

ADVERTISEMENT OF PUBLIC NOTICE

Request for Proposals

Notice is hereby given that pursuant to the New Jersey Public School Contracts Law competitive contracting process, N.J.S.A. 18A:4.1 through 4.5, sealed proposals will be received for a **POWER PURCHASE AGREEMENT** with Delran Board of Education, opened and read in public at the Delran Board of Education offices at 52 Hartford Road, Delran, NJ 08075 on **April 26, 2016 at 2:00 PM prevailing time**.

To request a copy of the Request for Proposal (RFP), please email:

Dr. Christopher Russo
Business Administrator
Delran Township Public Schools
52 Hartford Road
Delran, NJ 08075
crusso@delranschools.org
856-461-6800 extension 1015

A Pre-Proposal Conference will be held on April 19 at 1:00 PM prevailing time at the Board address above. A facility inspection will occur immediately following the Pre-Proposal Conference.

The Board reserves the right to reject Proposals that are not received by the Board at the time and in the manner designated by this RFP. Any and all Proposals may be rejected if deemed by the Board to be in its best interests.

BY ORDER OF the Delran Board of Education, Burlington County, New Jersey.

Dr. Christopher Russo,
Business Administrator/Board Secretary

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1. Introduction

Delran Board of Education is currently in the Investment Grade Audit Phase of a district-wide Energy Savings Improvement Program (ESIP). The District has selected Schneider Electric as its Energy Services Company to oversee the completion of the Program, which will include a solar photovoltaic (PV) system. Schneider Electric will aid the District in selecting a solar financier/developer through this request for proposals (RFP).

Included in this RFP is information about Delran BOE's planned solar project, to aid respondents in their proposals. Delran BOE and Schneider Electric will evaluate and select a company based upon these proposals to move forward with the final development and implementation of the solar project.

The District's goals for this solar project are to:

- Maximize savings through a lower electric rate provided by a solar power purchase agreement (PPA)
- Offset as much of the District's electric load as possible
- Inspire sustainability within the community

The District is requesting proposed PPA rates based upon the information contained in this proposal. The final PPA rate, terms, and conditions will be determined between the District and the successful proposer. Providers submitting proposals must have the ability to offer PPA financing. Given the multiple facets that constitute a solar development project, multiple parties may jointly submit Proposals in partnership. Proposals will be evaluated based on the qualifications of the Provider, scope of services to be provided, and PPA terms offered. Providers should use this RFP as a guide for organizing their proposal but are encouraged to expand upon, refine, or suggest alternative approaches based on previous experience with similar projects.

Responses to this RFP must be submitted no later than **2:00 PM on April 26, 2016**. If you have any questions, please submit to me via email. Thank you in advance for your participation. We look forward to your proposal.

Sincerely,

Daniel Riggle

Daniel.riggle@schneider-electric.com

2. Scope of Services to be provided

The Provider will provide fully managed PV development services that include, but are not limited to, site assessment; system design; financing; and securing the necessary labor, services, equipment, funding, permits and approvals to develop fully operational PV systems at each Project Site; will commission, monitor, operate, and maintain the systems after installation for Projects Sites; and will establish and maintain construction standards, safety, and quality control throughout the work.

Services to be provided by the Provider include:

Site Assessment and Final Proposal

The Provider will conduct an assessment of each site within the District, including an analysis of the impact of shading, tilt, and orientation on annual electricity production, and note any electrical, mechanical or structural considerations that may incur costs above and beyond the PPA rate being offered.

The Provider will submit a Final Proposal for each Project Site including:

- kW DC generating capacity, project layout, configuration, azimuth, tilt angle, derate factor, and projected degradation rate of proposed system.
- Projected annual energy generation in kWh for the full period of the PPA and projected monthly energy generation in kWh for year 1 of the PPA.
- Projected annual PPA costs and projected annual avoided utility costs for the full period of the PPA.
- Proposed PPA rate along with annual escalation and term of PPA
- Net present value of PV system.

PPA Financing

The District is seeking third-party ownership, financing and maintenance agreement with the Provider. Proposers should indicate whether or not guaranteed financing is available, who will be funding the project, and who will own the system long term.

Utility Interconnect

The selected Provider will be responsible for securing all required permits and interconnection requirements with Public Service Electric & Gas (PSEG). The selected Proposer will also be responsible for scheduling and passing all jurisdictional and utility inspections.

Environmental Permitting

The selected Provider will be responsible for securing all environmental permits.

