

## Solicitation Information

June 10, 2011

**Request for Proposals # 7448781**

**Title: ARRA Project to Install Renewable Energy Systems at RIDEM Facilities**

**Submission Deadline: 14 July 2011 @ 11:30 A.M. (Eastern Time)**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **21 June 11 @ 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / 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.

There will be a **mandatory pre-bid meeting** at Burlingame State Route 1, Charlestown, Rhode Island 02813

Park Maintenance Garage in Charlestown, RI on **Wednesday June 22, 2011 at 10:00 A.M**

**SURETY REQUIRED: Yes**

**BOND REQUIRED: Yes**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Assistant Director for Special Projects**

**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**



## SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of The Rhode Island Department of Environmental Management, is soliciting proposals to plan and install photovoltaic electrical supply systems at various RIDEM facilities throughout the state, from qualified vendors on MPA #436: Energy Performance Contracting Services list and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase.

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

The scope of work is described herein and includes the attached specifications.

Potential respondents are advised to review all sections of this solicitation and the attached specifications 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 encouraged. 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 respondent. 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.

**The State reserves the right to unconditionally accept or reject any and all proposals.**

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

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. No assignment of this contract by the prime contractor should be permitted.

Evaluation of proposals will include consideration of competence and specific experience in photovoltaic system installations, the vendor's ability to meet ARRA funding requirements including Buy America, Prevailing Wage, and the ability to complete all installations by March 12, 2012. Include a detailed proposal for the Burlingame State Park site; proposals will be evaluated in part based on the recommendations for this site.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed actual cost incurred x 1.06.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws. A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the selected vendor(s)*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposal 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.

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.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>

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 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)

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

RIGL 37-13-3.1 State public works contract apprenticeship requirements \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009 Pub L No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009 Pub.L.No 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)."

**Pre-Proposal Questions and Pre-Proposal Meeting:**

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the date & time indicated on page 1 of this solicitation. Please reference the RFP # on all correspondence.

A mandatory pre-bid meeting will be held in accordance with the terms and conditions expressed on page one of this solicitation.

Responses to questions received, if any, will be discussed at the pre-proposal meeting and provided, as an Addendum to this RFP on the Rhode Island Division of Purchases website at ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)) It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-3766*

Responses, an original proposal plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page), as well as other details including personnel, experience, and qualifications data, should be mailed or hand-delivered in a sealed envelope marked **“RFP # 7448781 – ARRA Project to Install Renewable Energy Systems”** 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 will not be considered The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following (*Proposal Elements*).

At a minimum, proposals shall contain the following elements:

1. In order to better compare proposals, the vendors should submit a more detailed review of one of the sites: Burlingame State Park. The RIDEM will hold a pre-proposal meeting at this site. Vendors will be given access to mechanical rooms, buildings and grounds in order to develop a recommended proposal for PV panels to be installed at Burlingame The RIDEM will not expect vendors to prepare detailed proposals for the other 5 sites during the selection process.
1. A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov))
2. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) by clicking on RIVIP, then General Information and then Standard Forms.
3. Qualification statement for the firm or team, including, but not necessarily limited to:
  - a. The experience of the firm or, for a team, the experience of each team member in photovoltaic and other energy generation project development.

- b. The experience of key firm or team members in wind energy generation project development and other energy generation project development.
  - c. An organizational chart for the project team indicating the name of the team member, the team reporting structure and a narrative describing the responsibility of the team member.
  - d. Financial information demonstrating the capability of the firm or team to complete the project successfully. Audited financial statements are not required for this proposal.
  - e. Other information at the discretion of the proposer that will demonstrate the firm or team's ability to meet the State's goals for this project.
4. Total Estimated \$/Watt of installed PV for all 6 sites This should be an estimated cost
  5. A project schedule including all major activities from notice to proceed to project operation.
  6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDROM). Microsoft Word / Excel OR PDF format is preferable. Only one (1) electronic copy is requested. This CD should be included in the proposal marked "ORIGINAL".
  7. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.us](http://www.purchasing.ri.us)

The proposals will be ranked considering the following criteria:

- 20% Ability of the Vendor to complete the installations by March 12, 2012
- 20% Total Estimated \$/Watt of installed PV for all 6 sites.
- 20% Ability to meet ARRA funding requirements including the Buy America provisions
- 20% Equipment efficiency and durability.
- 20% Detailed proposal for Burlingame State Park Site

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 make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

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-responsive 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 informalities in any vendor's submission

