Request for Proposals for Solar PV PPA Project

11/20/2015
Sacramento Regional Sanitation District Request for Proposals

1. REQUEST FOR PROPOSALS OVERVIEW........................................................................5
   1.1. Background............................................................................................................. 5
   1.2. Minimum Qualifications...................................................................................... 6
   1.3. Schedule............................................................................................................... 7
   1.4. General Project Information ............................................................................... 8
       1.4.1. Option 1 – DLD 7 Groundmount Only ......................................................... 9
       1.4.2. Option 2 – Parking Lot Installation and DLD 7 Groundmount ....................... 9
       1.4.3. Homerun.......................................................................................................... 9
       1.4.4. Intertie and Interconnect .............................................................................. 10
       1.4.5. CEQA ........................................................................................................... 11
   1.5. PROJECT Requirements..................................................................................... 11
   1.6. USE OF SITE ..................................................................................................... 12
   1.7. Work restrictions ................................................................................................ 12
   1.8. Distribution of This Document ......................................................................... 12
   1.9. District / Contract Administrator ..................................................................... 13

2. PROPOSAL PROCESS ............................................................................................... 13
   2.1. Mandatory PRE-PROPOSAL CONFERENCE AND Site Walk ......................... 13
   2.2. Questions Relating to RFP Process ................................................................... 13
   2.3. Proposal Format ................................................................................................ 14
   2.4. ALTERNATIVES / Additive Alternates ............................................................ 14
   2.5. Submission of Proposal Packages ................................................................... 15
   2.6. Proposal Evaluation ......................................................................................... 15
   2.7. Award Process .................................................................................................. 16
## Attachments (Each Attached As A Separate Document)

### A PROJECT DESCRIPTION
- A1. Scope of Work
- A2. Project Criteria and Applicable Codes
- A3. Submittals and Project Closeout

### B SITE DRAWINGS
- B1. PV Project Overview, Options 1 & 2
- B2. DLD7 Ground Mount PV Area, Options 1 & 2
- B3. DLD7 Ground Mount PV Area Topo, Options 1 & 2
- B4. Parking Lot PV Area, Option 2
- B5. Homerun Schematic, Option 1 & 2
- B6. Electrical Single Line Diagram, Option 1
- B7. Electrical Single Line Diagram, Option 2
- B8. Electrical PV Circuit Transfer Arrangement, Options 1 & 2

### C ELECTRICAL CONSUMPTION DATA (MS Excel)

### D PROPOSAL FORMS
- D1. Qualifications & Proposal Form (MS Word)
- D2. PPA Cost Proposal Form (MS Excel)
- D3. Exceptions to the RFP Form (MS Word)
- D4. Non-Collusion Declaration (MS Word)
- D5. Workers Compensation Certificate (MS Word)
- D6. Proposal Completion Checklist (MS Word)
- D7. Iran Contra Act Disclosure (PDF)

### E SAMPLE CONTRACT ITEMS
- E1. Sample PPA Terms
- E2. Site Lease Agreement

### F SPECIFICATIONS & STANDARD DETAILS

### G GEOTECHNICAL INFORMATION

### H DRAWINGS & AS-BUILTS

### I FLOODZONE INFORMATION

### J CEQA
## Definition of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>The Power Purchase Agreement (“PPA”) between Regional San and successful Proposer for this Project.</td>
</tr>
<tr>
<td>Contractor</td>
<td>An individual proprietorship, partnership, limited liability company, corporation or joint venture.</td>
</tr>
<tr>
<td>CEQA</td>
<td>California Environmental Quality Act</td>
</tr>
<tr>
<td>Local Utility</td>
<td>Sacramento Municipal Utility District (SMUD)</td>
</tr>
<tr>
<td>AHJ</td>
<td>Relevant authorities having jurisdiction over the project.</td>
</tr>
<tr>
<td>Permission to Operate (PTO)</td>
<td>Notification from the Local Utility to which the Project is interconnected that the Project may be operated and connected with the Local Utility grid.</td>
</tr>
<tr>
<td>Project</td>
<td>The solar photovoltaic (PV) systems, related equipment, structures, and contractual obligations, as described in Attachment A-1 Scope of Work, and as may be otherwise agreed to by Regional San and the successful Proposer in the Contract.</td>
</tr>
<tr>
<td>Proposer</td>
<td>An individual proprietorship, partnership, Limited Liability Company, corporation or joint venture that submits a Proposal in response to this RFP.</td>
</tr>
<tr>
<td>PV</td>
<td>Photovoltaic. In this document, refers to standard crystalline solar PV modules.</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>The date at which the solar photovoltaic (PV) system is wholly installed and operational such that PTO has been formally requested and PTO may be granted by the Local Utility.</td>
</tr>
<tr>
<td>Commercial Operation Date</td>
<td>The date for each PV system at each site when that PV system is commissioned, receives PTO from the Local Utility and Regional San provides formal acceptance to begin the terms of the O&amp;M Agreement and Performance Guarantee.</td>
</tr>
<tr>
<td>Final Completion</td>
<td>The date at which Substantial Completion has been achieved, all punch lists have been completed to the satisfaction of the inspector(s) and District representatives, all documentation has been delivered to Regional San, all other contract items have been completed, delivered and accepted by Regional San and final AHJ approval and certification is obtained (i.e. the Project is closed out with AHJ).</td>
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1. REQUEST FOR PROPOSALS OVERVIEW

