



Council of Independent Colleges in Virginia

REQUEST FOR PROPOSALS for SOLAR PHOTOVOLTAIC PROJECTS

Complete information regarding this project, please visit CICV RFP website:
<http://my.solarroadmap.com/ahj/smp-icv/view>

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RFQ SURVEY RESPONSES DUE BY: December 2, 2015 at 5:00 pm EST

RFP RESPONSES DUE BY: January 22, 2016 at 5:00 pm EST

COUNCIL OF INDEPENDENT COLLEGES IN VIRGINIA

REQUEST FOR PROPOSALS for SOLAR PHOTOVOLTAIC PROJECTS

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A. STATEMENT OF WORK

A.1 INTENT

The Council of Independent Colleges in Virginia (hereinafter “CICV”) is requesting proposals from qualified firms (“Bidder(s)” or “Firm(s)”) to construct and finance solar photovoltaic (PV) systems at the campuses of some of its member colleges. Bidders shall propose providing renewable energy electricity generating systems (“renewable energy” or “Systems”) using either a direct purchase, a power purchase agreement (“PPA”), a lease or some other financing method that creates net cost savings for CICV member colleges.

Interested Bidders shall first submit a completed Request for Qualifications (RFQ) Survey in order to be considered for award of projects under this Request for Proposals (RFP). Only Bidders who meet all requirements by providing acceptable answers in the RFQ Survey shall be deemed qualified to have RFP proposals considered by CICV. Qualified Bidders will submit a technical and financial proposal, which will be evaluated based upon the ability to provide best value for the CICV member colleges, using the evaluation and scoring criteria in Section D.

CICV and all participating member colleges reserve the right to award contracts for all, some or none of the listed sites depending on factors that are completely at their discretion.

A.2 BACKGROUND

The CICV group solar procurement is derived from a U.S. Department of Energy Solar Market Pathways grant initiated in January 2015. The grant was awarded to CICV to enable participating colleges to overcome the typical barriers to entry that exist for higher education institutions that desire to combine their efforts to reduce transaction costs and, ultimately, installed costs for procuring solar projects. Collaborative solar procurement has emerged as an effective way for interested purchasers to take advantage of economies of scale in lowering costs of materials, transactions, procurement, and contracting. See the following websites for more information about recent collaborative solar procurements:

- Regional Renewable Energy Procurement: <http://www.acgov.org/rrep/>
- Federal Aggregated Solar Procurement Project: <http://www.gsa.gov/portal/content/218747>
- District of Columbia Bulk Solar Procurement: <http://dgs.dc.gov/page/dgs-dc-public-schools-building-sustainable-future>
- Solarize CNY: <http://cnyenergychallenge.org/2014/12/solarize-cny-has-launched/>
- Sustainable Energy & Economic Development (SEED) Fund: http://calsolarresearch.ca.gov/images/stories/documents/Sol3_funded_proj_docs/SEI/CSI-RDD_SEED-Fund_Final-Proj-Rpt_2015-07-30.pdf

As part of the Solar Market Pathways program, CICV has worked with the 16 participating colleges and solar consulting partner Optony Inc. to: identify campus electrical meters and installation sites for potential solar development; estimate potential short-term and long-term electricity usage reductions and cost savings; evaluate sites for recommended PV system sizes and construction considerations; and develop RFP documents to procure solar for installation at the sites identified. The participating colleges, CICV, and Optony have

strived to provide complete and accurate information about the sites listed within this RFP. However, none of these parties make any representations with respect to the sites, including their suitability. Each Bidder and its Partners (if any) take full and sole responsibility for conducting any necessary due diligence and assessing the sites and their conditions in developing their proposal. Such assessment of the sites and their conditions shall be performed by the Bidders at their own costs. CICV is not responsible for compensating Bidders for such work.

A.3 PROJECT SCOPE

This RFP is issued by the Council of Independent Colleges in Virginia on behalf of the participating member colleges listed in the sub-section below. The scope of this RFP is to create a list of qualified Bidders who will submit proposals for one or several bundles of on-site solar PV projects, and from which one or several Bidders may be selected to negotiate solar installation and/or energy services (power purchase agreement) contracts. A preliminary step of response to this RFP is the satisfactory completion of the Request for Qualifications (RFQ) survey attached as Exhibit A. Only Bidders submitting valid qualifications and acceptable survey responses—as defined in the survey—will be eligible for submitting a proposal or proposals in response to this RFP. This list of qualified Bidders may also be used for future solar project procurement by both CICV member colleges and municipalities in Virginia. To provide best value to the participating colleges, various financing options are sought so that each college can select its most appropriate option from choices including, but not limited to, direct purchase, power purchase agreement, leases, energy bonds, and other cost-effective options.

To better enable work to be distributed among qualified Bidders, and to help ensure construction completion before the end of 2016, project sites have been split into three bundles and bid alternate sites. Bidders may bid on one, several, or all bundles, **but all sites within a proposed bundle must be included in the proposal.** Proposals that do not include all sites within the bundle may be considered non-responsive and are subject to disqualification. CICV and participating colleges may choose one Bidder to negotiate contracts for all four bundles, or various Bidders may be selected for different bundles. Every college, if it so chooses, will sign an individual contract with a selected Bidder—a common contract document will be used to start negotiations, but final contract details and financing types will likely vary among participating colleges. If any college is unable to satisfactorily negotiate a contract with the selected Bidder for that college's bundle, the college may choose to end negotiations with the selected Bidder and commence negotiations with another Bidder.

