

Rowland Unified School District
1830 Nogales Street, Rowland Heights, CA 91748

November 10, 2021

REQUEST FOR PROPOSALS #2021-22 (R2-I)
FOR
ASSESSMENT, DESIGN, INSTALLATION, CONSTRUCTION, AND OPERATION AND MAINTENANCE
OF PHOTOVOLTAIC SYSTEMS AT MULTIPLE DISTRICT SITES

(POWER PURCHASE AGREEMENT STRUCTURE)

The Rowland Unified School District (“**District**”) is requesting proposals (“**Proposal(s)**”) from qualified entities (“**Firm(s)**”) to design and construct a cost-effective solar photovoltaic (PV) electric generating system (“**Solar PV System**”) at multiple District sites (“**Site(s)**” or “**Project(s)**”), as identified herein.

Submittal. Interested Firms are invited to submit their Proposal via email to:

Rowland Unified School District, 1830 Nogales Street, Rowland Heights, CA 91748
Attn: Rosana McLeod, Director of Purchasing, rmcleod@rowlandschools.org

Proposals Deadline. All Proposals must be received on or before **November 23, 2021** not later than **2:00 PM**.

Questions. Questions regarding this request for proposals (“**RFP**”) may be directed to **Rosana McLeod, Director of Purchasing** via email only at rmcleod@rowlandschools.org. Firms are directed to **not** contact any other person with inquiries regarding this RFP. All questions must be submitted by **November 18, 2021 not later than 2:00 p.m.**

Mandatory Pre-Proposal Meeting A mandatory pre-proposal meeting will be held on **November 16, 2021**

- This will begin at **9:00 A.M.** at the **Rowland High School, Performance Art Center located at 2000 S. Otterbein Ave, CA 91748**, and will continue until approximately 3:00 P.M.
- The District will only accept Proposals from Firms that attend the pre-proposal meeting.

Notice. This is not a request for bids or an offer by the District to contract with any Firm responding to this RFP. The District reserves the right to reject any and all Proposals. All materials submitted to the District in response to this RFP shall remain the property of the District.

The RFP will be posted on our District’s website at www.rowlandschools.org

Thank you for your interest in working with the Rowland Unified School District.

1. **General Information / Instructions for Proposal.**

- 1.1. **Statutory Structure.** The District may, at its discretion and pursuant to applicable law(s), award a contract to the selected Firm per Government Code section 4217.12, et seq. (the energy efficiency statute), Education Code section 17406 (the lease-leaseback statute), Government Code section 4525, et seq. (the architectural or engineering services procurement statute), or Public Contract Code section 20111 (the general procurement statute for school districts).
- 1.2. Please review the documents attached to this RFP, which include the following:
- 1.2.1. **Appendix A (PROJECT INFORMATION: Scope of Services; Site List; Target Annual Production)**
- 1.2.2. **Appendix B (MINIMUM TECHNICAL SPECIFICATIONS)**
- 1.2.3. **Appendix C (FORM OF CONTRACT).**
- 1.3. **District's Expectations Regarding Minimum System Requirements.** The District expects a complete PV system **without any components being placed on any existing rooftop**, consistent with the Minimum Technical Specifications (**Appendix B**) and that provides the amount of power indicated as the "Target Annual Production" for each Site indicated in **Appendix A**. All solar panels shall be located exclusively on the parking areas and open areas on each Site and other ground-mounted systems. Proposed systems should be clearly described in each Firm's proposal so the District can consider them. Each system shall include all engineering, design hardware, and services necessary for a complete system, including, without limitation:
- 1.3.1. Solar PV modules;
- 1.3.2. Commercial inverter(s) with a rated efficiency of at least 95.5%, and that are fully compatible for interconnection to Southern California Edison ("**Local Utility**") grid;
- 1.3.3. Web-based monitoring system including power, energy, and system performance data over multiple periods such as day, week, month, and life of the system;
- 1.3.4. Public monitoring kiosk or LED display monitor with solar production information at each Site; and
- 1.3.5. All other hardware necessary for city and Local Utility acceptance of the PV system, if applicable.

2. **Content of Proposal.** Your Firm's Proposal must have each page numbered and must include the following information, using the following outline structure, except as may be otherwise directed:

2.1. **Letter of Interest/Executive Summary.**

- 2.1.1. A dated Letter of Interest / Executive Summary that includes the legal name of the Firm, address, telephone, email address and the name, title, and signature of the person(s) authorized to submit the Proposal on behalf of the Firm. Include the following:
- 2.1.2. An Executive Summary that shall include:
- 2.1.2.1. An outline of Firm's general design, installation, construction, and commissioning approach for Solar PV Systems;
- 2.1.2.2. A brief summary of Firm's qualifications,
- 2.1.2.3. A summary of Firm's experience with Solar PV projects and related other projects;

2.2. **Table of Contents.** A Table of Contents of the material contained in the Proposal should follow the Letter of Interest/Executive Summary.

2.3. **License Information.** Provide the Firm's Contractor's Licenses (**REQUIRED**) and engineer and/or architect license numbers (if applicable), including the specific discipline of those license(s).

