

Office of Energy Resources Request for Proposal

SOLAR PANELS FOR SCHOOLS PROGRAM \$2,750,000 Available in Funding

1.0 GENERAL INFORMATION

1.1 Purpose of This Request for Proposal

As a method to reduce energy costs at public schools and advance the development of Idaho's renewable energy resources, Idaho Office of Energy Resources (OER) seeks proposals from Idaho school districts to install and operate a net metered, solar electric system on a school within their district. The capacity of the solar electric system must be between 20 and 100 kilowatts. Only schools that are served by an electric utility that offers net-metering to customers are eligible for this program.

The OER is committing \$2,750,000 of the American Recovery and Reinvestment Act (ARRA) funds for the Idaho Solar Panels for Schools Program. Each school district may submit one proposal for consideration. For the first selection round, school districts in each region will compete for a grant with other school districts in their region and each region will receive one award. Following the first round, regional distribution will still be considered but school districts from any region will compete for grants with other school districts until all the funding has been allocated. It is anticipated six to fifteen grants will be awarded.

Successful proposals will be from schools that have already achieved a high level of energy efficiency, are situated and designed for easy adaption of a solar electric system, will have relatively high return on the investment, and show a strong commitment to the project.

A typical project funded by this grant will include two contracts. First, the OER will contract with the school district, and second, the school district will contract with its collaborating solar electric system provider. The second contract is the responsibility of the school district which can select any system provider from the OER approved list (attached).

1.2 Background

Solar Panels for Schools Program is offered by the OER through the State Energy Program (SEP) of the U.S. Department of Energy (DOE) and the American Recovery and Reinvestment Act (ARRA). The OER allocated \$2,750,000 to install solar electric net-metered equipment on public schools. The grant is to be used to purchase and install solar electric net-metered systems on an anticipated six to fifteen public schools around the state. Each project is expected to be 20 kilowatts (KW) to 100 KW in size and will generate electricity and revenue to reduce energy bills of the school districts through utility net-metered programs. The solar electric system is expected to operate for 30 or more years and will enhance the educational opportunities of the students for years to come.

To launch the program, OER organized a committee to assist in the administration of the program. The Oversight Committee consists of individuals with expertise in a variety of areas that include the operation of Idaho schools, electric utilities, grant administration and energy policy, as well as development and utilization of renewable energy resources. The Oversight Committee provides guidance to the conceptual program plan, Request for Qualification and Proposals (RFQ and RFP), and the subsequent selection of the providers determined to be qualified and the grant awardees.

The conceptual plan for the program is to develop a list of qualified vendors to work with schools to first develop a proposal to install solar electric systems on school facilities, and, if selected, purchase and install the system. To develop an approved vendor list, a Request for Qualifications (RFQ) was released in February 2010. That list is attached. Once proposals for this solicitation have been received, the Oversight Committee will apply pre-established procedures to evaluate each eligible proposal by rating each of the criteria categories.

One proposal per school district will be accepted. The Idaho Department of Education has defined six regions within the state. For the first selection round each region will receive one award. Following the first round geographic diversity will still be considered but school districts will compete with other school districts statewide until all the funding has been allocated. The OER will likely negotiate the project size on some proposals in order to utilize all available funds.

No match is required for the purchase and installation of the solar electric systems including permits. However, one of the evaluation criteria requires the school show a commitment to the project. A school district is expected to provide a minimum of one staff person, preferably a person responsible for school facilities, to interact with the OER, contractors, and utility representatives. In addition, the school is expected to offer an education component to their curriculum about solar energy which features the solar electrical system installed on the building.

2.0 ELIGIBILITY AND SCHEDULE

2.1 Eligibility

Proposed projects must meet the following expectations:

1. Proposals must be submitted by Idaho school districts.
2. Only projects installed by contractors from the OER's approved Solar Panels for Schools Contractors List may be used.
3. System capacity is limited to a minimum of 20 kilowatts and a maximum of 100 kilowatts.
4. Proposals are limited to one coherent system at one school.
5. Project must be located within electric utilities service territories that have a written net metering tariff. Projects located in service territories of electric cooperatives and municipalities must include a copy of the tariff with their proposal.

