

Best Practices in Bidding Solar Projects

November 15, 2014

Presented by:

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Strategic Alliance Partner



Smart business. Smart schools.™



The Firm

Since 2009, TerraVerde has been California's leading *independent* energy and solar advisor for public agencies and schools.

- **Completely independent, un-conflicted expertise**
- **In house engineering, financial modeling, contracting and project oversight**
- **Serving all of California**
- **Solar projects at 73 CA public agency and school sites completed (including 4 at MPUSD)**
- **Another 10 sites under construction this fall, 24 starting winter, 2015**

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1. No Sole Source



While Government Code 4217.12 allows California public agencies to enter into energy service contracts (including solar) without following standard public bidding rules, we have found that a public agency's ability to obtain best value in both quantitative (e.g., pricing) and qualitative (e.g. terms and conditions) factors is severely limited if there isn't some form of competitive RFP process.

2. Preparing Bid Specs

“Measure twice,
cut once.”



- **Design Specs (for equipment selection)**
- **Performance Specs (for results)**
- **Construction Specs (for removal and replacement)**



3. Developing a Good RFP

- Detailed Bill of Materials: all equipment being installed or upgraded; **EXACT LIST**
- Site Map: clear delineation of preferred array locations
- Contract Form: Terms & Conditions; specific enough to protect interests without scaring off potential bidders
- Timeline
- Narrow parameters to allow fair comparison of bids



Burton Unified School District
Solar Project ("Project")

REQUEST FOR PROPOSALS ("RFP")

Power Purchase Agreement For Solar Photovoltaic Systems

Date RFP Issued: DATE
Deadline for Notification of Interest: DATE
RFP Response Deadline: Before 5:00 p.m. PST on DATE

Advising Burton Unified School District on this RFP is the following, referred to as "TerraVerde":

TerraVerde Renewable Partners LLC
1100 Larkspur Landing Circle, Suite 155
Larkspur, CA 94939

Contact Person: Ali Chehrehbaz | Phone No.: (415) 578-7120
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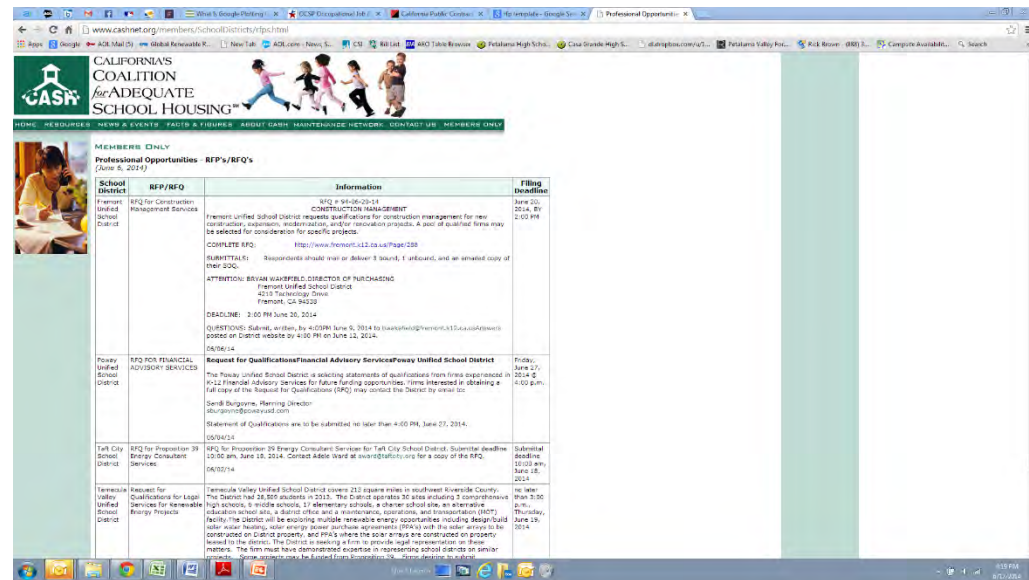


1100 Larkspur Landing Circle • Suite 155 • Larkspur, CA 94939 • Phone: 888-316-2997 • info@tvrpllc.com • www.tvrpllc.com



4. Advertise the RFP

- Local Media
- Builders Exchanges
- Association Websites



The screenshot shows the website for the California Coalition for Adequate School Housing (CASH). The page is titled "MEMBERS ONLY Professional Opportunities - RFP's/RFO's (June 6, 2014)". It features a table with the following columns: School District, RFP/RFO, Information, and Filing Deadline.