- 2.4. **Local Office.** Provide the location of your local office nearest to the District, your main office if different, and other relevant resources of your Firm.
- 2.5. **Personnel & Team Members.**
- 2.5.1. **Firm Officers.** Provide signatory status of officer(s) of the Firm. If the Firm is a joint venture, list this information for all of the joint venture members.
- 2.5.2. **Personnel.** Include resumes of key personnel who would likely be assigned to the Project, including design professionals, whether employees or employees of subconsultants. Specifically define the role of each person and outline his or her individual experience and responsibilities. Indicate the name of the person(s) who would serve as the primary contact(s) for the District. If the Firm would utilize resources from more than one office, indicate office locations and how the work would be coordinated.
- 2.5.3. **Other Proposed Team Members.** In addition to Firm’s personnel, identify team members, other firms, funding partners, or similar entities Firm may request be part of the Project.
- 2.6. **Existing Systems.** Provide the number of operational solar systems that are currently under management by Firm.
- 2.7. **NEM 2.0.** Please indicate all actions the Firm can and will perform to ensure that the District preserves its rates and structure under NEM 2.0 and will not be subject to NEM 3.0.
- 2.8. **Financing & Funding.** The District is seeking a complete solar PV system that is financed through a power purchase agreement (“PPA”) and that also minimizes up-front costs and expenses.
- 2.8.1. Provide and describe the Firm’s experience with PPAs and its experience with other funding or financing models.
- 2.8.2. Provide a detailed explanation of the Firm’s ability to provide financing for a PPA, how the Firm incorporates and utilizes financing entities to fund the design and construction of the Solar PV System, and any other information the Firm believes will assist the District in selecting a Firm.
- 2.9. **Site Assessments/System Information.** Indicate your Firm’s assessment as to whether a system is feasible at each Site.
- 2.9.1. For each of the Sites, Firms shall propose a Solar PV System indicating the location and size of that system (without any components being placed on any existing rooftop). Include the system capacities for each Site.
- 2.9.2. Include the proposed Solar PV System sizes (both kW-dc and kW-ac), with expected first-year electricity output (kWh), and the annual degradation rate of electricity output (%).
- 2.9.3. The District is willing to consider installation of a Solar PV System other than the locations indicated in **Appendix A**, but please provide data and factual details supporting that additional or alternative installation.
- 2.9.4. Identify the module and inverters for each Site, including quantities and warranty information.
- 2.9.5. Identify proposed shade structure solutions, including shade structure manufacturer and proposed design features.
- 2.10. **PPA Rate(s) and other Pricing.**
- 2.10.1. **PPA Rate.** Indicate, by Site, your Firm’s proposed PPA rate as a per kWh charge. **The District is seeking a set, non-escalating, power purchase rate for each Site for the duration of the PPA** to provide the amount of power indicated as the “Target Annual Production” for each Site indicated in **Appendix A**.

- 2.10.2. **Other Costs:** Please indicate any other costs, fees, or charges Firm intends to charge the District to perform the work of the Project, including providing energy to the District.
- 2.10.3. **Operations and Maintenance.** Provide a proposed charge for operating and maintaining all systems (if a separate charge not in the above PPA rate). In your comments, if any, to the Form of Contract (**Appendix C**), include any comments to the Operations and Maintenance Contract that is attached to that Form of Contract, including all of its provisions and scope of work.
- 2.10.4. **Production Guarantee.** Provide a proposed Production Guarantee that will be part of the proposal cost (if a separate charge not in the above PPA rate). In your comments, if any, to the Form of Contract (**Appendix C**), include any comments to the Performance Guarantee that is attached to that Form of Contract, including all of its provisions.
 - 2.10.4.1. Indicate if and how Firm would provide real-time, system performance monitoring for diagnostics and historical data access for customers via a secure website.
 - 2.10.4.2. Provide a detailed description of the approach used to estimate the performance of Firm's proposed Photovoltaic Systems, including (a) identification and description of all employed models and data sources, (b) a detailed description of the methodology and procedures used and (c) research conducted by or on behalf of your Firm to ensure accuracy and calibration of performance modeling.
- 2.11. **Anticipated Savings.**
 - 2.11.1. Provide your Firm's assessment of the anticipated savings from each Site's system.
 - 2.11.2. The District has not reserved any incentives or credits and is unaware of available incentives or credits. The District invites Firms to incorporate potential incentives or credits as appropriate, and to inform the District as to the potential availability of incentives or credits. ITC credits or other tax benefits that a Firm must retain in certain arrangements will stay with the Firm. All other tax or Local Utility credits will remain with the District.
 - 2.11.3. Provide your Firm's determination of what Local Utility rates the District may be eligible for under a PPA and what steps the Firm will take to ensure the District can benefit and secure those Local Utility rates.
 - 2.11.4. Firms are encouraged to provide a net present value (NPV) calculation as part of its Proposal, including the Firm's determination on what a discount rate should be.
- 2.12. **Schedule.** Provide a preliminary schedule showing the total time required to receive a Permission to Operate Letter once the District has issued a Notice to Proceed for a particular Site. Milestones should be a part of the schedule. No specific milestone deadline requirements are mandatory, but the timeliness and efficiency of performance may be considered.
- 2.13. **Proposed Revisions to Form of Contract.** The District's form of agreement ("**Form of Contract**"), including the indemnification provision, is attached hereto as **Appendix C** to this RFP. If Firm has any comments, proposed changes, or objections to this Form of Contract (including the Performance Guarantee and the Operations and Maintenance Contract), it must provide those comments, proposed changes, or objections in its Proposal. Firm's responses must be sufficiently detailed, substantive, and clear to permit the District to respond to the Firm's comment, proposed change or objection. **PLEASE NOTE: The District will not consider any substantive changes to the Form of Contract if comments, proposed changes, or objections are not submitted with or before the Firm's Proposal.**
- 2.14. **Additional Information/Additional Scopes of Work.** Provide any additional information and pricing your Firm wishes the District to consider, including potential additional facilities (e.g., battery storage, electric vehicle charging stations, educational programs, etc.).