6. System must meet all N.E.C. standards and utility standards under the net-metering tariff. All projects must be in compliance with all applicable national, state, county and municipal building codes. Furthermore, these projects must comply with state procurement rules.
7. All work funded under this grant must be completed by the grant program deadline of April 1, 2012. Proposals that cannot demonstrate the capacity to begin and end on time will be excluded from funding consideration. All invoices for completed work are due no later than July 1, 2012.
8. The grant award will be reimbursed only after tasks listed in the contract have been completed. Funds will be disbursed by monthly invoice and are subject to any and all reporting required by the OER and the DOE.
9. All laborers and mechanics on funded projects will be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Davis-Bacon Act. The program requires detailed records be maintained and weekly submission of certified payroll records (form WH347).
10. The project must conform to the Buy America provisions of the ARRA. The Solar Panels for Schools program requires iron, steel and equipment purchased with grant funds to be manufactured in America.
11. Federal funding requires compliance with National Environmental Policy Act (NEPA). Ground-mounted systems are not excluded from this proposal. However, rooftop installations have been categorically excluded from further NEPA processing. Proposals for non-roof-top installation must not require extensive NEPA processing. All projects requiring ground disturbing activities or that make changes to any building over 50-years old will likely require, at a minimum, approval from the Idaho State Historic Preservation Office (SHPO). All awardees may be required to complete the DOE Environmental Checklist form (GO-EFI) available on the OER website. Cost for NEPA studies should be itemized on the budget page of the application.

By applying for this funding, the applicant agrees to the terms list in this section.

2.2 Schedule

Date	Event
November 12, 2010	Proposals due by 4:00 p.m. MST
January 7, 2011	Notice of awards
January - March 2011	Contracts executed, work commences
April 1, 2012	Work completed, invoices due

3.0 SELECTION PROCEDURES

3.1 Scoring Criteria

Each proposal will be reviewed and evaluated on the basis of the criteria indicated below. A quantitative matrix will be developed that ranks each project based on a numerical score derived from a comparative ranking with the total number of projects (i.e. if ten proposals are received, an individual project can be ranked from 1 to 10). Each project will receive a numerical ranking for the following evaluation criteria, and project selection will be based on the criteria weighted scores. Project proposals should specifically address each evaluation criteria to ensure a representative ranking with the other proposals.

Project Evaluation Criteria	Weight
1. Adaptation of school to a solar electric system <ul style="list-style-type: none"> a. Energy Efficiency of school. b. System design and operation, security, and accessibility. c. Age and condition of the building; adaptability to roof, wind and snow loads, shading and orientation. 	35%
2. Economics <ul style="list-style-type: none"> a. Cost effectiveness. <ul style="list-style-type: none"> 1. Anticipated annual production and installed cost per kilowatt of capacity. 2. Simple payback b. Socio-economic benefits 	30%
3. Readiness to proceed. <ul style="list-style-type: none"> a. Project development plan. b. Permits and clearance. d. Maintenance, monitoring, and operational plans. 	20%
4. Size & Match <ul style="list-style-type: none"> a. System size (kilowatts) b. School commitment and support. c. Educational program. 	15%

Project criteria explanation:

1. Adaptation of School to a large solar electric system (approximately 1 page)
 - a. Energy Efficiency of school. The most cost effective energy is energy that is saved by conservation and energy efficiency. Proposals should explain the measures that have been undertaken at the school to assure it is energy efficient and measures have been undertaken to promote energy conservation.
 - b. System design and operation, security, and accessibility. Provide a brief description of the system, including system orientation, sizes and brand names, to enough detail where a solar electric expert will understand the design. Design drawings, measuring no larger than 11 by 17-inches, may be attached but cannot exceed three (3) pages. The description should also address accessibility and security. All applications should attach a solar site assessment, input and output (3 pages) using “PV Watts” version 2 (<http://www.pvwatts.org>) and a completed sun chart (1 page). Sun charts are available at the OER website.

