



Request for Proposals

For

Solar Power Generation Systems

RFP18-08

Project No. 588

August, 2018

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REQUEST FOR PROPOSALS- TENTATIVE SCHEDULE

ACTIVITY	DATE/TIME
RFP ISSUANCE	
MANDATORY SITE WALK FOLLOWED BY A PRE-PROPOSAL CONFERENCE	
LATEST DATE/TIME FOR PROPOSERS' SUBMISSION OF RFP QUESTIONS	
DISTRICT RESPONSES TO PROPOSERS' QUESTIONS	
PROPOSERS' SUBMISSION OF PROPOSAL	

ACTIVITY	DATE/TIME
PROPOSER SELECTED FOR CONTRACT NEGOTIATION	
DISTRICT APPROVAL OF CONTRACT(S)	

1. OVERVIEW

Through this RFP, West Side Recreation and Park District (the District) seeks to identify and select a highly qualified and cost and value competitive vendor for the survey, design, installation, commissioning, and service of a “turnkey” solar energy system providing photovoltaic energy. In addition, rehabilitation of one or more roof(s) may be required prior to solar array installation. The overarching objective of the Project is to provide the greatest level of expected return on the capital investment through savings over the next five years, subject to the District’s budget constraint, site constraints as presented and overall cost effectiveness considerations.

Pursuant to this RFP, the District is soliciting individual written proposals for solar project implementation comprising photovoltaic solar systems at the following site(s):

[See Exhibit B]

Proposers will provide proposals for engineering design, procurement, construction, start-up, and ongoing operations, maintenance, and monitoring services of approximately 300 kilowatts, of solar photovoltaic capacity of, together with associated warranties and output guarantees as specified herein. The integration of the on-site solar system with the other power sources for the site will be the responsibility of the selected Proposer. Proposals must include all costs to achieve full integration and operation.

These initial site(s) are targeted for construction in 2018/2019. The District reserves the right to add or remove individual sites from the final contract(s) at its sole discretion and/or to make awards to multiple Proposers as it sees fit.

The District intends to procure these photovoltaic systems utilizing District funding and will “own the facility” and will not consider alternative funding options, such as leasing or power purchase agreement (PPA) offerings. As part of its photovoltaic system procurement the District expects to secure an Operations and Maintenance service agreement between 10 and 25 years and a corresponding 10-25 year Performance Guarantee agreement from the winning vendor.

The District’s award of contract(s), if any, will be made in accordance with California Government Code section 4217.10, et seq., and will be based on the District’s understanding of the Proposers’ respective skills, experience, and qualifications; overall photovoltaic systems’ price and long term cost of operations; cost per unit output; expected long-term savings; proven performance; technology components; operations and maintenance support; guarantee of stated kWh output of the photovoltaic Systems; and overall thoroughness of proposal and responsiveness to the RFP and during the RFP process. In making its solar photovoltaic vendor selection, the District reserves the right to consider, evaluate and weigh these factors as it sees fit.

This is a public works project subject to the payment of prevailing wage and all related requirements. Pursuant to SB854, no contractor or subcontractor may be listed on a bid proposal



for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5

2. SITES

2.1 Proposed Sites:

Proposed sites are: [See exhibit B]

2.2 CEQA

Provider shall complete at Provider's sole cost all necessary studies assessments and documentation required for compliance with the California Environmental Quality Act (CEQA) to the extent any work required by this Agreement necessitates at any point during the term of this Agreement a negative declaration mitigated negative declaration or environmental impact report.

Provider shall promptly provide notice to District upon becoming aware of any condition or circumstances arising under this Agreement or the work contemplated hereunder that may require action for CEQA compliance or may otherwise have a significant effect on the environment.

Provider and District shall cooperate and provide to each other any reasonably required documentation notice assurance or approval for purposes of complying with CEQA. Nothing set forth herein shall be interpreted to require either Party to undertake environmental remediation under this Agreement if mandated by law, regulation or as a condition of regulatory approval prior to the construction of the solar project. The District shall be the lead agency for the purposes of filing any and all required documents and obtaining the relevant approvals including but not limited to any notice of exemption. The District shall bear its own costs incurred as the lead agency and for review of environmental compliance.