Geotechnical Surveys

The selected Provider will be responsible for all surveys required to quantify geotechnical conditions.

Design and Installation

The installations will be carried out by the selected Provider in conformance with all applicable laws and codes, interconnection requirements, and established industry practices. Site evaluations, installations, and all other onsite work will be carried out in coordination with Schneider Electric, and will be completed as quickly and with as little disruption as reasonably possible.

Operation, Maintenance and Monitoring

The selected Provider will be responsible for the operation, maintenance, and monitoring of the PV system at each Site under the PPA. The selected Provider will make accessible to the District and to Schneider Electric an online interface showing instantaneous and cumulative energy production of each PV system deployed at each site that can

be used for monitoring purposes. In addition the communication must include one of the following open protocols: BACnet, LonTalk, or Modbus. Historical cumulative energy production shall be available in monthly increments for a historical period of 26 months.

Communication

The selected Provider will be required to designate a specific staff member who will serve as the primary point of contact for Schneider Electric during the Project Period (Development and Construction). The selected Provider will interface directly with Schneider Electric, who will maintain the single point of contact to the District. The selected Provider will provide regular progress updates during the Project Period. The selected Provider will be expected to be responsive and prompt in communications with Schneider Electric, when necessary. Schneider Electric will designate a specific staff member to facilitate communication and coordination between the selected Provider and the District.

3. Instructions & Evaluation Criteria

All proposals shall include the documents and information described in the Proposal Format section of this RFP. Please submit proposal as one .pdf document including all pages. Submit proposals in 8.5" x 11" document size using a minimum 10- point font size and a standard font.

Please submit one (1) original, two (2) bound paper copies, and one (1) electronic copy on a USB flash drive of your proposal to:

Christopher Russo

Business Administrator
Delran Township School District
52 Hartford Road
Delran, NJ 08075

Proposal must be submitted no later than 2:00 PM Eastern Standard Time on April 26, 2016.

Neither Delran BOE nor Schneider Electric is liable for any costs incurred by a Provider in the preparation and/or submission of a proposal. Any material submitted by a Provider will become the property of Delran BOE.

Questions and Communications

Questions regarding any aspect of the RFP and the proposed projects that Providers may have should be directed to Daniel.riggie@schneider-electric.com and will be answered as expeditiously and completely as possible. Questions can be submitted at any time before 5:00 PM on April 21. Generally applicable questions will be responded to in a single addendum that will be distributed to all holders of the RFP on the date noted in the Program Timeline.

Modifications and Clarifications

The District may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all Providers who are participating in the process. The District may also cancel, delay, or suspend this solicitation at its sole discretion.

Proposal Evaluation

All complete Proposals submitted by the proposal due date will be reviewed and evaluated by the ESIP project team consisting of District and Schneider Electric staff. Proposals will be evaluated on a scale of 100 points based on the criteria indicated in the Proposal Format section of this RFP. Proposal evaluation and selection of a Provider is at the sole discretion of the District.

During the evaluation process, the District may request clarification or additional information from any Provider. Interviews may be scheduled with one or more Providers and final and best offers may be requested by the District of any Provider.

4. Timeline

Below is a schedule of activities for this project. These dates are subject to change.

Activity	Estimated Date
RFP Released	4/11/16
Pre-proposal meeting & site visit	4/19/16, 1:00 PM
Due Date for Questions	4/21/16, 5:00 PM
Responses Issued	4/22/16
RFP Due Date	4/26/16, 2:00 PM
Interviews (if necessary)	5/2/16
Provider Selected by BOE	5/9/16
PPA Contract Executed	6/15/16
Construction Begins	8/1/16

5. Proposal Format

All proposals must include the documents listed in the *Proposal Checklist* and described below.

Proposal Checklist	
	Cover Letter
	I. Company Qualifications
	II. Scope of Services and Schedule
	III. PPA Financing Terms
	IV. Sample PPA Contract
	V. Required Documentation
	VI. Official Statements by Proposers
	Appendix. Supporting Information

Cover Letter

Provide a signed cover letter for the proposal. Include the name and address of the Provider, the name, address, email address, and telephone number(s) of the contact person who will be authorized to make representations for the Provider, and the firm's federal tax identification. The Provider may include any other relevant information that highlights their unique qualifications.

I. Provider Profile and Qualifications (40 points)

This section shall include a brief description of the Provider's firm size and local organizational structure. Include a discussion of the firm's financial stability, capacity and resources.

