

Request for Proposal
for
Solar Project and Energy Upgrade
at
Zone 7 Water Agency
Headquarters



Attn: Sal Segura, P.E.
100 N. Canyons Parkway
Livermore, CA 94551

Contact: ssegura@zone7water.com

(925) 454-5000

Request for Proposal

Through this Request for Proposal (RFP), Zone 7 Water Agency (Zone 7) is soliciting proposals from a qualified Respondent to design, fabricate, deliver, install, and maintain a carport-mounted, utility-interactive solar photovoltaic (PV) system at its main office in Livermore, CA. Zone 7 is open to traditional fixed tilt solar shade structures and non-traditional shade structures which could incorporate a solar tracking system. Zone 7 prefers a cash purchase of a PV system but is open to a Power Purchase Agreement (PPA), PPA with buyout via capital lease or alternative arrangement. The Proposal may include a variety of financing options.

1. INTRODUCTION

Zone 7 is one of ten active zones of the Alameda County Flood Control and Water Conservation District, which is a special district established by State legislature in 1949. Zone 7 was established by popular vote of the residents of the Livermore-Amador Valley in 1957 under an amendment to the District Act.

Today, Zone 7 owns about 40 miles of flood control channels and provides water to approximately 250,000 residents within a service area of approximately 425 square miles in eastern Alameda County. As the major water supply and flood control agency in eastern Alameda County, Zone 7 has an ongoing commitment to plan for existing and future needs, implement needed projects, maintain a high quality, reliable water delivery and flood control system, and provide a quality product and service to the community.

Zone 7 entered a 20 year PPA in 2011 for the installation of a 350-kW solar array at its largest water treatment plant. The solar unit has been generating about 600 MWh per year and is interconnected with Pacific Gas & Electric (PG&E) under a Net Energy Metering agreement.

2. PROJECT DESCRIPTION / SCOPE OF WORK

Zone 7 is seeking proposals to install a solar array(s) at its headquarters in Livermore, CA located at 100 N. Canyons Parkway, Livermore, CA 94551 (APN: 905-15-24). The Zone 7 Headquarters is comprised of a 28,000 square foot building with an attached carport. The building sits on 3.75 acres, which includes approximately 84 contiguous parking spaces in four sections. See attached aerial images (Attachment 1).

The proposed design should be based on covered parking or other suitable shade structure. The average demand for electricity at Zone 7 Headquarters is currently about 360,000 kWh per year. The preferred solar PV system or project will depend on the Respondent's efficient use of existing space, selection of efficient technology, costs per kWh, payback period, and other considerations. Zone 7 is open to a variety of contract types and will choose the most optimal, cost-effective proposal with minimum risk.

The Respondent shall provide a total "turnkey" project including all necessary equipment, materials, design, permitting and installation services for a carport-mounted utility-interconnected PV system. The Respondent is asked to provide design proposals for meeting 95% to 105% of the current annual demand of 360,000 kWh AC at the point of interconnection (POI).

The Respondent shall prepare a system summary detailing each location, applicable equipment/size and predicted system energy production (kWh). Zone 7 is open to traditional fixed tilt solar shade structures and non-traditional shade structures which could incorporate a solar tracking system. The project shall meet all requirements of this RFP and other applicable specifications, codes, and regulations.

The Respondent shall perform all professional services as necessary to provide Zone 7 with a complete design package including the requirements outlined in this RFP. The Respondent shall install the project such that it is operational and compliant with all applicable standards, building codes, PG&E interconnection requirements, California Energy Commission (CEC) certification for Renewable Portfolio Standard (RPS) eligibility and any other CA requirements. The Respondent shall include specifications, calculations and drawings in the design package to be submitted to Zone 7.

If selected and upon Zone 7 approval of a final design, the Respondent shall provide all necessary construction to successfully complete the PV system installation. The selected Respondent shall apply for all permits, manage any rebate funding under PG&E, and complete all paperwork to secure the project's CEC RPS certification and renewable energy certificates (RECs) eligibility for participation in the California RPS. Zone 7 will own all environmental attributes, including REC's, generated by this project.

3. PROPOSAL GUIDELINES

The proposed Solar PV system/s shall be designed and engineered to maximize the solar energy resources, taking into consideration Zone 7's current and forecasted electrical demand and load patterns, proposed installation site, available solar resources, existing site conditions, proposed future site improvements, and other relevant factors.

A. Project Guidelines

Respondent shall outline an approach to design, fabricate, deliver, install, and maintain a carport-mounted, utility-interactive solar photovoltaic (PV) system(s) for Zone 7's office at 100 North Canyons Parkway, Livermore, CA.

Carport PV. The Respondent shall develop a design for a new photovoltaic system at Zone 7 Headquarters. See attached images indicating available areas for carport installation. Not all available space needs to be utilized. It is the responsibility of the Respondent to assess site topography and geotechnical attributes to estimate costs related to project installation.