3. RFP PROCESS

3.1 Overview

Each Proposer shall be a licensed contractor pursuant to the Business and Professions Code and shall hold and maintain a C-46, solar contractor license as well as any other required license for the Project.

Minimum Qualifications: Proposers must be able to demonstrate experience with procurement, installation, and monitoring of at least five successful solar projects of a similar type and size as described in this RFP.

This RFP is part of the process for the District's selection of a qualified vendor provide services for photovoltaic Systems to be installed at the District's selected site(s). This is not a request for bids or an offer by the District to contract with any party responding to this RFP. The



District's award of contract(s), if any, will be made in accordance with California Government Code section 4217.10, et seq., and will be based on the District's evaluation of Proposals utilizing the criteria outlined in section 7.4 of this RFP. The District reserves the right to reject any and all Proposals, to waive any irregularity, and to sit and act as sole judge of the merit and qualifications of the materials and services offered therein.

The District may accept or reject any proposal for any reason. The District is not required to accept the lowest price. Instead, the District will evaluate proposals based upon the "best value" for the District in its sole discretion.

3.2 RFP Distribution

This document and any attachments, appendices and addenda will be distributed by notice on the District's website and publication in at least one local newspaper of general circulation.

All requests for access and questions on this RFP shall be submitted in writing via email to Les Clark III. Proposers are responsible for ensuring that electronic communication is functioning and that online documents are accessible. Should there be any questions or uncertainty that documents cannot be accessed or questions are not being received, Proposers are responsible for following up with the District by e-mail at les@wsrpd.com.

To be considered, questions must be received by the District no later than 5:00 p.m. on 8/31/2018. The District may, if deemed necessary, respond to such questions by issuance of formal written addenda, interpreting or clarifying the requirements of this RFP. The District may also issue addenda to modify the RFP as deemed advisable by the District. All such addenda shall be part of this RFP and binding upon each proposer. The District may, upon inquiry, direct a proposer's attention to specific provisions of the RFP which cover the subject of the inquiry. However, all supplemental information provided by the District during the RFP process shall not be binding unless communicated by formal written addenda. All addenda will be posted on the District's website. Each proposer is solely responsible for obtaining all addenda posted on the District's website. You are encouraged to sign up on the District's website at <http://www.wsrpd.com> to be notified of addenda postings.

3.3 Contract Administrator

The Contract Administrator for this RFP and the resulting contract(s) is Steve Perez. Steve Perez is the only individual authorized to make any modifications via addenda or otherwise to this RFP and the resulting contract(s), if any.



3.4 RFP Modification

The District expressly reserves the right to modify any portion of this RFP prior to the latest date/time for submission of Proposals, including without limitation, the cancellation of this RFP. Modifications, if any, made by the District to the RFP will be in writing; potential Proposers who have obtained this RFP from the District prior to any such modifications will be issued any modifications to the RFP by written addenda.

The District will not provide any oral clarifications or modifications to the RFP or the requirements hereof. No employee, office, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. Proposers shall not rely on any oral clarification or modification to the RFP. Inquiries must be submitted not later than the time/date indicated elsewhere in this RFP.

3.5 Public Records

Except for materials deemed Trade Secrets (as defined in California Civil Code section 3426.1) and materials specifically marked “Confidential” or “Proprietary,” all materials submitted in response to this RFP are deemed property of the District and public records upon submission to the District. This specifically includes schematics and other technical drawings and/or plans. The District is not liable or responsible for the disclosure of Proposals, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is required by law, by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Proposal, by submitting a response to this RFP, each Proposer agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys’ fees arising therefrom.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, all responses sent to the District prior to recommendation for actual award of contract under certain circumstances are sent as confidential documents. No part of the responses will be made public or shown to any persons outside of the District and its screening and selection panels until after a recommendation for award has been made to the Board, or until after actual award of contract under certain circumstances, at which time all documents will be public record except for documents otherwise exempt. Furthermore, the District will have no liability to the Proposer or other party as a result of any public disclosure of any Proposal or Contract.