The Sacramento Regional County Sanitation District (“Regional San”) is issuing this Request for Proposals (“RFP”) pursuant to California Government Code section 4217.10 et seq. to contract with one firm to design, build, own and operate net-metered solar photovoltaic (“Solar PV”) systems (“Project”) under a Power Purchase Agreement (“PPA”).

Regional San is seeking turn-key Proposals for a Power Purchase Agreement (“PPA”) for the Solar PV Project. Regional San will negotiate and enter into a PPA where the selected firm will provide all engineering, construction, procurement, permitting (including all AHJ approvals), commissioning, financing, operation, maintenance, monitoring, accounting and decommissioning of the Project under the PPA contract. Proposals must include a term length of 25 years and include provisions that offer Regional San reserves the right to purchase the Solar PV system for the cash price at select years within the 25-year PPA term as provided in Form D2.

The solar project is to be sized to produce 175,000 MWh of power over the 25-year life of the project.

Two Project Options are outlined in the RFP. Option 1 is for a groundmount system only in a single location. Option 2 is a mix of groundmount and parking lot canopy installations. A key goal of the project is to minimize the footprint of the groundmount system, however Regional San recognizes that a single site groundmount installation will likely result in lower PPA pricing. Regional San seeks costs proposals for both Options in order to weigh the economic benefits of a single groundmount installation versus a smaller groundmount footprint in combination with canopy structures in parking areas. Proposers are encouraged to provide cost proposals for both Options, however may propose on only one of the Options. Drawings for the proposed PV areas are presented as Attachment B to the RFP.

Regional San has established qualifying criteria to propose on this project, including minimum criteria and experience with similar projects. The most qualified proposals will be evaluated and ranked according to “Best Value” for Regional San. Regional San will select the “Best Value” Proposal based upon a number of substantive variables, including but not limited to, initial energy cost savings, system components, system performance, lifetime and energy cost savings, vendor experience and qualifications, conceptual design, schedule, maintenance program, performance guarantee and overall thoroughness of Proposal and responsiveness to this RFP. A proposal evaluation scoring matrix is provided in Table 2-3.

The top ranked Firm will be offered the opportunity to negotiate a PPA with Regional San that includes terms and conditions to design and permit the Project, with District oversight and approval. If the top ranked proposer is unable to successfully negotiate a PPA with Regional San, or design and permit the Project, Regional San may then ask the second ranked proposer to design and permit the Project and negotiate a PPA with Regional San.

1.1. BACKGROUND

Regional San intends to build a solar PV system at its Sacramento Regional Wastewater Treatment Plant (“SRWTP”) in Elk Grove. SRWTP provides treatment services to unincorporated Sacramento County; the cities of Citrus Heights, Elk Grove, Folsom, Rancho Cordova, Sacramento and West Sacramento; and the communities of Courtland and Walnut Grove. The facility treats approximately 150 million gallons per day. Surrounding the facility is a 2,650 acre open space referred to as the “Bufferlands.” The Bufferlands were established to provide a buffer between the plant and neighboring community and provide wildlife habitat, farmland and open space.
Regional San is currently undertaking a large expansion program of the treatment facility known as the EchoWater Project. This approximately $1.8 billion program includes large, multi-year and multi-phase construction projects that will occur concurrently with the Solar PV Project installation and operation. The EchoWater project is slated to be fully operational by 2023.

The primary goal for the Solar PV Project is to fulfill mitigation identified in the EchoWater Project Environmental Impact Report (EIR), which included options for Greenhouse Gas (GHG) mitigation measures. One potential mitigation measure identified in the EIR is onsite renewable energy generation with solar PV. The EchoWater Project includes significant electrical upgrades and increased consumption of electricity. The onsite renewable energy mitigation measure specifies 173,000 MWh hours of renewable energy to be generated over the 40-year EchoWater Project life. The Solar PV Project seeks to meet this renewable generation target within a typical 25-year life of a PV system. An additional 2,000 MWh has been added to cover the GHG emissions from the solar project itself. Additional key goals include reducing operating expenses, minimizing impacts to the Bufferland, and hedging against future electric rate volatility.