- Installation of PV on existing roofing is not allowed.
- Carport PV must be tilted to allow for drainage and reduce soil build-up.
- The carport PV must have at least 9 feet of clearance all around.
- Lighting shall be provided under each carport. This lighting shall be efficient (e.g., LED) and allow for adjustable times for illumination with photocell controls to turn the lights on at dusk and off in the morning prior to daylight.
- All lines interconnecting PV arrays to POI shall be underground or along building outline.
- ADDITIONAL. Install two electric vehicle (EV) Level 2 charge stations with total of four J1772 connectors. Chargers must be interconnected with PV system.

- ADDITIONAL. Perform a building energy upgrade under the same contract. Work will include lighting, controls and HVAC retrofits. The scope for this work will be determined following award of PV contract.

B. Performance Criteria

The following performance criteria shall be met for all arrays:

- Power provided shall match existing delivered voltage and be compatible with the onsite distribution system. Respondent shall field-verify connection voltage at Zone 7 Headquarters.
- Proposal shall provide estimated energy delivery for each array, for each month of the year and total for the year at the delivered voltage (480V). The estimated annual energy delivery for all arrays must closely approximate 360,000 kWh AC per year at the POI.
- The standard test conditions (STC)-rated power value will be entered into PVWatts (<http://pvwatts.nrel.gov/>) using the nearest weather file to determine estimated energy delivery in kWh AC.
- PV array shall mean one or more PV modules having that same orientation and on the same maximum power point tracking (MPPT) system. Every array with differing orientation shall have a separate MPPT system.
- All proposed designs shall be shade free from 9 AM until 3 PM (solar time). Respondent shall provide documentation of shading calculations for exterior extents for each proposed array. These calculations may be modified for shading obstructions that will be removed and mitigated as part of the project. All PV hardware components shall be either stainless steel or aluminum. PV structural components shall be corrosion resistant (galvanized steel, stainless steel, composites, or aluminum).
- The Level 2 EV charge stations shall be rated at minimum 30 amps per connector.

C. Production Metering

The system shall have at least one production meter at the POI. Respondent must provide the ability to monitor PV energy production and use in real-time.

D. Code Compliance

Installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural and electrical codes. Only products that are listed, tested, identified, or labeled by UL, FM, ETL, or another Nationally Recognized Testing Laboratory shall be used as components in the project. Non-listed products are only permitted for use as project components when a comparable useable listed component does not exist. Non-listed products proposed for use as components must be identified as such in all submittals.

4. INSTRUCTIONS TO RESPONDENTS

A. Examination of Proposal Documents

By submitting a Proposal, the Respondent represents that it has thoroughly examined and become familiar with the work required under this RFP, and that it is capable of performing timely and quality work to the level of Zone 7's expectations and achievement of its objectives.

B. Addenda/Clarifications

Questions or comments regarding this RFP shall be addressed in writing to Sal Segura, Zone 7 Water Agency, 100 North Canyons Parkway, Livermore, California 94551, or e-mailed to ssegura@zone7water.com by June 20, 2018 at 5:00 p.m. Responses from Zone 7 will be communicated via e-mail to all recipients of this RFP and posted publicly.

C. Submission of Proposals

All Proposals shall be submitted to Sal Segura, Zone 7 Water Agency, 100 North Canyons Parkway, Livermore, California 94551. Proposals must be delivered no later than 3:00 p.m. on July 11, 2018. Proposals received after this time will not be accepted and will be returned to the Respondent unopened.

If responding via mail, the Respondent shall submit five (5) copies of its Proposal in a sealed envelope, addressed as noted above, bearing the Respondent's name and address, and clearly marked as "RFP for Solar Project and Energy Upgrade." Email submittals to ssegura@zone7water.com are acceptable in PDF by the above deadline as long as they meet all requirements. If you prefer, use Dropbox or other comparable method of electronic transfer. A notice of receipt will be sent to the Respondent once the Proposal has been accessed/downloaded by Zone 7. It is the Respondent's responsibility to ensure that the Proposal has been received by the deadline.