- c. Age and condition of the building; adaptability to roof, wind and snow loads. Solar electric systems are expected to last 30 years or more. The applicant must address the age and condition of the building where the panels will be installed. This includes a discussion of how the panel will be mounted, the anticipated impact on the building and roof by the installation of the solar system, and the remaining life expectancy of the roof. The existing use of the area, if the panels are ground mounted, and how that existing use will be mitigated. All proposals should state how assurances can be made the installation will withstand wind and snow loads and access for maintenance.
2. Economics (approximately 1 page)
 - a. Cost effectiveness. The application must provide an itemized budget. The proposal should show the anticipated annual power production and energy savings, installed cost per kilowatt of capacity and simple payback. Proposals must identify the electric utility served by the school. Schools severed by one of the regulated utilities (Avista, Idaho Power or Rocky Mountain) must identify the rate schedule of their cost of power. Projects located in service territories of electric cooperatives and municipalities must include a copy of the net metering tariff and rate schedule with their proposal.
 - b. A portion of this criterion is designed to benefit underserved communities, which may include rural or economically disadvantaged areas of Idaho. To score highly in this category, the proposal must prove that the citizens in the underserved communities will directly benefit from the project, not merely that the project will be located in the rural area.
 3. Readiness to Proceed (approximately 1 page)
 - a. Project development plan. The applicant must address every aspect of the project's construction and operation. Proposals which best address all salient issues will score highest in this category. In addition, the applicant should include a timeline with reasonable target dates. These projects must comply with state procurement rules and proposals should explain how that will be accomplished. Proposals are required to demonstrate the ability to complete the project within two years of this award.
 - b. Permits and clearances. The proposal must demonstrate that most preliminary research, evaluation and design and permits have been completed or can be completed in a timely matter. If the panels are not roof-mounted applicants must address what other environmental permits must be obtained including the State Historic Preservation Office (SHPO).
 - c. Maintenance, monitoring and operational plans. The applicant must address the conceptual plans for the maintenance, monitoring and continued operation of the installation. Who will maintain the system, how will they be trained and how will the system keep operating at its best efficiency over its life? Educational components of the project production monitoring and reporting system for system management and solar education should be internet-based.

4. Size and Match (approximately 1 page)

The larger the system capacity, in kilowatts, the higher the applicant will score in this category. No match is required for the purchase and installation of the solar electric systems including permits. However, the school is expected to demonstrate support for the proposed solar electric system. The proposal should address and give assurances that it will maintain the system and keep it operating for the life of the system. The school is expected to offer an education component in their curriculum about solar energy and the solar system installed on the building. A school and/or school district is expected to provide and designate a minimum of one staff person, preferably a person responsible for school facilities to interact with the OER, contractors, and utility representatives. At least one advocate educator should also be identified. Additionally, partnerships with educational institutions, electric utilities or other entities that can provide assistance with workforce training or additional research opportunities associated with the project will enhance the value of the proposal. This could be demonstrated with letters of support from various partners.

3.2 Administrative Review

Once the bid proposal is received it will receive an application number and be reviewed to ensure it meets the eligibility requirements given in Section 2.1. If the bid proposal fails to meet the minimum edibility requirements the application will not be submitted for evaluation and the bidder will be notified. There is no opportunity to correct deficiencies after the bid due date and time.

3.3 Technical Evaluation and Scoring

Bid proposals submitted in response to this RFP will be evaluated by the Oversight Committee. The mission of the committee is to rank the proposals and award funding free of administrative influence.

4.0 INSTRUCTIONS FOR PROPOSAL SUBMISSION

4.1 Contents of Proposal

1. Title Page (does not count towards page limit) which includes:
 - a. Proposal for Idaho Solar Panels for School Program
 - b. School district and contact
 - c. School district contact name, street and email address, and phone number
 - d. School name
 - e. School contact name, street and email address, and phone number
 - f. Contractors name
 - g. Submittal date
 - h. Project capacity (watts)
 - i. Requested Funds
2. Respond to the criteria discussed under Section 3.1. Explain how the project fulfills each criterion. (6 page maximum)
3. Project conceptual design drawing may be attached but can be no larger than 11 x 17-inches and cannot exceed five (3) pages
4. PV Watts attachment with input and output (3 pages)
5. Sun chart attachment (1 page)

6. Projects located in service territories of electric cooperatives and municipalities must include a copy of the net metering tariff and their electricity cost rate schedule.
7. Support and/or partnership letters.