Describe the demonstrated experience of the firm in developing solar PV systems, particularly on the scale described in this RFP, and describe how experience on previous projects relates to this Program. Describe experience working within school districts and other public entities in New Jersey. Describe your experience with and capacity to provide PPA financing for PV systems hosted on a variety of roof-top, ground-mounted, and car-port systems.

As part of this section, please include the following:

- The total number and capacity of commercial and industrial PV systems completed and brought online by the Provider in 2011, 2012, 2013, 2014 and 2015. Present this information in a table.
 - Specify how many of these systems are sited in NJ
 - Specify how many of these systems are located with schools
 - Specify how many total systems the Provider currently operates under PPAs, and the size of the smallest and largest PV systems the Provider currently operates under a PPA.
- An organization chart listing executive and management positions and indicating part-time and full-time positions.
- At least three (3) references in New Jersey, preferably with Public School Districts. The Provider may include as many as three (3) additional references that demonstrate the Provider's ability to complete this project. Customers with similar site characteristics and PV system sizes as the potential Project Sites are preferred. For each reference, please include:
 - The Organization name
 - The kW capacity of the project
 - A description of the Provider's role in the project
 - Date the PPA contract was signed
 - Date of substantial completion (commercial operation)
 - A contact name, email address, and telephone number
- A description of the Provider's experience with environmental permitting at a local and state (NJDEP) level
- A description of the key factors required for a successful project
- A description of the key points of failure for solar PPA projects
- List of key program team members by name and position, qualifications and experience. Specify which team member(s) will be the main contact person(s) for the program. Include resumes for those individuals who will be involved in this Project.
- Insurance coverage documentation.

II. Scope of Services and Schedule (30 points)

In this section the Provider shall describe in detail how they will implement the Scope of Services described in this RFP. Provide a narrative and schedule addressing all work required to fulfill this scope, including the following elements:

Project Schedule

Provide a sample Project Schedule showing the expected timeline for completion of the work. Include milestones for major work tasks including site evaluation, system design, permitting and approvals, and system installation through commercial operation.

Describe any anticipated variation in this schedule based on project size or location. Explain any deviation or revision from the anticipated Timeline included in Section 4 of this RFP that the Provider believes will be necessary.

Equipment and Warranties

Provide information about the manufacturer and/or models of PV modules, inverters, and racking equipment. Indicate where the PV modules and other major equipment is manufactured. Provide details about the equipment, labor, and roof penetration warranties provided by the Provider and/or manufacturer.

Services by Others

Identify which, if any, elements of the Scope of Services (finance, design, construction, maintenance, or other services) will be managed by a partner, subcontractor, or third party other than the Provider. Describe how the Provider will maintain accountability for the quality and timeliness of the completion of the full Scope of Services.

Permitting and Interconnection Expediting Plan

Provide a description of the Provider's method of and capacity to expedite all incentive filing, permitting and interconnection requirements with relevant state and local agencies.

Operations and Maintenance Plan

Provide details about the maintenance plan and services provided under the PPA. Describe who will be providing the operations and maintenance support long term. Describe billing process under the PPA.

Additional Services

The Provider may choose to describe any additional services that can be offered to the Project Sites on an optional basis. Briefly describe how these services would be evaluated, priced, and implemented. Indicate whether services could be included in the PPA financing.

- Roofing, electrical, and/or structural repairs necessary for the installation of a PV system.
- Emergency back-up energy storage and off-grid capability.
- Non-rooftop PV installations, such as parking lot canopies or ground-mount systems.
- Solar thermal (hot water) systems.
- Any other relevant optional services that align with the goals described in this RFP.

III. PPA Financing Terms (30 points)

This section shall include a description of the Power Purchase Agreement terms and pricing to be provided to the District.

Please summarize the key characteristics and benefits of the proposed PPA, and provide the following:

Power Purchase Agreement Offer

Provide a PPA "Offer" or Offers for the Program. The Offer(s) shall include (1) the price per kWh in Year 1 of the PPA, (2) the annual escalation rate, and (3) the length of the PPA. Please summarize the Offer following the template below.

PPA Offer	
Year 1 price per kWh	
Annual escalation rate	
Length of the PPA	

The Provider may also provide additional PPA offers that it believes are beneficial to the District. Clearly specify the contingencies to which this Offer is subject, and how these contingencies will be evaluated. Preference will be given to Providers who can offer the best financing terms for the District.

