REQUEST FOR PROPOSAL
FOR SOLAR PV SYSTEMS

Mt. Vernon Outland Airport
100 Aviation Drive
Mt Vernon, IL 62864

Date of Issue: January 29, 2020
Proposal Due Date: February 28, 2020 by 5:00 PM
I. OBJECTIVE
Mt. Vernon Outland Airport is requesting proposals from qualifying companies capable of designing, engineering, installing, financing and maintaining solar PV systems at the airport. Such systems should be engineered to offset 80% to 90% of the kWh presently consumed by the airport’s largest 3 Ameren IL electric accounts. Consolidating these 3 accounts into a single Ameren IL account will be contemplated.

Interested respondents are requested to submit alternatives with their proposal that include total project cost and estimated energy production and savings of such installations. Alternatives may include but are not limited to the Solar PV array system along with any additional options that may either be impacted by the Solar PV array or provide additional production or energy savings to the airport. If such alternatives are proposed, respondent shall clearly indicate the cost of the solar system as a stand-alone item.

The Airport is open to various financing and ownership models including a Power Purchase Agreement, Guaranteed Energy Savings Contract / Performance Contract (as authorized under Section 5 of the Code (50 ILCS 515-1), or any other structured proposal that provides the greatest economic benefit to the Airport.

An introductory conference call will be held on February 7th at 2PM for all interested providers. The dial in number is (712) 451-0200, passcode 683205#

Responses shall be submitted no later than 5:00 p.m. on Friday, February 28, 2020. Late responses may not be considered. Each response shall be treated as confidential until this deadline, after which each response shall become public.

The Airport’s Energy Management Consultant, Affordable Gas & Electric Company, LLC (AGE) will evaluate provider proposals and make recommendations to the Airport. The evaluation of each proposal will be based on technical criteria and qualifications, reference checks, and other information which will be gathered independently.

II. RFP SCHEDULE

Conference Call for Interested Providers: February 7th, 2020 at 2:00 PM CST

(712) 451-0200, passcode 683205#

Optional Site Visit: February 12th, 2020 by appointment

RSVP to Chris Collins at 618-242-7016 or managermva@mvn.net

Date for Final Submittal of Questions: Friday, February 21, 2020 by 5:00 PM CST

Submit all questions to Airport’s Energy Management Consultant:
Affordable Gas + Electric
Ross Calliott
ross.c@agellc.com
636-399-2501

Request for Proposal Due Date: Friday, February 28, 2020 by 5:00 PM CST

Submit 1 electronic copy to Airport’s Energy Management Consultant:

Ross Calliott
ross.c@agellc.com

AND Submit 6 hard copies, clearly labeled and mailed to the Airport:

Mt. Vernon Outland Airport
Attn: Chris Collins, Airport Director
100 Aviation Drive
Mt. Vernon, IL 62864

III. SITE INFORMATION

Ameren Account # 0793359533
DS-2 Service
Average Monthly Energy Use: 19,080 kWh

Ameren Account # 4460806053
DS-2 Service
Average Monthly Energy Use: 10,790 kWh

Ameren Account # 6441000019
DS-2 Service
Average Monthly Energy Use: 16,242 kWh

Additional details are in Attachment A [General Site Information] and B [Account Information]

IV. EXAMINATION OF SITE PRIOR TO SUBMITTING PROPOSAL

Each provider must inform themselves fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of the obligation to carry out the provisions of the contract.

The provider will design, install and maintain a solar photovoltaic system to maximize the solar resources at all, or as many of, the above listed sites, taking into account the facilities’ electrical demand and load patterns, proposed installation sites, available solar resources, applicable zoning ordinances, installation costs and other relevant factors, which shall be discussed in the provider’s proposal.
The provider will be responsible for determining load characteristics for any roof installation, if applicable, to ensure that warranties remain in place and to avoid damage to existing roofs.

The Airport will host an optional site visits on February 12th, 2020 by appointment. Please contact Chris Collins at 618-242-7016 or managermvaa@mvn.net to schedule a visit. The provider should make every effort to visit the site and determine the best course of action for each facility.