Proposals will be held in confidence during the evaluation process is completed. Thereafter, all proposals will be treated as documents subject to disclosure under the California Public Records Act (Act).



If proposer believes any portion of its proposal contains confidential or proprietary information, exempt from public disclosure under the Act, proposer must submit that information with its proposal in a separate sealed envelope labeled "Confidential Information" Except as compelled by court process, the District will not release any such documentation claimed to be exempt that is submitted in said manner without prior written notice to the proposer.

3.6 Site and Document Examination

Each Proposer shall, at its sole cost and expense, inspect the Site and become fully acquainted with the Contract Documents and conditions affecting the Work. The failure of a Proposer to receive or examine any of the Contract Documents or to inspect the Sites, or any portion thereof, shall not relieve such Proposer from any obligation with respect to the Proposal, or the Work required under the Contract Documents. The District assumes no responsibility or liability to any Proposer for, nor shall the District be bound by, any understandings, representations or agreements of the District's representatives, agents, employees or officers concerning the Contract Documents or the Work made prior to execution of the Contract which are not in the form of RFP Addenda duly issued by the District. The submission of a Proposal shall be deemed prima facie evidence of the Proposer's full compliance with the requirements of this section.

Any proposed deviations from the terms, conditions and requirement of this RFP must be specifically identified by Proposers. Any exceptions shall be considered proposed changes and shall not alter the requirements of the RFP or contract documents until agreed upon and formally accepted by the District and the successful Proposer.

Each Proposer is to contact Steve Perez to request additional site visits/inspections beyond the initial site walk if such are required.

3.7 District Rights

The District reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract services with whomever and in whatever manner the District decides, to abandon the services entirely, to award on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the interests of the District may require.

The District is not responsible for late delivery. To ensure fairness, responses received after the deadline will not be accepted or reviewed. The Proposer is responsible for ensuring that the responses are submitted on time to the proper location.

Proposer's submittal and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District. Neither this



document, nor any submittals provided in response to the RFP, requires the District to negotiate or award a contract with any responding firm or individual.

The District reserves the right to award a contract any time up to six months from the date of opening the submittals. The award of a contract is at the sole discretion of the District. The District also reserves the right to contract independently with other entities/firms for any of the services listed herein, as the need arises.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFP and makes no representation that a contract will be awarded. Furthermore, District reserves the right to consider additional firms for this RFP if it is found to be in the best interest of the District. All Proposers should note that the execution of any contract pursuant to this RFP is dependent upon successful negotiation of terms and fees and approval by the Board.

Proposers shall provide only complete and accurate information. Proposers acknowledge that the District is relying on the truth and accuracy of the responses contained herein. Each Proposal must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Proposer on whose behalf that person is signing. If any information provided by a Proposer becomes inaccurate, the Proposer must immediately notify the District and provide updated accurate information in writing, under penalty of perjury. Should a Proposer omit requested information or falsify information, the District may reject the Proposal.

Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required.

4. PROPOSAL SUBMISSION

Proposals shall be enclosed in a sealed envelope upon which shall be written the title of the proposal and the name and address of the proposing firm. Submit your proposal no later than 5:00 p.m. on September 19, 2018, as determined by the stamped receipt time to:

**West Side Recreation & Park District
C/O District Administrator
500 Cascade Place, Taft, CA 93268**

It is the responsibility of the proposer to assure that the proposal is received prior to the deadline date and time. Proposals received after the submission deadline will not be accepted. No oral, telephonic or facsimile proposals will be considered.

Proposer may withdraw its proposal by written request to the aforementioned address



before the Submittal Deadline. After that time, proposer may not withdraw its proposal for a period of ninety (90) days from the Submittal Deadline.

Before submitting its proposal, proposer must fully inform itself of the terms, conditions, and specifications of the items or services required. Failure to do so will be at the proposer's own risk and it cannot secure relief on the plea of error.

Proposer must state prices in units and quote items separately. In cases where it is possible to do so, and beneficial to the District, award(s) may be split into differing proposers for items solicited in multiples of two or more or that are specified differently, whether or not the District requests individual total proposal price(s) for each Items).