PPA Rate Not to Exceed Utility Rate

Please indicate whether the template PPA contract guarantees that the per kWh rate charged for solar electricity through the PPA will not exceed the per kWh rate charged by the utility or supplier during the PPA period. Preference will be given to proposals that include this guarantee.

Savings Estimates

Providers must the estimated Year 1 Savings based upon the PPA Offer for each of the sites, using the following form:

Year 1 Savings Estimates		
Site	Annual Production, kWh	Annual Savings, \$
Delran High School		
Delran Middle School		
Delran Intermediate School		
Millbridge Elementary School		
Total		

Savings should be calculated based on each site’s actual current utility rate structure, as shown on the utility bills within the Appendix. Utility costs that are not directly offset by solar generation (such as demand charges) shall not be included in any cost savings calculations. When estimating savings, assume an annual utility rate increase of 2.2%. All other assumptions should be reasonable and clearly stated. Providers may include any additional commentary regarding savings estimates for the District.

Additional Costs

The Proposal must indicate any potential or likely additional costs or actions that may be required on the part of the District for project realization that would add to project cost above and beyond the PPA Rate offered.

IV. Sample PPA Contract

Providers must include in this section a draft copy of the PPA Contract the District would execute, should the Provider be selected.

V. Required Documentation

All proposers must include with their submission:

- A valid State of New Jersey Business Registration Certificate
- Annual reports and/or certified financial statements covering the two most recent fiscal years. Bank and credit references must also be provided.

VI. Official Statements by Proposers

Proposals must contain the following certified statements with attestation by a person authorized to bind the Proposer to this RFP proposal response:

1. Proposer has read and agrees to the terms and conditions set forth in the RFP;
2. The terms and conditions set forth in the proposal will remain in effect for at least sixty (60) days from date of proposal submission;
3. Any comments or exceptions the Provider would like to make to this RFP.

Appendix: Supporting Information

The Appendix may include any relevant supporting information, such as resumes, visual and performance documentation of previously completed solar projects, or other information that supports the proposal.

6. Appendices

The following appendices include information such as energy usage, site images, and roof conditions to allow Providers to complete their Proposals. The Provider shall be responsible for confirming this information and gathering any additional information necessary to implement the Scope of Services and provide Pricing.

A. Project Summary

The District and Schneider Electric have developed preliminary scope for the solar PV. The following information is to be used by Providers to submit their Proposals.

Total Annual Electric Consumption (historical)	4,237,295 kWh
Total Annual Anticipated Electric Consumption (after installation of other ESIP energy conservation measures)	3,174,483 kWh
Total Solar PV Systems Installed	1,885 kW
Total Annual Solar Production (Year 1)	2,444,152 kWh
Percentage Offset with Solar	77%
Installation Cost	\$4,712,500 (\$2.50/watt)

This information is preliminary and subject to change during final development after the RFP. If after reviewing the District sites and the information associated with this RFP, a Provider wishes to include an alternate Proposal based upon a different set of parameters than those listed above, it may do so as an alternative labeled "Option B." All Providers are required to use the information above as the Base Bid for Proposals, and must size solar arrays to the projected annual electric consumption after installation of other ESIP energy conservation measures as noted above.

All rooftop systems shall provide sufficient spacing to access roof hatches and service mechanical and other rooftop equipment. Final system layouts are subject to approval by Delran BOE and Schneider Electric.

Schneider Electric's Role

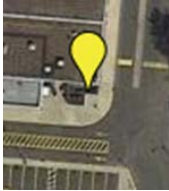
Schneider Electric has been selected as the District's Energy Services Company, and will serve the role similar to an owner's representative. Schneider Electric is responsible for the development, implementation, and verification of the District's Energy Savings Improvement Program (ESIP). Through ESIP, the District will be able to leverage the savings from the solar PPA to fund other key capital upgrades. Since Schneider Electric will ultimately guarantee the performance and savings associated with the PPA and the ESIP, Schneider Electric will perform the following functions:

- Managing the PPA RFP process on behalf of the District
- Aiding the District in evaluating and selecting a Provider by way of this RFP
- Approving subcontractors hired by the selected Provider
- Serving as liaison between the Provider and the District, to maintain a single point of contact for the customer

B. Site Images & Roof Conditions

Area Available for Solar

Please see the following pages for aerial images of all 4 sites. Highlighted in yellow are areas which the District has indicated are available for solar. Providers are expected to verify the feasibility of these locations with respect to shading, roof angles, structural analysis, sizing, and all other factors affecting a solar installation. Approximate points of building interconnection are indicated with a yellow pin on the map:



Example: approximate building interconnection point

For access to the Google Maps file on which these images were created, email Daniel.riggle@schneider-electric.com.

