



Updated 8/5/2019

Request for Proposals

The board (“Board”) of the City of Hartford Energy Improvement District (the “EID”), in partnership with the City’s Department of Public Works (“Department”), requests proposals for the design, engineering, construction, operation, commissioning and maintenance of a photovoltaic (“PV”) power system to be installed on the former Hartford landfill located at 180 Liebert Road in Hartford, Connecticut (the “Site”). It is the Board’s desire to have such a system either (a) installed with power inversion and connection to the existing interconnection to the Jennings Road microgrid; or (b) inter-connected to the utility grid (Eversource) with power generation measured towards an applicable Virtual Net Metering (VNM) Program that allows the assignment of City of Hartford beneficial accounts. This system will be designed, constructed, owned, operated, and maintained by a company, potentially subject to a power purchase agreement (“PPA”) negotiated with and signed by the Board. It is expected this system will be approximately one (1) megawatt (“MW”) in output.

Uniquely, a Board can own and operate projects and distribute energy to end users. The Board believes that these powers, combined with control or influence over property and a future (not current) ability to bond for capital improvements, may be attractive to a private partner. Respondents may, therefore, submit a proposal for a community and shared solar project. Proposals may also include, for example, a power purchase agreement or lease agreement.

Critically, respondents will understand the legal and technical requirements associated with co-locating another solar array, interconnections to any additional installation, and the potential for offtakers.

Pre-Proposal Meeting and Site Visit

To help respondents understand the RFP and site visit, there will be a pre-proposal meeting held on August 1st at 9 am. The location is Department of Public Works, 50 Jennings Road, 2nd floor, KC’s Conference Room. ~~A site visit at will be held afterwards.~~ **The site visit will be Friday, August 9 at 1:30 pm. The location is 180 Leibert Rd, Hartford, CT 06120.** Respondents are strongly encouraged to attend; preference in review will be given to respondents who attend. You must confirm your plan to attend the site visit by sending an email no later than 5 pm on July 31, to Shubhada Kambli at Sustainability@hartford.gov. Please include your relevant contact information and use “2019 EID Site Visit RSVP” as the subject line. The project scope, site and

conditions will be reviewed, as well as any questions and answers regarding the project. Any questions should be sent in writing by email to Shubhada Kambli no later than the date listed on www.hartfordclimate.org/eid2019RFP ~~July 26~~; the email's subject title should be "2019 EID RFP Question". Note that all questions will be made available to the public online at www.hartfordclimate.org/eid.

Submission Requirements

Proposal Details:

Each response must be no more than twenty (25) pages long, including attachments such as photos and appendices. Companies and firms applying must be licensed or certified (as required) and have a proven record to perform the work, and provide evidence of experience with PPAs, community shared solar or other relevant area. Submissions must include the following sections:

- a. Letter of transmittal, including where the company is based
- b. Qualifications statement (include brief history of firm, credentials, etc.)

A brief description of respondent qualifications, which includes:

- Short list of relevant projects, including projects in which respondent worked with a public entity with no or limited up-front capital financing, and previous experience working with a Connecticut EID;
- Explanation as to how the responder is uniquely qualified to offer innovative and multi-disciplinary solutions to the challenges the Board faces;
- Explanation of the respondent's strategic planning and management approach;
- Explanation of financing of prior projects, including types and sources of capital funding included in such projects;
- Specialized expertise, including experience with constructing PV power systems on landfills and experience serving multiple meters from PV power system;
- The identification of a project manager, including that individual's resume and contact information;
- The identification of individual team members (persons or entities, as applicable) and the provision of their individual resumes; and
- The identification of a project financier or prospective financier.

- c. Scope of services

All site evaluations, preparation, design, permitting (including, but not limited to, all costs for associated fees), construction (including, but not limited to, providing all materials, labor and equipment, and supervision), interconnection/utility applications, operation, maintenance, monitoring and insurance costs of the proposed system will be the responsibility of the proposer. Installations hereunder must be completed in a manner that minimizes

interference with the use and occupancy of the site. Any state or federal solar power rebates, tax credits or rebates the project is eligible for may be used by the constructor/owner towards the system's construction and operating costs.

The system shall be connected to the local utility grid in accordance with the local utility's required design and installation standards for grid connections and net metering. Additionally, designs must ensure that the system does not interfere with any and all existing activities on or at the landfill, including, but not limited to, the State of Connecticut Department of Energy and Environmental Protection's post-closure activities, operations relative to the existing solar array, and operations relative to the interconnection facilities for the existing solar array.

Designs must ensure that the system will not interfere with the use or maintenance of any ancillary site equipment. All system modules and inverters must be in accordance with all state and local electrical codes and be UL, IEC and IEEE certified under the appropriate code and standard sections. All system panel modules and inverter equipment must be protected with manufacturer warranties that match the term length of any proposed PPA.

Proposals that present a cost-effective approach to electric vehicle charging as part of the overall project are welcome. Any project component, including electric vehicle charging station(s), may be removed or modified as part of the contract negotiation process at the sole and absolute discretion of the Board.