Regional San’s objectives for the Solar PV Project include:

1. Meet the mitigation target of 175,000 MWh of renewable energy generated over a typical solar design life of 25-yrs
2. Net savings in energy cost over the life of the project
3. Minimize system footprint and impacts in the Bufferlands
4. Own the environmental attributes (RECs) from the project’s energy production

The EchoWater project has triggered the Main Electrical Substation Expansion (MESE), which is currently in contractor selection phase and is planned for construction in Summer 2016. The solar project will tie into the expanded main substation, and therefore may not be interconnected until the MESE project has been substantially completed in August 2016.

Regional San consumed 98,000 MWh of electricity in 2014 at an average rate of $0.0913/kWh. Regional San receives power from SMUD at 69kV on two parallel services. Instantaneous demand ranged from 6.3 to 16.1 MW in 2014, combined across both services. Consumption and demand on each services is roughly equivalent. The EchoWater project is slated to increase consumption by 125%. Once fully online in 2023, annual consumption is predicted to be 220,000 MWh. The PV system will therefore produce electricity that will be consumed 100% on-site, with no planned export to the utility company. While some inadvertent export may occur during a period of unusual operation, the SMUD does not require equipment to prevent export. Further discussion of the non-export interconnection plan is provided in Section 1.4 and Attachment A2.

The large groundmount array area identified in both Option 1 and Option 2 would be located in the Bufferlands. As such, Regional San seeks to minimize the footprint of the groundmount array to reduce the amount of open space occupied by the facility. Regional San also has included project specific scope and criteria, identified in Attachments A1 and A2, which seek to minimize the Solar PV Project’s impact on the Bufferlands.

1.2. MINIMUM QUALIFICATIONS

The following criteria shall be applied by Regional San to determine whether Proposers meet minimum qualifications. Failure to meet any one of the below criteria may render a Proposal non-responsive:
1) Within the last five (5) years Proposer has:
   a) Constructed at least three (3) solar PV projects of 500 kWp or larger. For Proposers including a cost proposal for Option 1, at least one of the representative projects must be a groundmount project. For Proposers including a cost proposal for Option 2, at least one of the representative projects must include canopy structures in parking areas.
   b) Financed at least two (2) Power Purchase Agreement (PPA) projects of at least 1 MWp each that Proposer’s Firm currently owns and operates under a PPA.
2) Proposer has sufficient bonding capacity for this Project. Details are provided in Attachment E: PPA Terms.
3) Proposing team holds a California Class B and a C10 or C46 license.
4) Proposer can meet insurance requirements set forth in the Attachment E: PPA Terms.
5) Proposer's Worker's Compensation Experience Modification Rate (EMR) is 1.25 or less. This criteria shall also apply for top tier subcontractors.
6) Proposer has been in business in California under the present company or business name and license number for a minimum of two years.
7) Proposer is eligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract pursuant to either Labor Code section 1771.1 or Labor Code section 1777.7. A Contractor or subcontractor shall not be qualified to bid on, or be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered with the Department of Industrial Relations and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.
8) Proposer has not been terminated for cause or defaulted on a project during the last ten (10) years.
9) Proposer’s license has not been revoked at any time in the last five (5) years.
10) Proposer, or any of its owners, officers, or partners, has not been found liable in a civil suit, or convicted/found guilty in a criminal action within the last ten (10) years: (a) involving the awarding of a contract of a government construction project, (b) involving the bidding or performance of a government contract, or (c) involving fraud, theft or any other act of dishonesty, including but not limited to the California False Claims Act, or Federal False Claims Act.
11) CAL OSHA has not cited or assessed penalties against Proposer’s Contractor for any “serious,” “willful,” or “repeat” violations of its safety or health regulations in the last five (5) years.

1.3. SCHEDULE

Table 1-1 provides a schedule for the RFP process and expected design and construction timeframes. These dates are provided for Proposer’s convenience and, while Regional San does not anticipate changing the dates at this time, this schedule may be revised at the sole discretion of Regional San.
Table 1-1: Project Milestone Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Published</td>
<td></td>
<td>11/20/2015</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal &amp; Site Walk</td>
<td>10:00 am</td>
<td>12/2/2015</td>
</tr>
<tr>
<td>Questions from Proposers Due</td>
<td>2:00 pm</td>
<td>12/8/2015</td>
</tr>
<tr>
<td>Response to Questions &amp; Addenda Published</td>
<td></td>
<td>12/11/2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>2:00 pm</td>
<td>12/18/15</td>
</tr>
<tr>
<td>Potential Interview of Top Ranked Firms</td>
<td></td>
<td>Week of 1/4/16</td>
</tr>
<tr>
<td>Notification to Top Ranked Contractor</td>
<td></td>
<td>Week of 1/11/16</td>
</tr>
<tr>
<td>Board Mtg. Approve Preferred Option and Vendor for Negotiations</td>
<td></td>
<td>1/27/15</td>
</tr>
<tr>
<td>Contract Negotiations</td>
<td></td>
<td>February 2016</td>
</tr>
<tr>
<td>Board Meeting, Approval of Contract</td>
<td></td>
<td>2/24/16 or 3/9/16</td>
</tr>
<tr>
<td>Design &amp; Permitting Begins</td>
<td></td>
<td>March 2016</td>
</tr>
<tr>
<td>Construction Begins</td>
<td></td>
<td>June 2016</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td></td>
<td>9/15/2016</td>
</tr>
<tr>
<td>Final Completion</td>
<td></td>
<td>12/31/2016</td>
</tr>
</tbody>
</table>