V. PROVIDER QUALIFICATIONS
To qualify as the provider for award of this agreement, the prime provider or joint venture must either individually or collectively demonstrate extensive training, relevant expertise and a thorough knowledge of the professional services, functions, activities and related responsibilities to successfully perform their role in this solar photovoltaic installation.

VI. PERSONNEL QUALIFICATIONS AND ABILITIES
Specialized experience is required of the proposed project personnel to undertake the work assignments. Proposals must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of crucial importance and must be demonstrated. Specific project responsibility of staff to be assigned to the project must be included, as well as professional background and caliber of previous experience of key persons and of each consultant to be assigned to the project. If sub-consultants will be employed, similar information must be provided and the portions to be sub-consulted must be identified. (There is no penalty for use of sub-consultants; the qualifications of the entire team will be evaluated).

Ideal Provider(s) shall possess:

- Valid and pertinent State of Illinois contractor construction licenses.
- Illinois Professional Engineering (PE) registration for relevant work included within the proposal
- North American Board of Certified Energy Practitioners (NABCEP) certification.
- Certified Energy Manager (CEM) from the Association of Energy Engineers
- Relevant past work experience in completing solar PV systems for airports

VII. PROJECT SCOPE AND STANDARDS
The provider will design, provide, install, and maintain the solar photovoltaic systems. The scope of this project is all inclusive and includes planning, engineering, labor, materials, delivery, installation and commissioning, as well as all warranties and maintenance. This includes all structural and utility modifications that are required. The provider shall include in its proposal all elements necessary for a turn-key project including rebate applications, grid connection agreement, all permits and approvals from governing agencies and all labor, taxes, services and equipment.

All proposed roof mounted solar panels, tracks and anchoring equipment shall not exceed the load capacity available on the roof such that it would cause any structural issues or any other damage. Provider shall verify the structural capacity of the roof. Note that the current roof is 25+ years old and will likely need to be replaced prior to installing any solar equipment. The Airport requests providers include an option in their proposals which includes the cost of roof replacement + solar.

Interconnection to the local Utility – the provider is responsible for all connections and purchase agreements with the Utility for systems that proposed to export power to or net meter with the Utility.
All equipment shall be UL listed. All installations shall comply with current local government approved building and electrical codes. Guaranteed minimum output from the system shall be 85% of the expected performance output from the system.

Where applicable, provider must deliver reproducible “as built” and record drawings (or electronic equivalents agreed to by Airport) of all existing and modified conditions associated with the project, conforming to typical engineering standards.

Provider shall apply for and obtain all necessary permits required by all regulatory agencies including but not limited to: FAA, federal, state, and local jurisdictions. All fees required any jurisdictions shall be the responsibility of the applicant.

The provider will comply with all requirements for the payment of prevailing wages.

VIII. CONTENT OF PROPOSAL
Proposals shall be on 8 1/2” & 11” paper and include all materials necessary to address project understanding, general information, organizational chart, photos, tables, graphs, and diagrams. In order to maintain uniformity with all proposals furnished by provider, proposals shall include the following:

- **Overview of Principal Elements.** A project understanding summary that includes an overview of the principal elements of the proposal, demonstration of an understanding of the project objectives, and a description of your approach to solar systems. Include any suggestions or special concerns that the Airport should be made aware of, the proposed configuration of equipment and any additional scope of work tasks you feel are necessary for the successful completion of the project. Include a discussion of work assignments between the provider and subcontractors used, if any.

- **Schematic Design Layout.** Provider shall provide a system schematic design layout for the systems, including photovoltaic model type and model no., wattage, number of modules, year 1 production, degradation percentage, inverter type and model, mounting system type, azimuth, tilt, system size AC and DC, and the impact on time demand related charges on the Airport’s utility bills and daily demand charges.

- **Minimum Qualifications.** Sufficient information for the Airport to evaluate the provider’s ability to successfully complete the scope of work and to meet the following minimum qualifications:
  - Appropriate Contracting Licenses in good standing
  - Appropriate other licensing in good standing
  - A list of personnel who will work on the project, including resumes of proposed project team members that delineates education, current licenses and certificates, prior employment and titles (included as attachments);
  - Project Team Structure: An organizational chart describing the roles and responsibilities of each person

- **References.** A list of similar projects which your firm completed within the last 5 years. To be considered, respondents are required to have designed, installed, operated, maintained, and completed a minimum of five (5) solar PV projects in the United States that are commercial
grid-connected solar PV systems. All five (5) PV projects must be currently providing the full/rated solar generation capability. Any prior experience with solar PV systems for airports should be highlighted.