Pricing proposals for the three bundles of potential projects must be made within the Pricing Proposal Form attached as Exhibit B. All sites within each bundle must receive a price proposal for a direct purchase and also a Power Purchase Agreement. **Again, Firms are required to submit both PPA and direct purchase pricing for all sites.** A Bidder's failure to include both direct purchase and PPA pricing may lead to the Bidder's proposal being deemed non-responsive and subject to disqualification. To acknowledge the benefits of economies of scale and prompt action, pricing discounts are requested in Exhibit B for total PV capacity contracted by various milestone dates. Discounts are not required to be offered, but will receive extra consideration during proposal evaluations. Although CICV has conducted site surveys and other due diligence, the Firms submitting bids should anticipate that there may be some sites for which unforeseen conditions or other factors exist which may result in the inability to proceed with an individual site or sites as described.

In addition to the three bundles of potential projects, three colleges have large-scale potential projects that

have been selected as bid alternates. These sites are prospective utility-scale projects and they may be bid upon individually, and separately from bundle bids. If Bidders so choose, they may bid only on one or several bid alternate sites, without submitting a bid for a site bundle. Pricing for these bid alternate sites may be proposed in a customized format, such as a land lease or other compensation mechanism. Pricing is not required to be proposed within the Pricing Proposal Form attached as Exhibit B.

Participating colleges are seeking options for peak demand reductions through energy storage systems, in addition to energy generation. Bidders are strongly encouraged to present energy storage options as part of their proposals. Such options are not required in order for proposals to be considered responsive, but they will be considered in scoring of proposals. Pricing for energy storage may be proposed on an alternate version of the Pricing Proposal Form, or Bidders may present the pricing for their energy storage solutions in a customized format.

Solar Renewable Energy Certificates or Credits (“SRECs” or “RECs”) shall be considered to be owned by the Bidder for the first three years of system operation, and shall thereafter be owned by the site host. Proposal pricing shall account for this arrangement of REC ownership, and contract language shall confirm the same. Different arrangements may be negotiated by any participating college at its own discretion.

Participating colleges have also expressed strong desire for curriculum enhancement and/or student work opportunities associated with the proposed PV installations. Proposals should include a narrative of how the Bidder, if selected, will “bring solar into the classroom” for the colleges within the bundle. Colleges understand that final program details will need to be negotiated and arranged to ensure a safe workplace for both the employees of the Bidder and any students, student workers, college employees, and visitors.

A.3.1 Overview of Bundles

As noted above, potential PV projects have been grouped into three bundles of projects to allow for the possible distribution of work among several Bidders, while maintaining sufficient scale within each bundle to allow for the benefits of procurement discounts. All sites within each bundle are intended to enter into negotiations with a single selected Bidder. However, CICV and the participating colleges maintain the right to adjust bundles and selected Bidders in order to best address the needs and interests of each college.

Table 1: Overview of Bundles

College Name	# of Meters	Recommended PV Capacity (kW DC)	Installation Type	Utility
BUNDLE 1 – GREATER ROANOKE/LYNCHBURG				
Ferrum College	1	1,622	Carport	Appalachian Power Co.
Hollins University	1	1,156	Rooftop, Carport	Appalachian Power Co. + Collegiate Clean Energy
Lynchburg College	2	1,401	Rooftop, Carport	Appalachian Power Co. + Collegiate Clean Energy
Randolph College	1	59	Ground-Mount	Appalachian Power Co.
Roanoke College	1	331	Carport, Ground-Mount	City of Salem
Bundle 1 Total	6	4,568		
BUNDLE 2 – SHENANDOAH VALLEY				
Bridgewater College	6	865	Carport, Ground-Mount	Dominion Virginia Power
Eastern Mennonite University	1	347	Rooftop, Carport, Ground-Mount	Harrisonburg Electric Commission
Mary Baldwin College	3	1,268	Rooftop, Carport, Ground-Mount	Dominion Virginia Power + Shenandoah Valley Electric Coop.
Washington & Lee University	1	80	Rooftop	Dominion Virginia Power
Bundle 2 Total	12	2,484		
BUNDLE 3 – NORTHERN AND EASTERN VIRGINIA				
Hampton University	2	643	Rooftop	Dominion Virginia Power
Marymount University	1	169	Parking Garage	Dominion Virginia Power
Randolph-Macon College	1	74	Rooftop, Carport	Dominion Virginia Power
Shenandoah University	5	1,450	Rooftop, Carport, Ground-Mount	Shenandoah Valley Electric Coop. + Rappahannock Electric Coop.
Virginia Union University	2	597	Rooftop, Carport	Dominion Virginia Power
Bundle 3 Total	11	2,933		
BID ALTERNATES – UTILITY-SCALE SOLAR PV PROJECTS				
Emory & Henry College	-	12,401	Ground-Mount	Appalachian Power Co.
Ferrum College	-	5,597	Ground-Mount	Appalachian Power Co.
Lynchburg College	-	9,884	Ground-Mount	Appalachian Power Co. + City of Bedford
Bid Alternate Total	-	27,882		
GRAND TOTAL	29	37,867		

A.3.2 Site Information

Information about each site has been provided in an attachment to this RFP, identified as Exhibits C.1 through C.4. Please note that Exhibit C.4 – Facility As-Built Plan Sheets are not located on the CICV RFP website, and will only be provided to Bidders pre-qualified through the completion, submittal and acceptance of responses to the RFQ survey, Exhibit A. All information included in Exhibits C.1 through C.4 is intended to provide an abbreviated glimpse of each college’s available space for solar installation, energy usage, and recommended target PV system sizes. As noted previously, CICV and the participating colleges make no representations with respect to the sites, including their ultimate suitability for solar development. The Bidder and its Partners, if any, take sole and full responsibility for conducting any necessary due diligence and assessing the sites and their conditions prior to developing a pricing proposal.

