



**Solicitation Information
June 24, 2019**

RFP# 7598859

TITLE: Solar Energy Implementation Plan

Submission Deadline: July 22, 2019 at 10:30 am (Eastern Time)

**PRE-BID/ PROPOSAL CONFERENCE: NO
MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: N/A

LOCATION: N/A

Questions concerning this solicitation must be received by the Division of Purchases at Max.Richter@purchasing.ri.gov no later than **July 9, 2019 (5:00 PM EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Max Richter, Senior Buyer

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources is soliciting proposals from qualified firms to provide analysis on solar siting of brownfields, gravel pits, landfills, parking lots and roof mounted solar opportunities throughout the State for the Rhode Island Office of Energy Resources, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately September 1, 2019 for one year.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

This Request for Proposals (RFP) has been developed to solicit services from a company (referred to throughout as “Consultant”) to conduct an analysis for the State of Rhode Island.

This analysis will generally estimate the potential for solar photovoltaic (PV) systems on building rooftops, landfills, gravel pits, brownfields, and as carports in parking lots to maximize these types of locations over “green space” type properties that are generally undeveloped areas such as residential lots.

The analysis will also provide insight about greenhouse gas emissions impacts and the cost to develop solar PV systems on each type of locations identified here.

The analysis will provide a summary of what other New England and Mid-Atlantic states have done to promote solar PV development and balancing other land use (agriculture, conservation, housing development) interests.

This analysis will help inform existing and future solar PV policy development policies and programs in Rhode Island.

The Office of Energy Resources (OER), in coordination with the Department of Environmental Management (DEM) and RI Housing, will oversee the various analyses, drafted reports, final report and power point presentation developed by the consultant.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

OER, DEM, RI Housing, and other interested stakeholders (representing housing development, renewable energy businesses, municipal planners, environmental and conservation advocacy groups) want to understand the potential for solar energy development at various types of locations to balance future solar PV development with other land use interests such as conservation, farming/agriculture and housing development.

The scope of this analysis is limited to the total potential and technical potential (defined below) for solar PV systems in five specific siting locations, referred to throughout as “preferred siting locations”:

1. Rooftop solar PV systems on existing building stocks
2. Ground-mounted solar PV systems on landfills
3. Ground-mounted solar PV systems on gravel pits
4. Ground-mounted solar PV systems on brownfields
5. Carport solar PV systems in parking lots

Total potential is the total amount of solar PV capacity (in megawatts, MW) that can be sited on existing locations in each of the five siting locations listed above. Technical potential is the subset of total potential that limits siting to all technologically feasible locations.

The only limitations on technical potential are based on engineering, environmental, interconnection and design constraints, which will be described in more detail in each task in the Scope of Work.

For each of the five preferred siting locations, the Consultant should estimate the total potential and technical potential aggregated over such locations in Rhode Island, the total potential and technical potential for a single representative location or set of representative locations, the greenhouse gas emissions impacts, the average and median cost to develop a solar PV system

normalized by both capacity (cost per watt) and generation (cost per kilowatt-hour, kWh), and compare cost to develop in each preferred siting location to cost to develop in other locations that may be lower cost to develop (greenspaces) but in are in sensitive areas due to environmental and/or local opposition.

5.3.1 Analysis

5.3.1.1 Analytical Task 1: Estimate total potential, technical potential, and economic potential for existing building stock in Rhode Island

The selected Consultant is expected to first estimate total potential for roof-mounted solar PV systems on the existing building stock in Rhode Island. Then the Consultant should apply assumptions about technical feasibility to estimate the technical potential for roof-mounted solar PV systems on the existing building stocks. Assumptions about technical barriers may include but are not limited to: shading, roof orientation, and structural feasibility.

For this preferred siting location only, the Consultant should further restrict the subset of technical potential using economic factors. Specifically, the Consultant should apply assumptions about discretionary income and access to financing for homeowners and business owners in Rhode Island.