1.4. GENERAL PROJECT INFORMATION

This RFP provides project criteria and information sufficient for qualified respondents to prepare their Proposal, including a conceptual design and cost proposal. Information in the RFP is organized as follows:

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A</td>
<td>Scope of work, project specific criteria and applicable codes, and submittal process during design, construction and operation.</td>
</tr>
<tr>
<td>Attachment B</td>
<td>PV project specific drawings including an overview of the project Options, location of PV arrays, homerun alignments and electrical drawings sufficient for conceptual design for this proposal.</td>
</tr>
<tr>
<td>Attachment C</td>
<td>Historical electricity consumption information.</td>
</tr>
<tr>
<td>Attachment F</td>
<td>Project specifications for Division 00 and 01 procedures, general electrical, solar PV equipment, medium voltage electrical equipment, groundmount racking and solar canopies.</td>
</tr>
<tr>
<td>Attachment G</td>
<td>Past geotechnical reports. Note, geotechnical investigations have not been performed specifically for this project. Proposers should use the information provided for proposal purposes. The successful Proposer shall conduct geotechnical investigations as needed for their design.</td>
</tr>
<tr>
<td>Attachment H</td>
<td>As-built information including CAD drawings (topo and existing utilities), Electrical upgrade design, and a legal description of the property.</td>
</tr>
</tbody>
</table>
Regional San has provided the available and applicable information to inform Proposers. Proposers shall utilize the provided information to make reasonable assumptions for the purposes of preparing a Proposal. It shall be the sole responsibility of the successful Proposer to independently verify Regional San’s information and perform their own geotechnical investigations prior to design and construction. In submitting its Proposal, the successful Proposer warrants and accepts that Regional San shall not be liable for any misrepresentations or inaccuracies set forth in Regional San’s as-builts or geotechnical studies.

1.4.1. **Option 1 – DLD 7 Groundmount Only**

Option 1 includes the construction of a single PV system in an open area south of the main plant, referred to as DLD7. The system should be sized to meet the production target listed in Section 1. The DLD7 area is reserved for disposal of biosolids beginning in 2050. In the interim, the site will be used for a solar PV installation. The site is relatively flat, is currently vegetated with herbaceous grassland species and has been used for grazing. The PV installation on the site should seek to minimize the footprint of the fenced area containing the PV system.

The area available for construction is generally rectangular. The width is approximately 1,340 feet east-west and a maximum of 815 feet north-south. The north, east and west boundaries are fixed. The southern boundary should be located as close to the northern boundary as possible and may not exceed 815 feet from the northern boundary. Regional San prefers to construct the PV system as far north in this area as possible. Both the northern and southern boundaries are constrained by biological resource mitigation avoidance areas identified during the CEQA process undertaken for this project. Proposers should identify in form D2 the final dimensions and ground coverage ratio of their design within these boundaries.

Access during construction and operation will be from the paved roadway through the Sims Road Contractor Access Gate. The final PV array area is to be fenced with an access gate and roadway installed under this contract. Note, Regional San has specific criteria for this site listed in Attachment A2.

1.4.2. **Option 2 – Parking Lot Installation and DLD 7 Groundmount**

Option 2 includes building the maximum PV systems possible in the parking lot array areas identified in Figure B4 with the remainder to be built as groundmount in the DLD7 area. The parking lot arrays would primarily be canopies over parking or landscaped areas as well as a smaller groundmount area (identified as GM1 on Figure B4). All canopies are envisioned as double cantilever (“T” type) structures. Proposers must utilize all areas identified on Figure B4. The remaining system would be built in the DLD7 area described under Option 1 above. The combined arrays in the parking area and DLD7 should be sized to meet the production target identified in Section 1. The primary intent of Option 2 is to minimize the size of the PV footprint in the DLD7 area. All criteria listed under Option 1 for the DLD7 apply to Option 2.

1.4.3. **Homerun**

The alignment of conductors from the PV array to the point of interconnections is referred to as the homerun in this document. The PV system output will be delivered from the PV arrays to the SRWTP main substation using a combination of new 15kV rated copper underground conductors and, at the contractor’s option, a section of 15kV rated aluminum overhead lines. The current concept assumes...
underground installation in the immediate vicinity of the solar arrays using directional boring under the biological avoidance area and installation in existing spare duct banks at the plant. Overhead lines may be used to convey power from the termination of the directionally bored segment near the DLD7 ground mount array areas to the duct banks at the plant. Underground installation must occur where specified, however underground installation for the entirety of the homerun is allowed at the preference of the Proposer. Homerun routes are shown on Figures B1 and B5. The homerun from the parking lot arrays to the main substation would be completely underground in a mix of new underground conduit and existing raceway.