Sites included in the RFP were selected on the basis of the completed feasibility studies, with consideration given to proposed renewable energy system size, projected economic feasibility of the proposed renewable energysystems, and identified design and construction considerations.

Site information has been provided for Bidders' reference. All site documents have been reviewed for accuracy, but errors may exist. CICV makes no representation or guarantee that information made available is complete or accurate. Descriptions of the contents of Exhibits C.1 through C.4 are given below:

Exhibit C.1 – Site Summary Spreadsheet

- This document provides a table of all potential solar installation sites, sortable by various criteria, including Bundle, utility, and recommended system size. Annual energy usage, location coordinates and/or addresses, and projected energy offset are also provided.

Exhibit C.2 – Site Technical Overview Documents (C.2.1, C.2.2, C.2.3, C.2.4)

- Results of site feasibility assessments are provided, with recommended areas for consideration of PV installation. System sizing has been estimated, with the intent of optimizing system sizes for the needs of each site. Bidders have no requirement to propose systems based upon the recommended sizes, but significant variances should be explained in the proposal. In many cases, specific site preferences or requirements by the colleges are addressed in these documents, and Bidders must make themselves aware of such information.

Exhibit C.3 – Site Historical Electrical Usage Data

- Electrical usage data for each electrical meter under consideration for PV interconnection has been provided in spreadsheet format to enable Bidders to most appropriately address the energy needs at each site.

Exhibit C.4 – Facility As-Built Plan Sheets

- When available, plan sheets for existing facilities and/or parking lots in Exhibits C.2.1- C.2.4 will be provided to enable better construction planning. Specifically, efforts were made to obtain: general site overview, roof structural, underground utilities, and electrical single-line diagrams.

A.3.3 Site Visits

Site visits will be coordinated for each site, with site visits grouped by Bundle. During site visits, reasonable access will be provided to electrical enclosures and PV installation areas, but not all roofs will be available for inspection. Site walks are not mandatory, but are strongly encouraged. If planning a site visit, Bidders must attend on the coordinated day or days. Attempts to contact individual sites or to gain access to areas not available to other Bidders may be grounds for disqualification from consideration. See Section B – Calendar of Events for information on planned site walks.

A.4 BIDDER QUALIFICATIONS

As noted elsewhere in this RFP, CICV desires to develop a list of qualified vendors from which a single or several Bidders will be selected for commencing negotiations on solar development projects at participating colleges. Minimum qualifications and requirements have been detailed in the RFQ survey, labeled as Exhibit A. All responses to the survey must be submitted to CICV by the deadline shown on the RFQ, unless the calendar of events is adjusted through subsequent RFP addenda. A Bidder's failure to truthfully and accurately complete an RFQ survey with all acceptable responses will result in that Bidder not being included on the pre-qualified list. The list will not only be used for selecting proposals in response to this RFP, but may also be used in future solar procurements by CICV, member colleges, and local municipalities. Please see Exhibit A for more details about minimum qualifications and requirements.

A.5 SPECIFIC REQUIREMENTS

Each Bidder shall propose the construction of renewable energy generating systems ("renewable energy" or "Systems") under various financing mechanisms, including direct purchase and power purchase agreement ("PPA") at a minimum, and lease or some other financing method that creates net cost savings to participating Colleges, as an option.

The specific requirements listed below are contractual requirements applicable to Bidders.

A.5.1 Technical Requirements

All renewable energy power generation systems proposed under this RFP must conform to industry best practices and the requirements described in detail in Exhibit D – Solar PV Specifications and Requirements. All system designs, contracts, and construction must also acknowledge all site information provided in Exhibits C.1, C.2.1-C.2.4, C.3, and C.4, and during site walks, regardless of financing offered. Exhibit D provides system minimum specifications, warranty requirements, operations and maintenance requirements, and a performance guarantee. Bidders must demonstrate how their proposal will meet these technical requirements and pricing must include these specifications. Exhibit D is intended for incorporation as an attachment into both direct purchase contracts and PPAs.

Bidders should submit proposals that provide Participating Colleges with best value for systems at each site. Bidders can use their judgment to design a solar system using an optimal combination of installation technologies (rooftop, parking canopy, etc.) to achieve the best system price and to provide the Colleges a best-value solution. All proposed arrays and equipment should be consistent throughout proposal documents, and should be included in layouts and production modeling for each site.

Bidders are strongly encouraged to present energy storage options as part of their proposals. Such options are not required in order for proposals to be considered responsive, but they will be considered in scoring of proposals. Pricing for energy storage may be proposed on an alternate version of the Pricing Proposal Form, or Bidders may present the pricing for their energy storage solutions in a customized format.