Proposer, subcontractors, shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

Handwritten corrections made to proposal must be legible and initials. Where there are conflicts between unit prices and extended prices, unit prices will govern. Where there are conflicts between words and figures, words will govern.

The District will consider its award decision, discount payment terms of twenty (20) days or more from receipt of invoice, provided that proposer clearly indicates such discounts in its proposal. Where proposer does not indicate discount payment terms in its proposal, the District will take it to mean that the proposer does not offer discount payment terms and therefore the payment will be considered net 30 days after receipt of invoice.

The District's acceptance of proposer's offer shall be limited to the terms herein, including all attachments hereto, unless expressly agreed in writing by the District's authorized representative. Proposals offering terms other than those shown herein may be declared non-responsive and may not be considered. By submission of a signed proposal, proposer consents to be bound by all terms and conditions set forth in the pages of this solicitation and all attachments hereto, including without limitation the Professional Services Agreement sample (and insurance requirements attached thereto) attached to this RFP as Exhibit C.

Proposer hereby agrees that the goods or services offered will meet all the requirements of the specifications or scope of services in this solicitation unless deviations from them are clearly



indicated in the proposer's response. Proposer may submit an attachment entitled "Exceptions for Specification." which must be Signed by proposer's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement may be considered non-responsive. The District reserves the right to not accept any exceptions to the specifications. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

All proposals shall comply with current federal, state, local and other laws relative thereto.

There will be a mandatory walkthrough meeting on September 5, 2018 at 10:00 a.m. Bidders must attend walkthrough to be considered for the job. During the walkthrough, all conversations are considered informal and are not contractually binding unless stated in the awarded contract between District and Consultant.

The terms Successful Proposer, Supplier, Vendor, Bidder, and Contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the District enters into a contract as a result of this solicitation.

All services delivered under this contract must conform to the Safety Orders of the State of California, Division of Industrial Safety

The District is exempt from Federal Excise Tax per Title 26 of the United States Code, Internal Revenue Service Code §4221.

The District reserves the right to waive informalities or technicalities in proposals.

Proposal signer represents that he/she is duly authorized to execute and sign documents on behalf of his/her respective entity.

Proposer is responsible for all fees and costs relating to the transportation of goods, performance of services, required registration, licensing, or other related fees. The proposal price must reflect all and any such required costs. Any required licensing and/or registration type obligations must be sufficiently completed at the time of delivery so the goods or services can be immediately put to use for their intended purpose. These costs, licensing, or registrations include, but are not limited to, hauling, trucking fees, shipping, transportation, drive-time, vehicle or equipment registration fees, disposal fees, certifications, special taxes. An exception is made only



if costs are clearly required to be listed separately, or if specified differently.

Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the District's copy shall prevail.

5. EVALUATION PROCESS

All Proposals will be evaluated by an Evaluation Committee designated by the District. The Evaluation Committee, upon completion of evaluating the Proposals, may recommend that Contract(s) be negotiated with selected Proposer(s). The District reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

Proposals will be evaluated according to the entire responses provided and including the following points, at the District's sole discretion.

- 1 Overall Costs
- 2 Overall Responsiveness of the Proposal
- 3 Technical Expertise
- 4 Component Quality
- 5 Technical Proposal
- 6 Management Plan
- 7 Qualifications of Subcontractors (Roofers)
- 8 Operations & Maintenance and Performance Guarantee Proposal

The District intends to award a Contract to the qualified Proposer or multiple Proposers whose responses conform to the RFP, whose Proposal outlines a Project(s) which will provide the best value to the District, best meets the District's needs and is most likely to assist the District in achieving its objectives, which the District shall determine in its sole and absolute discretion.

The District expects to complete its evaluation process to select a qualified Proposer or Proposers, but reserves the right to change key dates and action as the need arises. In the event that the successful Proposer or Proposers are unable and/or unwilling to execute the Contract as



negotiated by the District, the District, in its sole discretion, reserves the right to make the award without further discussion with any of the Proposers.