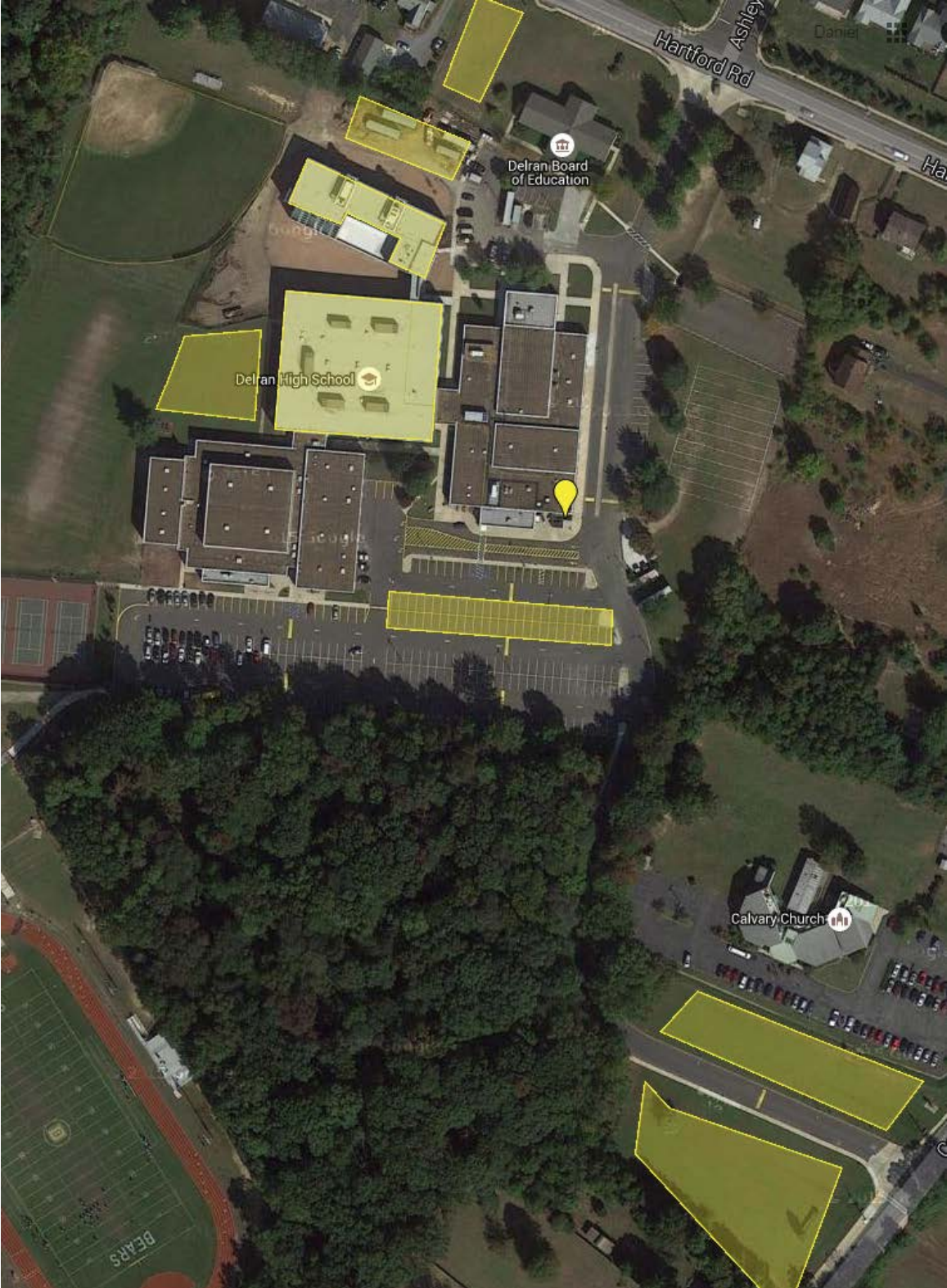
These areas should be used for Proposal purposes, but are subject to change following the RFP process.