3. **District's Evaluation / Selection Process**

- 3.1. District intends to select the Firm(s) that best meet(s) the District's needs to perform the services as described in this RFP. District may, at its discretion, interview some or all of those Firms that provide a Proposal. One or more Firms may be selected and recommended to the governing board of the District for approval.
- 3.2. All Proposals shall become property of the District. The District reserves the right to make use of any information or ideas in the Proposals. All costs associated with the preparation or submission of a Proposal is solely the responsibility of the Firm submitting the Proposal.
- 3.3. The District reserves the right to select one Firm for the entire Project or to divide the Project by scope and/or by Site and award separate contracts to multiple Firms. The District also reserves the right to reject any and all Proposals and/or to utilize other methods to procure architectural, design, energy and construction services for the District.
- 3.4. The District's evaluation will consider multiple factors including, without limitation, respective skills, experience, qualifications, and financial strength; overall Solar PV Systems' pricing and long term cost of operations; cost per unit output; expected long-term General Fund savings; proven performance; technology components; comments to the Form of Contract; operations and maintenance support; guarantee of stated kWh output of the Solar PV Systems; and overall thoroughness of the Proposal including the responsiveness to the RFP and during the RFP process.

4. **Public Records.** Proposals submitted to this RFP will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in each Proposal that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "Confidential," "Proprietary," or "Trade Secret," may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Firm that indiscriminately identifies all or most of its Proposal as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a Proposal marked "Confidential," "Proprietary," or "Trade Secret," the Firm agrees, by submission of its Proposal for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Appendix A

PROJECT INFORMATION

Scope of Services

Site List

Target Annual Production (kWh)

1. Scope of Services

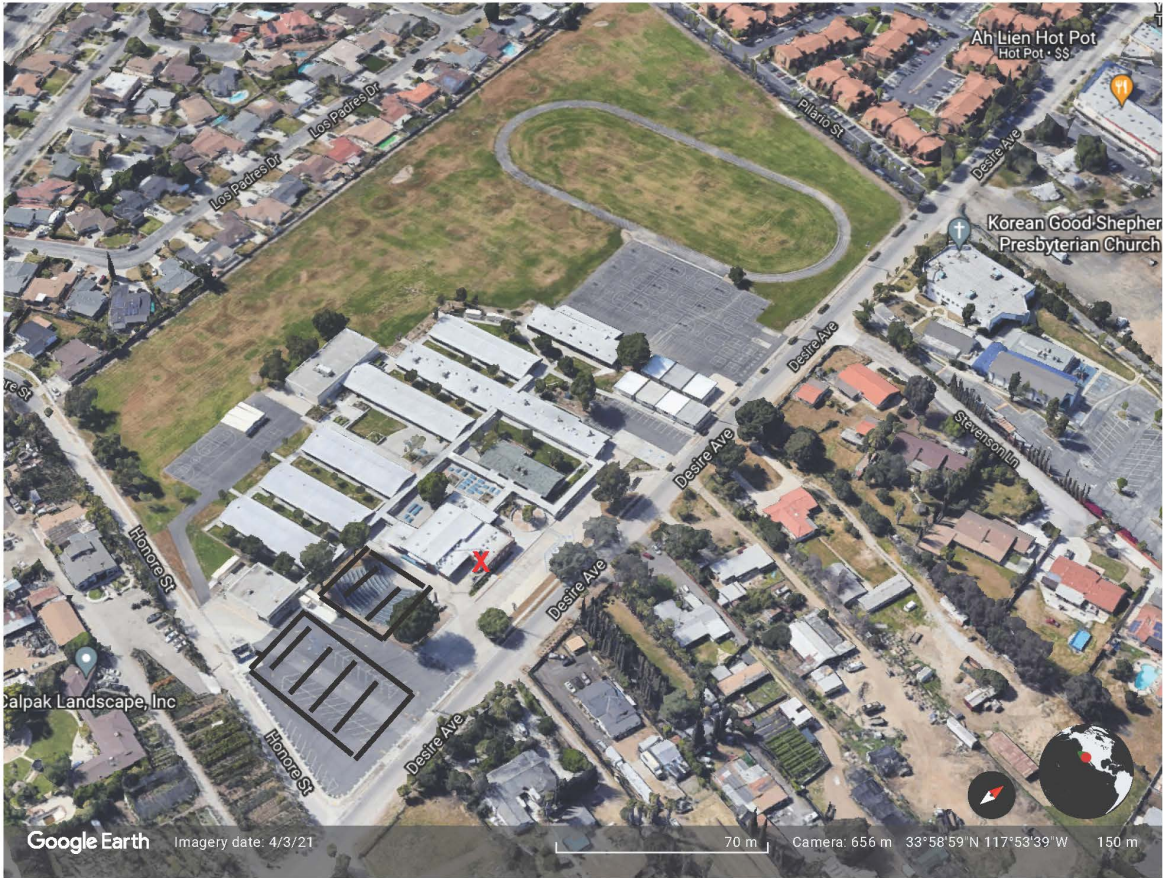
- 1.1. **Design / Construction.** In compliance with the Form of Contract attached to the RFP as **Appendix C**, Firm shall design, receive DSA approval, oversee all construction, commission and achieve DSA closeout with certification for the Project (or the scopes and/or Sites of the Project for which the Firm is selected to perform).
- 1.2. **Operation & Maintenance.** Perform all operation and maintenance of the Systems.
- 1.3. **Performance Guarantee.** Provide a guarantee of energy production to the District.