6. BACKGROUND INFORMATION

The District (under the name West Side County and City Park, Recreation and Parkway-District) was established by a local election held within the boundaries of the proposed District on November 4, 1947, after conforming to all necessary requirements and provisions set forth in Article 1, Chapter 3, Division 5 (commencing with Section 5400) of the Public Resources Code and by a joint resolution of the County Board of Supervisors and the City of Taft Council declaring the District organized and established on November 10, 1947. It was also agreed at that time between the City Council of Taft and the County Board of Supervisors that the District would be governed by the Board of Supervisors.

The election report given to the Board of Supervisors on November 10, 1947, for the organization of the District was as follows:

Total Votes Cast – 748
For District – 389
Against District – 359

During the year 1949, Section 5404 of the Public Resources Code was amended to provide that a consolidated Park, Recreation and Parkways District be governed by an independent Board of Directors consisting of three members, two members to be appointed by the Board of Supervisors of the County, and one member to be appointed by the Board of Supervisors of the County, and one member to be appointed by the Mayor of the City of Taft, unless the population of the city exceeded that of the unincorporated territory, in which case two of the members were to be appointed by the Mayor and one member to be appointed by the Board of Supervisors.

In the year 1950, an independent Board of Directors was appointed for the District consisting of three members, two appointed by the Board of Supervisors, and one appointed by the Mayor of the City of Taft. At that time, section 5404 of the Public Resources code prescribed no term for the appointive members and we assume that they served at the pleasure of the appointing authorities who appointed the three members of the Board to serve until January 1, 1953. During the year 1953, section 5404 of the Public Resources Code was amended by the Legislature to increase the membership of the Board from three to five members and to provide that the appointive members serve four-year terms. The appointed authorities, however, did not increase the number of members on the Board until the year 1958.

The District was reorganized in January 1960, under the new Recreation District law, enacted in 1957 and known as the “Recreation and Park District Act,” in which the provisions are set forth in Chapter 4 of Division 5 (commencing with section 5780) of the Public Resources Code.



The District is presently operating with a Board of Directors consisting of five members, three of which are appointed by the County Board of Supervisors and two appointed by the Mayor of Taft.

7. SCOPE OF WORK

The scope of work for the solar assessment and design professional services being solicited is found in Exhibit A attached to this RFP. The successful proposal(s) will demonstrate sufficient staff resources, expertise, relevant experience, and lack of disabling professional conflicts to perform the scope of work, along with demonstrated commitment to cost-control and client service that meets the District's needs. Construction milestones are to be negotiated.

8. WAGE RATES

Copies of the general prevailing rates of per diem wages for each craft, classification, or type of worker needed to execute the Contract, as determined by Director of the State of California Department of Industrial Relations are deemed included in this RFP and can be found here: <https://www.dir.ca.gov/OPRL/dprewagedetermination.htm>.

9. INFORMATION TO BE SUBMITTED IN PROPOSAL

9.1 CONTENT

- **Section 1 - Scope of Work**

State in succinct terms your understanding of the scope of work listed in Exhibit A attached hereto. Identify additional tasks, if any, that you believe are essential or advisable to constitute a more complete scope of work.

- **Section 2 - Relevant Experience and Expertise**

Describe in narrative form the experience and expertise of your firm and/or project team members in providing the service sought by the District. Identify representative clients. Compare and contrast their size, public or private-sector status, location, and operational activities to those of the District. Include a description of the project organization and project team experience.

- **Section 3 - Project Team**

Identify each individual you expect to work on the project team, including sub-consultants, if any. Provide resumes for each member of the team. Describe with particularity the specific areas of expertise of each team member, and the specific



education, experience, or other information that substantiates that expertise.

- **Section 4 - Quality Assurance and Control; Conflicts**

Describe your approach to quality assurance and control for your firm's performance as well as any performance guarantees you offer. Identify all current and reasonably foreseeable actual or potential professional conflicts that could hinder the provision of the requested services and propose means of managing any such conflicts.

