposal Due Date: March 28, 2019
    vi. Interviews: to be determined
    vii. Award Date: to be determined
    viii. The City/BWW may change these dates at its sole discretion.
b. Contact:
    i. The issuing entity and sole contact for the coordination and dissemination of all information regarding this RFP is: Jim Wheeler, City Manager at 603-752-7532 and jwheeler@berlinnh.gov.
c. Site Walk:
    i. All parties will meet at the Brown Farm site and will progress to other sites as a group.

d. Questions:
    i. Respondents with questions must submit them as written questions via email to jwheeler@berlinnh.gov .
e. Proposal Submission Format:
    i. Respondents should email proposals to Berlin City Hall, 168 Main St., Berlin, NH 03570 Attn: City Manager

C. Submittal Requirements

a. Company Profile
    i. Headquarters Location
    ii. Qualifications
    iii. Key Personnel
    iv. Project Profiles
    v. Other
b. References
c. Attachment A (please fill out and return the attached Excel workbook)
    i. **Note: The City and BWW acknowledge that precise forecasting of the value of the energy generated by the system requires an understanding of the proportion of energy consumed behind the meter versus exported to the grid using net metering, which may be beyond the scope of this solicitation. Such details to be covered as part of future contract negotiations.*
    ii. Bidders are invited to provide information or details beyond those solicited in the attachment.

D. Selection

a. Selection Process
b. Criteria for Evaluations Shall Include but are not Limited to:
    i. Proposal price and value to the City and/or BWW.
    ii. Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region.
    iii. Response of references
    iv. Available resources to complete projects in a timely manner
c. The City and BWW shall select the individual site proposal that is determined to be in the best interest of the City and BWW. Depending on the determination of benefit, either one, two, three or no sites may be selected. It is possible that different respondents may be selected for different sites.

E. Exhibits

a. Previous year (at minimum) utility electric bill(s) or documented usage
b. Third-party electricity supply agreement (if applicable)
c. BWW Municipal Well electricity consumption data.
d. City Brown Farm Wastewater Pumping Station electricity consumption data.