2. Sites.

- 2.1. The District currently anticipates that the Project will be located at the Sites listed below. The District reserves the right to remove some Sites from or add Sites to the Project, to divide the Project into phases, or to otherwise reconfigure the Project structure based on Site access, funding, or other factors.

| Proposed Site Information | | | |
|---------------------------|---------------|--------------------------------|---|
| School Name | Meter Numbers | Target Annual Production (kWh) | Address |
| Alvarado Intermediate | V349N-007786 | 312,000 | 1901 S. Desire Ave., Rowland Heights 91748 |
| Building Services/ Trans. | 259000-076815 | 181,000 | 1018 S. Otterbein Ave., Rowland Heights 91748 |
| District Office | V349N-000290 | 370,000 | 1830 S. Nogales St., Rowland Heights 91748 |
| District Office | 259000-026054 | 65,000 | 1830 S. Nogales St., Rowland Heights 91748 |
| Giano Intermediate | V349N-019090 | 210,000 | 3223 S. Giano Ave., West Covina 91792 |
| Nogales High | V349N-019199 | 1,240,000 | 401 S. Nogales St., La Puente 91744 |
| Nogales High | 259000-025364 | 150,000 | 401 S. Nogales St., La Puente 91744 |
| Oswalt Academy | V349N-017910 | 365,000 | 19501 Shadow Oak Dr., Walnut 91789 |
| Rowland High | V349N-013993 | 1,225,000 | 2000 S. Otterbein Ave., Rowland Heights 91748 |
| Rowland High | 259000-030706 | 64,000 | 2000 S. Otterbein Ave., Rowland Heights 91748 |
| Rowland High | 223000-005367 | 10,000 | 2000 S. Otterbein Ave., Rowland Heights 91748 |
| Telesis Academy | V345N000670 | 596,000 | 2800 E. Hollingworth St., West Covina 91792 |
| Ybarra Academy | V349N-017328 | 315,000 | 1300 Brea Canyon Cut-Off Rd., Walnut 91789 |

- 2.2. On the following pages are the Site plans that indicate where the District anticipates the location of solar arrays, plus the location(s) of the Site's main switch gear (indicated by a red "X").