A.5.2 Financing Requirements

CICV and participating colleges anticipate using either traditional PPAs or a direct purchase method of purchasing renewable energy generation systems. For this reason, all sites included within any bundle in any proposal must include both direct purchase and PPA pricing on the attachment Exhibit B – Price Proposal Form. Direct purchase pricing shall be provided in \$/Watt-DC, which will be used to calculate total system pricing in the Price Proposal Form. Direct purchase pricing must be for “turnkey” systems, including all development, design, engineering, management, and construction costs for each project, including any necessary structural investigation, electrical modification, or aesthetic considerations. Bidders must also propose, as a separate item, Operations and Maintenance (O&M) services over a 20-year term. Both Direct Purchase pricing and O&M pricing will be reviewed individually and cumulatively during evaluations of proposals. Colleges proceeding with Direct Purchases may or may not procure the proposed O&M services from the selected Bidder. Please see the directions at the top of Exhibit B for more details.

PPA pricing proposals must be included in \$/kWh of energy delivered. All PPA modeling shall assume a 20-year term, with all system O&M through the life of the term managed by the Bidder at no additional cost to the colleges. PPA pricing must include all development, engineering, construction, and O&M costs associated with each project, with the expectation that no out-of-pocket project costs will accrue to colleges who elect to pursue PPA's. Escalation factors can be added to PPA pricing, and this can be proposed at a consistent rate or at a variable rate over the term of the agreement. In every case, a 20-year PPA term with no upfront investment is the base requirement, and what will be primarily reviewed during proposal evaluation. However, Bidders are allowed to offer alternative PPA terms, such as varying contract terms, full or partial pre-payment, or multiple escalation rate scenarios. These alternative PPA scenarios will be evaluated separately, but in addition to, the standard PPA terms required. Bidder must clearly label alternative pricing scenarios to enable ready identification of differences from the PPA base case.

CICV recognizes that many viable lease, loan, bond, and shared savings products and programs may be available to participating colleges for pursuing renewable energy development. Bidders are encouraged to submit alternative financing proposals that may offer more attractive terms to the colleges. Such alternative financing proposals may be submitted on adjusted versions of Exhibit B, or may be submitted through a clearly labeled customized format.

For all types of pricing proposals, Bidders shall assume full ownership of Solar Renewable Energy Credits or Certificates (SRECs or RECs) for the first three years of system operations. Bidders shall assume college ownership of SRECs and any other environmental attributes for all succeeding years for the operational life of the systems.

Each college's preferred financing method will be determined during the negotiations phase of this solicitation. Every college may choose a different form of procuring and financing solar development, so all pricing in proposals must be stand-alone pricing per site, irrespective of what other financing solutions are utilized for other sites or colleges.

To acknowledge the benefits of economies of scale and prompt action, pricing discounts are requested to be identified in Exhibit B for total PV capacity contracted in each bundle or by each selected Bidder by various milestone dates. A table has been provided in Exhibit B to enable standardized offering of such discounts. Discounts are not required to be offered, but will receive extra consideration during proposal evaluations.

A.5.3 Terms and Conditions

To enable Bidders to better understand desired contract terms in developing proposals and pricing, Exhibits E.1 through E.3 are included in RFP attachments. Descriptions of these Exhibits are given below:

Exhibit E.1 – Key Contract Terms and Conditions

- This document provides a list of several standard PPA negotiation points, with the requirements of the participating colleges identified in relation to such points. Pricing and proposals shall be submitted with an understanding by Bidders that these terms are unlikely to be significantly negotiated, but individual colleges and the whole CICV group maintain the right and ability to negotiate as best suits each entity.

Exhibit E.2 – Standard Power Purchase Agreement (PPA)

- The PPA template has been reviewed by participating colleges, and is considered generally acceptable, though every college retains the right to require minor or significant changes. A close version of this template has been financed by several solar project developers, and has been provided as a “pre-negotiated” contract to aid in streamlining the contract negotiation and approval process.

Exhibit E.3 – Exceptions to Standard PPA

- This form has been provided to enable Bidders to call out specific PPA provisions that are problematic to them. Please note that the inclusion of exceptions, in and of itself, will not result in the disqualification of any proposal, but the number and impacts of exceptions will be considered during evaluations and scoring of proposals. In no case, should Bidders assume that inclusion of exceptions on this form indicates acceptance of such exceptions by participating colleges. The ability to identify exceptions in the proposal is provided simply to enable a more rapid transition to contract negotiations with a selected Bidder or Bidders. All significant exceptions to the Standard PPA must be called out in this document. The identification of previously-unspecified significant exceptions during contract negotiations may result in such negotiations being stunted or halted.

Participating colleges require that all Contractors and Subcontractors performing work as a result of the CICV Solar PV RFP process carry workers' compensation insurance, public liability insurance and property damage insurance that meet the minimum insurance requirements for each applicable college. These requirements will apply for both purchased and financed project development.

For direct purchase acquisitions, bid bonds are not required, but performance and/or payment bonds should be including in system planning and pricing. During contract negotiations, individual colleges may choose to waive such bond requirements in exchange for reduced project pricing.