For Option 1, two circuits are to be provided from the array to the main substation. Each circuit should convey approximately half of the output of the PV system. For Option 2, the homeruns should consist of a single circuit from the parking lot arrays and a single circuit from the DLD7 arrays. Refer to the attachment B6 and B7 electrical diagrams for further detail.

1.4.4. Intertie and Interconnect

The existing facility is served by two 69kV SMUD electric feeds at the east side of the main plant switchgear at the main substation. There are two 40MVA 69kV/12kV step-down transformers to serve a double ended 12kV main switchgear which distributes power throughout the plant.

Two (2) separate photovoltaic generation system input breakers will be provided by the EchoWater Main Electrical Substation Expansion (MESE) Project. One breaker will be provided at each end of each substation line-up, on opposite sides of the double-ended bus switchgear. These cubicles will have underground raceways installed from the PV cubicle to the exterior of the substation building to receive the 12kV PV system feeder cables by the PV project. Single line drawings are provided as Figures B6 and B7. The MESE drawings, including annotations for the solar project, are provided in Attachment H.

The systems are subject to California Public Utilities Commission (CPUC) Electric Rule 21 tariff and to SMUD’s Interconnection Procedures and Tariffs. SMUD’s requirements incorporate Rule 21 tariff requirements. SMUD allows for net energy metering interconnection of solar PV systems up to 3MW-CEC-AC. The solar PV system envisioned for this project would exceed the net-metering system size allowed by SMUD. As such, the successful Proposer must execute a non-export interconnect agreement with SMUD.

The PV system will produce electricity that will be consumed 100% on-site, with no planned export to the utility company. Inadvertent, uncompensated export may occur during an unusual period of operation at the treatment plant. SMUD has indicated that the they do not require special equipment to prevent the export of power. The successful Proposer is responsible for all interconnect applications and execution with the utility, including providing all required interconnection equipment and telemetry requirements, per SMUD requirements.

SMUD has indicated that the Utility Lockable Disconnects may be standard medium voltage rated visible / lockable load interrupter switches. They must be fully accessible to SMUD and should be located at a new pad mounted equipment area at the South exterior of the substation building. Additional medium voltage selector switches will also be required, as shown in the schematic electrical diagrams (Attachments B6, B7, and B8). These switches will allow the PV feeders to be temporarily switched to the other side of the sub-station during periods of annual substation maintenance. SMUD has given preliminary approval of this plan, which must be fully coordinated with SMUD prior to implementation.

Additional detail regarding the intertie is provided Attachment A2.
1.4.5. **CEQA**

Regional San has prepared all necessary California Environmental Quality Act ("CEQA") documentation, which is presented in Attachment J. In addition to the CEQA effort undertaken for the EchoWater Project, which addressed the potential additional environmental impacts of implementing the solar project as a mitigation option per CEQA Guidelines §15126.4(a)(1)(D), an addendum to the EchoWater Project EIR has been prepared for this Project to address the new information now known about the details of solar project construction and operation per CEQA Guidelines §15164. The addendum describes which adopted EchoWater Project mitigation measures apply to the implementation and operation of this Project.

The EIR Addendum and a summary of relevant mitigation requirements is provided as Attachment J. Mitigation measures generally include:

1. construction-related exhaust and dust emissions controls;
2. provisions for accidental discovery of paleontological, historic, or prehistoric archaeological resources or human remains during construction;
3. construction erosion control and water quality best management practices;
4. avoidance, minimization, and mitigation measures for protected and nesting birds;
5. tree replacement (for Option 2 carports); and
6. provisions for discovery of unknown contaminated soils during construction.

The Proposer is responsible for reviewing all mitigation requirements and including those requirements in their schedule, design and cost proposal. The successful Proposer must adhere to all mitigation requirements during construction and operation of the facility.

1.5. **PROJECT REQUIREMENTS**

The following table lists some of the key requirements included in this RFP and the attached documents.

<table>
<thead>
<tr>
<th>Item</th>
<th>RFP Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of Work</td>
<td>A1</td>
</tr>
<tr>
<td>Project Specific Criteria</td>
<td>A2</td>
</tr>
<tr>
<td>Warranties</td>
<td>A2</td>
</tr>
<tr>
<td>Submittals/Acceptance Process</td>
<td>A3</td>
</tr>
<tr>
<td>Proposal Format/Forms</td>
<td>D</td>
</tr>
<tr>
<td>PPA Contract Terms</td>
<td>E</td>
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<tr>
<td>Ground Lease</td>
<td>E</td>
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<tr>
<td>Performance Guarantee</td>
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<tr>
<td>Bonding Requirements</td>
<td>E</td>
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<tr>
<td>Insurance Requirements</td>
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<tr>
<td>Public Contracting Requirements</td>
<td>E</td>
</tr>
<tr>
<td>Specifications</td>
<td>F</td>
</tr>
<tr>
<td>General Conditions</td>
<td>F</td>
</tr>
<tr>
<td>CEQA &amp; Mitigation Requirements</td>
<td>J</td>
</tr>
</tbody>
</table>
All Firms shall comply with the contracting requirements specified in Attachment E in submitting their Proposals. In submitting a Proposal to Regional San, each Contractor represents and agrees to be bound by the terms and conditions set forth in Attachment E, as may be applicable. Any significant deviations for the terms and conditions set forth in Attachment E must be identified in the proposal as “exceptions” to Attachment E.