D. Trade Secrets/Confidentiality

Zone 7 believes that the public interest is served by securing the best quality work at the lowest price. Accordingly, we request reference information noting your company's qualifications and past experience with similar projects. Under California law, if requested to provide a copy of your proposal to a third party, we will do so in order to comply with the California Public Records Act. If you believe that any information that you will be providing to Zone 7 is confidential or is subject to protection as a trade secret, please clearly mark that information as confidential in your submittal. You may highlight the confidential information in yellow or otherwise mark it so that Zone 7 personnel clearly know that it is confidential or trade secret information. Zone 7 will do its best to withhold confidential or trade secret information that is clearly marked as such, but be advised that you bear the risk of marking the confidential/trade secret information clearly so as to allow Zone 7 personnel to redact that information prior to releasing it. Zone 7 assumes no responsibility for any failure on your part to mark the information clearly so as to allow our staff to redact the information at the appropriate time. Prior to disclosing your Proposal to an inquiring party, Zone 7 will provide you reasonable notice of the request and a reasonable opportunity to seek a protective order from a court of competent jurisdiction. Zone 7 will not contest your request for a protective order but will also not contest a request for a copy of Proposals. Zone 7 will comply with any order regarding disclosure from a court of competent jurisdiction.

E. Public Works

The work completed **will be** a public works project. A Respondent\consultant or subcontractor\sub-consultant **shall not be** qualified to bid on, be listed in a bid proposal, subject to the requirement of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter [1770-1784 Labor Code], unless currently registered and qualified to perform public work pursuant to Section 7029.1 of the Business and Professional Code or by Section

10164 or 20103.5 of the Public Contract Code, provided the contractor\consultant is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

F. Proposal Documents Inclusion

At the sole discretion of Zone 7, a Proposal may be deemed a part of the contract resulting from this RFP, if awarded.

G. Withdrawal of Proposals

A Respondent may withdraw its Proposal at any time before the deadline for submission of Proposals as provided in this RFP by delivering to Zone 7 Water Agency, attention Sal Segura, 100 North Canyons Parkway, Livermore, California 94551, a written request for withdrawal signed by, or on behalf of, the Respondent. Withdrawal via email is also acceptable before the deadline addressed to ssegura@zone7water.com. The time of delivery shall be the time such written request is received by Zone 7 or email timestamp. The Respondent assumes the risk of any failed delivery.

H. Rights of Zone 7

This RFP does not commit Zone 7 to enter into a contract, nor does it obligate Zone 7 to pay for any costs incurred in the preparation and submission of Proposals or in anticipation of a contract. Zone 7 may investigate the qualifications of any Respondent under consideration, require confirmation of information furnished by the Respondent, and require additional evidence of qualifications to perform the services described in this RFP.

Zone 7 reserves the right to:

1. Reject any or all Proposals.
2. Issue subsequent Requests for Proposals.
3. Postpone opening for its own convenience.
4. Remedy technical errors in the Request for Proposal process.
5. Approve or disapprove the use of particular subcontractors.
6. Negotiate with any, all, or none of the Respondents.
7. Solicit best and final offers from all or some of the Respondents.
8. Award a contract to one or more Respondents.
9. Award a contract to a team created from Respondent(s) and/or its subcontractors.
10. Award a contract to a Respondent other than the one with the lowest rates.
11. Waive informalities and irregularities in Proposals.

5. PROPOSAL CONTENTS

A. General Information

Respondent shall provide:

- A brief description of company's history, years in service, and experience (maximum one page).
- Three to five **verifiable** references, preferably in northern California (maximum one page).
- List and description of projects completed in (preferably northern) California (maximum three pages).

B. Concept Drawings

The Respondent shall provide Zone 7 with concept drawings as part of the Proposal. The drawings should show the proposed PV array(s) and access points along with proposed inverters, transformers, meters, and interconnection to the existing Zone 7 headquarters building. All dimensions should be shown in English units.

C. Concept Information

The proposal shall describe the proposed solar system(s) including major equipment information, proposed installation/interconnection information, applicable incentive information, and performance characteristics of the system. Identify an appropriate design for the solar PV system that will meet the following criteria:

- Ease of maintenance and monitoring
- Efficient operation
- Low operational losses
- Secured Zone 7 Headquarters and hardware
- Compatibility with existing facilities
- Avoidance of flood-prone areas
- Visual harmony

All proposed systems shall comply with the guidelines in Section 3. At a minimum, each solar PV system proposal shall include:

- System description
- Layout of installation
- Selection of key equipment and layout of equipment
- Performance of equipment components, and subsystems
- Controls, monitors, and instrumentation
- Operation and maintenance service plan
- Solar electric array orientation (degrees)
- Solar electric module tilt (degrees)
- Electrical grid interconnection requirements
- Integration of solar PV system with other power sources
- System type and mode of operation (utility interactive)
- Shading calculation documentation
- Total system output
- Estimated kWh/month per array (shown over a 12 month period)
- Warranties and guarantees

D. Costs and Financing

Provide costs of the proposed system/s under any of the following options, as applicable:

- Cash Purchase (Note: Zone 7 does not qualify for Federal Tax Credit)
- Power Purchase Agreement (PPA)
- PPA with buyout
- Other applicable finance proposal

Provide estimated costs to Zone 7 of operation and maintenance of the solar array systems for the term of the proposed contract, if applicable. Work shall include all manufacturer-recommended maintenance as well as a 12 month performance commissioning test, regardless of which party has the responsibility for performance. Zone 7 shall be invited to witness all performance commissioning tests. A maintenance log shall be maintained to note dates, equipment and issues being resolved. Respondent should be available within 48 hours to respond to natural disasters (extreme storm, hail, wind events) to inspect array for damage. A sample cost table has been attached for guidance (Attachment 2). At a minimum, the 25-year net cost per kWh shall be provided for each proposed PV concept.

