

City of South Charleston Third Party Solar Installation Proposal and Specifications

July 2019

Submit questions and inquiries to:

Gerald Burgy – Public Works Director 304-744-5532

Rick Atkinson – City Manager 304-720-5985

LEGAL ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSALS

The City of South Charleston is soliciting competitive sealed proposals from qualified Providers to design, own and operate, finance and maintain a solar installation on The City of South Charleston's property and provide power to City facilities.

The City of South Charleston is requesting proposals from qualified firms, partnerships, corporations, associations or professional organizations to provide solar photovoltaics (PV) services through a Power Purchase Agreement (PPA).

RFP Package and Project Specifications may be obtained from the City Treasurer's Office, 238 4th Ave, South Charleston, WV. Responses will be accepted at the above mentioned address until, Monday July 29, 2019 AT 1:00 PM.

The Proposals will be opened and publicly read aloud at 1:01 PM ON, July 29, 2019, in the City of South Charleston Municipal Building Conference Room, 238 4th Avenue, South Charleston, WV 25303.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

The City of South Charleston

REQUEST FOR PROPOSALS Third-Party Solar Request for Proposals (RFP)

Date of Issue: 07/09/2019
Proposal Due Date: 07/29/2019

I. Contents

II. OBJECTIVE	2
III. OVERVIEW	2
IV. RFP SCHEDULE	2
V. SITE INFORMATION	3
VI. EXAMINATION OF SITE PRIOR TO SUBMITTING PROPOSAL	3
VII. PROVIDER QUALIFICATIONS	3
VIII. PROJECT SCOPE AND STANDARDS	3
IX. CONTENT OF PROPOSAL	4
X. TECHNICAL SPECIFICATIONS	5
XI. OPERATIONS AND MAINTENANCE	6
XII. PROJECT SCHEDULE	6
XIII. FINANCIAL STATEMENTS	6
XIV. SELECTION COMMITTEE	6
XV. CITY RESPONSIBILITY	6
XVI. RIGHT TO REJECT PROPOSALS	7
XVII. RFP EXHIBITS	7

ATTACHMENT A: General Site Information

ATTACHMENT B: Electrical information – Facility electric bill showing monthly, annual and average usage.

The City of South Charleston
REQUEST FOR PROPOSALS

II. OBJECTIVE

The City of South Charleston, hereinafter referred to as “the City” is soliciting competitive sealed proposals from qualified Providers to design, own and operate, finance and maintain a solar installation on The City of South Charleston’s property and provide power to City facilities.

The City of South Charleston is requesting proposals from qualified firms, partnerships, corporations, associations or professional organizations to provide solar photovoltaics (PV) services through a Power Purchase Agreement (PPA). Responses shall be submitted no later than 1:00 p.m. on 07/29/2019. Late responses will not be considered. Each response shall be treated as confidential until this deadline, after which each response shall become public.

III. OVERVIEW

The City of South Charleston is seeking proposals from interested firms that are capable of designing, engineering, managing, financing and maintaining a solar PV project limited to one site located at 20 RHL Blvd. South Charleston WV. In the long-term, the City may be interested in developing solar energy for other sites, and results of this RFP may be used for future projects as deemed appropriate by the City. However, for purposes of this RFP, respondents should limit their responses to only this site.

The City believes on-site PV power generation will provide a long-term financial benefit by reducing energy costs through reduction of peak demand loads and daily energy consumption at the sites. The program will provide high quality power with minimal environmental impact. Through on-site PV solar generation, the City hopes to:

- Reap the financial benefits of more affordable electricity at minimal cost.
- Reduce environmental impact.
- Provide an example of successful renewable energy generation and showcase the City as a leader in development of renewable energy sources.

Through this RFP process, the City intends to select only one proposer for the solar project.

IV. RFP SCHEDULE

The following schedule and deadlines apply to this solicitation:

Request for Proposal Due 07/29/19 no later than 1:00 PM EST

Hard copy

Mailed or Hand Delivered to:

City Manager

238 4th Avenue

South Charleston, WV 25303

“RFP for Solar PV”

Selection of Provider will made on 08/01/19

V. SITE INFORMATION

The site currently, uses approximately 93,504 kilowatt-hours (kWh) per month. The City has determined that photovoltaic systems can be successfully installed at the following facility, with emphasis in providing solar power either on the roof or ground or both.

Additional site details can be found in Attachment B [Electrical Information] and Attachment A [Site Information]

VI. EXAMINATION OF SITE PRIOR TO SUBMITTING PROPOSAL

Each Provider must inform themselves fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of the obligation to carry out the provisions of the contract.