- **Section 5 - Client References**

Provide contact information for representatives of four former or current clients for whom your firm or project team members have performed similar services so that the District may interview these references. In addition, for the consultant to qualify for this work, the consultant must provide references of consultant design services for three similar projects in scope, size, and utility/commercial type applications within the last five years.

- **Section 6 - Contract and Insurance Requirements**

All successful proposers will be required to execute a contract in the form shown in Exhibit C attached hereto and to meet the insurance requirements of Appendix C to that Exhibit. Please indicate your firm's willingness and ability to comply with these requirements or describe any exceptions your firm requests. Alterations or changes to the agreement which were not in the proposer's response may not be made after the selection of the proposal. This includes alterations, exceptions, or changes to the insurance and indemnity provisions. By requiring these requests up front, the District can compare all respondents on an equal footing.

- **Section 7 - Addenda**

Provide confirmation of receipt of all addenda issued by the District in response to this RFP, which are posted on the District's website. The District may reject a proposal as non-responsive for failure to provide all information requested in this RFP.

9.2 COST OF SERVICES

All proposals must include a complete and current table of all rates and charges to perform all the proposed services with detailed itemization of each task to be performed.



The rates and charges provided shall include all overhead rates to cover costs and other compensation of consultants officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, specialists, estimators, lawyers, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks and other personnel employed by consultant whether at the site or in its principal or a branch office for general administration of the work and not specifically included in the list of personnel. Rates and charges shall also include any part of consultant's capital expenses, including necessary transportation, travel and subsistence expenses of consultant's employees incurred in discharge of duties connected with performance of the services. The rates and charges shall also include minor expenses connected with performance of the services such as copies, computers, software, on-line legal research, office supplies, postage, faxes, long-distance telephone calls, telephone, and any other expense incurred to accomplish the work. Note that no separate charges for these items will be allowed. Note also that no administrative charges will be allowed, except a markup of five percent (5%) on sub consultants' billings.

Proposer must submit a clear and unambiguous inclusion of any and all relevant details. Proposal documents must be received at or before September 19, 2018 at 5:00 p.m. by email, personal delivery, courier service or by U.S. mail to the following:

Email to: les@wsrpd.com

US Mail to:

West Side Recreation and Park District
ATTN: Director Les Clark III.
500 Cascade Place Taft, CA 93268

10. **CONTRACTS.**

Attachment C to this RFP is a draft of the intended Professional Services Agreement, which the District anticipates executing with the successful Proposer(s) selected through this RFP process.

The District reserves the right to execute the Contract with a Proposer without executing an O&M contract with the same Proposer.



ATTACHMENTS:

EXHIBIT A - Scope of Work

EXHIBIT B - Potential Solar Sites

EXHIBIT C - Professional Services Agreement Sample



EXHIBIT A

SCOPE OF WORK

(See Attachment)



EXHIBIT A

SCOPE OF WORK

The work associated with this proposal includes providing a Basis of Design Report (BODR) for the evaluation and design of new or expanded solar system(s) for offsetting existing energy costs and providing a long-term sustainable energy source for the West Side Recreation & Park District (District).

It is the intention of the District to have one or more roofs rehabilitated prior to the installation of any solar array on them.

Proposer should submit with his/her proposal, the estimate of a licensed roofing subcontractor for the rehabilitation of said roofs.

The BODR will analyze the benefits and drawbacks of an owner operated solar system versus entering into a power purchase agreement (PPA). The BODR will identify any available tariffs and/or grants and will identify any obligations or ramifications associated with each tariff and/or grant. The BODR will identify any potential benefits and associated costs from incorporating energy storage into the new system(s) and its ability to offset current and proposed peak demand charges. The BODR will develop an evaluation of cost to the District to construct and maintain the new solar system(s) and include estimates for applicable interconnection fees for the proposed system(s). The cost analysis will include a system advisory model (SAM) with the input parameters used. The consultant will develop thirty percent (30%) level drawings and technical specifications for the proposed solar panels and related equipment for the new solar systems along with an environmental and constructability review, and any applicable interconnection fees for each proposed system.