E. Applicable Incentives

Provide recommendations for incentives and benefits: Respondent shall determine and select all incentives and benefits available to the project, except that it shall select from among any mutually exclusive incentives for which the project might qualify in a way reasonably expected to maximize the net present value to Zone 7 of all incentives and benefits, RECs and energy cost savings that might be realized in relation to the project. Describe how such incentives might impact project cost.

F. Interconnection Agreement

Provide confirmation that the PV systems will be designed to comply with applicable PG&E interconnection requirements.

G. Comments on Proposed Scope

Provide any comments on proposed scope, making recommendations to overcome challenges and still achieve project objectives. Note if your firm or contractor has experience with building energy upgrades or is credentialed in PG&E's 'Investor Confidence Project'.

H. Potential Construction Schedule

Provide a tentative construction schedule assuming a contract has been approved.

6. CONTRACT TYPE

Zone 7 is open to a variety of contract types including but not limited to cash purchase, Power Purchase Agreement, self-financing or any combination thereof.

7. RESPONDENT'S MINIMUM QUALIFICATIONS

- The Respondent shall possess knowledge of regulations and ordinances regarding solar installation and shall be familiar with local conditions relating to these services within the City of Livermore.
- Respondent shall demonstrate the proposed team's experience with similar equipment, installations, achievement of performance standards and financing.
- The Respondent shall submit the required Certificate of Insurance(s) (if selected).
- Respondent shall comply with applicable federal, state and local regulations concerning equal employment opportunity requirements.

8. EVALUATION AND SELECTION

A. Evaluation Criteria

The following general criteria will be used to evaluate each Proposal. Quality and experience will be weighed most heavily. All others will be weighed approximately the same.

1. General response to RFP: Cost-effectiveness of design and efficient use of space.
2. Quality and experience: Technical experience in performing work of similar nature; installed Megawatts in northern California and lifetime total. Number of years in solar business. Rating with the CA Better Business Bureau (BBB).
3. Demonstrated understanding of the project requirements, potential problem areas, and project approach. Experience with building energy upgrade projects.
4. Assessments by client references.

B. Evaluation Procedure

A Review Committee, made up of Zone 7 staff, will review the qualifications submitted; establish a list of finalists based on pre-established review criteria; interview the finalist firms, if necessary; and select the successful Respondent based on demonstrated competence and necessary qualifications. The names of the Review Committee members and the individual or composite rating and/or evaluation forms prepared by Review Committee members will not be revealed. Negotiations of the contract, the detailed scope of work, and the fee are not within the scope of the Review Committee.

If deemed necessary, members of the Review Committee will review the Proposals to determine those firms to be invited for an oral interview. Approximately 45 minutes will be allowed for each oral interview and questions and answers. The proposed Project Manager must lead the presentation before the Review Committee. Respondents should also be aware that award can be made without interviews or further discussion.

C. Award

When the Review Committee has completed its review, Respondents will be advised of the selected Respondent. A contract will then be negotiated with the selected firm for the scope of services to be rendered and method of compensation. The recommendations for approval of a contract are expected to be made to Zone 7's Board of Directors following negotiation.

ATTACHMENT 1

Aerial Images of Zone 7 Headquarters

(100 N. Canyons Parkway, Livermore, CA 94551)

Zone 7 Parcel Layout



Zone 7 S-View



06/14/2014

Zone 7 N-View



06/14/2014

ATTACHMENT 2

Sample Cost Tables for Inclusion in the Proposal

RFP - Solar Project Cost Comparison

Year	Production (KWH)	Cost (\$)			Rate (\$/KWH)			Potential Savings (\$)			
		Existing	Proposal 1	Proposal 2	Proposal 3	Proposal 1	Proposal 2	Proposal 3	Proposal 1	Proposal 2	Proposal 3
1		\$75,000 ¹									
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
.											
.											
X											
Lifetime Avg											

SAMPLE

¹ Actual cost in 2016

Contract Option Summary

	Total Cost	Total Finance Pmts	O&M Costs	Net Cost	Breakeven Years	Lifetime Savings	IRR
Cash							
PPA							
PPA w/ Buyout							
Other							

Notes: As local Government, Zone 7 does not qualify for tax credits. Lifetime is assumed to be 25 years.