For total potential, technical potential, and economic potential, results should be reported as aggregated over all building types as well as disaggregated by building type based on end use and construction properties (e.g. single-family residential, multi-family residential, commercial office buildings, school buildings, etc.). In the disaggregation, the Consultant should report the sum of each potential type by building type as well as the average potential per building of each building type.

The Consultant should also report (1) the estimated number (or percentage) of buildings that are likely unsuitable for solar PV systems due to technical feasibility by building type, and (2) the estimated number (or percentage) of buildings that have technical potential but not the economic means of funding a solar PV project by building type.

For total potential, technical potential, and economic potential, and for each potential disaggregated by building type, the Consultant should calculate associate greenhouse gas emissions reductions from implementation of solar PV systems.

For total potential, technical potential, and economic potential, and for each potential disaggregated by building type, the Consultant should estimate the cost to develop a single project, and report average and median project cost normalized by capacity (cost per watt) and energy generation (cost per kWh). Cost to develop is inclusive of capital costs, labor costs, local permitting, interconnection, and any other costs incurred.

The Consultant should include discussion of limitations of methodology, uncertainty in data and estimation methods, and external validity of results in future years in the reporting deliverables. OER will coordinate and provide technical assistance and guidance to the Consultant regarding relevant available state data sources of building stocks, building type categories, technical barriers and assumptions, and other relevant information required to complete this task.

Respondents should provide clear and detailed descriptions of methodologies for estimating each level of potential, pre-identified data sources, remaining data needs, and proposed assumptions

about technical barriers and economic factors to be used in estimating technical potential and economic potential.

Respondents should also describe their proposed methodology for estimating costs-to-develop and conducting the cost comparison.

Respondents should also describe any experience they have in conducting this type of analysis or similar.

5.3.1.2 Analytical Task 2: Estimate total potential and technical potential for landfills in Rhode Island

The selected Consultant is expected to first estimate total potential for ground-mounted solar PV systems on existing landfills in Rhode Island. Then the Consultant should apply assumptions about technical feasibility to estimate the technical potential for ground-mounted solar PV systems on existing landfills. OER will coordinate and provide technical assistance and guidance to the Consultant regarding relevant available state data sources, landfill type categories, technical barriers and assumptions, and other relevant information required to complete this task. OER will also facilitate connections with municipalities, for example as needed for data collection about landfill locations and attributes

Assumptions about technical barriers may include but are not limited to: landfill capping status, shading, wetlands, flood zone constraints, and feeder line hosting capacity (see National Grid's Rhode Island System Data Portal for more information on hosting capacity: <https://ngrid.apps.esri.com/NGSysDataPortal/RI/index.html>).

For both total potential and technical potential, results should be reported as aggregated over all landfills as well as disaggregated by landfill type (type may depend on landfill capping status, size, or other attribute, and is to be determined with guidance from OER and stakeholders).

In the disaggregation, the Consultant should report the sum of each potential by landfill type as well as the average potential per landfill of each landfill type. The Consultant should also report the capacity restriction due to technical barriers by landfill type.

For both total potential and technical potential, and disaggregated by landfill type, the Consultant should calculate associated greenhouse gas emissions reductions from implementation of solar PV systems.

For both total potential and technical potential, and disaggregated by landfill type, the Consultant should estimate the cost to develop a single project, and report average and median project cost normalized by capacity (cost per watt) and energy generation (cost per kWh). Cost to develop is inclusive of capital costs, labor costs, local permitting, interconnection, and any other costs incurred.

Lastly, the Consultant should compare the cost to develop a solar PV system on a landfill to the average cost to develop a solar PV system at locations outside of the preferred siting locations listed such as greenspaces referenced in the Background section.

Respondents should provide clear and detailed descriptions of methodologies for estimating each level of potential, pre-identified data sources, remaining data needs, and proposed assumptions

about technical barriers to be used in estimating technical potential. Respondents should describe their proposed method for collecting data about landfill locations and attributes in Rhode Island.

