

# ENERGY CONSERVATION COMMITTEE

CLIFFORD J. HURGIN MUNICIPAL CENTER

1 SCHOOL STREET, BETHEL, CT. 06801

MEETING ROOM "A"

THURSDAY, May 5, 2011

7:00 P.M.

## MINUTES

**PRESENT:** Chairman, Bill Cratty, Members: David Dunn, Hank Karl, and Randi Oisher, and Fred Zalcman.

**ABSENT:** Gary Pedone, Nick Ellis, and Mark Anderson.

**CALL TO ORDER:** Chairman Bill Cratty called the meeting to order at 7:10 P.M. followed by the Pledge of Allegiance.

**PUBLIC COMMENT:** None

### **DISCUSSION/APPROVAL OF REVISED SOLAR PANEL RFP:**

Chairman Cratty explained the proposal for the photovoltaic power production RFP. As he explained the roofs at the school complex would not be a viable option, Hank Karl had suggested the old transfer station site. We can only apply for grant money that would supply the host building; Chairman Cratty did a rough estimate based on the utility bills which suggests 80KW. This grant is due in November. The scheduling was discussed. In order to be first in line it was decided that the proposal should be submitted in early September. Chairman Cratty asked for all members to give their input. He explained that once approved this evening, it will then move on to the Board of Selectmen for their approval. A point person is needed within the Town to answer questions regarding the proposal. Fred Zalcman suggested that a member from the committee also be available to answer questions should the need arise.

Permits will be required, Inland Wetlands, Planning and Zoning, the committee is not sure if it would require a planning and zoning commission approval, or a public hearing, or just an administrative approval.

A motion to approve the RFP for Photovoltaic Power Production (see attached) was made by Randi Oisher, seconded by David Dunn. Vote, all in favor, motion unanimously approved.

**APPROVAL OF MINUTES:** Hank Karl made a motion to approve the meeting minutes of 04/07/2011. Motion was seconded by Randi Oisher. Vote, all in favor, motion unanimously approved.

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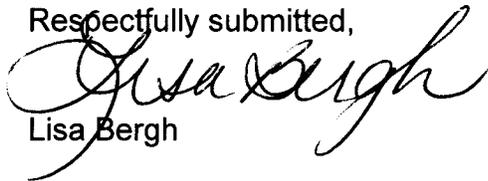
TOWN OF BETHEL  
TOWN CLERK

**DISCUSSION OF COMMITTEE PROGRESS:** Chairman Cratty updated the committee regarding the Fuel Cell Grant. Due to an accident suffered by Phyllis Kansky an e-mail was not received on time. A webinar was scheduled for April 27, 2011 which was considered mandatory; notification was not received until May 5, 2011. Phyllis has contacted NREL and explained the circumstances. The deadline for the application is May 12, 2011. The Town of Bethel has been selected to move forward with the grant application; Chairman Cratty has placed calls to Logan Energy and Rizzo Electric to obtain assistance in preparing the application. With such short notice members were asked to provide whatever assistance is possible to get it done.

**ADJOURN:** Hank Karl made a motion to adjourn; motion was seconded by Fred Zalcman. Vote, all in favor, motion unanimously approved.

Meeting adjourned 8:05 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa Bergh", written in a cursive style.

Lisa Bergh

**Request for Proposals  
for  
Photovoltaic Power Production**

**Issued by**

**The Town of Bethel, Connecticut  
May \_\_, 2011**

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## Introduction

### ***Information about the Town of Bethel***

The small New England town of Bethel, formed in 1855, is located in northern Fairfield County. A town of more than 18,000 people over 17 square miles, Bethel is served by a full time police force, two volunteer fire departments, and the David W. Deakin Educational Park, which contains five schools from grades K-12 and sports fields on one campus. The town is governed by a Board of Selectmen/Town Meeting.

Bethel lies within the electric distribution service territory of Connecticut Light and Power Company.

### ***Renewable energy goals and/or reasons for issuing RFP***

The Town of Bethel is issuing this Request for Proposals ("RFP") to obtain electricity derived from photovoltaic (PV) energy sources. Bethel wishes to purchase solar-generated electricity under a long-term Power Purchase Agreement or other appropriate financial mechanism under which the Town will not have to bond for the significant upfront capital required to purchase such system. Under this RFP, Bethel is seeking up to 200 kilowatts of photovoltaic capacity total to be located at the old Bethel Town Dump.

