



## ***County of El Dorado***

### ***Chief Administrative Office***

***Procurement & Contracts Division***  
*Phone (530) 621-5830 Fax (530) 295-2537*

Date: April 19, 2017

To: Interested Solar Management Firms

Subject: County of El Dorado County – Chief Administrative Office – Facilities  
Division  
Request for Information (RFI) and Statements of Qualifications (SOQ)  
for Solar Management Services – Public Safety Facility  
RFI #17-918-054

The County of El Dorado, Chief Administrative Office – Facilities Division is soliciting Information and Statements of Qualifications from Solar Management firms to provide solar management services for the development and implementation of a solar energy program associated with the County of El Dorado Public Safety Facility.

The selected Solar Project Management firm will provide the necessary personnel and business systems needed to provide solar energy consulting services. In addition, the selected Solar Project Management firm must be independent and may not have a conflict of interest due to their affiliation with an equipment manufacturer, a solar installation contracting company or a solar power provider.

The selected Solar Project Management firm must have experience with a minimum of three (3) solar generation projects from 0.5 MW to 10 MW systems installed for public agencies within the last five (5) years.

The following pages contain the submittal guidelines. We look forward to hearing from you. Thank you for your participation in this process.

A handwritten signature in cursive script, appearing to read "Terri Knowlton".

Terri Knowlton  
Purchasing Agent

**REQUEST FOR INFORMATION / QUALIFICATIONS**  
**SOLAR MANAGEMENT SERVICES – PUBLIC SAFETY FACILITY**

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## BACKGROUND

The County of El Dorado (County), is about to begin the design and construction of a new \$50,000,000 Public Safety Facility (PSF) on twelve (12) acres of a thirty (30) acre parcel in Diamond Spring, California that is owned by the County. The PSF will serve as the administrative and operational headquarters for the El Dorado County Sheriff's Office and will consist of five (5) new buildings totaling approximately ninety-nine thousand square feet (99,000 sf).

As part of the initial planning process, it was determined that the opportunity exists for the use of solar energy generation at two levels:

1. The installation of approximately one hundred twenty-five (125) covered parking structures at the PSF that incorporate photovoltaic panels (PV).
2. Constructing a solar farm on seven (7) acres of land adjacent to the new PSF. See preliminary site plan, Attachment A.

The primary goals of these two projects are:

1. The use of solar energy generation to offset the cost of PG&E power for the new PSF through the use of PV panels mounted on covered parking structures.
2. The use of solar energy generation to offset the cost of PG&E power for selected, significant county properties by capitalizing on an existing, vacant seven (7) acre site.

In addition to the anticipated economic advantages, this program would demonstrate the County's commitment to the use of renewable energy sources and serve as a model for other opportunities with County-owned facilities.

Preliminary research by the County's Facilities Division, through the use of outside resources, indicated that both facilities could be financed and delivered through the use of power purchase agreements (PPA) and indicates that there are clear economic benefits to installing such systems. However, the County lacks the resources and expertise necessary to evaluate the many complex and interrelated aspects of such as technical design, ownership options, financing, site evaluation, performance, regulatory restrictions, incentive programs, procurement, construction, performance verification and other important considerations.

## **PURPOSE**

The purpose of this RFI is to develop an understanding as to the availability, capacity and experience of independent firms that can provide the services needed to manage a program that will achieve the County's goals. In order to provide objective and unbiased assistance, it is critical that any firm selected does not have a conflict of interest due to their affiliation with an equipment manufacturer, a solar installation contracting company or a solar power provider.

This RFI is being sought strictly for the purpose of gaining knowledge of the services and firms in the marketplace along with an estimate of the corresponding costs, and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. Information submitted in response to this RFI will become the property of County, and County will not pay for any information herein requested nor is it liable for any costs incurred by any supplier.

## **ANTICIPATED SERVICES**

The selected Solar Project Management firm will provide the necessary personnel and business systems needed to provide solar energy consulting services. In addition, the selected Solar Project Management firm must be independent and may not have a conflict of interest due to their affiliation with an equipment manufacturer, a solar installation contracting company or a solar power provider.

The management of the solar project is anticipated to include:

- Detailed analysis of electrical energy use at County owned properties including future planned projects.
- Research and evaluation of the PSF site for solar energy production.
- Conceptual design and technical feasibility analysis of alternative systems.
- Evaluation of applicable PUC and utility company rules.
- Financial modeling and feasibility analysis of various ownership options.
- Recommendations as to the most beneficial project delivery strategy and ownership structure.
- Representing the County's interest with respect to solar providers, utility companies and contractors.
- Vendor selection, contract negotiation with the selected vendor, construction and commissioning phases.
- Verification of system performance and compliance with stated goals at commissioning and beyond.
- Asset management and reporting.