The consultant will organize and conduct a kick-off meeting, draft BODR review meeting, and a draft final BODR review meeting relevant to each task as described below. The consultant will create meeting agendas, prepare meeting minutes, and respond to District comments.



TASK 1- EVALUATION

- 1.1 Evaluate an Owner Operated versus Power Purchasing Agreement solar field for each alternative. The consultant will evaluate *locations* for the location of the solar field(s). The District has attached a map of each potential site (Exhibit B of RFP). Site evaluation will include but not limited to the following:
- a. Site analysis including but not limited to land use, constructability, entitlements, easements and environmental/permitting considerations.
 - b. System sizing
 - c. Available tariffs for Owner Operated solar projects including both
 - i. NEM and RESBCT tariffs
 - d. Available tariffs for PPA
 - e. Ramifications and obligations for all tariffs
 - f. Available grants for constructing solar fields and requirements for the
 - i. grants
 - g. SAM model with input parameters used
 - h. Self-Generation Incentive Program (SGIP) Incentives I.
Interconnection feasibility as related to Rule 21
 - i. Determination of applicable interconnection fees with PG&E for each site
 - j. Renewable Energy Credits (REC)
 - k. Evaluation of types of solar panels in production available for each site
 - l. Evaluate fixed versus rotational solar panels at each site and the maintenance requirements for each type
 - m. Evaluate Self-Generation Incentive Program (SGIP) rebates available for energy storage components
 - n. Project Time Line

ADDITIONAL SERVICES, IF REQUESTED

From time to time and as mutually agreed upon with the District, the District may request the Proposer to provide additional services related to the project. The District and the Proposer shall define the scope and nature of the additional services that the Proposer will provide. The District may have this additional work performed as a modification to the existing agreement or by a separate change order as deemed appropriate. The Proposer will notify the District, in writing,



prior to execution of any additional work not covered in the proposal and RFP. The District will evaluate validity of additional work and approve or disapprove in writing.

Future work beyond this proposal scope may include:

- a. Complete plans and specifications for the selected solar project

Work not included in this proposal scope:

- a. Bid services and construction management services
- b. Civil design plans and specifications beyond thirty percent (30%)

DATA AND SERVICES PROVIDED BY THE DISTRICT

DOCUMENTS AND REPORTS

- The District shall make available documents, reports or drawings that pertain to the project for use by the consultant. The District will make available these documents, which are available for review at the District Office, for informational purposes only. The District will make available AutoCAD files along with any other information, which the District possesses, that may aid in the design process.

CRITERIA FOR SELECTION

A. PROPOSAL

Proposals received shall be subject to an evaluation by the District, as deemed appropriate for the purpose of selection. Proposals received after the deadline will not be accepted. The District will evaluate the proposals according to the following factors:

1. GENERAL

- The experience and quality of past performance of the personnel to be devoted to the work
- The proposer's current workload and level of attention to the project
- Cost and hourly rates
- Proposer's familiarity with the design and construction of utility solar projects including the completion of three (3) projects of similar size and scope within the last five (5) years
- The estimated level of effort to complete the assignment satisfactorily



2. PROJECT TEAM

- An organizational chart of the proposed team, along with each team member's function and percent of time devoted to the project

3. COST

- Costs needed for the project team to complete the above tasks

4. REFERENCES

- Provide a minimum of four (4) client references for projects of similar size and scope completed within the last five (5) years

B. FINAL SELECTION

The District will rate technical proposals based on the described criteria. District staff will present the proposal with a recommendation to the Board of Directors on September 20, 2018. The cost proposal will accompany the recommendation to the Board.

The District reserves the right to negotiate the final scope of work, staff participation, and price before entering into a contract.

SCOPE OF WORK ATTACHMENTS

- Exhibit B of the RFP – Aerial Maps for locations at 281 E Cedar Street and 500 Cascade Place, Buildings A, B and D, Taft, CA 93268.

