

**REQUEST FOR PROPOSAL
PHOTOVOLTAIC FACILITY FOR FEMA ALTERNATE PROJECT
2015-30**

**City of Loveland
Water and Power – Power Division**



NOTICE TO VENDORS

The City of Loveland Water and Power Department is accepting proposals for Phase 1 (Design) of the design/build proposal of a solar photovoltaic power plant as specified herein. Proposals for Phase 1 must be received by the City Clerk's Office, Loveland Civic Center, 500 East Third Street, Suite 230, Loveland, CO 80537 on or before 2:00 p.m. on Thursday, July 9, 2015. Proposals must be enclosed in a sealed envelope or box and clearly labeled "Proposal for Photovoltaic Facility for FEMA Alternate Project." Please also list the vendor's name and address on the outside of the envelope or box.

The City Clerk's Office will receive, date, and time stamp all proposals. Proposals that have not been received by the deadline set forth above, as determined by the City Clerk, will not be considered. The City is not responsible for delays occasioned by the U.S. Postal Service, the City's internal mail delivery system, or any other means of delivery employed by the vendor.

Copies of this document are available via the Rocky Mountain E-Publishing System (Interactive Procurement Technologies) at www.govbids.com, then select Rocky Mountain E-Purchasing. If you are not registered with Interactive Procurement Technologies, please visit their website and select "Vendor Registration." If you have questions about the registration process, please contact Interactive Procurement Technologies at 800-677-1997.

Questions concerning this Request for Proposals shall be submitted in writing to the City's Project Manager, Brieana Reed-Harmel, at Brieana.Reed-Harmel@cityofloveland.org no later than 2:00 p.m. (our clock) on Thursday, July 2, 2015.

The City of Loveland does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodations to attend or participate in a City service, program, or activity, call (970) 962-2000 or TDD # (970) 962-2620 (hearing impaired only) as far in advance as possible. Disabled access is available at the southeast side of the Civic Center Annex Building, garden-level entrance.

INTRODUCTION

The City of Loveland Water and Power Department (City) is accepting proposals through a two-step design-build bid process in accordance with Subpart 36.3 of the Federal Acquisition Requirements (FARs) for the design and construction of a solar photovoltaic power plant as specified herein. The Phase 1 (Design) process shall consist of a 90% completed design set of drawings and data. The Phase 2 (Build) process shall consist of a fixed-price bid procurement based on submitted chosen designs. Refer to the Submittal section for specifics on this process.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposals shall comply with the following conditions:

1. All prospective proposers should comply with the requirements, conditions and specifications contained in the RFP.
2. Prior to submitting a proposal, the prospective proposer must visit the site (specified in the Site Conditions section of Attachment A – Technical Specifications) and become thoroughly familiar with all pertinent conditions that are included in this Scope of Work. The prospective proposer must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. Failure to do so will not relieve proposers from the responsibility for estimating properly the difficulty or cost of successfully performing the work. Arrangements must be made with the City Project Manager prior to inspecting the site.
3. The City reserves the right to modify any portion of the RFP up to the date/time for submission of the RFP responses, including without limitation, the cancellation of this RFP. Modifications, if any, made by the City to the RFP will be done in writing and posted at www.govbids.com Rocky Mountain E-Purchasing. The City will not provide any oral clarifications or modifications to the RFP or requirements hereof; no employee, officer, agent or representative of the City is authorized to provide oral clarifications or modifications to the RFP. No prospective proposer shall rely on oral clarifications or modifications to the RFP.
4. If a prospective proposer encounters errors or discrepancies in this RFP or portions hereof, or requires clarifications of any portion of the RFP, the proposer shall immediately notify the City Project Manager. Responses of the City to the notice of any errors or discrepancies herein or request for clarification will be in writing; if, in the sole judgment of the City, any clarification response affects the RFP or other respondents, the City will issue the clarification response by a written addendum distributed at www.govbids.com Rocky Mountain E-Purchasing.
5. A representative of your company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company.
6. All submittals must be complete and comprehensive, but it is not necessary to include expensive displays or excess materials. All costs incurred in the preparation and presentation of the proposal shall be entirely borne by the prospective proposer.