1.6. USE OF SITE

The project site is located at Sacramento Regional Wastewater Treatment Plant (SRWTP) in Elk Grove, CA. The District and its operating personnel will be responsible for operating the existing treatment plant throughout the execution of this contract. Any work activities that impact existing District operations, property or facilities (such as Interceptor pipelines, manholes, treatment processes, environmental resources, and access roads to District facilities) require an approved, signed Access Request (AR) prior to commencement of work. Interruption of flow or connection to an existing system or interceptor requires a Shutdown Plan and Location Map to be included with the Access Request. In addition to the Shutdown Plan, any activity that requires special safety precautions to be taken will require a Safety Work Plan to be included with the Access Request. Additional requirements on use of site, coordination with occupants, and the Access Request are included in Attachment F - Specification Section 01 14 13; 01 14 16; 01 14 19.

1.7. WORK RESTRICTIONS

The following EchoWater and capital improvement projects will be in construction concurrently with the Solar PV project: Main Electrical Substation Expansion (MESE); Site Preparation (SP); Flow Equalization (FEQ); Biological Nutrient Removal (BNR); Nitrifying Sidestream Treatment (NST); Return Activated Sludge Pumping (RAS); Miscellaneous Site Building (MSB) Project; South County Ag; Lining Dedicated Land Disposal Unit 5 (L-DLD-5); and other smaller non-EchoWater capital improvement projects inside SRWTP’s process area.

Attachment A2, Section V1 provides further detail of the concurrent District projects at SRWTP and their associated project constraints to the Solar PV project.

The successful Proposer must also adhere to all mitigation requirements during construction and operation of the facility as described in the “CEQA” section and included in Attachment J.

1.8. DISTRIBUTION OF THIS DOCUMENT

This RFP document will be posted electronically to the Regional San’s General Contracting Opportunities website at the following addresses:

www.regionalsan.com/general-opportunities

To receive access to the full RFP, including attachments, appendices and addenda, proposers must contact Sage Renewables at rfp@sagerenew.com to request access. Sage will provide access to a password protected website to the designated contact of Firms interested in responding to the RFP. Sage Renewables can be contacted at rfp@sagerenew.com or (415) 663-9914 with questions regarding document distribution.

All Firms are responsible for ensuring they have access to the password protected website and that they have received and reviewed all addenda.
1.9. **DISTRICT / CONTRACT ADMINISTRATOR**

The Contract Administrator for this RFP and the resulting Contract(s) is the Steve Nebozuk at Regional San. Sage Renewables serves as a representative of the Contract Administrator and is managing the RFP process for Regional San. The Contract Administrator and Sage are the only individuals authorized on the behalf of Regional San to make any modifications via addenda or otherwise to this RFP and the resulting Contract, if any. The Proposer shall not rely upon any oral change from anyone, or a written request for change from someone other than the Contract Administrators. All changes/addenda must be in writing, issued by the Contract Administrator or Sage, and distributed on the electronic file sharing website. Any and all addenda issued by the Contract Administrator or Sage shall be incorporated into this RFP and a part herein as if originally set forth in this RFP.

2. **PROPOSAL PROCESS**

2.1. **MANDATORY PRE-PROPOSAL CONFERENCE AND SITE WALK**

A mandatory pre-proposal conference and site walk will be held on the date and time indicated in Table 1-1. All attendees must arrive on time for the conference and site walk. The sign-in sheet will be provided with an Addendum to the RFP.

2.2. **QUESTIONS RELATING TO RFP PROCESS**

All questions pertaining to this RFP must be submitted via email to rfp@sagerenew.com with the subject line, “Regional San Solar PV RFP Questions”. All questions must be received by the date and time specified in Table 1-1. Questions sent directly to District Staff or after the deadline will not be answered.
2.3. **PROPOSAL FORMAT**

Proposal submittals must utilize the forms and format provided as Attachment D. The following table outlines the Proposal submittal format. Regional San may reject proposals that do not comply.