Project information should include project description, agency or client name along with the person to contact, telephone number(s) and e-mail addresses, year completed and project construction and design cost.

- **Proposal submittal and signature.** Proposal shall be signed by a company official with the power to bind the company in its proposal. All proposals must be completely responsive to the RFP.

- **Power Purchase Agreement.** If the Provider elects to submit a Power Purchase Agreement proposal, the provider should bid the lowest cost of electrical energy (price per kWh) they are willing to provide the Airport for each year of the Power Purchase Agreement. The Proposal shall also state whether or not the provider warrants any guarantees relating to minimum energy production for each year of the Power Purchase Agreement.

  Provider shall identify the warranties to be transferred to the Airport, if the Airport purchases the PV systems. The Airport is to pay no up-front fees. The provider shall be able to retain all environmental attributes including Renewable Energy Credit (REC) and carbon credits. At the end of the PPA or renewal term, and should the Airport choose not to purchase the system, the provider shall remove the photovoltaic systems(s) and to return the sites to preexisting conditions at their expense.

- **Guaranteed Savings Contract.** If the provider elects to submit a Guaranteed Savings Contract, the provider shall indicate the Gross Cost of the PV systems proposed, the estimated value to the Airport of any available grants, rebates, or other financial incentives, and the estimated Net Cost to the Airport (Gross Cost minus all grants, rebates, incentives).

  Additionally, the contract shall include a written guarantee of the qualified provider that either the energy or operational cost savings, or both, will meet or exceed within 20 years the costs of the energy conservation measures. The qualified provider shall reimburse the unit of local government for any shortfall of guaranteed energy savings projected in the contract. A qualified provider shall provide a sufficient bond to the unit of local government for the installation and the faithful performance of all the measures included in the contract. The guaranteed energy savings contract may provide for payments over a period of time, not to exceed 20 years from the date of the final installation of the measures.

  The provider shall comply with all other relevant requirements of (50 ILCS 515/) Local Government Energy Conservation Act, which may be found at the following website: [http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=727&ChapterID=11](http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=727&ChapterID=11)

  **Warranties/Guarantees.** The Respondent shall provide the following minimum warranties/guarantees on all proposed systems:
  - Any warranty required to qualify a system for available rebates or incentives;
  - 10-year complete system warranty;
• 20-year PV panel warranty, with a maximum of 20% degradation; and
• 10-year complete operational power capacity warranty.

IX. TECHNICAL SPECIFICATIONS
The following technical information should be discussed in this section.
• Major equipment manufacturers
• Description of technology and configuration
• Summary of the commercial operating experience of the equipment used or to be chosen
• Solar system layout of equipment and characteristics
• Electrical interconnection and metering/net-metering
• Foundation of PV support system
• Level of efficiency
• DC and AC capacity rating
• Expected annual energy production in kWh by month
• Communications, control and instrumentation
• Facility limitations that may constrain operation
• Project Management plan
• Quality assurance plans
• Start-up and testing
• Factory and performance tests
• Design life loading (wind, seismic, etc.)
• Description of frequency and duration of scheduled maintenance
• Provide any information that could impact the cost, construction schedule or output capability of the project
• Proposals shall demonstrate a proven, comprehensive data acquisition system with current and historical data available remotely through a real-time internet site capable of tracking, but not be limited, to the following:
  o Site-specific actual kWh production (average and cumulative totals)
  o Site-specific instantaneous maximum kWh production
  o Actual meteorological data
  o Solar irradiance
  o Ambient and module temperature
  o Capacity factor
  o Degradation
• Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be listed or recognized by an appropriate safety laboratory (e.g., Underwriter’s Laboratory [UL]), and meet existing facility structural and fire safety requirements.
• Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed environmental standards.
• Proposals shall provide evidence that the proposed technology and equipment are designed for normal operation in the Illinois climate.
• Proposals shall provide evidence that the proposed technology does not incorporate proprietary components and that the system design allows for multiple sources of supply and/or repair.
X. OPERATIONS AND MAINTENANCE
Provide a detailed Operation and Maintenance (O&M) plan, including staffing, budget, management and control over any facility, authority over the O&M budget, and guarantees on O&M costs for the entirety of the contract term(s).