The Provider will design, manage and maintain a solar photovoltaic system to maximize the solar resources at all, or as many of, the above listed sites, taking into account the facilities' electrical demand and load patterns, proposed installation sites, available solar resources, applicable zoning ordinances, and other relevant factors, which shall be discussed in the Provider's proposal. The Provider should make every effort to visit the site and determine the best course of action for the facility.

The Provider will be responsible for determining load characteristics for any roof installation to ensure that warranties remain in place and to avoid damage to existing roof.

VII. PROVIDER QUALIFICATIONS

To qualify as the Provider for award of this agreement, the prime Provider or joint venture must either individually or collectively demonstrate extensive training, relevant expertise and a thorough knowledge of the professional services, functions, activities and related responsibilities to successfully perform their role in this solar photovoltaic installation.

VIII. PROJECT SCOPE AND STANDARDS

The Provider will design, provide, own and maintain the solar photovoltaic systems. The City will purchase electricity produced by the photovoltaic system through a Power Purchase Agreement. The scope of this project is all inclusive and includes planning, engineering, materials, delivery, project management and commissioning, as well as all warranties and maintenance alerts. Provider shall apply for and obtain all necessary permits required by the City and all regulatory agencies and utilities including federal, state, and local jurisdictions. All fees required by the City or other jurisdictions shall be the responsibility of the applicant. Provider shall obtain a City business license.

If the project scope includes multiple electrical services, net metering will be located, at each electrical service; however, the Provider shall make the decision on the best location for metering and the numbers of meters required. All proposed roof mounted solar panels, tracks and anchoring equipment shall not exceed three and a half (3.5) pounds per square foot. Provider shall verify the structural capacity of the roof.

Connection to the local Utility – the Provider is responsible for all electrical connections to the Utility for systems that proposed to export power to the Utility.

All equipment shall be UL listed. All installations shall comply with current local government approved building and electrical codes. Guaranteed minimum output from the system shall be 85% of the expected performance output from the system.

IX. CONTENT OF PROPOSAL

Proposals shall be on 8 1/2" & 11" paper and limited to twenty- (20) pages (excluding PPA, but including the materials necessary to address project understanding, general information, organizational chart, photos, tables, graphs, and diagrams). Text shall be a minimum of eleven-point Times New Roman font. In order to maintain uniformity with all proposals furnished by Provider, proposals shall include the following:

- Overview of Principal Elements. A project understanding summary that includes an overview of the principal elements of the proposal, demonstration of an understanding of the project objectives, and a description of your approach to solar systems. Include any suggestions or special concerns that the City should be made aware of, the proposed configuration of equipment and any additional scope of work tasks you feel are necessary for the successful completion of the project. Include a discussion of work assignments between the Provider and subcontractors used, if any.
- Schematic Design Layout. Provider shall provide a system schematic design layout for the systems, including photovoltaic model type and model no., wattage, number of modules, year 1 production, degradation percentage, inverter type and model, mounting system type, azimuth, tilt, system size, and the impact on related charges on the City's utility bill.
- Proposal submittal and signature. Proposal shall be signed by a company official with the power to bind the company in its proposal. All proposals must be completely responsive to the RFP.
- Power Purchase Agreement. A Power Purchase Agreement must accompany your proposal. A separate cost proposal is to be submitted that includes the financial terms of a power purchase agreement.

The Provider should bid the lowest cost of electrical energy (price per kWh or flat fee for guaranteed power supplied) they are willing to provide the City for each year of the Power Purchase Agreement. The Price Proposal also shall include guaranteed minimum energy to be produced in each year at each site proposed to be developed.

Provider shall identify the warranties to be transferred to the City, if the City purchases the PV systems. The City is to pay no up-front fees. The PPA must include a purchase option for the City to purchase the system at fair market value at any time after seven (7) years of operation. At the end of the PPA or renewal term, and should the City choose not to purchase the system, the proposer shall remove the photovoltaic systems(s) and to return the sites to preexisting conditions at their expense.

- Warranties/Guarantees. The Respondent shall provide the following minimum warranties/guarantees:

- 12 year inverter warranty;
 - 12 year PV panel warranty; and
 - 25 years manufacturer's guarantee on 85 % of the nominal performance.
- Local Economic Development. The City believes that solar energy development can contribute to economic development and job creation/job retention in our area. The bidder must demonstrate its ability to contribute to the local economy including the use of local businesses and workers.

X. TECHNICAL SPECIFICATIONS

The following technical information should be discussed in this section.