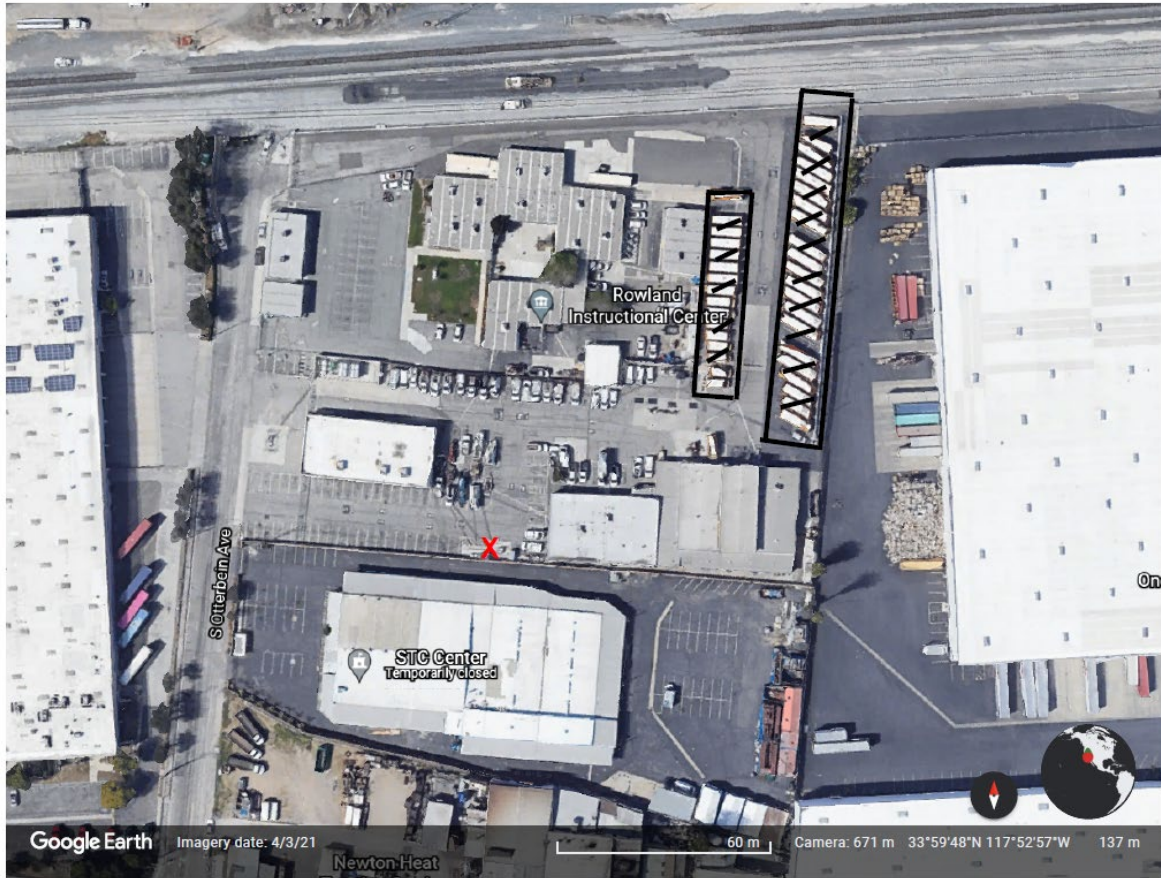


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Building Services

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District Office

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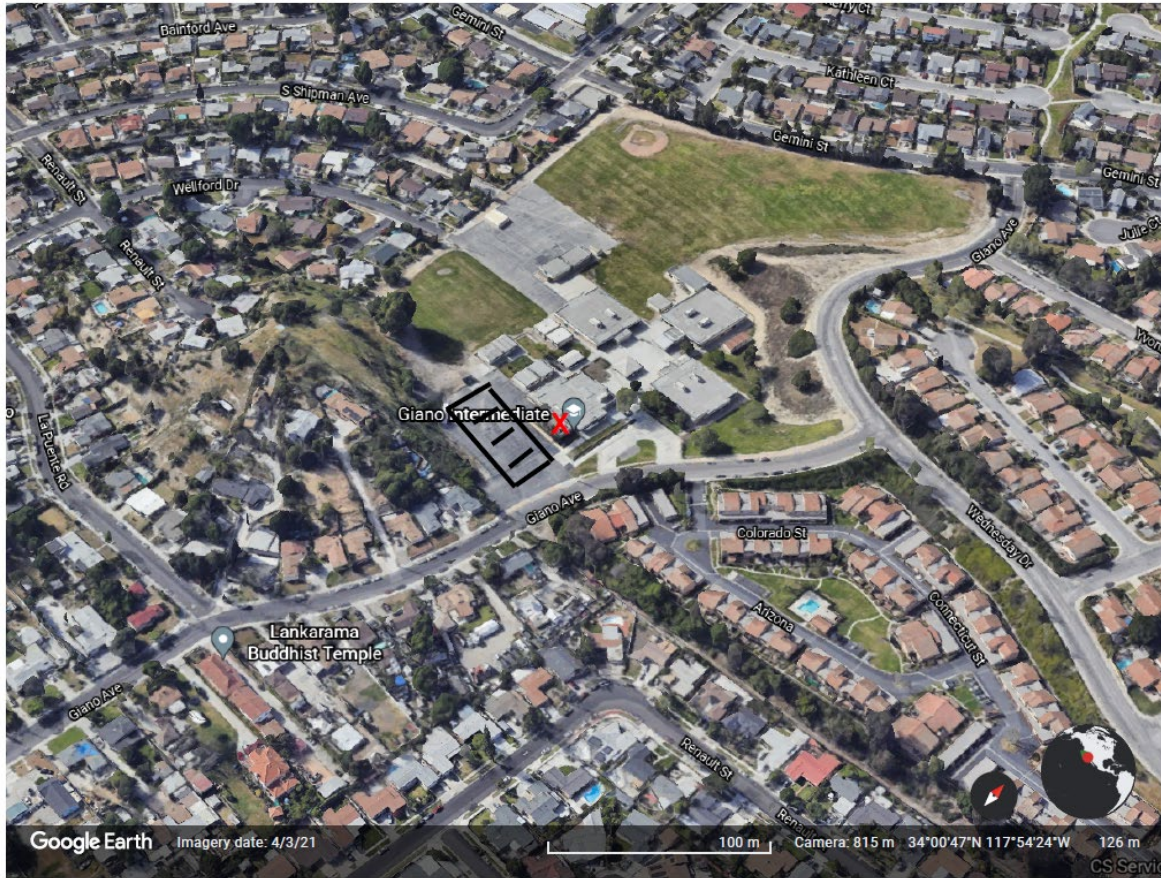