IMPORTANT NOTE: Any use, development and/or work at or on the landfill by the successful respondent shall be subject to and contingent upon the City of Hartford first obtaining the written approval of the State of Connecticut Department of Energy and Environmental Protection for such use, development and/or work. Additionally, any use, development and/or work at or on the landfill by the successful respondent shall be subject to and contingent upon the City of Hartford first granting permission to both the successful respondent and the Board for such use, development and/or work.

d. Schedule of price per kWh of the power and output during each year of the term of the PPA

Proposals must include a price per kWh of energy output from the PV power system, and a proposed termination value schedule. In line with Board's goals, responses to this RFP must demonstrate a cost savings on energy purchased and have no upfront cost. Respondents are strongly encouraged to demonstrate savings as they relate to both usage and, if applicable, delivery, and have no upfront costs to the Board. Respondents agree to a minimum price lock of ninety (90) days as a consideration of responding to this RFP.

e. Schedule of proposed termination value

f. A concise and complete description of the work to be performed, including an explanation that your company understands the project, its approach to the work and the key issues to resolve. In addition to the scope of services outlined in the Scope of Services section, please include:

- Ways in which the powers of the EID will be incorporated into the project;
- Provision, if any, of grid independence;
- Description of the strategy to manage future energy costs and volatility;
- Potential benefits to the Board;
- Potential service to socioeconomically disadvantaged end users;
- A viable and comprehensive model for the overall governance and structure of the project. It must include an overview of legal issues regarding distribution, governance, project ownership, and operation;
- Identification of risks to complete the project as proposed, as well as an overview describing how the respondent will minimize those risks. For shared solar projects or projects involving virtual net metering, an explanation of how recent legislation will enable the project should be discussed;
- A viable and comprehensive finance plan, including a list of possible funding partners. The respondents should estimate anticipated project costs, including hard costs and soft costs to implement the project. The proposal should describe how the respondent and end users may bear the relative costs for the project. The financial strategy must reference fixed capacity charges and variable energy costs, as well as the energy rate structure. If system expansion is anticipated, an explanation of relevant financing issues must be included. Describe all possible incentive programs (i.e. Shared Clean Energy, ZRECs, Virtual Net Metering, Federal Tax Credits) that could be utilized and the pros and cons of each. Creative arrangements are anticipated and encouraged; and
- Milestones associated with the PV power system and a schedule by major task (condition analysis, preliminary design, etc. through and including commercial operation).
- Financial risk and benefits to the City, and guarantees offered by respondents.

Delivery:

Submissions will be reviewed by Board members, staff and individuals designated by staff, including, but not limited to, consultants. Submittals may be withdrawn 90 days after opening, if no award has been made. Responses must be delivered by both electronic transmission and hard copy by 9/11/19 at 5 pm to Shubhada Kambli, EID Procurement Officer and City Sustainability Coordinator. Electronic communications and files should be sent by email to Sustainability@hartford.gov. The communication/email's subject title should be "2019 EID RFP [Company] Submission", and the naming protocol for the submission file should be "2019_EID_RFP_companyname". The hard copy should be delivered to:

Attention: Shubhada Kambli, Sustainability Coordinator, EID Procurement Officer

Office of Mayor Luke A. Bronin
Board of Hartford Energy Improvement District
550 Main Street, Room 300
Hartford, CT 06103

Evaluation Criteria & Right to Reject

Proposals shall include, but not be limited to: the installation approach (system and component type and location), including any innovative technology; major components to be used, including any battery storage; mounting systems; type and characteristics of, and access to, the proposed monitoring and reporting system; operation and maintenance measures to maximize the system's output for the full term of the agreement; a dated schedule of events/milestones leading up to and including construction and commercial operation; and a detailed estimate of the installations' efficiency and savings in electrical costs to the Board.

Proposals will be judged by the proposed power system/components, understanding of Hartford, and benefits to residents.

Additional criteria to be considered in evaluating proposals may include, without limitation, in the Board's sole discretion:

- Qualifications and required licensing or certification for stated work
- Minimum liability insurance for stated work
- Ability of professional personnel
- Past record and experience
- Location
- Workload of the firm
- Commitment to provide designated individuals to the project
- Technical experience of the company
- Responsiveness and clear understanding of the work to be performed
- Strength of client recommendations
- Attendance at pre-bid walk-through
- Local (Board, county, state, regional) experience
- Ability to timely finance the system and confirm the same in writing
- Understanding of legal requirements associated with the project
- Commitment to enter into a PPA and/or other legal instruments in accordance with the terms contained herein and containing such terms and conditions as are determined by the Board, in its sole and absolute discretion, to be appropriate, necessary and in the best interests of both the EID and Hartford.

All costs incurred in connection with any submission hereunder are the sole responsibility of the responder and are non-refundable. The Board reserves the right to, at any time and for any reason, modify or cancel this Request for Proposals.