**Table 2-2: Proposal Submittal Format**

<table>
<thead>
<tr>
<th>Submittal Item/Format</th>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Single PDF File</td>
<td>Cover Letter</td>
<td>Introduction/Cover Letter with full business address of the Proposer, signed by an individual with authority to bind Contractor.</td>
</tr>
<tr>
<td></td>
<td>Form D1</td>
<td>Qualifications &amp; Proposal Form with all questions addressed and signed and dated proposal certification.</td>
</tr>
<tr>
<td></td>
<td>Form D1 Attachments</td>
<td>Minimum Attachments shall include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Class B License &amp; any other Licenses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Proof of Bonding Ability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Proof that Insurance Requirements can be met</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- A Conceptual Design of the PV Facilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- A Detailed Schedule</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Screen Shots of Monitoring Software</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Example of Performance Reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Proposed Warranty</td>
</tr>
<tr>
<td></td>
<td>Form D2</td>
<td>PPA Cost Proposal, PDF Format</td>
</tr>
<tr>
<td></td>
<td>Form D3</td>
<td>Exceptions to RFP</td>
</tr>
<tr>
<td></td>
<td>Form D4</td>
<td>Worker’s Comp Certificate</td>
</tr>
<tr>
<td></td>
<td>Form D5</td>
<td>Non-Collusion Declaration</td>
</tr>
<tr>
<td></td>
<td>Form D6</td>
<td>Response Completion Checklist</td>
</tr>
<tr>
<td></td>
<td>Form D7</td>
<td>Iran Contra Declaration</td>
</tr>
<tr>
<td>2. A Single PDF File</td>
<td>Form D1, Attachment Item Q3</td>
<td>Financial Performance - Reviewed/Audited financial statements submitted separately and marked Proprietary – Not for Public Disclosure for private Firms.</td>
</tr>
<tr>
<td>3. MS Excel File</td>
<td>Form D2</td>
<td>PPA Cost Proposal, MS Excel format. A PDF of this file should be included in the main proposal. The Excel file should exactly match the PDF document.</td>
</tr>
</tbody>
</table>

2.4. **ALTERNATIVES / ADDITIVE ALTERNATES**

The base proposal shall utilize fixed tilt racking in the DLD7 area with a goal of minimizing the fenced footprint of the array area. Proposer may submit alternate proposals utilizing single axis trackers using proposal form D2.
2.5. **SUBMISSION OF PROPOSAL PACKAGES**

Proposal packages shall be submitted in a sealed envelope or box and must contain both a complete electronic version of the Submittal Format outlined in Table 2-2 on two USB compatible memory storage device, plus one original signed cover letter, one original signed Form D1 Signature Page, and one original signed Form D2 Signature Page (*Overview and Signature* tab of the Form D2 Excel file). Proposal documents must be received at Regional San Office no later than the date and time specified in Table 1-1. Proposals shall be addressed to:

Steve Nebozuk  
Senior Civil Engineer  
Sacramento Regional County Sanitation District  
Policy and Planning Department  
10060 Goethe Road,  
Sacramento, CA 95827  
916.876.6118

To ensure fairness, responses received after the deadline will not be accepted or reviewed. The Proposer is responsible for ensuring that all responses are received by the deadline. All responses to the RFP will become the property of Regional San and will not be returned.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals submitted in response to this RFP shall be held confidential by Regional San and shall not be subject to disclosure under the California Public Records Act until after either Regional San and the successful Proposer have completed negotiations and entered into a Contract or Regional San has rejected all Proposals. Furthermore, Regional San will have no liability to the Proposer or other party as a result of any public disclosure of any Proposal or Contract. Regional San will not reimburse Proposers for the cost of Proposal preparation.

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

2.6. **PROPOSAL EVALUATION**

Regional San will first evaluate the qualification section of each Proposal. Regional San will then, at its sole discretion, evaluate some or all of the qualified Proposals that meet the minimum qualification requirements. This RFP includes minimum qualification criteria. Attachment Form D1 is divided into qualification and proposal sections. The qualification criteria include a set of minimum qualification requirements as well as information regarding experience, team and financials. Proposers should ensure they meet the minimum qualification requirements outlined in Section 1.2 of this document before preparing a proposal.

All qualified Proposals chosen by Regional San for evaluation shall be evaluated by an Evaluation Committee designated by Regional San. The Evaluation Committee, upon completion of evaluating the
Proposals, may elect to hold interviews with the firms with the top ranked proposals or may solely rely on proposals to make its selection. The Evaluation Committee will determine the highest ranked Proposer and may recommend that a Contract be negotiated with a selected Firm. Regional San will provide Contract Administration and support immediately after the highest ranked Proposer is determined. Regional San reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

During the course of the Proposal evaluation, Regional San may request clarification of, or information about, any item in the Proposal. The Firm shall respond within the time requested. If the clarification or information is not forthcoming, Regional San may, at its sole discretion, disqualify a Proposal if it determines that evaluation of the Proposal cannot proceed in the absence of clarification. However, Regional San, in its sole discretion, may review and evaluate Proposals and award a Contract based solely on the materials contained in the Firm’s Proposal.