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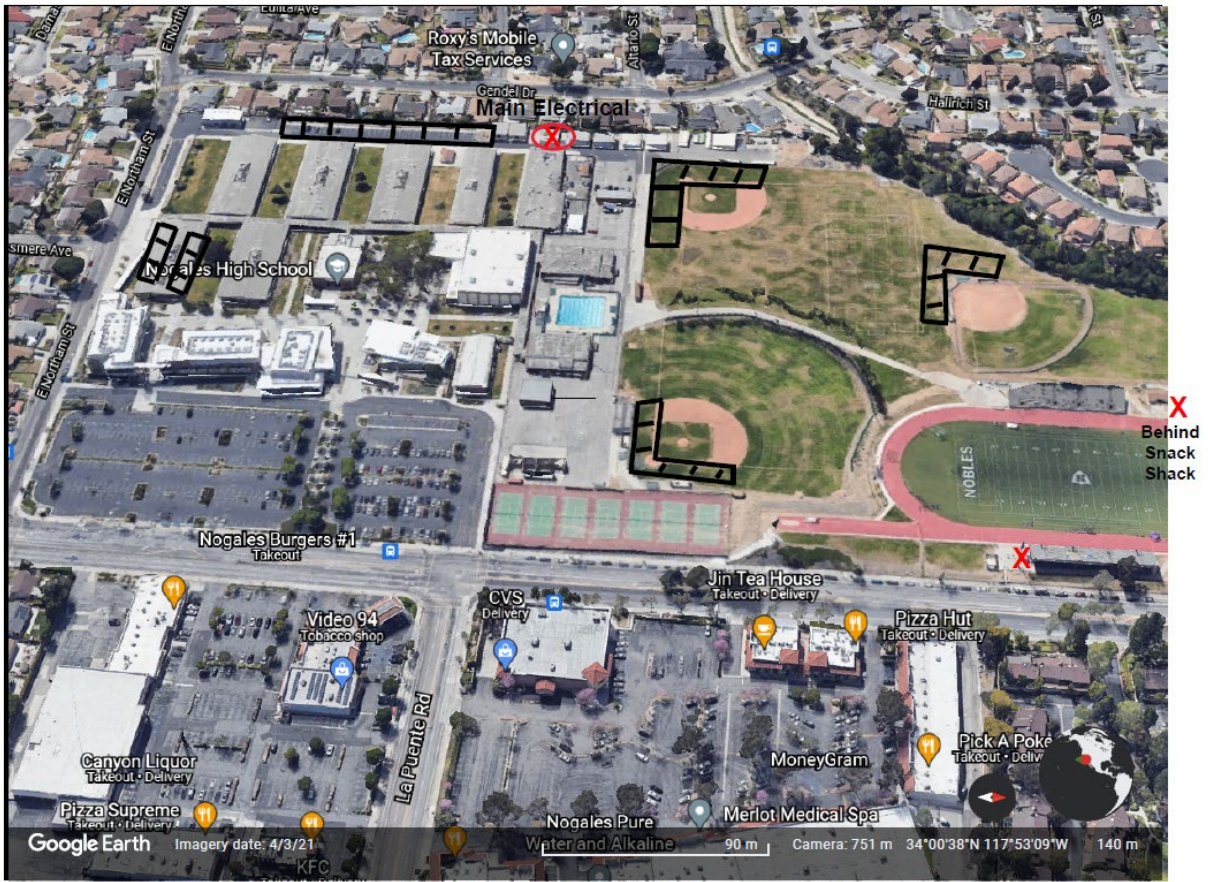


