

Request for Proposal - DRAFT

IN PREPARATION FOR ASSESSING DISTRICT SITES, PROVIDING
OPTIONS FOR SOLAR SYSTEMS AND FINANCING, AND
RECOMMENDING IMPLEMENTATION AND FINANCING THAT
WOULD BEST MEET THE NEEDS OF THE DISTRICT IN MAKING
PROGRESS TOWARD BECOMING A NET-ZERO-ENERGY
EFFICIENT DISTRICT



SAN MATEO-FOSTER CITY
SCHOOL DISTRICT

Issue Date:

November 20, 2020

Issued by:

San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA
94404

The San Mateo-Foster City School District (“SMFCSD” or the “District”) is seeking proposals from qualified Firm(s) capable of performing the analyses described within this Request for Proposal (RFP). SMFCSD expects reduction in annual utility costs through the installation of solar at some or all sites in the District. It is our intent to enter into an agreement for professional services with the selected firm to deliver an analysis of the capacity of the District to generate solar energy, and provide the District with an array of system and financial options to finance and construct (“implement”) solar projects throughout the District. The recommendations may be for all or select campuses.

Proposal Deadline: All Proposals must be received on or before January 8, 2021, **no later than 4:30 pm.**

A. QUALIFICATIONS

SMFCSD may award a services contract to the Firm that, in its sole opinion, is the most capable of providing the range of services described in this RFP, and in the long-term best interest of the District. To be considered for this project a provider must demonstrate knowledge and experience in analyses of solar and financing options as demonstrated by:

- California K-12 references that can attest to the quality of the Provider’s past work performing services similar to those outlined in this RFP.
- Credentialed, trained, and knowledgeable staff.
- Ability to effectively communicate with SMFCSD Board, administration, and community as needed.

SMFCSD reserves the right to investigate the qualifications of all Providers under consideration and to confirm any part of the information furnished, or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of an agreement for professional services.

B. SERVICES REQUESTED

The San Mateo-Foster City School District is seeking an experienced professional consultant to provide SMFCSD with guidance and direction on installation and financing of solar energy at the district with an estimated budget, including soft costs, of approximately 14 million dollars. Services to be provided include, but are not limited to, a report that includes the following:

- A description of available solar options
- For each available solar option, projected energy savings to the District and pros and cons.
- A description of financing options including pros and cons of each.
- Recommendations to the District on which solar option(s) and financing option(s) to implement.
- An analysis of whether, from an energy and cost savings perspective, the District should start by installing solar at a few Districts sites or should install solar at all 25 sites at once.

Upon selection, the Provider shall perform an analysis of the capacity to generate solar energy within the District, inclusive of an Audit of the specified facilities, and propose a cost-effective solar generation program for the District which may include multiple

approaches and multiple proposals that take into consideration the investment that the District is willing to make.

C. SUBMITAL REQUIREMENTS

The submitting firms must demonstrate capability and prior experience in performing similar analyses. SMFCSD will consider the following background and experience factors in the evaluation of all submittals.

1. Table of Contents

The table of contents of the Request for Proposals (RFP) should include a clear and complete identification of the materials submitted by tab section and page number.

2. Cover Letter

Provide a signed and dated letter of interest (no more than two (2) pages), stating the respondent's interest in and qualifications to provide the services as outlined in the RFQ.

The cover letter should be signed by the respective respondent's President, company CEO or an alternate person authorized to sign on behalf of the firm.

3. Services Requested:

A. Provide a detailed description of how your firm will address the following:

- A description of available solar options
- For each available solar option, projected energy savings to the District and pros and cons.
- A description of financing options including pros and cons of each.
- Recommendations to the District on which solar option(s) and financing option(s) to implement.
- An analysis of whether, from an energy and cost savings perspective, the District should start by installing solar at a few Districts sites or should install solar at all 25 sites at once.

4. Solar Project History/References

A. Provide detailed project history for a minimum of five (5) public sector K-12 clients in California that the respondent has contracted with for solar analyses comparable to what the District is seeking. Provide the name of the District representative directly involved with your work, address, telephone number, and contact person for each reference, and specify services provided.

B. Describe the scope of work for the proposed project, indicating timeline, date, cost, educational tools/services provided if any, and additional benefits to the District.

C. Describe your experience with DSA, PG&E interconnection and Rebate Programs. ■

5. Background and Project Team

Provide general information on the respondent including: a brief history of the firm, length of time performing services, key differentiating factors, areas of expertise, location of main office, telephone number, contact name, local resources, etc.

Include resumes of key personnel who would be involved in the analysis. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate the name of the person who would serve as the primary contact for the District. Describe the management structure of the responding firm and include an organizational chart. If the firm would utilize resources from more than one office, indicate office locations and how work would be coordinated.

6. Fee Proposal

District requests a lump sum fee. Consultant must disclose their hourly rates, hourly rates for their sub-consultants, and reimbursable expenditures.

D. RESPONSE FORMAT AND COMMENTS

Responses to this RFP should be prepared in a way that provides a straightforward and concise description of the respondent's capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content. All submittal requirements listed above should be addressed in full. The Response must contain all requested information about the firm and must be on no larger than 8 ½ x 11 paper and **no more than (20) pages in length.**

Content shall be tabbed and numbered to correspond with the items included in the Submittal Requirements.

E. SUBMITTAL INFORMATION

Deadline for submission of five (5) bound copies of your Proposal is **4:00PM, Friday, January 8, 2021 and one thumb drive with the proposal** Proposals received after the deadline will not be accepted. All submittals become the sole property of SMFCSD and the content will be held confidential until the selection of a firm is made. Any proprietary information must be designated clearly and should be bound separately and labeled with words "PROPRIETARY INFORMATION". An entire submittal marked as such will not be accepted.

Submit sealed Proposals clearly marked "**Proposal for Solar Analysis**" to the following location:

**San Mateo Foster City School District
1170 Chess Drive
Foster City, CA 94404
Attention: Patrick K Gaffney, CBO**

Questions regarding this Request for Proposal (RFP) must be received no later than December 9, 2020, and may be directed to the District at pgaffney@smfcsd.net. Questions and answers will be posted on the District's website on December 15, 2020. <http://www.smfcsd.net/en/partnering-with-smfcsd/current-invitations-for-bids.html>

F. District's Evaluation / Selection Process

The District intends to select the firm that best meets the District's needs to perform the services by the end of February 2021. SMFCSD reserves the right to:

- Reject any or all submittals at its sole discretion.
- Cancel the RFP.
- Modify any requirements contained within the RFP and request a revised submission from all providers.
- Establish other evaluation criteria determined to be in the best interest of SMFCSD.
- Contract with any of the firms responding to this RFP based solely upon its judgment of the qualifications and capabilities of the firm.

This RFP does not commit SMFCSD to negotiate a contract. SMFCSD will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP. The District at its sole discretion may interview finalists, or select a firm to perform work based solely on the evaluation of the RFP and the checking of references.