A.5.4 Curriculum Enhancement or Student Workforce Plan

Participating colleges have expressed a strong desire for curriculum enhancement and/or student work opportunities associated with the proposed PV installations. Proposals should include a narrative of how the Bidder, if selected, will “bring solar into the classroom” for the colleges within the bundle. Colleges understand

that final program details will need to be negotiated and arranged to ensure a safe workplace for both the employees of the Bidder and any students, student workers, college employees, and visitors.

Submittal of a curriculum enhancement or student workforce plan is optional, and proposals lacking such a plan will not be deemed non-responsive. However, the inclusion of such plans is strongly encouraged and will be considered during the evaluation of proposals.

B. CALENDAR OF EVENTS

The estimated dates and timing of events related to this RFP are show below. Please note that dates are subject to change at CICV's sole discretion. Any changes in dates will be noted in future addenda to this RFP.

EVENT	DATE
Request for Proposals Issued	November 16, 2015
Request for Qualifications Survey Responses Due	December 2, 2015 by 5:00 p.m. EST
Notification of Qualified Bidders List	December 4, 2015
RSVPs for Site Walks Due	December 7, 2015 by 5:00 p.m. EST
Site Walks (Optional)	December 9, 2015 - December 17, 2015
Written Questions Due for First Addendum	December 23, 2015 by 5:00 p.m. EST
First Addendum Issued (if necessary)	January 6, 2016
Proposals Due	January 22, 2016 by 5:00pm EST
Evaluation Period	January 25 – February 12, 2016
Clarification Meetings	Week of February 8, 2016
CICV Notification of Selected Bidders Issued	Week of February 29, 2016
Contract Negotiation Period	February 29 – April 8, 2016
Individual College Contract Finalization and Board Approval	April – May, 2016
Design Start	May – June, 2016
Construction Completion	by December 31, 2016

Note: All dates are approximate.

B.1 SITE WALKS

Access to sites will be provided to Bidders for their inspection, review and proposal preparation purposes. Although these site walks are not mandatory, they are strongly recommended, and Bidders will be expected to make themselves aware of all site conditions at these and all sites prior to submitting a proposal. Please note that all information discussed during site walks may be used at the Bidders' discretion, but CICV and the participating colleges can make no guarantees of accuracy of information given. For the most accurate information, questions should be submitted via email to be addressed in RFP addenda.

If a security and background check of Bidders' employees must be performed by the Participating College for specific locations, clearance forms will be provided to Bidder prior to the site walks and must be completed in order to participate in the walks.

To RSVP for Site Walks please contact tyler.espinoza@optonyusa.com with subject "RSVP" by December 7, 2015. Please include the name of sites that you are RSVP'ing for, and the names and mobile phone numbers of the people intended to be in your party, in the body of your email. The tentative site walk schedule is listed below. Changes to the schedule will be communicated directly with only those parties submitting email RSVPs.

Site Walks: December 9, 2015 through December 17, 2015

DATE	BUNDLE	MORNING	AFTERNOON
WEEK 1			
Wednesday, December 9, 2015	1, Bid Alt	Ferrum College 10021 Franklin Street Ferrum, VA 24088	Roanoke College, Elizabeth Campus 1021 Kime Lane Salem, VA 24153
Thursday, December 10, 2015	1	Hollins University 7916 Williamson Road Roanoke, VA 24019	Randolph College, Riding Center 4762 Hawkins Mill Road Lynchburg, VA 24503
Friday, December 11, 2015	1, Bid Alt	Lynchburg College, Main Campus 1501 Lakeside Drive Lynchburg, VA 24501	Lynchburg College, Nature Center 1844 Woods Road Bedford, VA 24523
WEEK 2			
Monday, December 14, 2015	2	Washington & Lee University 204 W Washington Street Lexington, VA 24450	Mary Baldwin College, Main Campus 318 Prospect Street Staunton, VA 24401
			Mary Baldwin College, Murphy Deming 100 Baldwin Blvd. Fishersville, VA 22939
Tuesday, December 15, 2015	2	Bridgewater College 402 E College Street Bridgewater, VA 22812	Eastern Mennonite University 1200 Park Road Harrisonburg, VA 22802
Wednesday, December 16, 2015	3	Shenandoah University 1460 University Drive Winchester, VA 22601	Marymount University 2807 North Glebe Road Arlington, VA 22207
		Shenandoah University 1400 Parker Lane Bluemont, VA 20135	
Thursday, December 17, 2015	3	Randolph-Macon College 204 Henry Street Ashland, VA 23005	Hampton University 100 E Queen Street Hampton, VA 23668
		Virginia Union University 1500 North Lombardy Street Richmond, VA 23220	

*There is no site visit scheduled for Emory & Henry College, as the land is publically visible from the road.

C. RFP RESPONSE INSTRUCTIONS

C.1 CICV CONTACT INFORMATION

The Council of Independent Colleges in Virginia is managing the competitive bid process for this project on behalf of participating colleges. All contact during this process is to be through CICV only. Any contact with participating colleges outside of organized site walks is unallowable and may subject the Bidder to disqualification. Please note that RSVP's for site walks are due by December 7, 2015. CICV will try to honor late requests, but cannot guarantee that facility personnel will be available outside of dates noted in the Calendar of Events or without prior RSVP.

All questions regarding this RFP, potential PV installation sites, and any specifications, terms and conditions are to be submitted to the CICV contact person via e-mail ONLY, by 5:00 p.m. EST on December 23, 2015. An Addendum containing accumulated questions and answers will be posted on the CICV RFP website on January 6, 2016, and notice of the posting will be emailed to all bidders that have been qualified through the Request for Qualifications Survey.