- Major equipment manufacturers
- Description of technology and configuration
- Summary of the commercial operating experience of the equipment used or to be chosen
- Solar system layout of equipment and characteristics
- Electrical interconnection and metering/net-metering
- Foundation of PV support system
- Level of efficiency
- DC and AC capacity rating
- Expected annual energy production in kWh by month
- Communications, control and instrumentation
- Facility limitations that may constrain operation
- Project Management plan
- Start-up and testing
- Factory and performance tests
- Design life loading (wind, seismic, etc.)
- Description of frequency and duration of scheduled maintenance
- Provide any information that could impact the cost, construction schedule or output capability of the project
- Proposals shall demonstrate a proven, comprehensive data acquisition system with current and historical data available remotely through a real-time internet site capable of tracking, but not be limited, to the following:
 - o Site-specific actual kWh production (average and cumulative totals)
 - o Site-specific instantaneous maximum kWh production
 - o Actual meteorological data
 - o Solar irradiance
 - o Ambient and module temperature
 - o Capacity factor
 - o Degradation
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be listed or recognized by an appropriate safety laboratory (e.g., Underwriter's Laboratory [UL]), and meet existing facility structural and fire safety requirements.
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed environmental standards.
- Proposals shall provide evidence that the proposed technology and equipment are designed for normal operation in the West Virginia climate.

- Proposals shall provide evidence that the proposed technology does not incorporate proprietary components and that the system design allows for multiple sources of supply and/or repair.

XI. OPERATIONS AND MAINTENANCE

Provide a detailed Operation and Maintenance (O&M) plan, including staffing, budget, management and control over any facility, authority over the O&M budget, and guarantees on O&M costs for the entirety of the PPA term.

Provide a description of the basic philosophy for performing O&M and include a discussion of contracting for outside services, if applicable. The successful respondent shall provide five (5) copies of the complete O&M manuals for all components of the system to the City upon system commissioning. The O&M manuals should include, but not be limited to, all information required for operation, including equipment specification, maintenance schedules, suppliers information, warranty information, etc.

XII. PROJECT SCHEDULE

All proposals must include a project schedule that includes the following milestones:

- Permitting begins
- Final design plans complete
- Equipment ordered
- Construction begins
- Electrical generation begins

XIII. FINANCIAL STATEMENTS

Please submit a detailed financial report prepared in accordance with generally accepted accounting principles (GAAP) reflecting the current (as of the most recent financial statement date) financial condition of the Provider, or a letter of credit from a recognized financial institution showing that the Provider has financing available for the entire project cost.

XIV. SELECTION COMMITTEE

The City has established a Selection Committee to evaluate Provider proposals. The evaluation of each proposal will be based on technical criteria and qualifications, and other information which will be gathered independently.

XV. CITY RESPONSIBILITY

The City will be responsible for the following:

- Providing all available existing plans and records. Provider is responsible for researching available records and paying for copies of records needed to successfully implement the photovoltaic project of this RFP with a commercial public records request through the City Manager of South Charleston.
- Coordinating access to the site for Provider review prior to submittal of proposal.

XVI. RIGHT TO REJECT PROPOSALS

Bid proposals shall remain valid for 10 days after opening of the proposals.

The City reserves the right to reject any or all proposals submitted and no representation made herein that any contract will be awarded pursuant to this RFP or otherwise.

All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the Provider.

The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind which may be incurred by the respondent. All proposals submitted become the property of the City.

XVII. RFP EXHIBITS

ATTACHMENT A: General Site Information

ATTACHMENT B: Electrical information – Facility electric bill showing monthly, annual and average usage.

Appendix A – General Site Information

Address – South Charleston Ice Arena
20 RHL Blvd. South Charleston, WV 25303



Appendix B – AEP information / Current Usage

AEP bill is attached as appendix B. This bill shows current usage, average usage and current rates.



Non-Payment/Return Mail:
 PO BOX 24401
 CANTON, OH 44701-4401

Amount due on or before **\$1,169.67**
 July 10, 2019

Bill mailing date is Jun 19, 2019
 Account #022-248-308-0-8

SERVICE ADDRESS: CITY OF SO CHARLESTON, 20 RHL, SOUTH CHARLESTON ICE RINK, CHARLESTON, WV 25309-8278
 4901-1 35969
 022004901 02 AV 0.38

CY 15

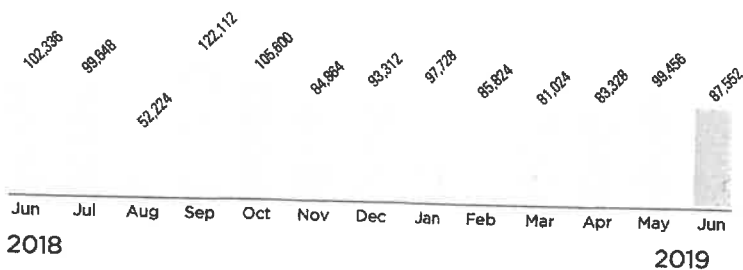


CITY OF SO CHARLESTON
 PO BOX 8597
 SOUTH CHARLESTON, WV 25303-0597

Notes from APCO:

Make this bill the last one sent in the mail! Go paperless and get email alerts when your bill is ready. Sign up at AEPpaperless.com!

