



Solicitation Information

6 June 06

**LOI # B06426**

**TITLE: Consulting Services for the Renewable Energy Fund**

**Submission Deadline: 6 July 06 @ 1:40 PM (EDT)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than 21 June 06 @ 12:00 Noon (EDT). Questions should be submitted in a *Microsoft Word attachment*. Please reference the LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## Introduction

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The Department of Administration / Division of Purchases, on behalf of The State of Rhode Island Energy Office, is seeking to develop a list of consulting firms that can provide support in developing the market for renewable energy projects or resources in Rhode Island, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

Firms could be asked to provide assistance both with existing projects and programs, and/or potential new initiatives.

These services will be on an as-needed basis, the Energy Office anticipates formulating separate task orders and budget for each undertaking. The maximum fee paid by the State for these services will be under \$20,000 per project. Placement on the qualified vendor list associated with this solicitation is no guarantee of income

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no Foreign Corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Qualifications will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without

exception, and will be released for inspection immediately upon request, once an award has been made.

- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.

### **Equal Employment Opportunity (RIGL 28-5.1)**

**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

This solicitation, and subsequent contract award (s), is governed by the State's General Conditions of Purchase, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

## **Overview and Background**

The Electric Utility Restructuring Act of 1996 provided a portion of ratepayers' electricity bill to be apportioned to a System Benefit Charge (SBC) fund.

The State Energy Office (SEO) is responsible for administering the Rhode Island Renewable Energy Fund (Fund). The mission of the SEO is to promote projects and programs that increase the production and consumption of clean renewable energy for the benefit of Rhode Island's residents and businesses. Goals and objectives of the SEO pertinent to this RFQ include:

- Develop sustainable markets for clean, renewable energy by supporting the successful implementation of Rhode Island's Renewable Energy Standards (RES) Law in both the near and long-term and supporting voluntary market activities;
- Increase the fraction of energy dollars that stay in RI (and secondarily, in the region) by pursuing renewable energy opportunities that capture both the (i) direct benefits, through growing RI renewable-related businesses and in-state renewable installations; and (ii) indirect benefits, through contributing to stabilizing (and potentially reducing) electricity and fuel prices and taking advantage of diverse portfolio benefits;
- Increase the reliability and self-sufficiency of the RI energy supply;

- Distribute the benefits and burdens of funded activities equitably across all segments of Rhode Island's contributing ratepayer population;
- Increase the number of successful renewable energy installations both inside Rhode Island, as well as those outside Rhode Island but that serve Rhode Island consumers, by reducing barriers, including, but not limited to: (i) siting ; (ii) lack of information; (iii) financing availability at reasonable rates; and (iv) regulatory risk; and
- Clean the environment by increasing reliance on renewables, thereby reducing air pollutants and greenhouse gases associated with electricity generation.

**Services that may be required include the following:**

1. Engineering and design support
2. Energy market analysis support
3. Feasibility analysis of renewable sites
4. Review of Applications RFP for specific projects that are covered by the legislation, including:
  - a. Solar
  - b. Wind
  - c. Small scale hydropower (less > 100 mw)
  - d. Movement of or the latest heat of the ocean
  - e. Sustainable biomass
  - f. Heat of the earth
5. Inspections or commissioning of grant funded completed projects
6. Assistance in the technical evaluation of applications
7. Assistance in the financial evaluation of applications

## Evaluation Criteria

Qualifications will be evaluated and scored on the basis of the following criteria:

1. Project Experience Rating (40 points)

Points will be awarded based on demonstrated experience with similar projects as reported in this LOI response and from project references.

2. Technical Capability Rating (max 40 points)

Points will be awarded based on:

Documented technical and project administration skills and experience of the proposed project team.

Key personnel qualifications, including subcontractors, who will work on projects.

Client references, including name, address, telephone number and email address.

3. Cost (20 points)

Costs:

The bidder is requested to provide hourly fees for services rendered.

## Submittal Conditions

### Proposal Disposition

All material submitted with each proposal shall become the property of the DOA and will not be returned.

### Proposal Preparation Costs

All direct and indirect costs related to preparation of a Bidder's response to this RFP, preparing or making any oral presentations, or participation in contract negotiations, are the sole responsibility of the Bidder, and proposals are submitted with the express understanding that there will be no claims whatsoever from the DOA or the Energy Office with respect to such costs.

### Proposal Changes or Withdrawals

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

### Right to Reject Proposals

This RFP is not a contractual offer or commitment to purchase. The DOA reserves the right to reject any or all proposals and to waive any technical defects or formality in proposals received, to accept any or all of the items in a proposal, and to make an award in whole or in part if it is deemed in the best interest of the State of Rhode Island, for any and all reasons at its sole discretion. Those who submit proposals do so without any recourse against the DOA or the Energy Office for either rejection of any specific proposal or proposals, or failure to choose any proposal.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The DOA reserves the right not to make an award or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

## Proprietary Material & Confidentiality

The DOA will not accept proposals or other documents that are marked to indicate the entire document is the confidential or proprietary information of the sender. Normal business practices will be observed in handling proposal materials. Bidders should assume that the price and other terms and conditions of their bid will become part of the public record.

## Publicity

The Bidder shall not release for publication any information in connection with the bid or resulting award without the prior written permission of the DOA.

## Treatment of Proposals

Proposals will be confidentially reviewed by members of the Fund and its consultants. The Fund reserves the right to not select any submitted bid. The costs incurred for preparation of the bidders' proposals will not be reimbursed. Unsuccessful applicants will be notified that their proposals were not accepted and the reasons for non-acceptance. At the sole discretion of the Fund, applicants may be given the opportunity to amend their proposal for resubmission.

## Submission Requirements:

Responses **(an original plus four (4) copies)** should be mailed or hand-delivered in a sealed envelope marked "**LOI B06426: Consulting Services for the Renewable Energy Fund**" to:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases may not be considered. The official time clock is located in the reception area of the Division of Purchases

## PROPOSALS SHOULD INCLUDE THE FOLLOWING:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
2. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

#### 4. Executive Summary:

The Executive Summary is intended to highlight the qualifications of the firm which will provide evaluations with a broad understanding and the firm's technical abilities.

#### 5. Consultants Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team and the duties, responsibilities and concentration of effort which apply to each as well as resumes, curricula vital or statements of prior experience and qualification.

#### 6. Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the consultant and all sub-consultants proposed, including a description of their financial position,
- Ability to meet the qualifications

#### 7. Ability to meet qualifications

This section shall include the consultant's presentation on its ability to meet the qualifications listed above.

#### 8. Criteria to Qualify for Consideration:

The Consultant must be able to satisfy or exceed the following minimum criteria in order to be considered for engagement to perform the work. Those firms that do not meet these minimal criteria may be rejected and are not encouraged to submit a statement of qualifications and experience.

The Consultant must have a minimum of 5 years' experience in similar work as requested in this RFQ. **The Consultant must be bonded.** The criteria listed below are of equal importance:

- a. The Consultant must demonstrate a considerable knowledge and experience in renewable technology.
- b. Consultant must demonstrate an ability to operate with a diversity of interests and issues.
- c. The all-inclusive fixed hourly fee (expressed in dollars).

## Evaluation for Final Consideration

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then develop a list of qualified vendors that the Fund can choose from, for specific projects.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses and to award in its best interest.

Responses found to be technically or substantially non-responsible at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.

**END**