The Selectmen have constituted an Energy Conservation Committee (ECC). The goals of the ECC are as follows: 1) Achieve the lowest point on the total cost curve for Bethel's building energy use equation; 2) reduce Bethel's carbon footprint; 3) increase the use of non-polluting and/or renewable energy sources; and 4) devise a long-term energy strategy for town and schools that consider the energy needs of current structures and systems as well as future construction. This solar RFP is an integral first step towards achievement of these goals.

Time is of the essence on this project. The Town is eager to enlist a contractor to assist it in submitting a competitive proposal to the Connecticut Clean Energy Fund (CCEF) under that agency's pending On-Site Renewable DG Program Best of Class and Public Buildings program ("DG"), and/or The American Recovery and Reinvestment Act Commercial Solar Photovoltaic Program Opportunity ("ARRA") Public Buildings RFP and/or Best in Class RFP.

Nonetheless, the Town recognizes that several activities need to occur, including most significantly the completion of a full building energy audit of the Public Works building adjacent to the dump site that will host the system, before the Town is compliant with the eligibility requirements outlined in the aforementioned RFP's.

Upon completion of the PV project, the successful Proposer may be asked to assist the Town of Bethel in identifying and implementing a comprehensive long-term solar program to include other town buildings.

### ***Timeline for RFP process:***

- RFP issue date..... May 20, 2011
- RFP due date & time..... 4:00 PM local time, July 1, 2011
- Notice of intent to award..... July 22, 2011
- Complete building energy audit..... August 12, 2011
- Complete all grant application documentation..... August 29, 2011
- Submission of grant application to CCEF ..... September 9, 2011

### ***Contact information***

The Town of Bethel has designated an individual to manage the RFP process, address all questions from potential bidders, and provide updates as necessary during the bidding process. **All questions and request for information must be in written form via e-mail.** Any RFP-related updates shall be emailed to the list of participants as documented at the pre-proposal meeting.

Please address all RFP-related questions and communications to:

- \_\_\_\_\_
- \_\_\_\_\_

## Description of PV Sites

### **Site information**

The Town of Bethel has identified the old Bethel town dump as the most amenable site to support a PV system at this time. The Connecticut Department of Environmental Protection has given permission to utilize the abandoned land fill as long as the cap will not be penetrated during installation, operation or maintenance the system.

### **Scope of Work:**

The goal of this RFP is to identify the Proposer who will enable the most cost effective solar energy production over the entire PPA or other appropriate financing term. The successful proposer will have the capability to develop, offer, and manage up to 200 kilowatts of PV capacity.

Capital funds for the PV project(s) are not available. The Town of Bethel will only purchase the solar-generated electricity. Following project award, the Town of Bethel intends to enter into a solar PPA or other appropriate financing with the successful Proposer for a term up to fifteen years for the PV project. The PPA or other appropriate financing will be made contingent upon award by the CCEF or ARRA programs of sufficient grant funds to economically support the project.

The successful Proposer shall provide firm price proposals to perform all work hereof to turnkey install two solar energy systems with PV Capacity ratings of 1) 80 kilowatts and, 2) 200 kilowatts on the abandoned Bethel land fill. However, **only one of the proposals will be selected for construction.** Said work shall comprise fully managed photovoltaic services that include, but are not limited to:

- Preparing all necessary documentation required by any grant application applicable to the project.
- Securing the necessary permits and approvals from the Town of Bethel Planning & Zoning Commission, Inland Wetlands Commission and any other Town or State of Connecticut entity having jurisdiction over the project.
- Securing the necessary labor, services, and equipment to develop, construct and remotely monitor a fully operational PV system at the site.
- Commissioning, owning, monitoring, operating, and maintaining the system after installation.

In addition to the above photovoltaic services the successful Proposer shall provide for the following work in the firm price proposal.

- A full-building energy efficiency audit of the host building performed by a qualified third party energy services company as required by the ARRA Commercial Solar Photovoltaic Program.
- Installation the energy efficiency measures required by the CCEF grant application pursuant to the energy efficiency audit.
- Preparation of the necessary submittal documents to enroll the completed project as an On-Peak Resource in the ISO New England Forward Capacity Market.