Respondents should also describe their proposed methodology for estimating costs-to-develop and conducting the cost comparison.

Respondents should also describe any experience they have in conducting this type of analysis or similar.

5.3.1.3 Analytical Task 3: Estimate total potential and technical potential for gravel pits in Rhode Island

The selected Consultant is expected to first estimate total potential for ground-mounted solar PV systems on existing gravel pits in Rhode Island. Then the Consultant should apply assumptions about technical feasibility to estimate the technical potential for ground-mounted solar PV systems on existing gravel pits. OER will coordinate and provide technical assistance and guidance to the Consultant regarding relevant available state data sources, gravel pit type categories, technical barriers and assumptions, and other relevant information required to complete this task. OER will also facilitate connections with municipalities, for example as needed for data collection about gravel pit locations and attributes

Assumptions about technical barriers may include but are not limited to: floodplain or wetland status, shading, and feeder line hosting capacity (see National Grid's Rhode Island System Data Portal for more information on hosting capacity: <https://ngrid.apps.esri.com/NGSysDataPortal/RI/index.html>).

For both total potential and technical potential, results should be reported as aggregated over all gravel pits as well as disaggregated by gravel pit type (type may depend on size or other attribute and is to be determined with guidance from OER and stakeholders). In the disaggregation, the Consultant should report the sum of each potential by gravel pit type as well as the average potential per gravel pit of each gravel pit type. The Consultant should also report the capacity restriction due to technical barriers by gravel pit type.

For both total potential and technical potential, and disaggregated by gravel pit type, the Consultant should calculate associate greenhouse gas emissions reductions from implementation of solar PV systems.

For both total potential and technical potential, and disaggregated by gravel pit type, the Consultant should estimate the cost to develop a single project, and report average and median project cost normalized by capacity (cost per watt) and energy generation (cost per kWh). Cost to develop is inclusive of capital costs, labor costs, local permitting, interconnection, and any other costs incurred.

Lastly, the Consultant should compare the cost to develop a solar PV system on a gravel pit to the average cost to develop a solar PV system at locations outside of the preferred siting locations such as greenspaces referenced in the Background section.

Respondents should provide clear and detailed descriptions of methodologies for estimating each level of potential, pre-identified data sources, remaining data needs, and proposed assumptions

about technical barriers to be used in estimating technical potential. Respondents should describe their proposed method for collecting data about gravel pit locations and attributes in Rhode Island.

Respondents should also describe their proposed methodology for estimating costs-to-develop and conducting the cost comparison.

Respondents should also describe any experience they have in conducting this type of analysis or similar.

5.3.1.4 Analytical Task 4: Estimate total potential and technical potential for brownfields in Rhode Island

The selected Consultant is expected to first estimate total potential for ground-mounted solar PV systems on existing brownfields in Rhode Island. Then the Consultant should apply assumptions about technical feasibility to estimate the technical potential for ground-mounted solar PV systems on existing brownfields. OER will coordinate and provide technical assistance and guidance to the Consultant regarding relevant available state data sources, brownfield type categories, technical barriers and assumptions, and other relevant information required to complete this task. OER will also facilitate connections with municipalities, for example as needed for data collection about brownfield locations and attributes.

Assumptions about technical barriers may include but are not limited to: remediation status, shading, and feeder line hosting capacity (see National Grid's Rhode Island System Data Portal for more information on hosting capacity: <https://ngrid.apps.esri.com/NGSysDataPortal/RI/index.html>).

For both total potential and technical potential, results should be reported as aggregated over all brownfields as well as disaggregated by brownfield type (type may depend on size or other attribute and is to be determined with guidance from OER and stakeholders). In the disaggregation, the Consultant should report the sum of each potential by brownfield type as well as the average potential per brownfield of each brownfield type. The Consultant should also report the capacity restriction due to technical barriers by brownfield type.

