

MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Solar PV Installations

16-050-CW



290-10
290-17
290-80
290-82
690-59

MACON-BIBB COUNTY

ISSUE DATE: February 17, 2016

DUE DATE: March 17, 2016

Please direct questions related to this solicitation to Chauncey Wilmore, email preferred at cwilmore@maconbibb.us

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or jbumpus@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (original **plus 3 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, March 17, 2016, for Solar PV Installations for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, March 17, 2016, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 3rd Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

D. Pre-Bid

A pre-bid conference is scheduled for 10:00 o'clock a.m. March 1, 2016 in the Procurement Conference Room located at 700 Poplar Street, Suite 308, Macon, GA 31201. This pre-bid is mandatory, contractor must be present in order to submit a response.

E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory (No Exemptions)

Commercial General Liability:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Ops. Aggregate Limit	\$2,000,000
Automobile Liability	
Combined Single Limit	\$1,000,000
Umbrella Liability	\$2,000,000

F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

“Solar PV Installations”
Macon-Bibb County Procurement Department
Attn: Chauncey Wilmore
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

G. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Contractors
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

H. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- One (1) year of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and Legally responsible to perform the services included herein

I. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical

inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". None responsive submissions will not be reviewed for potential award.

II. BACKGROUND

SITES:

- Emergency Management Center located at 700 Poplar Street Macon, Ga 31201**
- Sheriffs Investigative Center located at 111 Third Street Macon, Ga 31201**

It is Macon Bibb County's desire to install parking canopies at both of the above locations and an additional ground mounted system at the Emergency Management Agency Operations Center. The installation size at the Emergency Management Operations Center will have the ability to generate 100% of the historical annual power usage.

The company should have the ability to develop, finance, own, operate and maintain solar photovoltaic (PV) systems to deliver predictably priced electricity to Macon Bibb County. The company shall provide a simplified and economical way to purchase renewable energy via a long-term Solar Energy Procurement Agreement ("SEPA") to provide energy savings to Macon Bibb County by generating predictable, fixed price electricity.

III. SCOPE OF SERVICES

The following index provides an outline of the key elements required in the Request for Proposals, with respondents to include details on each of these matters.

Company Overview

Solar Energy Procurement Agreement Proposal

Proposed System and Annual Output

Economic Benefits

Environmental Benefits

Installation Schedule

Renderings, Site Design and Layout

Equipment and Materials

Monitoring Capabilities

Financial Requirements and Qualifications

In addition to details provided in above sections, all proposals received by Macon-Bibb should include:

- Executable Term Sheet for Solar Energy Procurement Agreement
- Designs approved by an NABCEP certified professional
- Revenue grade monitoring system
- Equipment and interconnection methods compliant with the 2014 National Electric Code
- Installation plans stamped by a licensed structural engineer
- Capital commitments at the time of bid ensuring no upfront or ongoing cost for Macon-Bibb

On May 12, 2015, Georgia took a giant leap forward in the development of distributed solar power in the state, outpacing all other states in the region. With the enactment of **HB57, The Solar Power Free-Market Financing Act of 2015**, signed into law, Georgia becomes the first state in the Southeastern U.S. to legislatively approve private sales of electricity from onsite solar systems as a means of financing solar energy for Georgia businesses, institutions, schools and homes.

What the Law Does:

The Solar Power Free-Market Financing Act establishes that “solar energy procurement agreements” (SEPA), known elsewhere in the country as “power purchase agreements” (PPAs) are a lawful way to finance the construction and operation of a solar electric generation system. A solar company can now finance the construction of solar panels for a home, business or institution in Georgia, including public schools, government buildings, colleges and universities, military bases, etc., and be repaid for the system through payment by the property owner for the electricity produced by the solar system.

Several Required Components of a Macon-Bibb SEPA:

- An agreement—leases, PPAs, etc.—in which a solar company pays for the installation and operation of the solar system, and payments to the solar company “are based on the performance and output of the solar technology installed on the property”, that is—payment for the electrical output of the system.
- The solar technology must be installed on property owned or operated by the person or entity using the power from the system.
- The solar system must be connected to the utility’s distribution system “on either side of the ... meter.”
- The design capacity of the solar system must be at or below the “capacity limit”, which is a peak generating capacity, stated in alternating current (AC), which is no greater than 125% of the actual, or expected, maximum annual peak demand of the premises the solar system serves.
- The solar system complies with all applicable state and local laws.
- The solar company or the property owner/operator notifies the local electric utility at least 30 days before the solar system becomes operational.
- Interconnection with the utility grid complies with the “necessary protections for public safety, power quality, and system reliability.”

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm's History / Background

- Letter of Interest
- History of the Firm (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Attachment "A" – Required Submission Documents

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size

Project Approach

- Detailed plan for accomplishing the Installation of the Solar PV at the two designated sites.
- A proposed layout for the solar PV installation. The layout should have references to the different items included in the proposal. If a company chooses to include several layouts that meet the budget, it is acceptable to present more than one layout.

Project Timeline

- Provide a project schedule outlining each identified deliverable

Price Proposal

- Include a detailed price breakdown of all services to be include in the completion of the Solar PV installation.

V. SCORING (total possible number of points = 100)

Experience – Maximum 25 points

Project Approach – Maximum 25 Points

Project Timeline – Maximum 25 Points

Price – Maximum 25 Points

VI. AWARD BASIS

Award will be recommended to the respondent whose submission best serves the overall interest and meets the budget of Macon-Bibb County.

Price Proposal Form
For
Solar PV Installations

Total Price for Emergency Management Center	\$ _____
Total Price for Sheriffs Investigative Center	\$ _____
Total Price Proposal	\$ _____
Time Line for Project	_____ Calendar Days

I certify that my proposal meets these minimum specifications. This proposal shall be valid and may not be withdrawn for a period of one-hundred twenty (120) calendar days after the scheduled closing time for receiving proposals.

Printed Name: _____

Authorized Signature: _____ **Date:** _____

Company Name: _____