Additional addenda may be issued at any time, as necessary, and will follow the same notification process. If additional addenda are issued prior to the Request for Qualifications Survey due date, then it will be posted to the CICV RFP website and notification will be sent to all developers that have corresponded with CICV.

C.2 REQUEST FOR QUALIFICATIONS SURVEY

Exhibit A to this RFP includes a Request for Qualifications (RFQ) Survey that must be completed by any Bidder wishing to have a proposal considered by CICV. Instructions are included in Exhibit A. Please complete, sign, and scan the RFQ Survey. Please note that only Bidders meeting the minimum requirements in the RFQ Survey will be pre-qualified for submitting a full proposal for projects contemplated in this RFP. Note that at least one Letter of Interest from a PPA financial investor with whom the Bidder has successfully delivered at least two projects must be submitted with the completed RFQ Survey.

The completed RFQ survey must be emailed as a signed PDF to the CICV contact person by 5:00 p.m. EST on December 2, 2015. Surveys must be transmitted electronically via email ONLY; hardcopy or fax submittals will NOT be accepted. If the submittal is over 20 MB in file size, the Bidder may send a link to the submittal through a file-sharing application such as Dropbox, Box, Hightail, or similar. Confirmation emails will be sent as soon as the CICV contact person has been able to download and view the submittal. Bidders who do not receive confirmation emails should follow up with an email request for confirmation, to ensure their submittals have been successfully transmitted.

Upon receipt of RFQ Surveys, responses will be reviewed to ensure compliance with all minimum requirements. If applicable, references may be contacted. CICV reserves the right to request clarifications or proof of claims during the evaluation of RFQ Survey responses. After all RFQ Surveys have been received and reviewed for acceptance, CICV will issue a notification of the list of pre-qualified Bidders. Only Bidders on this list may submit full proposals for the bid bundles and bid alternate sites included in this RFP. Proposals submitted by Bidders not on this list will be refused and deleted without being reviewed.

CICV maintains the ability to waive minor discrepancies in submittals and/or responses at its sole discretion. All decisions made by CICV about the pre-qualification of Bidders are final. The list of pre-qualified Bidders is intended and available for future use by CICV, its member colleges, and public agencies in Virginia.

C.3 SUBMITTAL OF PROPOSALS

For consideration by CICV, Bidder proposals must be submitted to the CICV contact person by 5:00 p.m. EST on January 22, 2016. Proposals must be transmitted electronically via email ONLY; hardcopy or fax submittals will NOT be accepted. If the submittal is over 20 MB in file size, the Bidder may send a link to the submittal through a file-sharing application such as Dropbox, Box, Hightail, or similar. Confirmation emails will be sent as soon as the CICV contact person has been able to download and view the submittal. Bidders who do not receive confirmation emails should follow up with an email request for confirmation, to ensure their submittals have been successfully transmitted. After all documents have been uploaded and receipt has been confirmed, CICV will not re-visit any file-sharing link, so no late additions or revisions will be reviewed.

Other than as instructed, Bidders shall not modify bid form(s) or qualify their bids. Bidders shall not submit to CICV a re-typed, word-processed, or otherwise recreated version of the bid form(s) or any other CICV-provided document. CICV has the right to waive disqualification due to irregularities in submittals, at its sole discretion.

Each Bidder must conform with and be responsive to the submittals required by CICV and participating colleges. Any deviation from the standard applications forms (where applicable) or failure to provide the required information may be considered non-responsive and grounds for rejection of the proposal. For ease of review and understanding, proposals must be submitted as both a complete PDF of all sections, and as individual PDF's of each section. Excel spreadsheets should be submitted in both Excel format and PDF format in individual proposal sections; for the complete proposal, only the PDF of the spreadsheet should be included. **Files should be organized and labeled with numbers, in the order specified on the Bid Form Checklist in Exhibit F and repeated here:**

- Section 01 – Complete Proposal
 - This should be a PDF compilation of all individual section PDFs below. This should not include any spreadsheets in Excel format, but should include spreadsheets in PDF format.
- Section 02 – Letter of Transmittal
 - The Letter of Transmittal shall include, at minimum: the name of the company submitting the proposal; the names of any partner organizations intending to work on the projects if selected; the bundles and/or bid alternate sites being proposed; and the name, email address, telephone number, and signature of the key contact person for the Bidder.
- Section 03 – Executive Summary
 - The Executive Summary should include, at minimum: high-level overview of Bidder's approach to the project; summary of proposed bundles and projects; and summary of the Bidder's (and project partners', as applicable) overall industry experience.
- Section 04 – Description of Relevant Experience and Team Organizational Chart
 - This section must include, at minimum: proof of current and applicable business and

construction license; overview of a minimum of five similar or relevant solar PV projects, including Bidder's role in those projects; overview of organization structure of Bidder team, including partners; and brief biographies of key project contacts, including PV industry experience and roles in proposed projects.