For both total potential and technical potential, and disaggregated by brownfield type, the Consultant should calculate associate greenhouse gas emissions reductions from implementation of solar PV systems.

For both total potential and technical potential, and disaggregated by brownfield type, the Consultant should estimate the cost to develop a single project, and report average and median project cost normalized by capacity (cost per watt) and energy generation (cost per kWh). Cost to develop is inclusive of capital costs, labor costs, local permitting, interconnection, and any other costs incurred.

Lastly, the Consultant should compare the cost to develop a solar PV system on a brownfield to the average cost to develop a solar PV system at locations outside of the preferred siting locations such as greens spaces referenced in the Background section.

Respondents should provide clear and detailed descriptions of methodologies for estimating each level of potential, pre-identified data sources, remaining data needs, and proposed assumptions about technical barriers to be used in estimating technical potential.

Respondents should describe their proposed method for collecting data about brownfield locations and attributes in Rhode Island.

Respondents should also describe their proposed methodology for estimating costs-to-develop and conducting the cost comparison.

Respondents should also describe any experience they have in conducting this type of analysis or similar.

5.3.1.5 Analytical Task 5: Estimate total potential and technical potential for carports in Rhode Island

The selected Consultant is expected to first estimate total potential for carport solar PV systems on existing parking lots in Rhode Island. Then the Consultant should apply assumptions about technical feasibility to estimate the technical potential for carport solar PV systems on existing parking lots. OER will coordinate and provide technical assistance and guidance to the Consultant regarding relevant available state data sources, parking lot area bins, technical barriers and assumptions, and other relevant information required to complete this task. OER will also facilitate connections with municipalities, for example as needed for data collection about parking lot locations and attributes.

Assumptions about technical barriers may include but are not limited to: parking lot size, shading, and feeder line hosting capacity (see National Grid's Rhode Island System Data Portal for more information on hosting capacity: <https://ngrid.apps.esri.com/NGSysDataPortal/RI/index.html>).

For both total potential and technical potential, results should be reported as aggregated over all parking lots as well as disaggregated by parking lot area (e.g. less than 0.25 acres, 0.25-0.5 acres, 0.5-0.75 acres, 0.75-1.0 acres, 1.0-2.0 acres, larger than 2.0 acres). In the disaggregation, the Consultant should report the sum of each potential by parking lot area bin as well as the average potential per parking lot for each parking lot area.

The Consultant should additionally report on recommended screening criteria for whether or not a parking lot is a likely candidate for a carport, as well as a multiplier for determining technical potential by parking lot area (e.g. on average, a 1.0-acre parking lot has a technical potential for an x MW carport solar PV system). The Consultant may provide additional multipliers based on parking lot attributes (e.g. area to perimeter ratio) as deemed appropriate.

For both total potential and technical potential, and disaggregated by parking lot area bin, the Consultant should calculate associate greenhouse gas emissions reductions from implementation of solar PV systems.

For both total potential and technical potential, and disaggregated by parking lot area bin, the Consultant should estimate the cost to develop a single project, and report average and median project cost normalized by capacity (cost per watt) and energy generation (cost per kWh). Cost to

develop is inclusive of capital costs, labor costs, local permitting, interconnection, and any other costs incurred.

Lastly, the Consultant should compare the cost to develop a carport solar PV system on a parking lot to the average cost to develop a solar PV system at locations outside of the preferred siting locations listed such as greenspaces referenced in the Background section.

Respondents should provide clear and detailed descriptions of methodologies for estimating each level of potential, pre-identified data sources, remaining data needs, and proposed assumptions about technical barriers to be used in estimating technical potential.

Respondents should describe their proposed method for collecting data about parking lot locations and attributes in Rhode Island.

Respondents should also describe their proposed methodology for estimating costs-to-develop and conducting the cost comparison.