Regional San reserves the right to waive minor irregularities and omissions in the information contained in the Proposal submitted and to make all final determinations. There is no appeal from Regional San’s decision not to review a Proposal due to an incomplete or late Proposal submission.

The Proposal, its completion and submission by the Proposer, and its use by Regional San, shall not give rise to any liability on the part of Regional San to the Proposer or any third party or person. This is not a solicitation for bid. No guarantees are made or implied that the Project will be constructed, either in part or whole. The Proposer accepts all risk and cost associated with the completion of the Proposal without financial guarantee.

### Table 2-3: Proposal Evaluation Scoring Matrix

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percent of Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Price – Base PPA rate and 25-year NPV (5%) Savings to the District</td>
<td>65%</td>
</tr>
<tr>
<td>2. Project and PPA qualification &amp; experience</td>
<td>12.5%</td>
</tr>
<tr>
<td>3. Conceptual design, footprint and quality of components</td>
<td>12.5%</td>
</tr>
<tr>
<td>4. Production estimates and performance guarantee</td>
<td>5%</td>
</tr>
<tr>
<td>5. Schedule</td>
<td>5%</td>
</tr>
</tbody>
</table>

### 2.7. AWARD PROCESS

Regional San intends to award a Contract to the qualified Proposer whose proposal conforms to the RFP, whose Proposal outlines a Project which will provide the best value to Regional San, best meets Regional San’s needs and is most likely to assist Regional San in achieving its objectives, which Regional San shall determine in its sole and absolute discretion. In the event that the successful Proposer is unable and/or unwilling to execute the Contract as negotiated by Regional San, Regional San, in its sole discretion, may begin negotiations with the next highest ranked Proposer. Regional San also reserves the right to make award without further discussion with any of the Proposers.
Regional San reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which, in Regional San’s sole judgment, sufficiently demonstrates the ability to produce, deliver, design, permit and install the Project and to satisfy the major requirements set forth in this RFP. Regional San expects to complete its evaluation process to select a qualified Proposer, but reserves the right to change key dates and action as the need arises. Only Regional San Board possesses the authority to award the Power Purchase Agreement and any recommendation by District staff for contract award shall not be deemed binding on Regional San.

Regional San intends to award the Project to one Proposer, however, Regional San retains the right to award one or more separate Contracts to one or more Proposers, or to not award a Contract, in Regional San’s sole discretion.
Attachment A

Project Description

(Available for download in Attachment A Folder)

A1: Scope of Work
A2: Project Criteria & Applicable Codes
A3: Submittals & Project Closeout
Request for Proposals for Solar PV PPA Project
Regional San Solar PV Project RFP

Attachment B

Site Drawings

(Available for download in Attachment B Folder)

Site Drawings Including:

1. PV Project Overview, Options 1 & 2
2. DLD7 Ground Mount PV Area, Options 1 & 2
3. DLD7 Ground Mount PV Area Topo, Options 1 & 2
4. Parking Lot PV Area, Option 2
5. Homerun Schematic, Option 1 & 2
6. Electrical Single Line Diagram, Option 1
7. Electrical Single Line Diagram, Option 2
8. Electrical PV Circuit Transfer Arrangement, Options 1 & 2
Attachment C

Electrical Consumption Data

(Available for download in Attachment C Folder, MS Excel Format)
Attachment D

Proposal Forms

(Available for download in Attachment D Folder, MS Word format)

Form D1: Qualifications & Proposal Form
Form D2: PPA Cost Proposal Form (MS Excel)
Form D3: Exceptions to RFP Form
Form D4: Non-Collusion Declaration
Form D5: Workers Compensation Certificate
Form D6: Proposal Completion Checklist
Form D7: Iran Contra Act Disclosure (PDF)
Attachment E

Sample Contract Terms

(Available for download in Attachment E Folder)

E1: Sample PPA Terms

E2: Site Lease Agreement
Attachment F

Specifications & Standard Details

(Available for download in Attachment F Folder)
Attachment G

Geotechnical Information
(Available for download in Attachment G Folder)

Historical Geotechnical Reports

Note: Geotechnical reports are provided for informational purposes to inform proposals. Selected vendor will be responsible for performing geotechnical studies as needed for design and permitting.
Attachment H

Drawings & As-Builts

(Available for download in Attachment H Folder)

Existing As-Built, Concurrent, Planned, and Electrical Upgrade Plans

Note: As-built drawings are provided for informational purposes to inform proposals and designs. Selected vendor will be responsible for confirming all as-built information.
Attachment I

Floodzone Information

(Available for download in Attachment I Folder)

District Flood Response Manual (Levee Details)
Additional Levee Details
Attachment J

CEQA

(Available for download in Attachment J Folder)

CEQA Documentation (EIR Addendum)
for Solar PV Project

Note: Includes mitigation measures for construction and operation of the PV Project which must be implemented by the successful Proposer.