- Section 05 – Project References
 - The Bidder must include a minimum of five project references, which may or may not be the same projects as those detailed in Section 04. References must include: project name, location, size, and financing type; key Bidder personnel name; key client contact, and that contact's telephone number and email address. Projects listed in this section should be as relevant as possible to proposed projects, specifically regarding customer type, system size, and financing method. Note that some or all references may be contacted.
- Section 06 – Price Proposal Forms
 - Cost proposal for power purchase agreements and direct purchase of Systems, including 20-year inverter warranties, which must be submitted on the form attached as Exhibit B. Pricing for 20-year Operations and Maintenance shall be included as a separate line item, which will be evaluated separately from the direct purchase price. Pricing must include all aspects of providing a turn-key PV system and must address the requirements in Exhibit D and foreseeable contracting and site conditions, including, but not limited to, those identified in Exhibits C and E, site walks, and RFP Addenda. Exhibit B also requires the input and submittal of proposed system components and projected solar generation, which must match production detailed in submitted PVWATTS models, as described in Section 10 below. Exhibit B must be provided in both Excel and PDF format in this Section. As noted below this list, a separate Section 06 submittal must be made for each bundle being proposed. Please note that all sites in any bundle being proposed must receive a pricing proposal, with proposed PV equipment. Additionally, each site in the bundle or bundles being proposed must receive both PPA and direct purchase pricing, and must also receive a separate line-item O&M proposal for the first twenty years of system operation.
- Section 07 – Alternative Financing Proposals
 - No alternative financing proposals are required—failure to include will not be considered non-responsive. If applicable, provide narrative, charts, pro formas, terms, and/or any other supporting documentation for proposed financing other than standard PPA or direct purchase. If not submitting an alternative financing proposal, submit a proposal page stating “N/A”.
- Section 08 – Financial Analyses of Project Savings
 - Provide an analysis of financial impacts on energy costs at sites being proposed, under proposed financing arrangements. Financial analysis is not required for all sites, but higher scores in proposal evaluation will be given to proposals with the most realistic and comprehensive analyses. For financial modeling, all Bidders should use the following assumptions: 4% annual utility escalation rate; 3% discount rate for time-value of money; most appropriate post-solar rate schedule.
- Section 09 – Preliminary System Designs
 - Bidder must provide preliminary system designs for each site being proposed, which must adhere to the requirements of Exhibit D, and must include, at minimum:
 - Site overview with module layout, including proposed azimuth and tilt

- Product spec sheets for proposed racking modules, inverters, and monitoring
 - Product warranty information for proposed racking, modules, and inverter.
- PV system components and numbers used in preliminary system designs must match components used in Section 06 – Price Proposal Forms.
- Section 10 – PVWATTS Production Modeling Outputs
 - Bidders must provide first-year system production estimates, as demonstrated and detailed by PVWATTS outputs (PVWATTS is available free online at: <http://pvwatts.nrel.gov/index.php>). Production modeling must use default System Losses (14%) without changes to Advanced Parameters. Production modeling must accurately reflect location and proposed system specifications (components, azimuths, tilts, under-module clearance, etc.), and shall be performed and submitted for each array in the bundle(s) being proposed. Production estimates detailed in these outputs must match and be used for inputting production into Exhibit B forms.
- Section 11 – Energy Storage Alternatives
 - These alternatives are not required—failure to include will not be considered non-responsive. However, participating colleges have a strong interest in energy storage solutions and other methods for controlling energy usage and demand at facilities. If applicable, Bidders should provide a narrative detailing technology and projected energy savings being proposed. If not submitting energy storage alternatives, submit a proposal page stating “N/A”.
- Section 12 – Proposed Project Schedule
 - Bidders shall provide a timeline indication of ability to finalize contracts, procure financing, complete system design and permitting, and complete construction on all projects by the end of 2016. A Gantt chart is not required, but one is used, the chart must be submitted in PDF format. Bidders should also address the number of crews and projects able to be run concurrently, with consideration of projects being proposed.
- Section 13 – Student Workforce and Curriculum Enhancement Plan
 - This plan is not required—failure to include will not be considered non-responsive. However, a plan for enabling use of a student workforce, student work training, and/or curriculum enhancement with aspects of solar project development is highly desired. If providing a plan, Bidders should write a narrative to describe key features, considerations, structure, management, and previous experience in creating such programs. If not providing such a plan, submit a proposal page stating “N/A”.
- Section 14 – Exceptions to Key Contract Terms and Standard PPA
 - Bidders must review the Key Contract Terms in Exhibit E.1 and the Standard PPA in Exhibit E.2. Any and all significant exceptions to the terms contained therein should be identified in Exhibit E.3, which should be submitted in this Section of the proposal. Bidders do not need to identify areas of minor disagreements, but all areas that could lead to difficulties in financing must be noted. In no way does inclusion of exceptions in this Section indicate acceptance of such exceptions by CICV or any participating college.
- Section 15 – Signed Response Checklist
 - Bidders must print, check all submitted documents, and sign Exhibit F, with confirmation of receipt of RFP Addenda.
- Section 16 – Miscellaneous Supporting Documents
 - Additional documents are not required—failure to include will not be considered non-responsive. If applicable, Bidders may provide additional information as evidence of their

experience, expertise, capabilities, or competitive advantage. Examples of such documents might include: proof of financial stability; indication of ability to obtain rapid financing; proof of insurance meeting minimum requirements; marketing collateral; etc.