In the event that the Town of Bethel does not receive an award by the CCEF or ARRA programs of sufficient grant funds to economically support the project the Town of Bethel will reimburse Proposer an amount not to exceed \$0.075 per square foot of conditioned space to defray the cost of the third party energy efficiency audit.

All applicable federal and state laws, county, local, and municipal ordinances, and the orders, rules and regulations of all authorities having jurisdiction over this work shall apply to the Contract throughout the term of the agreement, and they will be deemed to be included in the contract the same as though written out in full.

## Proposal Directions & Requirements

Each Proposer must submit (10) hard copies of the proposal and one (1) copy of the proposal on a compact disc to:

Lisa Bergh  
Town Clerk  
Clifford J. Hurgin Municipal Center  
1 School Street  
Bethel, CT 06801

In order for a proposal to be evaluated, the following three (3) requirements must be met:

1. **Proposals must be received by the due date and time established in the "Timeline for RFP Process."** Any proposals received after the specified date and time will be disqualified from further evaluation.
2. **The cover letter of the proposal includes the signature of a representative authorized to bind the Proposer.**
3. **The Proposer must provide all information requested, in the format dictated in the following section "Proposal Organization."**

Failure to meet any of these requirements is grounds for rejecting a proposal.

## Proposal Organization

### **Tab 1: Cover Letter**

Cover letter should highlight any special features of the Proposal, and include the name, phone number, and email for the point of contact within the Proposer's organization. The cover letter should be signed by a representative of the Proposer's company who has the authority to bind the Proposer.

### **Tab 2: Experience & Qualifications**

#### **Section A: Project development experience**

1. Describe the Proposer and which elements (finance, design, construction, service, etc.) of a PV installation will be managed by a partner or third-party other than the Proposer if any; and describe the structures that will ensure that the Proposer will be held accountable for the successful completion of each element of the project's development.
2. Describe solar programs that have been developed by Proposer for current customers.
3. Describe canceled contracts and reasoning for why each signed contract was not completed.

#### **Section B: System design experience**

1. Describe Proposer's experience with the design of PV systems.
2. Provide a sample construction drawing set for one of Proposer's completed PV systems.

#### **Section C: Project construction experience**

1. Detail the number of distinct projects the Proposer has constructed.
2. Detail the general types of projects installed.
3. Detail the types of customers the Proposer has worked with in the past.
4. Describe implementation of PV construction standards and other safety measures.
5. Provide three (3) customer references from customers who worked with Proposer during the installation phase.

#### **Section D: Project financing experience**

1. Provide number of PV systems that have been financed by Proposer.
2. Provide number of systems that Proposer is operating under a PPA or other financial structure wherein the Host is not required to make a capital contribution.
3. Provide demonstration of capital available to fund the proposed (and future) projects.

#### **Section E: PV supplies & experience**

1. Provide demonstration of Proposer's supply contracts or actual PV panel supply.
2. List Proposer's preferred PV panel technology and past experience with those technologies.
3. List panel suppliers that Proposer has worked with and describe the relationship with the supplier.
4. Detail if Proposer has utilized fixed panel systems, one-axis tracker systems, or dual-axis tracker PV systems.

#### **Section F: Operations and maintenance experience**

1. Provide the number of operational PV systems under management.
2. Provide system performance for three (3) systems to date (expected vs. actual energy production).
3. Describe the monitoring systems that the Proposer will use to verify system performance.
4. Detail the number of PV systems the Proposer has managed for more than one year, and describe any lessons learned from this experience.
5. Provide three (3) references from customers who are receiving operations and maintenance service.
6. Provide proposed maintenance plan.

**Section G: Rebate processing experience**

1. Describe Proposer's rebate processing services.
2. Detail the locations in which the Proposer is developing projects or has successfully obtained incentives through the Connecticut Clean Energy Fund.

**Section H: Qualifications to provide REC certification assistance**

1. Describe the REC certification process that Proposer will undertake.

**Section I: Energy production assurance**

1. Describe any penalties the Proposer would incur if the eventual PV system did not produce energy as expected.
2. Describe any third party verification of predicted or actual energy production.
3. Include insurance coverage documentation.