School District	RFP/RFO	Information	Filing Deadline
Fremont Unified School District	RFP for Construction Management Services	RFP# 13-020-18 CONSTRUCTION MANAGEMENT Fremont Unified School District requests qualifications for construction management for new construction, expansion, modernization, and/or renovation projects. A pair of qualified firms may be selected for consideration for specific projects. COMPLETE RFP: http://www.fremont.k12.ca.us/Page258 SUBMITTALS: Responses should be in sealed envelopes, 1 printed, and an emailed copy of their 2DC. ATTENTION: BEVIVAN WAINFIELD, DIRECTOR OF PURCHASING Fremont Unified School District 4125 Technology Drive Fremont, CA 94529 DEADLINE: 3:00 PM June 20, 2014 CONTACT: Submit written by 4:00PM June 6, 2014 to bwainfield@fremont.k12.ca.us (open) posted on District website by 4:00 PM on June 12, 2014.	June 20, 2014 by 2:00 PM
Fresno Unified School District	RFP FOR FINANCIAL ADVISORY SERVICES	Request for Qualifications/Financial Advisory Services/Fresno Unified School District The Fresno Unified School District is seeking statements of qualifications from firms experienced in K-12 financial advisory services for future funding opportunities. Firms interested in obtaining a full copy of the Request for Qualifications (RFQ) may contact the District by email at: Sue B. Burgoyne, Hiring Director sburgoyne@fresno.k12.ca.us Statements of Qualifications are to be submitted no later than 4:00 PM, June 27, 2014.	Fri., June 27, 2014 4:00 p.m.
Taft City School District	RFP for Proposition 99 Energy Consultant Services	RFP for Proposition 99 Energy Consultant Services for Taft City School District. Submitter deadline 10:30 am, June 18, 2014. Contact Adebbe Ward at award@taftcity.org for a copy of the RFP. 04/02/14	Submitter deadline 10:30 am, June 18, 2014
Peninsula Valley Unified School District	Request for Qualifications for Energy Efficient Services for Peninsula Valley Project	Peninsula Valley Unified School District covers 212 square miles in southeast Riverside County. The District had 26,500 students in 2013. The District operates 26 sites including 2 comprehensive high schools, 8 middle schools, 1 elementary school, a charter school site, an alternative education school site, a district office and a maintenance, operations, and transportation (MOT) facility. The District will be exploring multiple renewable energy opportunities including design build solar water heating, solar energy storage purchase agreement (PPA) and the solar array to be constructed on District property. RFP# 13-014 is the soliciting and construction on projects owned by the district. The District is seeking firms to provide legal representation on these matters. The firm must have completed experience on nonresidential school construction projects. Some applicants may be invited to submit proposals by phone discussion only. Some questions by email.	no later than 3:00 p.m. Thursday, June 26, 2014

5. Communications with Bidders

- **Formal Q&A/RFI Process**
- **Site Walk (if feasible; i.e. single site v. multiple sites)**



6. Bid Evaluation

- Apples to apples comparisons
- Clarify responses
- Vendor Interviews (short listed bidders – with tech people, not sales people)

	CRITERIA	UNIT	Bidder 1	Bidder 2	Bidder 3	Bidder 4
PROPOSAL	Cost*	\$				
	Module	#				
	Module Rating	W				
	Module Supplier					
	Silicon Type	M/P				
	P _{max} Variance	% / W				
	Inverters	#				
	Inverter Capacity	kW				
	Inverter Clipping	%				
	Target Production (Y1)	kWh				
	Estimated Production (Y1)	kWh				
	Production (Y1) Variance	%				
	Installation Capacity	kW				
	Cost / W	\$/W				
	25 Y Levelized Cost**	¢/kWh				

* PV Installation only

** TIC / 25 year production estimate at 0.5% degradation factor

7. Final Selection

...and the
winner is...

- **Looking for qualified, most competitively priced bid**
- **Value Engineering: calculate uncertainties and decide who owns contingencies**
- **Vendor Due Diligence**

8. Approval

- Will have already approved release of RFP and understand cost/benefit analysis
- Presentation to Governing Body on RFP process and explanation for selection
- Board Vote: do your homework



9. Joint Bid Process

- **Cooperative bidding – allows one RFP for multiple individual contracts**
- **Creates more competition in the market; but can take longer**
- **Available for any client, but may be particularly helpful for smaller projects**



10. The Contract Form

- Start with *your* contract or a contract provided by your legal counsel
- Include the detailed “SOW”
- Establish a performance based, milestone payment schedule, with clearly defined penalties for delays, liquidated damages (“LDs”)
- Identify all risks and establish who is responsible and the consequences and actions, i.e., “if/then”
- Include a set meeting schedule and required attendees/representatives, and process to update the schedule
- Delineate performance specifications and testing and commissioning requirements
- Identify turn-over documents
- Identify the punch list scope and criteria



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Contact Information

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