XI. PROJECT SCHEDULE
All proposals must include a proposed project schedule that includes the following milestones:
- Permitting begins
- Final design plans complete
- Equipment ordered
- Construction begins
- Electrical generation begins

XII. FINANCIAL STATEMENTS & INSURANCE
Please submit a detailed financial report prepared in accordance with generally accepted accounting principles (GAAP) reflecting the current (as of the most recent financial statement date) financial condition of the provider. Such report must include a balance sheet, income statement and statement of cash flows, along with applicable footnotes, dated concurrently for at least each of the last preceding three years ending on the most recent fiscal quarter such statements were prepared.

Prior to the commencement of work, the provider shall provide evidence of insurance for both the construction and operations phases of the project.

XIII. SELECTION OF PROVIDER
The Airport’s Energy Management Consultant, Affordable Gas & Electric Company, LLC (AGE) will evaluate provider proposals and make recommendations to the Airport. The evaluation of each proposal will be based on technical criteria and qualifications, reference checks, and other information which will be gathered independently.

XIV. ENERGY MANAGEMENT CONSULTANT’S FEE
The selected provider shall be responsible for compensation of the Airport’s Energy Management Consultant for the management and oversight of this RFP. Energy Management Consultant’s Fee shall be calculated at $0.05 per watt of DC nameplate capacity for any Solar PV projects the Airport enters into a contractual agreement with the selected provider for as a result of this RFP.

One half of the fee is to be paid at the Project’s notice to proceed and the remaining half to be paid upon the commercial operation date.

ALL PROPOSALS MUST BE INCLUSIVE OF THIS FEE

XV. AIRPORT RESPONSIBILITY
The Airport will be responsible for the following:
- Providing all available existing plans and records
- Coordinating access to the site for provider review prior to submittal of proposal
- Copies of the past 12 months of utility bills
XVI. PROVIDER(S) SELECTION CRITERIA
The Airport, based on the requirements of this RFP has designated the following items as selection criteria for the successful provider(s).

A. Proposal Completeness (10 points): The measure for which the provider has provided all the requested information in a clear non-ambiguous way to the Airport as request in this RFP.
B. Cost/Best Value to the Airport (20 points): Cost information provided by the provider detailing the cost to the owner and potential savings over a 25-year period.
C. Financial Strength and Stability (10 points): Provide information indicating the provider financial strength in terms of capital and liquid assets sufficient to successfully complete the projects listed in this RFP; and the stability of the provider in terms of length of service, professional capabilities, construction experience and capabilities over time.
D. Photovoltaic engineering, project and construction experience, including a minimum of five successfully photovoltaic projects within the scope of this RFP (20 points).
E. Project engineering analysis (20 points). Information provided by the provider detailing the estimated KWh generated by the proposed photovoltaic systems in this RFP; including all necessary assumptions for example sunlight availability, dark time, maintenance down time, MTBF (mean time between failures), efficiency of the systems proposed, efficiency losses, net metering, etc.
F. Photovoltaic performance monitoring (10 points). The provider capabilities of monitoring photovoltaic generating systems, for example, how many systems does the provider monitor in centralized stations, etc.
G. Provider customer service, maintenance capabilities (10 points). The ability of the provider to respond quickly, efficiently and cost effectively to service calls so the photovoltaic systems are operating at optimum output.

XVII. RIGHT TO REJECT PROPOSALS
Proposals shall remain valid for 60 days after opening.

The Airport reserves the right to reject any or all proposals submitted and to waive informalities and minor irregularities in submissions received and to be the sole judge of the value and merit of the proposals offered.

No representation is made herein that any contract will be awarded pursuant to this RFP or otherwise.

All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the provider.

The Airport will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind which may be incurred by the respondent. All proposals submitted become the property of the Airport.
XVIII. RFP EXHIBITS

ATTACHMENT A: General Site Information

ATTACHMENT B: Account Information including utility bill history, electrical consumption data