Respondents should also describe any experience they have in conducting this type of analysis or similar.

5.3.1.5 Analytical Task 5: Review and providing summary and background information of New England and Mid-Atlantic States that have enacted state laws and programs that include incentives towards renewable project development in certain locations and removed barriers through incentivize through local permitting or other processes, siting in least-conflict areas;

The selected Consultant is expected to provide a breakdown and summary of what New England and Mid-Atlantic states have enacted through state renewable laws and associated programs that have provided incentives (grants, tariffs, contracts) for solar PV project development in certain locations, such as brownfields, gravel pits, landfills, parking lots and developed and undeveloped commercial and industrial type lots while balancing other land use (agriculture, conservation, housing development) interests.

The selected Consultant shall also provide any other relevant local municipal type policy examples from other New England and/or Mid-Atlantic states that have streamlined or incentivized (ex: local permitting processes) for solar PV project development in least-conflict areas.

5.3.2 Project Management

5.3.2.1 Project Management Task 1: Kickoff meetings with the Project Management Team and Interested Stakeholders

The Consultant is expected to meet with OER, DEM, and RI Housing (collectively the “Project Management Team”) in person in late August or early September to go over the plan for conducting this analysis, including but not limited to timeline, questions, concerns, and data needs and responsibilities.

The Consultant is expected to meet with the Project Management Team and interested stakeholders in person in late September or early September to go over the plan for conducting

this analysis, including but not limited to timeline, questions, concerns, and data needs and responsibilities.

The Consultant is expected to travel to Providence, RI for these 2 separate meetings, which will last up to four hours. OER will coordinate logistics for the 2 meetings, including reserving a location and inviting the relevant parties. The meetings will allow all members of the Consulting team, Project Management Team and interested stakeholders to meet and discuss the analysis workplan.

The Consultant is expected to provide a comprehensive list of topics for discussion during the kickoff meeting, including a written workplan. The Project Management Team will provide responses, guidance, and technical assistance.

Respondents are encouraged to provide initial thoughts on key topics that may warrant discussion during the kickoff meetings, as well as comments on the project timeline and, if any concerns are identified, suggested solutions or paths forward.

5.3.2.2 Project Management Task 2: Check-in phone calls with OER and the Project Management Team twice per month

The Consultant is expected meet remotely (such as by phone or webinar) with OER twice per month for approximately 30-60 minutes to discuss progress, challenges, requests for technical assistance from OER and the Project Management Team, and suggested solutions that come up during analysis.

The Consultant will designate 1-2 staff members to attend, with others permitted to attend as needed. Other members from the Project Management Team may attend as needed based on topics to be discussed.

The Consultant is expected to provide an agenda and meeting materials (if any) 96 hours in advance, as well as to share meeting notes with the Project Management Team after each meeting occurs.

5.3.3 Reporting

5.3.3.1 Reporting Task 1: Clearly summarize all data, analysis, and results

The objective of this task is to establish an analytical process, including data sources used, data cleaning and aggregation, methodologies for analysis, overall results, and results requested at all levels of granularity. This task's key deliverables will be components of the final report and presentation.

This includes clear, detailed methodological descriptions, a range of tables, figures, images, and maps summarizing all aspects of results, documentation of all data sources used including how and where they were used, and a full data set including all inputs and outputs.

While methods and results must be discussed in the main body of the report, detailed treatments of the methods, certain cuts of the results dataset, and the full input dataset should be included as appendices to the final report. The Consultant should take care to label sensitive data as such.

5.3.3.2 Reporting Task 2: Provide all required deliverables in a format acceptable to the Project Management Team

The Consultant is expected to provide quality and complete deliverables in a timely manner throughout the analysis, and provide timely support and clarifications as needed for a period of six months after the final deliverable is delivered.

The Consultant is expected to provide the reporting deliverables below to the Project Management Team.