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Nogales High School

Google Earth



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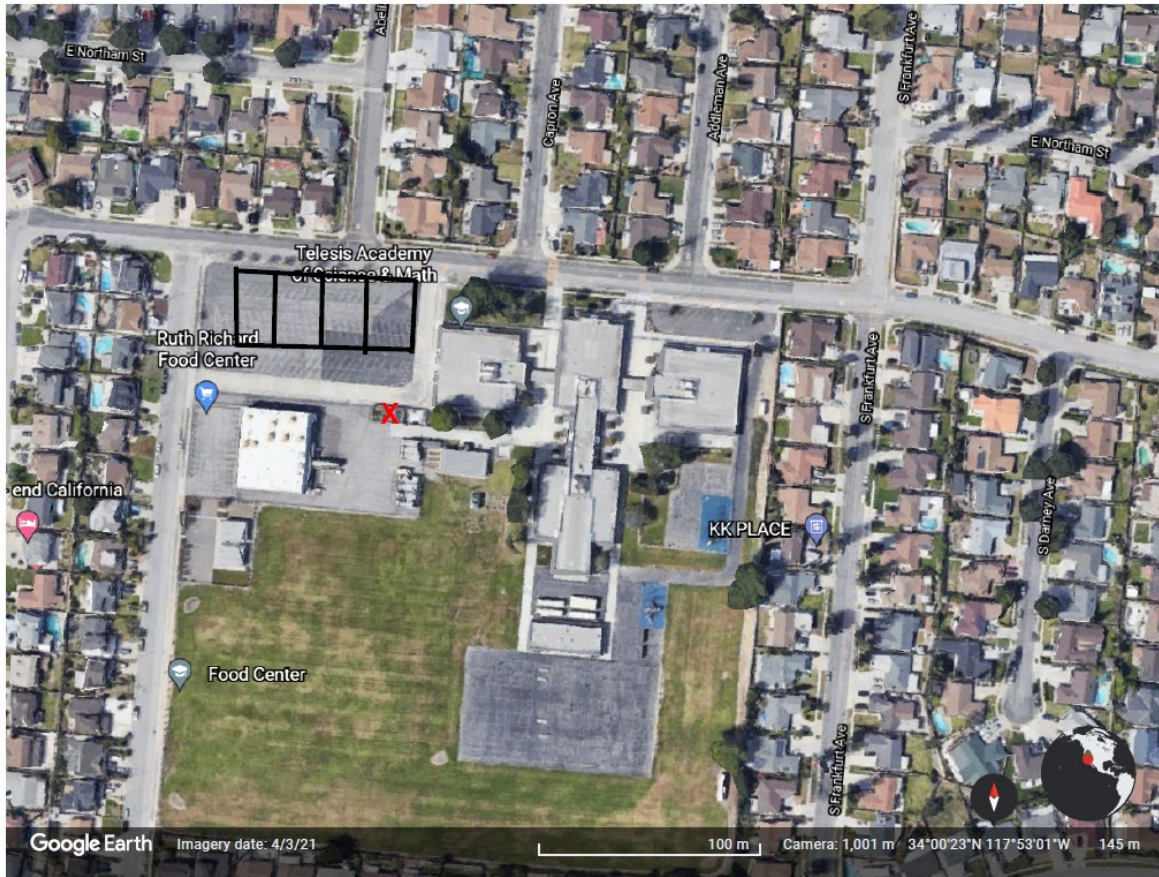




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Telesis Academy

Google Earth

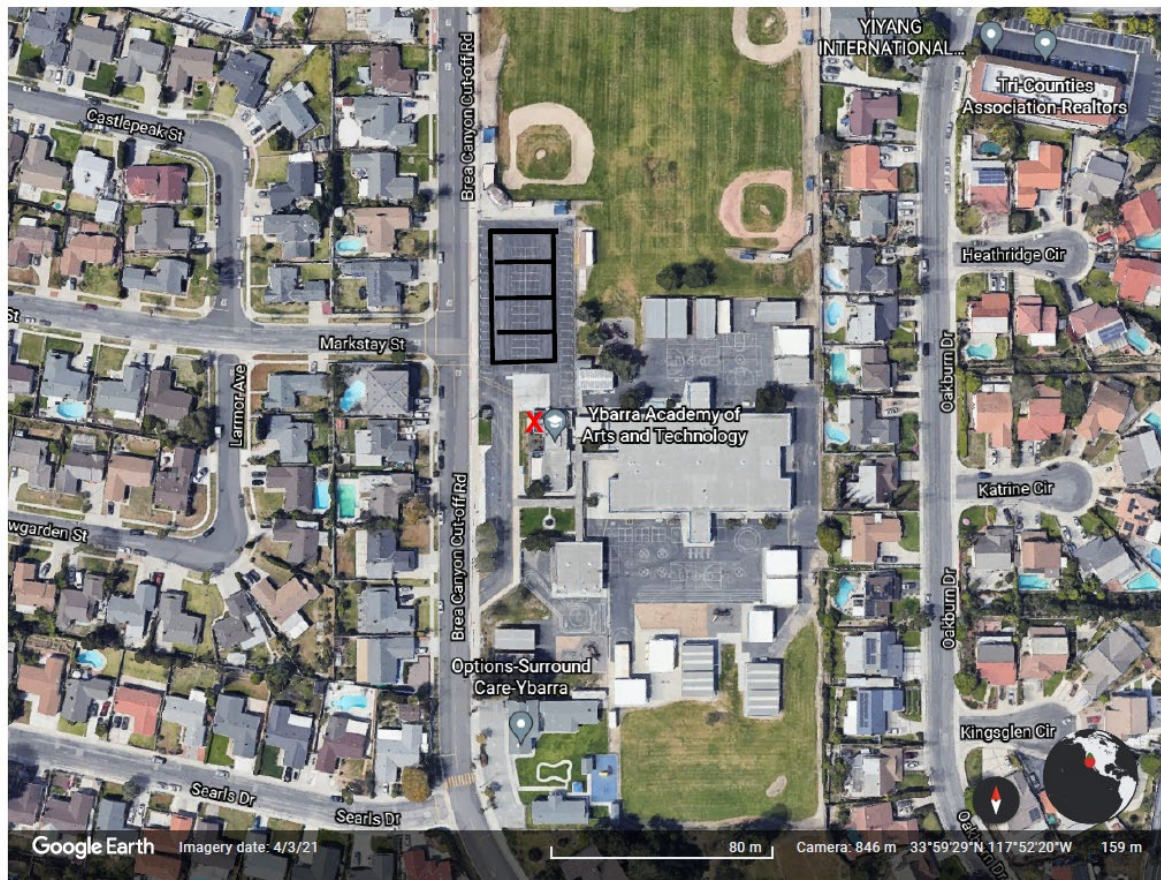


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Ybarra Academy

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Appendix B

MINIMUM TECHNICAL SPECIFICATIONS

Applicable Codes and Standards

The System(s)'s design, engineering, installation, construction, interconnection, startup, and testing shall follow the applicable codes, standards, and publications that are in effect at the time of System(s) initiation, and that are consistent with current local utility standards and requirements. The codes and standards utilized shall be the latest editions in effect at the notice to proceed date. Materials manufactured within the scope of Underwriters Laboratories shall conform to UL standards and have an applied UL listing mark. If no UL compliance is available, material and equipment shall be labeled or listed by a nationally recognized testing laboratory.