**The selected service provider(s) must be qualified and listed on MPA # 436 prior to the time of award. Interested parties not qualified under MPA 436 may apply for a qualifications review under Continuous Recruitment # 23 (CR-23)**

## SECTION 2 – PROJECT DESCRIPTION

### *Introduction*

The RIDEM requests proposals for a vendor to plan, install, and inter-connect to the utility photovoltaic (PV) electrical supply systems at the following 6 facilities that were chosen for a combination of available land or roof area with solar exposure, existing electrical demand, and installation feasibility. The total budget for the project is \$700,000.00:

- Site #1 Narragansett Bay National Estuarine Research Reserve- Prudence Island: The RIDEM is finishing the design of an Educational Pavilion adjacent to the existing Learning Center and Lab Headquarters on Prudence Island as a separate construction project. RIDEM will use ARRA funds for the selected MPA #436 Vendor to install a ground-mounted PV system to tie into the existing Lab Headquarters building. The estimated size of the PV system to be installed at this site is 20 kW with a budget of \$120,000 for all work at this site.
- Site #2 Burlingame State Park: This large campground facility uses a significant amount of electricity; about 465,000 kWh/year for public water, wastewater treatment, and lighting. There is a large maintenance compound within the park that is separated from the camping area. We would like to maximize the use of both roof and ground-mounted PV systems to supply on-site electricity for the campground. The estimated size of the PV system to be installed at this site is 30 kW with a budget of \$180,000 for this site.
- Site #3 Lafayette Fish Hatchery: This is the main facility where the RIDEM Division of Fish and Wildlife raise trout to stock RI waterways for public fishing. The facility uses a significant amount of electricity to run water pumps in order to operate the hatchery. We would like to maximize the use of both roof and ground-mounted PV systems to supply on-site electricity for the fish hatchery. The estimated size of the PV system to be installed at this site is 20 kW with a budget of \$120,000 for this site.
- Site #4 Fishermen's Memorial State Park – Cost Center 0456: The RIDEM is currently using ARRA funds to install a 100 kW Wind Turbine at this park and campground as a separate construction project. The campground uses about 350,000 kWh/year of electricity to run the water, sewer systems, and lights. The 100 KW wind turbine is expected to produce 160,000 kWh/year for the park. The RIDEM would like the MPA #436 Vendor to plan and install a roof or ground-mounted PV system to provide additional electricity for the facility. The estimated size of the PV system to be installed at this site is 20 kW with a budget of \$120,000 for this site.
- Site #5 Misquamicut State Beach: The RIDEM plans to install a PV system on the roof of the existing beach pavilion to provide electricity to run the facility. The estimated size of the PV system to be installed at this site is 8 kW with a budget of \$80,000 for this site.
- Site #6 Scarborough State Beach: The RIDEM plans to install a PV system on the roof of the existing Scarborough North beach pavilion to provide electricity to run the facility. The estimated size of the PV system to be installed at this site is 8 kW with a budget of \$80,000 for this site.

Other sites are available should funding allow

The selected Vendor will include in their work and deliverables the following:

1. Green Energy Dashboard: A web-based energy dashboard to show real-time energy data from the 6 PV facilities listed above and a PV system at George Washington Management Area, a PV and 10 kW wind turbine at East Matunuck State Beach, a 100 kW wind turbine at Fishermen's Memorial State Park and a 10 kW wind turbine at Salty Brine State Beach that are being built or have been built by separate contract. We would like the energy dashboard to be modeled after the City of Reno, Nevada's website: <http://greenenergy.reno.gov/energy/>. The selected vendor will be responsible for providing a dashboard that will run for a minimum of a 5-year period online
2. Comply with all codes, regulations, ordinances, and statutes. The vendor will be responsible for all costs associated with code and ordinance compliance and to obtain a RI State Building Code Permit and occupancy permit upon completion of construction for each site. The vendor will be responsible to submit all required information and reports to the RI Building Code office to obtain permits and approvals
3. The projects must comply with the requirements of FAR 52.225-11 Buy American Act- Construction Materials Under Trade Agreements. Per RI General Laws, all steel used on the project must be US steel; all PV panels must be made by a US manufacturer
4. Structural analysis of existing roof structures can either be done by the vendor or by RIDEM structural engineer at no charge to the vendor.
5. The vendor will be required to submit stamped and signed drawings by a RI Registered engineer including electrical drawings and site plans where required to show all required work to install and interconnect the PV systems including electrical sitework, transformers, utility interconnection, internet connections and equipment, computer equipment, utility and all other electrical equipment, and mounting systems. Utility company fees are to be included in the vendor's contract.
6. Maintenance Contract: A 5-year maintenance contract to inspect the PV system on a annual basis and provide service and necessary repairs to the PV systems within that 5 year time frame