1. Write and deliver a draft and a final report to the Project Management Team

Draft and final versions of the report will be prepared and delivered during the analysis. The draft report, to be delivered no later than November 15, 2019, must include detailed draft results for all analytical tasks, including discussions of limitations, interpretation, and directly addressing Reporting Task 1.

The Consultant will be expected to present the draft report to the Project Management Team, stakeholders, and members and staff of the Rhode Island General Assembly at a meeting in Providence in early December 2019.

The final report is expected to incorporate feedback from the Project Management Team and other interested stakeholders in response to the draft report. The final report is expected to provide full, clear, and comprehensive summaries of data, methodology, results, and their discussion.

The final report must include a stand-alone graphical executive summary understandable to the public, a main body less than 25 pages in length, and appendices.

The final report is due to the Project Management Team no later than January 15, 2020. The Consultant is additionally expected to prepare and deliver presentations on the final report (more details on presentations provided under Deliverable 4).

2. Provide all data used in the analysis

The Consultant is expected to provide the Project Management Team with all data used in the analysis in a format compatible with Microsoft Excel (e.g. a csv file).

Any sensitive data must be designated as such explicitly.

All data must have sufficient accompanying documentation that describe the data source, fields, and other considerations.

This deliverable is due to the Project Management Team no later than November 15, 2019.

3. Provide GIS-compatible map layers of all results by analytical task

The Consultant should provide the Project Management Team with all results represented on map layers that can be opened using GIS. For each task, the Consultant should provide the following two map layers:

- Aggregate total, technical, and economic (Task 1 only) potential (MW) by municipality
- Total potential and technical potential for each identified landfill, gravel pit, and brownfield by location for Tasks 2-4

This deliverable is due to the Project Management Team no later than November 15, 2019.

4. *Prepare and deliver eight presentations*

The Consultant is expected to prepare and deliver eight power point presentations to a public audience. Each presentation will be approximately 30-40 minutes in length and allow for at least 30 additional minutes of audience questions and discussion.

All presentations will occur between 4:00-7:30 pm on weekdays. The Consultant should incorporate feedback from the Project Management Team into the presentation. The presentations will include the following:

- One presentation on the draft report delivered in person to the Project Management Team, other stakeholders, and members and staff of the Rhode Island General Assembly (Providence, RI, in December 2019)
- One presentation on the final report delivered in person to the public at the Department of Administration (Providence, RI, in late January or early February 2020)
- One presentation on the final report delivered in person to the General Assembly (State House, Providence, RI, in in late January or early February 2020)
- Five presentations on the final report delivered to the public in public locations (e.g. city/town halls, libraries) in each of Rhode Island's five counties (Newport County, Bristol County, Washington County, Kent County, Providence County) between February and April 2020

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes and describe qualifications and experience of key staff who will be involved in this project.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience in renewable energy and environmental consulting. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** - Please describe in detail, the framework and timeline to complete the Scope of Work.

4. **Approach/Methodology** – Define the methodology and process to be used for the studies and final report.

B. Cost Proposal

The cost proposal should be in the range of \$70,000 to \$100,0000.

The Consultant is expected to maintain a clear, up-to-date log of all hours worked and how those hours were spent broken down by task.

The Consultant is expected to provide monthly invoices to OER detailed all hours worked by each staff, breakdown of hours by task, hourly billing rate, and total monetary cost associated with each staff's billable time and overall.

Specifically, these invoices should be delivered to the Rhode Island Office of Energy Resources no later than the fifth business day of the month following the month for which work is being reported and billed.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	10 Points

Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	30 Points
Approach Proposed	20 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at max.righter@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598859** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13_RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twenty (20) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598859**” to:

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

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s best interest.

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

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:			
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise		
Address:			
Point of Contact:			
Telephone:			
Email:			
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:			
Total Contract Value (\$):		Subcontract Value (\$):	ISBE Participation Rate (%):
Anticipated Date of Performance:			

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date