END OF SCOPE OF WORK



EXHIBIT B

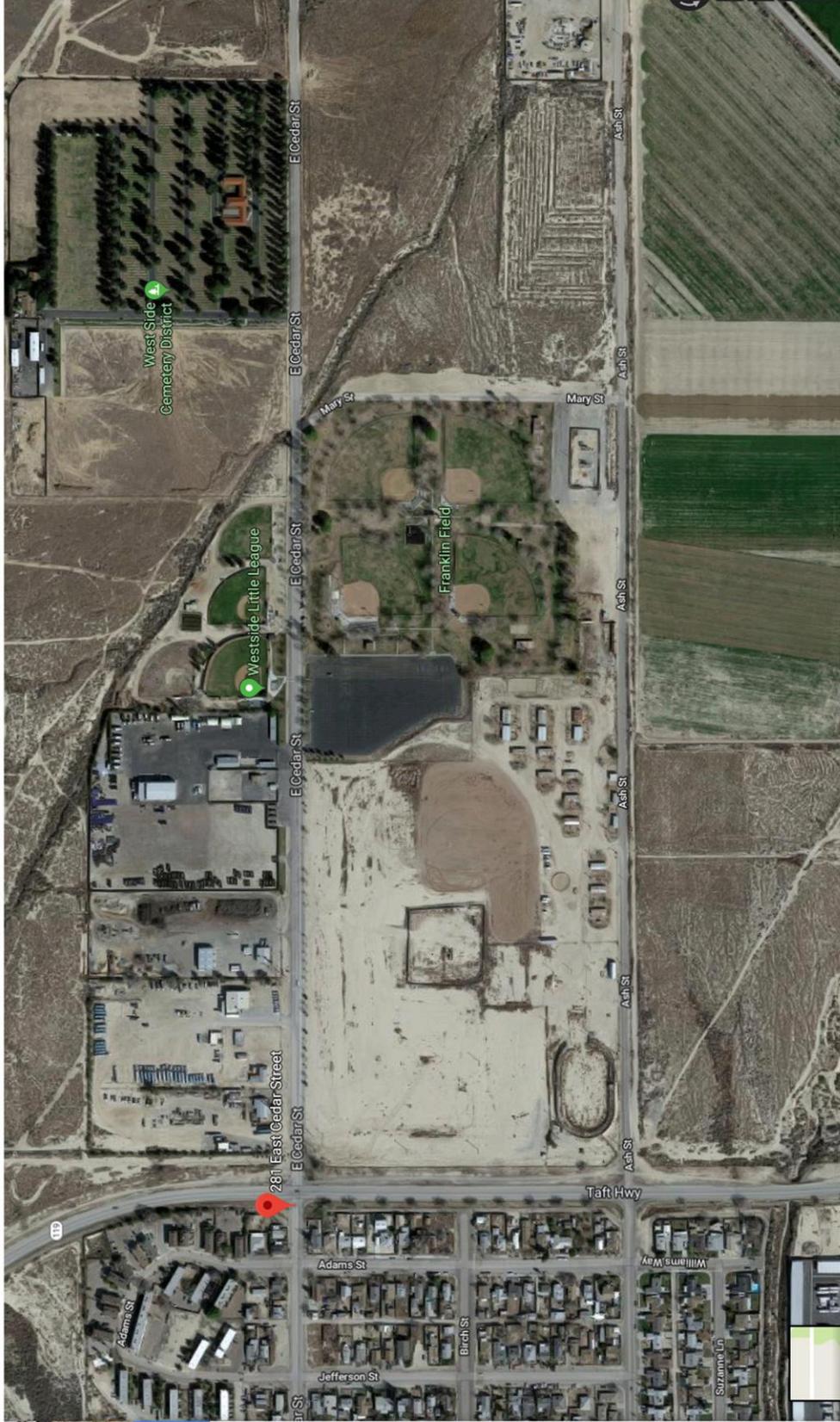
POTENTIAL SOLAR SITES

(See Attachment)



35.153564, - 119.443894
Elevation 955'

Exhibit B - Potential Solar Site - Franklin Field Complex 281 E Cedar Street, Taft, CA 93268



35.153564, - 119.443894
Elevation 955'

Exhibit B - Potential Solar Site - 500 Cascade Place, Buildings A, C & D, Taft, CA 93268