The entire proposal excluding attachments must not exceed six (6) pages plus the title page. Please use at least 12 point font, 1 inch margins, and single-spacing.

4.2 Date, time, submission of proposal document

One (1) electronic copy of the proposal must be submitted by email as a Microsoft Word attachment. The proposal must be received by **November 12, 2010, 4:00 P.M. (Mountain Standard Time)**. Proposals must be submitted electronically; hard copy submissions will not be accepted.

An electronic notification of receipt will be sent to each applicant by 5 P.M. MST on Monday, November 15, 2010. If the applicant has not received this notification they must notify OER by 5 P.M. MST on Tuesday, November 16, 2010.

The email address for submission is: **john.crockett@oer.idaho.gov**

4.3 Late proposals

Proposals received after the deadline will not be accepted.

5.0 QUESTIONS

Questions related to the proposal can be emailed to **john.crockett@oer.idaho.gov**. Please write “Solar Panels for Schools Program Question(s)” in the subject line of the email. Written responses to inquiries will be posted on the OER website. Every attempt will be made to have answers posted within 5 working days.

6.0 RESOURCES

Only projects installed by contractors on OER’s approved Solar Panels for Schools Program Contractors List will be considered. This list is attached and available through the OER website.

7.0 MISCELLANEOUS

Funding for these projects is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. A notice of award by the OER confirms availability of funds. The OER reserves the right to partially fund proposals by funding discrete activities, portions, or phases of proposed projects. If the OER decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the selection process.

From the top ranked applications, the OER Oversight Committee will select the funding recipients based on allotment of resources and regional distribution. The OER reserves the right to reject all applications and make no awards under this announcement.

Idaho Office of Energy Resources
Solar Panels for Schools Program
Approved Contractor List

The following are the businesses which have been approved to work on the Solar Panels for Schools Project. There are many other qualified solar vendors in the state, but these are the ones eligible to work on this particular project.

Alloway Electric
502 E. 45th Street
Boise, Idaho 83714
344-2508
mike@allowayelectric.com
www.allowayelectric.com

Idaho Solar Design and Consulting, Inc.
6444 N. Portsmouth Ave.
Boise, Idaho 83714
639-0656
francesca@idahosolar.com
www.idahosolar.com

Andersen Construction Company
6200 North Meeker
Boise, Idaho 83713
275-8905
jfisher@anderson-const.com
www.andersen-const.com

Intermountain Wind & Solar of Idaho
420 West Island Ct.
Nampa, Idaho 83686
466-4875
powerh@cableone.net
www.imwindandsolar.com

Aurora Power & Design
3412 N. 36th Street
Boise, Idaho 83703
368-0947
mike@aurorapower.net
www.aurorapower.net

McKinstry
950 W. Bannock Street
Boise, Idaho 83702
319-0641
chriabr@mckinstry.com
www.mckinstry.com

Creative Energies
PO Box 1076
Victor, Idaho 83455-1076
354-3001
info@creativeenergies.biz
www.creativeenergies.biz

Power City Electric, Inc.
3327 E. Olive
Spokane, WA 99220
509 535-8500
tfarmer@powercityelectric.com
www.powercityelectric.com

Enterprise Electric
PO Box 5431
Boise, Idaho 83705-0431
344-0441
clint@enterpriseelectricboise.com
www.enterpriseelectricboise.com

Quality Tile Roofing, Inc.
2711 S. Curtis Road
Boise, Idaho 83705
362-2711
ktolley@qtrinc.com
www.qtrinc.com

Graham Construction & Management, Inc.
331 N. Fancher Rd.
Spokane, WA 99212
509 534-1030
jeremyc@grahamus.com
www.graham.ca

Solar Stone LLC
7633 W. Cougar Gulch Rd.
Coeur d'Alene, Idaho
667-6254
jsmclane@thesolarstone.com
www.thesolarstone.co