The Board may reject any or all proposals or submittals as it deems appropriate in its sole discretion. In the review for the purpose of selecting a proposal or submittal, the Board will be guided by, among other things, what it deems in its sole and absolute discretion to be in the best interests of both the EID and Hartford at the time of review. The Board also reserves the right to negotiate further with one or more firms as to any of the features of their proposals or submittals and to accept modifications to the work and/or price when such action is deemed to be in the best interests of both the EID and Hartford. The award will be made as the Board deems proper in its sole discretion to the most responsible qualified respondent. Current City of Hartford vendors are not excluded.

Any and all work will need to be accomplished within timeframes as may be provided, from time to time, by the Board in its sole and absolute discretion. Responses will be reviewed and evaluated by the Board and certain candidates may be invited to participate in interviews.

Background

For context, the Board was created in August of 2016 by City ordinance (Article XIV of Chapter 28, online at <http://bit.ly/BoardEID>) pursuant to Conn. Gen. Stat. §§ 32-80a et seq. The ordinance requires the Board to promote a more reliable grid, make energy costs more predictable, deploy renewable technology, and increase the energy supply. The Board has interpreted this charge to mean that it must seek to ensure that energy projects get underway in the near term. Subject to relevant ordinances and regulations, EID energy projects may occur on any public or private property within EID limits. Uniquely, a Board can own and operate projects and distribute energy to end users. The Board believes that these powers, combined with control or influence over property and a future (not current) ability to bond for capital improvements, may be attractive to a private partner.

In February 2018, the Board adopted a statutorily required Comprehensive Plan, online at <http://bit.ly/EIDPlan>. The EID was created by the City of Hartford, but for the purposes of procurement and contracting, the Board is a wholly separate entity.

The existing PV Solar Array landfill system [1,000 (AC kW) system size, located at 180 Leibert Rd, Hartford, CT] is owned by Material Innovation and Recycling Authority (MIRA), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut. The existing system is subject to a ZREC Agreement between MIRA and Eversource that expires in 2028. All energy from the existing system is currently sold directly to the City of Hartford by MIRA. The existing system is located “behind the meter” of the account serving 50 Jennings Road and the interconnection point is located at 180 Leibert Road.

Additionally, the State of Connecticut Department of Energy and Environmental Protection (“DEEP”) is responsible for post-closure activities relative to the landfill. The Memorandum of Understanding by and between DEEP and the City of Hartford concerning the aforementioned post-closure activities is attached hereto and made a part hereof as though fully set forth herein.

Confidentiality

All responses to this Request for Proposals are to be the sole property of the Board. Responders are encouraged not to include in their responses any documentation or information that is proprietary. All materials that are associated with this Request for Proposals are subject to State laws defining Freedom of Information and privacy and all rules, regulations and interpretations arising from those laws. The Connecticut Freedom of Information Act (“FOIA”) generally requires the disclosure of a document in the possession of a public agency upon request, unless the content of the document falls within an exemption.

Examples of exemptions are a “trade secret” as defined by Section 1-210(b)(5)(A) of the Connecticut General Statutes (“CGS”), and “commercial or financial information” given in confidence, not required by statute, as defined by Section 1-210(b)(5)(B) of the CGS. Confidential documentation or information must be separated and isolated from other material in the response and labeled **CONFIDENTIAL** and, in the case of a hard copy, enclosed in a separate envelope.

If the responder indicates that certain documentation or information in its response is submitted in confidence, by specifically and clearly marking such documentation or information as **CONFIDENTIAL**, the Board will endeavor to keep such documentation or information confidential to the extent permitted by law. The Board, however, has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any document or information pursuant to an FOIA request. As set forth below, the responder has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. In no event shall the Board or any of its staff have any liability for disclosure of documents or information in the possession of the Board that the Board or its staff believes to be required pursuant to the FOIA or other requirements of law.

IMPORTANT NOTE: If the document or information is not readily available to the public from other sources and the responder submitting the document or information requests confidentiality, the document or information generally is considered to be “given in confidence.” A convincing explanation and rationale sufficient to justify each exemption from disclosure consistent with Section 1-210 of the CGS shall be prepared by the responder and shall accompany the response. The rationale and explanation shall be simply stated in terms of the prospective harm to the competitive position of the responder that would result if the identified document or information were to be disclosed, and the responder shall state the reason(s) why it believes the materials are legally exempt from disclosure pursuant to Section 1-210 of the CGS and/or under any other applicable State and/or Federal law.

Miscellaneous. The successful proposer shall provide fully managed PV services that include, but are not limited to, securing the necessary labor, services, equipment, permits and approvals to develop a fully operational PV system at the site. The proposer will then commission, own, monitor, operate, and maintain the system after installation until the Board’s purchase in its sole and absolute discretion, or the successful respondent’s authorized removal, whichever event occurs first.

The Board reserves the right at its sole and absolute discretion to withdraw this RFP at any time, or should in the Board's sole and absolute discretion, no appropriate proposals be received, the Board may elect not to award an agreement and/or directly commission the construction and operate said PV system independently.

This process is intended to solicit proposals. The Board will review submissions at its Board meetings, in accordance with the EID Procurement Policy.

Attachments

Site drawing, electrical interconnection one-line diagram and CT DEEP MOU