Permits

Designer/Builder is responsible for obtaining all necessary required permits from DSA and all other, applicable agencies having jurisdiction for project design, construction and operation. Designer/Builder shall be responsible for paying for all permits and these costs shall be included in the proposed price.

Utility Interconnection

Designer/Builder is responsible for managing and obtaining interconnection approval from the Site(s) local utility company. Designer/Builder is responsible for understanding and incorporating all knowable and impactful local utility interconnection rules in accordance with the Green Book and Rule 21 into their proposal.

Equipment

Modules

The PV module selected for this System(s) shall:

- Meet IEC 61215 (crystalline silicon PV modules) standards for the model selected for this System(s).
- Be UL listed for the voltage specified for this System(s) (e.g., 600 VDC).
- Include all known and future duties, tariffs, export tariffs, customs, demurrage, and shipping costs.
- Shall be on the California Energy Commission's approved list of solar modules available at http://www.gosolarcalifornia.ca.gov/equipment/pv_modules.php

Inverters

Designer/Builder shall supply and install inverters and wiring/cabling to this equipment in accordance with National Electrical Code (NEC) standards. Inverters selected for this project shall:

- Be UL listed to 1741 (Standard for Inverters, Converters, Controllers and Interconnection System Equipment for Use with Distributed Energy Resources).
- Comply with IEEE 1547, including testing to IEEE 1547.1 and IEEE C62.45. Regulatory standards compliance shall also include IEEE C62.41.2 and CSA107.1-01.1.

Inverters, integrated disconnects, and associated conduits must be installed as high as possible on structure, not accessible by unauthorized individuals. Conduits shall not protrude from inverters or disconnects in a manner that creates a climbing hazard. Enclosure must have a door interlock system to prohibit the door(s) from being opened while energized.

DAS and Monitoring Equipment

The monitoring system at each site shall provide energy generation data, historical data, solar insolation attributes, and meteorological data.

Points to be monitored by the DAS system at each site shall include, at a minimum:

- Irradiance in plane of array
- Global horizontal irradiation

- AC voltage and current
- DC voltage and current
- Revenue grade Kilowatts (kW) and Kilowatt hours (kWh)

The following shall make up the DAS calculated values list:

- Modeled production based on measured meteorological data
- Day's energy in kWh
- Month's energy in kWh
- Year to date energy in kWh
- Total lifetime energy in kWh
- PEGU provided reporting

The system shall be configured to sample data, 5-minute average intervals, and shall be configured to update the server at least once every 15 minutes. The system shall store the 1 to 15-minute averaged interval data for the life of the System. The system shall be capable of issuing alarms and notices to alert the system manager and operation and maintenance (O&M) contractor to potential system problems and outages. The metering scheme shall be capable of reading the net electrical energy to the grid during daylight hours and the nighttime auxiliary loads when the System(s) is in standby mode. The monitoring system data shall be accessible through an online dashboard, which allows for logging into administrator panel views. Raw data shall be downloadable for any time period of stored historical in an easy fashion. All electronics shall be enclosed in a NEMA 3R enclosure. The data shall be collected at hardwired locations and transmitted wirelessly via a cellular modem, or other means, to be provided and installed by Designer/Builder.

Lighting System

Designer/Builder shall provide a lighting system for all non-roof mounted systems in parking lots and under shade structures and in areas where existing lighting must be removed to accommodate the arrays. Lighting systems shall comply with California Title 24 requirements. All lights shall be LED and bi-level motion sensing with photocells and time clocks. Lighting systems for shade-structure systems shall be included on the underside of the shade structure and meet or exceed existing lighting levels of all areas impacted by the removal of the existing lighting system, under the array or otherwise.

Shade Structures in Parking Lots

Column locations shall minimize impacts to existing parking and placed to maintain all existing parking spot dimensions. Designer/Builder is responsible for verifying and understanding existing ADA parking, striping, and paths of travel and what code required upgrades will be necessary as a result of the solar project. Designer/Builder is responsible for all required ADA upgrades, striping, and path of travel under arrays and to connecting ADA compliant path of travel including any new curb cuts, truncated dome pads, and other work as necessary to connect to the existing path of travel. Columns and steel beams shall either be painted with a corrosive resistant paint or galvanized. All Shade-structures shall have a minimum clearance height of ten (10) feet as defined from grade to bottom of beams.

Appendix C
FORM OF CONTRACT