If a Bidder is proposing on more than one bundle of projects, Sections that apply to more than one bundle need not be submitted more than once, and all bundles proposed upon may be referenced in that section. Conversely, Sections that are bundle-specific (e.g. Section 09 – Preliminary System Designs) must be submitted as separate sections labeled to indicate bid bundle (e.g. Section 09 – Preliminary System Designs: Bundle 2; and Section 09 – Preliminary System Designs: Bundle 3).

All information requested must be supplied; any sections not applicable to the Bidder must still be submitted as part of a complete bid response, with such pages or items clearly marked “N/A”.

All costs required for the preparation and submission of a bid shall be borne by Bidder.

All information regarding the bid responses will be held as confidential during and after the bid process. Information may be shared, but will be anonymized to ensure the privacy of the Bidders.

D. PROPOSAL EVALUATION PROCESS

D.1 EVALUATION CRITERIA / SELECTION COMMITTEE

Qualified Proposers are invited to submit proposals as described in Section C.3, Submittal of Proposals. CICV will review proposals to ensure that all required documents have been submitted. CICV staff and technical consultants will review and prepare an analysis of each proposal for consideration by CICV. The technical consultants will use PVWATTS and other models to verify cost and production data provided on the bid forms. Bidders shall bear in mind any proposal that is considered unrealistic may be deemed reflective of an inherent lack of competence or indicative of a failure to comprehend the complexity and risk of CICV's requirements as set forth in this RFP, and this will be reflected in the scoring as described in this subsection.

All proposals will be evaluated by a CICV Selection Committee (CSC). The CICV Selection Committee may be composed of CICV staff, Participating College staff, and technical consultants that have expertise or experience in solar power and renewable energy systems and contracts. The CSC will score and recommend Bidders in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the CSC. The CSC, on behalf of participating colleges, reserves the right to reject any or all proposals or any part of an individual proposal; to waive any irregularity in any proposal; and to determine which, in its sole judgment, best meets the goals of this RFP.

All contact during the evaluation phase shall be through the CICV contact person only. Bidders shall neither contact nor lobby evaluators and/or technical advisors during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC may result in disqualification of Bidder.

CICV intends to recommend award of contracts to the qualified, responsible Bidder or Bidders whose responses conform to the requirements of the RFP and whose proposals present the best value to CICV Participating Colleges, all evaluation criteria considered.

REQUEST FOR PROPOSAL EVALUATION CRITERIA AND SCORING

Each Evaluation Criterion will be scored on a zero to five-point scale range and multiplied by the weighting as described in the following table, and then added to arrive at a total score for each proposal. The final maximum score for any site is five hundred (500) points given weighting. A proposal with a higher total will be deemed of higher quality than a proposal with a lesser total.

The proposal evaluation process will include an initial evaluation of the technical proposal and pricing by the CSC, which will then determine a preliminary score for each bidder. If requested by the CSC, Bidders may be asked to attend a clarification meeting to answer questions regarding bids. After this time, the CSC will determine the final scoring for each Bidder.

The respective weights of each evaluation criteria are as follows:

Evaluation Criteria		Weight
A.	<p>Completeness of Proposal: Proposals to this RFP must be complete. Proposals that do not include the content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria, and will receive no further consideration.</p> <p>Proposals that are rated a Fail and are not considered may be picked up at the delivery location within 14 calendar days of contract award and/or the completion of the competitive process.</p>	Pass/Fail
B.	Technical Proposal	20 points
C.	Project Cost	45 points
D.	Implementation Plan & Schedule	10 points
E.	Financing Plan & Financing Partners	10 points
F.	Experience & References	10 points
G.	Contract Terms & Conditions	5 points
H.	Clarification Meeting (optional, at the discretion of the CICV Selection Committee):	Not scored, but information provided during this meeting can be used to determine final scoring for Cost and Technical Proposal
Total:		100 Points

D.2 NOTICE OF SELECTED BIDDER(S)

At the conclusion of the RFP response evaluation process, all Bidders will be notified by e-mail if their proposals have or have not been selected to enter into contract negotiations for any bid bundles and/or bid alternate sites. Proposals that are not selected shall remain active as secondary options, in the case that participating colleges are unable to negotiate acceptable contract terms with the primary selected Bidder or Bidders.

At the conclusion of the RFP process, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful Bidder's bid. Under no circumstances will any discussion be conducted with regard to contract negotiations with the successful Bidder.

D.3 CONTRACT NEGOTIATION AND AWARD

Following the RFP solicitation process described above, CICV and participating colleges will begin a common process for negotiating final terms and conditions of any contracts contemplated under this RFP.

First, selected Bidders enter preliminary negotiations with CICV, technical and legal consultants, and representatives from participating colleges to refine template contracts and terms that are acceptable or nearly acceptable for all participants.

After template contracts are agreed upon, final negotiations will be completed between each individual participating college and the selected Bidder for their bundle. The process is intended to support a more effective overall procurement process for both the Bidders and the participating colleges, while maintaining flexibility for specific conditions and circumstances at individual colleges.

As noted previously:

1. Contracts may also be entered into with other qualified Bidders, following a negotiations process, if initially-awarded Bidders are unable to negotiate an agreeable contract with CICV and/or any participating colleges.
2. CICV reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of CICV.
3. CICV reserves the right to award to a single or multiple pre-qualified Bidder(s).
4. CICV has the right to decline to award this contract or any part thereof for any reason.
5. The RFP specifications, terms, conditions and Exhibits, RFP Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.