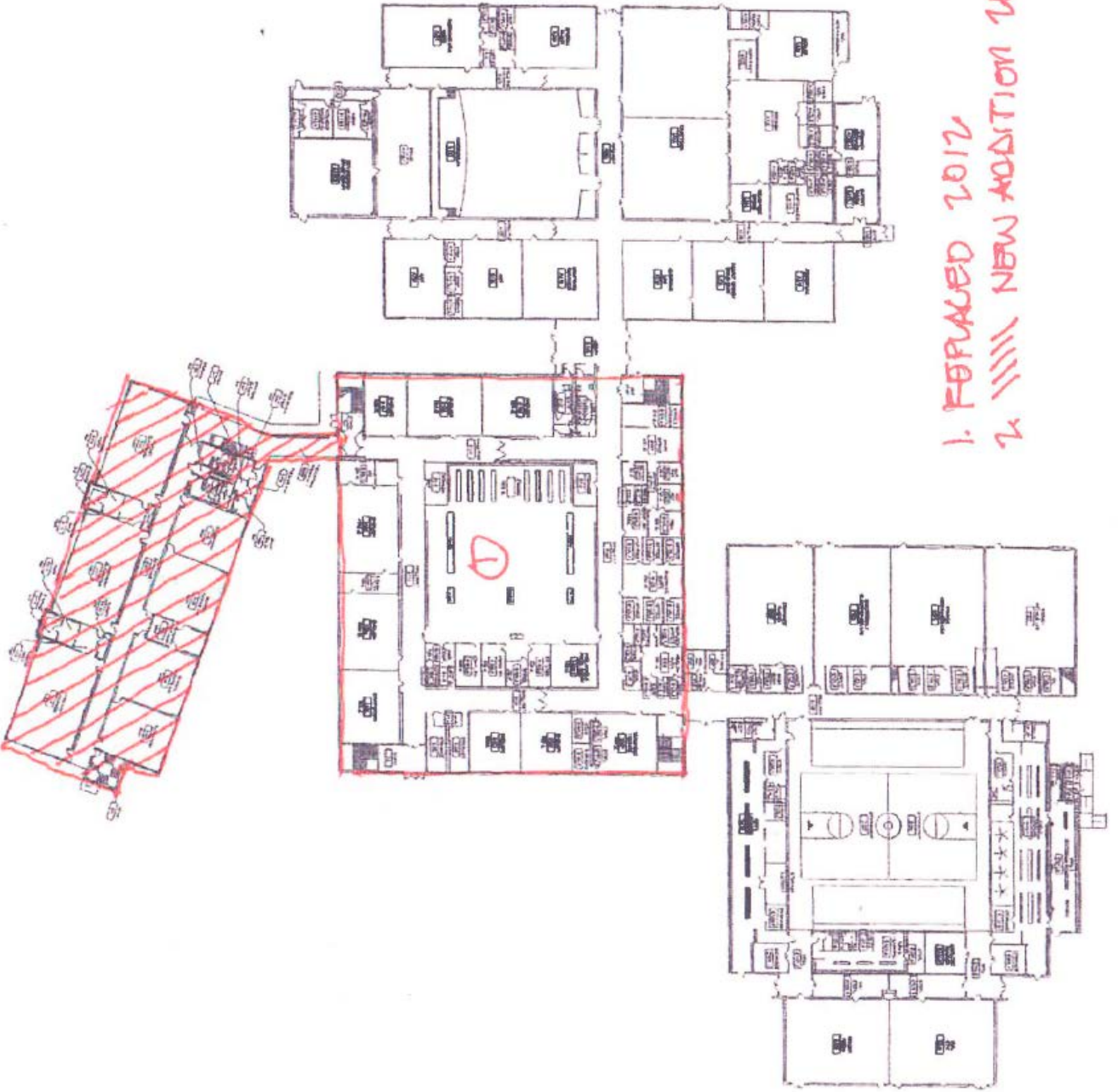
Rooftop Conditions

The following pages also include floor plans indicating the age and condition of all roofs across the District.

