

Conval School District, SAU-1
REQUEST FOR QUALIFICATIONS/PROPOSALS
FOR SOLAR SYSTEM DESIGN & DEVELOPMENT

The Conval School District is soliciting qualifications statements for Solar Systems to include assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well energy procurement, for the Conval High School. Interested and qualified vendors are invited to participate.

Qualifications and proposals will be accepted until 12:00 noon, EST, Wednesday August 5, 2020. Proposals will be opened publicly and read aloud at that time.

Proposals shall be submitted to Timothy Grossi, Director of Facilities, Conval School District, 106 Hancock Rd, Peterborough NH 03458. Proposals must be submitted in sealed envelopes plainly marked **Solar System Design & Development, CVHS**. Failure to properly mark the envelope will result in disqualification of the bid should it be prematurely opened.

Conval School District, SAU-1

Request for Qualifications

for

Solar Systems to include assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential energy efficiency systems, as well energy procurement for the Conval School District.

2020

I. INTRODUCTION

The Conval School District, in Peterborough New Hampshire is soliciting qualification-based proposals (RFQs) for a firm or firms to assist the District in providing assessment and consulting, system design and development, financing and procurement, installation, and maintenance of potential solar systems. The District's objectives for this project include: no upfront capital costs and immediate savings in electrical power costs. In addition, the District is considering the possibility of developing project related curriculum for our students.

In summary, the Conval School District desires specific proposals for the Conval High School site from vendors selected in this RFQ process:

- First phase - Review the Conval High School site. Develop plans and designs, including financing and procurement options, installation and maintenance of solar systems at this site.
- It is possible a second phase of this project may include other school sites.
- This RFQ is to select several vendors to complete the evaluation, analysis and proposal. The RFQ does not require the completion of the plan, design or analysis.

RFQ proposals must be received by Timothy Grossi, ***no later than 12:00 EST, August 5, 2020.*** Finalist(s) will be invited to review their proposals in a meeting with the Budget and Property Committee.

II. BACKGROUND

The Budget and Property Committee has been exploring several solar options over the last year. The Budget and Property Committee is seeking vendors that will analyze the best options, propose the best options, and the Budget and Property Committee will select the best options from among several vendors. This RFQ is to select several vendors to complete the evaluation, analysis and proposal. The RFQ does not require the completion of the plan, design or analysis.

III. RFQ PROPOSALS

RFQ Proposals must include the following:

1. The ability to provide a complete analysis of Conval High School's solar options.
2. A demonstrated understanding of the challenges and opportunities for school districts with respect to energy and sustainability.
3. A demonstrated understanding of public policy and the sustainable energy industry throughout the United States allowing the company to develop projects and access Federal, State, and non-profit financial incentives which may or may not be available to the public sector.
4. The ability to provide an integrated turnkey system to the school district.
5. The ability to deliver as a consultant or financial partner a solar system that can operate within the regional electrical grid.
6. The ability to develop a tailored solution for the school district.
7. The ability to track and understand local, regional, and state financial incentives that can leverage the economics of a particular energy efficiency project.

IV. RFQ PROPOSAL SUBMISSION

All responses to this RFQ must be received in a sealed envelope and clearly marked “ *Conval Solar System Design & Development.*” by 12:00 noon on *Wednesday, August 5, 2020* to be eligible for consideration. Proposals shall be submitted to:

Timothy Grossi,
Director of Facilities
106 Hancock Rd
Peterborough NH 03458

Please submit five (5) copies of the RFQ.

V. REVISIONS TO THE REQUEST FOR QUALIFICATIONS

If it becomes necessary to revise any part of the RFQ, an addendum will be sent to all those who received the original document.

VI. LIMITATIONS OF LIABILITY

The School District assumes no responsibility or liability for costs incurred by proposers in responding to this RFQ or in responding to any further request for interviews, additional data, etc.

VII. RFQ PROPOSAL PREPARATION

In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the proposal.

VIII. FORMAT FOR RFQ PROPOSALS

RFQ Proposers are requested to be concise and proposals should include, in order, the following:

- A. Executive Summary;
- B. Brief organizational profile, including background and experience of the firm;
- C. Previous project summaries, including reference contact information, that are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The District reserves the right to contact any references provided herein or otherwise obtained).
- D. The District expects vendors will provide the review, design and consultation at no cost to the District. If there is a cost associated with this work, it should be included in the summary.

IX. SIGNATURE

The RFQ shall be signed by an official authorized to bind the proposal and shall contain a statement to the effect that the RFQ is a firm proposal for a one hundred-twenty (120) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the

purpose of clarifying submitted information.

X. NATURE OF RFQ PROPOSAL AND ELIGIBILITY

The determination of whether a RFQ may be withdrawn is solely at the discretion of the School Board. However, in no event shall a RFQ be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the proposer establishes that the RFQ contains a material mistake and the mistake occurred despite the exercise of reasonable care.

XI. RIGHT TO REJECT RFQ PROPOSALS AND WAIVE INFORMALITIES

The District reserves the right to reject any or all RFQ proposals for any reason, to waive any nonmaterial irregularities or information in any RFQ, and to accept or reject any item or combination of items.

XII. RFQ PROPOSAL EVALUATION AND SELECTION

The District will evaluate each RFQ based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- A. The proposal’s responsiveness to the RFQ (format, capabilities, approach, clarity, etc.);
- B. How well the RFQ matches the needs of the District;
- C. The qualifications and experience of personnel committed to the project.

Once the best RFQ(s) have been identified, the staff will contact and schedule interviews with selected firm(s). A sub-committee of the Budget and Property Committee will likely meet with and interview prospective vendors. The District reserves the right to hold additional interviews with firms to discuss terms and to negotiate if applicable the price and terms with prospective firms prior to making a final determination relative to RFQ proposals received.