7. The City reserves the right to waive any irregularities and to reject any and all proposals on any basis without disclosing a reason.
8. Upon award of the project the proposer shall sign the City's Service Contract (Attachment B) and enter into a confidentiality agreement related to customer information.
9. Pursuant to the Colorado Open Records Act, C.R.S. §§ 24-12-201 *et seq.* (Act), and the Freedom of Information Act (FOIA), all information contained in any proposal is subject to public disclosure unless it meets one of the exceptions set forth in the either document. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data (Confidential Information), the proposer must clearly mark all Confidential Information as such and provide a written, detailed justification with its proposal of the protected nature of the Confidential Information under Colorado or federal law. This justification must address, at a minimum, the specific competitive harm that may result from any disclosure, the intrinsic value of the Confidential Information to the proposer, and any safeguards the proposer uses to protect the Confidential Information from disclosure.

PROPOSAL ELEMENTS AND FORMAT

Qualified proposers interested in the work described in this Request for Proposal should submit a minimum of the following information to the City:

A. Cover Letter

A one page cover letter should be provided that expresses the proposer's interest in the Project and identifies the primary contact person, including title, street/ mailing address, phone number, cell phone number and email address.

B. General Information

Please provide the name of the company, date established, state incorporated, office location(s), previous names the company has used in the last 10 years, annual revenue for at least the past 5 years, geographical area(s) where most of the company's work occurs, general type(s) of construction where most of the company's revenue is earned (*i.e.*, municipal buildings, libraries, schools, etc.), key leadership and staff, experience with federally-funded projects, experience, if any, with ongoing maintenance of grid-connected PV systems and a general description of the company and its history, status (private or publicly held), and number of employees (full time excluding contractors).

C. Describe all of the currently operating, non-residential, grid-connected PV systems similar in size to the scope of this RFP [kW (ac)] that your company has installed in the Western United States within the past three (3) years (not in development). For each, provide the following information:

1. Total kilowatt peak (kWp) installed/ system size (kWp rating)
2. Customer/owner name with contact person's name, email, address, phone number, and system location
3. Installation date and on-line date
4. Current operating status, precise role(s) your company performed for the project (e.g. material supplier, lead contractor, electrical subcontractor, design, consulting, etc.)
5. Type of system.

D. Project Team

This section should describe the proposer's team for this Project. Please include, at a minimum, the proposed Project manager. Individual team members can fill more than one role. For these key project team members, please include the following information:

1. Role the individual will take on the Project;
2. Description of the individual's background and experience, including any unique qualifications;
3. Years of experience;
4. Years of experience with the company;
5. Experience with the proposed Project team;
6. Expected availability and percentage of time that would be committed to this Project.
7. Confirmation that a contractor's license is active and in good standing with the regard to architectural and engineering
 - a. As applicable, list the name and license number of at least one full-time employee that is a professional engineer licensed in the State of Colorado in each of these disciplines:
 1. electrical
 2. structural
 3. mechanical

E. Estimated Timeline:

1. Project construction must be complete and generating energy by December 31, 2016.
2. Submit a detailed implementation schedule for all of the proposed PV systems indicating the expected milestones and timing.
3. Provide company policy on reimbursement of travel expenses.

F. Projects Completed

1. Provide a list of projects completed by the proposed project team (minimum of three). For each project listed, please provide the following information:
 - a. Bid or negotiated cost amount at start of work
 - b. Total contract amount at project completion
 - c. Initial contract completion time
 - d. Actual completion date and reason(s) for extension
 - e. Provide owner reference name and phone number for project for reference check

G. Subcontractors

Based on the project description, describe which, if any, portions of the work would likely be performed by subcontractors.

H. Disadvantaged Business Enterprises

This project does not have a disadvantaged business enterprise (DBE) requirement. However in an effort to realize the full benefit of a supplier base that reflects the diversity of the American supplier community, the City encourages the use of qualified small, minority, and woman-owned businesses (SMWOB) as contractors and subcontractors on City projects and services consistent with effective contract performance. The Contractor shall be required to provide documentation of outreach to DBE suppliers and subcontractors.

I. Safety Record

Provide the company's OSHA reportable accident rate and current workers' compensation insurance multiplier for the last 3 years. Provide the OSHA reportable accident rate on projects managed by the proposed superintendent(s) or project manager(s) over the 3-year period (depending on who is assigned site safety responsibility in the contractor organization).

J. Bonding Company

Provide the name, address and phone number of the company's bonding agent. Provide a letter from the bonding agent indicating whether the company's bonding capacity is adequate to undertake this work. Assume a total of \$5,100,000 total construction value for this project.