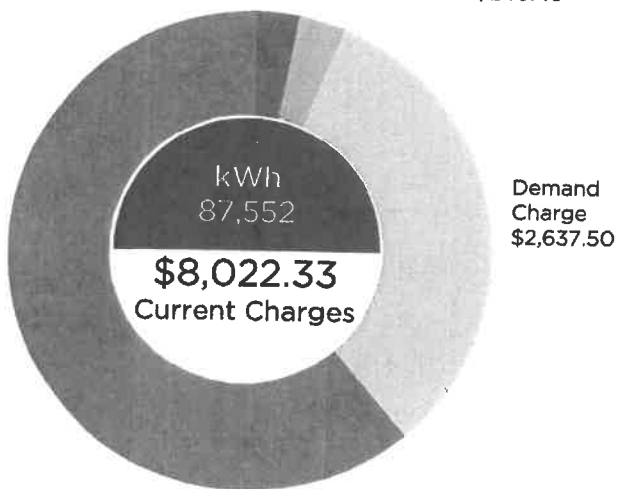
Usage History (kWh):



Current bill summary:

Billing from 05/18/19 - 06/18/19 (32 days)

Consumer Rate Relief \$231.14
 Taxes & Fees \$240.46



Methods of Payment

- appalachianpower.com
- PO Box 371496
Pittsburgh, PA 15250-7496
- 1-800-611-0964 (fee may apply)

Need to get in touch?

Customer Operations Center: 1-888-710-4237
 Outages: appalachianpower.com/outages
 or 1-800-982-4237

Please tear on dotted line.

Turn over for important information!



Service Address:

CITY OF SO CHARLESTON
 20 RHL
 SOUTH CHARLESTON ICE RINK
 CHARLESTON, WV 25309-8278

Account #022-248-308-0-8

Meter Read Details:

Meter #436034740					
Previous	Type	Current	Type	Metered	Usage
9076	Actual	9532	Actual	456	87,552 kWh
-	-	0.990	Actual	0.99	190.08 kVAR
-	-	1.300	Actual	1.3	249.6 kW
Service Period 05/17 - 06/18				Multiplier 192	
Next scheduled read date should be between Jul 18 and Jul 23					

Line Item Charges:

Previous Charges	
Total Amount Due At Last Billing	\$ 14,566.61
Payment 06/04/19 - Thank You	-14,566.61
Payment 06/04/19 - Thank You	-6,852.66
Previous Balance Due	\$ -6,852.66
Current APCO Charges	
Tariff 261 - General Service 06/18/19	
Rate Billing	\$ 7,550.73
Consumer Rate Relief Charge (CRRC)	231.14
Local B&O Surcharge	240.46
Current Balance Due	\$ 8,022.33
Total Balance Due	\$ 1,169.67

Notes from APCO:

AEP now furnishes Commercial & Industrial payment histories to credit reporting agencies.

Due date does not apply to previous balance due.

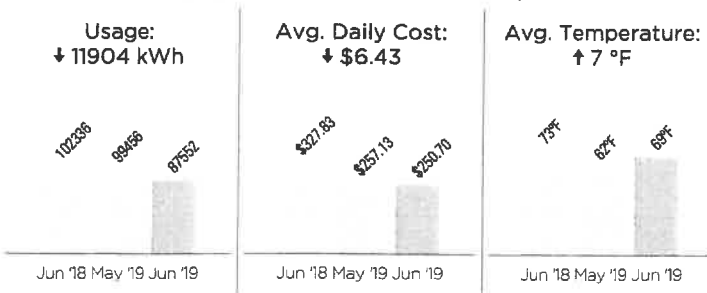
To avoid unnecessary delays in crediting your electric payment, please **do not paper clip or staple your check to the bill payment stub**.

*If you pay your electric bill in person, remember to pay only at **AUTHORIZED** pay stations. These locations send notice of your payment immediately to **Appalachian Power** which could prevent service disconnection. Pay stations may charge a fee for this service. Keep your receipt as proof of payment. For a list of authorized pay stations or other payment options, visit our website at www.appalachianpower.com or call the number above.**

Enjoy the benefits of constant connection. Download our mobile app today, at Google Play and iTunes stores.

Usage Details:

↑↓Values reflect changes between current month and previous month.



Total usage for the past 12 months: 1,107,456 kWh

Average (Avg.) monthly usage: 92,288 kWh

Billed Usage 06/19				
Usage	Power Factor	Power Factor Constant	Meter Location Comp.	Billed Usage
87,552	-	-	-	87,552 kWh
249.600	-	-	-	250.000 kW
190.080	-	-	-	190.000 kVAR