High School

50 Hartford Rd, Delran, NJ 08075





- 1. REPAIRED 2012
- 2. // // // // NEW ADDITION 2012

Middle School

905 S Chester Ave, Delran, NJ 08075



Intermediate School

20 Creek Rd., Delran, NJ 08075



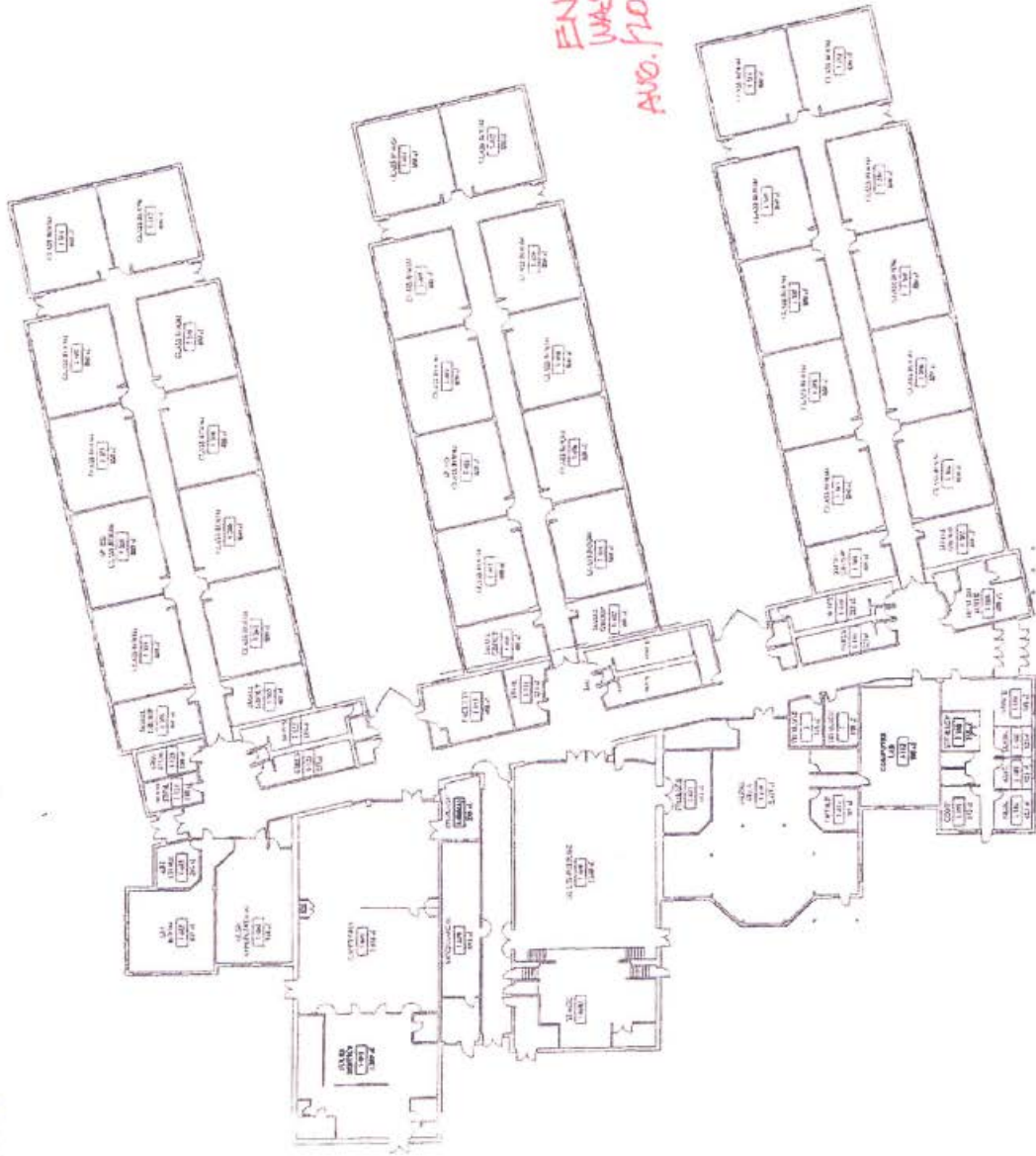
DELRAN INTERMEDIATE SCHOOL

20 Creek Rd.
Delran, N. J. 08075

DI

ENTIRE ROOF
WAS REPLACED.
AUG. 1901Z

North



CREEK FRONT

PARKING LOT

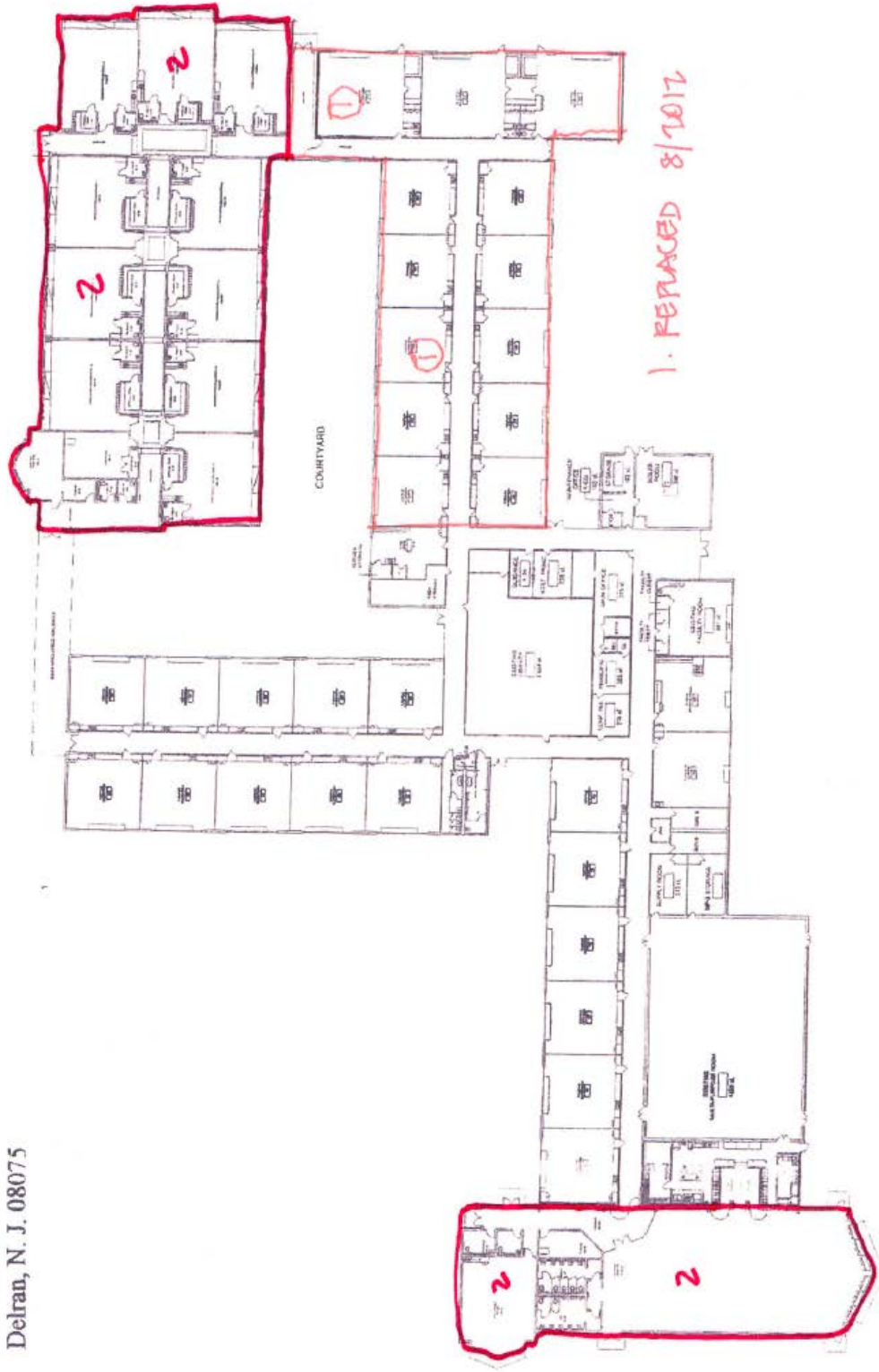
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Elementary School

282 Conrow Rd., Delran, NJ 08075



MILLBRIDGE ELEMENTARY SCHOOL
282 Courrow Rd.
Delran, N. J. 08075



1. REPLACED 8/2017

2. NEW ADDITIONS 9/2002

C. Energy Use

Below is a summary of 12 months of utility data for each site.

	Historical Baseline		Post-Project Baseline ¹	
	kWh	kW	kWh	kW
High School	1,963,778	5,493	1,659,570	5,200
Middle School	841,554	3,380	663,355	3,197
Intermediate School	874,263	2,990	471,124	2,340
Millbridge Elementary School	557,700	2,052	380,435	1,702
total	4,237,295	13,915	3,174,483	12,438

¹The District's electrical load will be reduced through a variety of separate energy conservation measures as part of the ESIP with Schneider Electric. Respondents must size solar arrays according to the "Post-Project Baseline" figures, in order to avoid overproduction.

For 12 months of complete utility bills, please visit the Project folder at:

<https://schneider-electric.box.com/s/eu1l41kgnq3l3hx98fzjexzpezfduxt0>