END



SITE #1 NARRAGANSETT BAY NATIONAL ESTUARINE RESEARCH RESERVE  
SOUTH PROVIDENCE ISLAND  
A = EXISTING LAB HEADQUARTERS



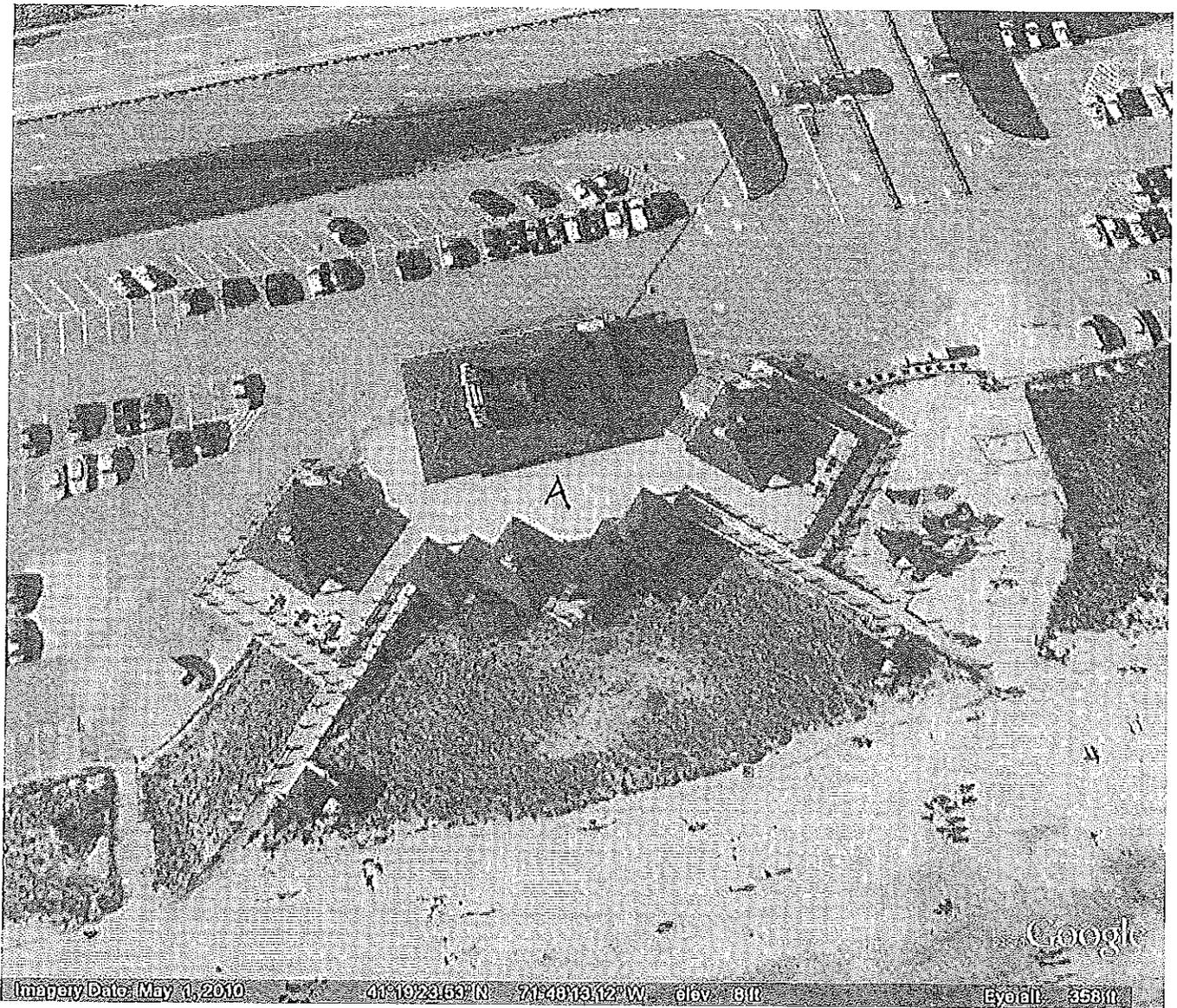
SITE #2 BURLINGAME STATE PARK MAINTENANCE COMPOUND  
CHARLESTOWN, RI  
A= MAINTENANCE BUILDING