**Section J: Monitoring & verification capabilities**

1. Describe the methodology and frequency of solar energy production reporting.
2. Describe the methodology and frequency of solar energy production reporting in relation to the facility's total energy load.
3. Describe the methodology and frequency with which environmental attributes data (i.e. RECs / carbon offsets) will be reported.

**Section K: Team**

1. Provide organizational chart that describes the reporting relationships of all key personnel.
2. Provide bios for key personnel.
3. Describe Proposer's team organization.
4. Provide location of Proposer's nearest regional office.

**Section L: Additional services & capabilities**

1. Describe any additional services that Proposer will provide as part of the proposal or is willing to provide at an additional cost.
2. Describe specifically how the Proposer will satisfy the CCEF's requirement for an energy audit of the subject facility, and whether Proposer has the capability to assist the Town pursue required upgrades, as necessary.

**Tab 3: Technical Information****Section A: PV system**

1. Describe PV technologies that will be installed and any guarantees on the use of specific equipment types or their equivalents.
2. Provide project layout with MW DC size, configuration, azimuth, and tilt angle of proposed system.
3. Provide electrical one-line diagram for proposed system with total inverter size (in MW AC).
4. Provide a sample project schedule which includes milestones for design, permitting, material delivery, installation, and commercial operation.
5. Provide a twelve (12) month projection of hourly kWh production using the National Renewable Energy Laboratory PVWatts™ calculator. Cite the weather data source.

**Tab 4: Pricing & Terms****Section A: Pricing information**

1. Provide price per kilowatt hour in Year 1.
2. Provide annual rate increase, if applicable.
3. Provide length of PPA or other appropriate financing term.
4. Provide detail of any factors that may affect price.
5. Provide proposed terms and conditions or proposed PPA in its entirety.

**Tab 5: Appendix (Supporting information)**

**Exhibit A:** Sample construction set

**Exhibit B:** Insurance coverage documentation

**Exhibit C:** Organizational chart

**Exhibit D:** 1 page biographies for key personnel

**Exhibit E:** System layout

**Exhibit F:** Electrical 1-line diagram

**Exhibit G:** Project schedule

**Exhibit H:** Terms & conditions

## Proposal Evaluation Criteria

(To be filled out by Bethel Energy Conservation Committee not Proposer)

Proposer \_\_\_\_\_

The evaluation of Proposals will be based on the general criteria categories outlined below. The points will be allocated based on the response to the corresponding section in the Proposal Organization Section. The following point system will be applied to the responses and rated on a poor to outstanding ranking as detailed below:

	Available Points	Rating	Points Received
<b>Non-Price Criteria</b>			
I. Summary of Services Proposed at the Facilities	15		
II. Technical Approach and Feasibility	15		
III. Proposer's Experience	20		
<b>Total Non-Price Rating</b>	Proposer must get ratings of 50% or greater in each Non-Price Criteria and at least 35 points in total to advance to the Price Evaluation.		
<b>Price Criteria</b>			
IV. Financial Benefits			
a. Total Project Cost	20		
b. Total Project Cost/\$ savings	10		
c. Total Project Cost per unit savings or overall % reduction – measured in dollars from baseline	5		
d. Response to other Financial Benefit Questions	5		
<b>Total Price Rating</b>	50		
<b>Bonus</b>	5		
<b>Total Non-Price and Price</b>	105		

The above non-price criteria will be rated using the following system:

- 0 – 20%** The proposer did not address the criterion and several significant mistakes were made; poor technical approach and/or experience. (poor rating)
- 20 – 40%** The proposer addressed the criterion minimally. The detail was insufficient and/or little understanding for the subject was exhibited. Some significant mistakes were made; low technical approach and/or experience. (low rating)
- 40 – 60%** The proposer addressed the criterion adequately ranging from some capability to basic capability for the subject. Information provided was either inconsistent or was missing critical detail where needed. Few mistakes, not significant; average technical approach and/or experience. (average rating)
- 60 – 80%** The proposer addressed the criterion well, had a thorough understanding of the subject and provided a solid presentation of the information requested in the category and its subsections. Few mistakes, not significant. (high rating)
- 80 – 100%** The proposer addressed the criterion thoroughly and explicitly, exhibited a superior understanding of the topic and the information supplied demonstrated an outstanding capability in this area (highest rating-outstanding). Bethel Energy Conservation Committee reserves the right to consider other relevant factors as it deems appropriate for the Town of Bethel.