City Municipal Code requires payment and performance bonds equal to 100% of the contract amount for this project, including all approved change orders.

K. Provide a summary or the issues and status of any lawsuit your firm or any executive officers of your firm have been a party to involving the performance of any equipment it has installed.

L. Describe any additional elements of your experience or offered services that you believe the City should take into account when evaluating your proposal.

M. Describe experience with successfully completing projects under the Federal Acquisition Requirements (FARs) guidelines

SUBMITTALS

- A. Responses to Phase 1 (Design) submittal shall consist of two hard copy and one PDF. The construction drawing package must be stamped by an appropriate Colorado licensed professional engineer.
1. Proposers shall submit a 90% completed design set of drawings and data including the Technical Specifications Document attached. The construction package must at a minimum contain section 4.1 of the technical specifications from Attachment A.
- B. If Phase 1 submitted proposal is selected you will be notified by the City to respond to Phase 2 of this proposal. Phase 2 responses shall contain a single lump-sum price for the entire project and include the following.
- The period of validity of the price offered.
 - A signed warranty at a minimum of ten (10) year against defective workmanship or installations, as applicable.
 - Breakdown of lump sum costs as itemized herein in Technical Specifications (Attachment A). Evaluation will be conducted for a contract total not exceeding available funds. Award will be contingent on availability of funds.
 - Provide the \$/W costs at proposed date of procurement of material.
 - Copy of Electrician(s)' License(s) from the State of Colorado
 - Copy of Solar and OSHA Certifications
 - Copy of the SAM Registration (System for Award Management) at www.sams.gov
 - Completed and signed W-9 form
 - List of References (at least five consecutive years of relevant experience)

BASIS OF AWARD

Phase 1 Basis of Selection:

The City shall evaluate each potential contractor in terms of its:

1. Professional qualification necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required, including:
 - a. Capacity to accomplish the work in the required time;
 - b. Past performance on contracts with government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
3. Acceptability under other appropriate evaluation criteria including:
 - a. Superior quality
 - b. Adherence to Technical Specifications (Attachment A);
 - c. Maintenance and/or service;
 - d. Delivery and/or completion time(s);
 - e. Guarantees and warranties;
 - f. Company's reputation and financial status; and
 - g. Past experience and cost with same or similar equipment or service.
 - h. Value added options or services
4. The City may check references on contractors whose designs meet the criteria defined in this RFP. A "Satisfactory" or "Unsatisfactory" rating will be given for each reference contacted.
5. Within thirty (30) calendar days after Phase 1 submittal, the City will notify proposers of their design status for purposes of Phase 2 submittal.

Phase 2 Basis of Selection:

The City will short-list approximately three to five contractors that it deems, in its sole discretion, to be most qualified to perform the work required for this specific project. In no case will fewer than three or more than eight contractors be selected for the short list. Only short-listed contractors will be allowed to submit price proposals in the Phase 2 portion of this RFP. The City intends to award the bid to the lowest responsive, responsible, qualified contractor that, in the City's judgment, will provide a final design and end product that will provide the best value for the City.

Contract Award

Within thirty (30) calendar days after the Phase 2 submittal, the City will accept one of the proposals or cancel the solicitation altogether. The Notice of Award (NOA) of the proposal will be in writing and emailed to the designated responsible party for the contractor. The contractor must sign and return the contract to the City within seven (7) calendar days.

Work Scheduling

For work scheduling, the contractor shall provide a sequenced construction schedule to the City for approval no later than seven (7) calendar days after receiving a Notice of Award (NOA). The construction schedule will indicate the various work fronts and the periods of time each is required to be vacant in order to perform his work.

Following the contract award, a Pre-Construction Meeting will be held at the City of Loveland Service Center, at a date to be coordinated between the City Project Manager and the contractor after execution of the agreement and prior to commencement of work. Those in attendance will include the City Project Manager, the contractor and major sub-contractors. The meeting agenda will include significant items which could affect the progress, construction

schedule, critical sequencing, use of premises, and policies governing interaction with City staff. The selected contractor and its subcontractors are required to attend.

Acceptance and Rejection of Proposals

The City reserves the right to accept any and all proposals or parts thereof; to reject any and all proposals; and to waive irregularities and informalities. Proposals received after the time specified for proposal opening will be returned unopened.

The City reserves the right to inspect the proposers' facilities prior to contract award and to negotiate optional items with the successful proposer(s).