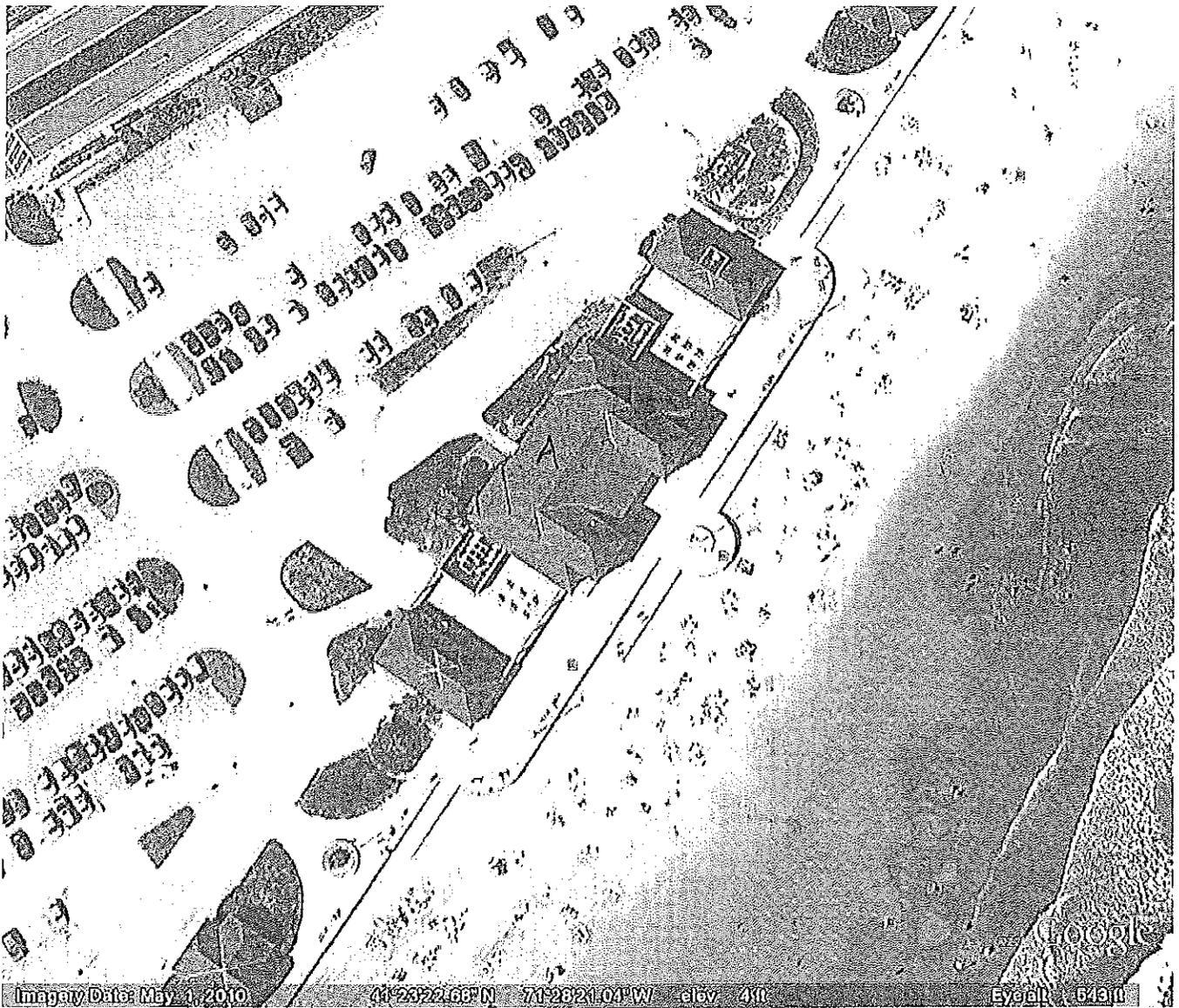
SITE #3 LAFAYETTE FISH HATCHERY  
N. KINGSTOWN, RI  
A= HATCH HOUSE BUILDING



SITE #4 FISHERMEN'S MEMORIAL STATE PARK  
NARRAGANSETT, RI  
A = PERMIT OFFICE



SITE #5 MISQUAMICUTT STATE BEACH  
WESTERLY, RI  
A = BEACH PAVILLION DECK



SITE #6

SCARBOROUGH STATE BEACH

NARRAGANSETT, RI

A = MAIN BEACH PAVILION