Important Selection Considerations:

- Objectivity and independence
- Extensive knowledge of PUC, state and federal rules and programs affecting solar installations.
- Experience with a minimum of three (3) solar generation projects from 0.5 MW to 10 MW systems installed for public agencies within the last five (5) years.
- In-house expertise for engineering services and financial modeling.
- Minimizing financial exposure and risk to the County.
- Fee structure.

Information and Statements of Qualifications (SOQ's) are requested from qualified firms interested in providing Solar Management Services according to the instructions below.

**RFI / SOQ MINIMUM REQUIREMENTS**

1. Submit one (1) original and five (5) copies of SOQ and supporting documentation.
2. Submit one (1) copy on Flash (USB) Drive in pdf format. Flash Drive file should be a single file titled with the company's name in bold print, and should be placed in a separate envelope clearly marked with the RFI #17-918-054.
3. SOQ's should be formatted on 8 ½ " x 11" pages (portrait orientation) and must include the following:

**Cover Letter (not to exceed two (2) pages)**

Include the following: company name, address, email address, and telephone number (including contact information of primary representative from company) and an original signature by an individual authorized to execute an agreement with the County of El Dorado.

**Description of the Firm (not to exceed four (4) pages)**

Identify the firm's primary services, office locations, history of firm, professional and support staff members and available technical support and business systems. In addition please include the following:

**1. Experience (not to exceed twenty (20) pages)**

- A. Description of the company's expertise and delivery approach related to the services requested and a full discussion of the company's recent

experience directly related to providing solar energy consulting services, including:

- Analysis of electrical energy use at existing and proposed facilities;
  - Conceptual design, technical analysis, and cost-benefit analysis of various types of solar systems;
  - Evaluation of applicable PUC and utility company rules;
  - Financial modeling and feasibility analysis of various ownership options;
  - Cost-benefit analysis;
  - Management of the Solar Project RFP, including vendor selection, construction and commissioning phases;
  - General management and administration of a solar energy consulting project; and
  - List of completed project budgets and completion dates.
- B. Referrals, recommendations from a minimum of three (3) previous clients, including history of repeat business with clients, ability to meet deadlines, staff/client relations, and contact information.
- C. Describe your compensation structure for the services described in this RFI.
- D. Litigation history (past five (5) years).
- E. Annual Revenue (past five (5) years).
- F. Business systems used for tracking budgets, project management and scheduling.

## **2. Rate Sheets**

- A. Include your firm's current rate sheet for all project personnel.

## **3. Other Information**

- A. Other information your firm feels is relevant to the County's goals as described herein.

## QUESTIONS

For questions regarding this Request for Qualifications process, contact **Linda Silacci-Smith** at (530) 621-5417 or via email at [linda.smith@edcgov.us](mailto:linda.smith@edcgov.us).

**Any questions requiring a formal response must be submitted in writing via email** and must be received no later than **5:00 p.m. on APRIL 27, 2017**. Email must be clearly labeled **"RFI # 17-918-054, QUESTION"** for convenience purposes. Email not clearly labeled may be overlooked and not responded to. Questions requiring a formal response will **NOT** be accepted by telephone, facsimile (fax), or verbally.

Questions may be emailed to: [linda.smith@edcgov.us](mailto:linda.smith@edcgov.us).

The County reserves the right to decline a response to any question if, in the County's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the County, will be posted on the County website at <http://edcapps.edcgov.us/contracts/invite.asp>. Consultants are responsible for checking the website up to the due date, for any Addenda issued.

Responses to written questions will be posted to the Procurement and Contracts website on or about **MAY 2, 2017**.

**Consultants are cautioned that they are not to rely upon any verbal statements that they may receive. Consultants shall direct all inquiries to the County Purchasing Agent and shall not contact the requesting department directly regarding any matter related to this RFI / SOQ.**

## RFI / SOQ SUBMITTAL SCHEDULE

Submit one (1) original and five (5) copies of the RFI / SOQ, along with a PDF of the response on a flash (USB) drive (in a separate envelope), along with any addenda, in a sealed envelope, clearly marked on the front **"RFI 17-918-054 MAILROOM DO NOT OPEN"** no later than **3:00 p.m. on MAY 10, 2017** to:

County of El Dorado  
Procurement and Contracts  
330 Fair Lane  
Placerville, CA 95667

County staff will open the RFI / SOQ's on the day of the submittal deadline. The only information that will be made available to the public will be the names of the respondents. The contents of all responses or any other medium which discloses any aspect of the RFI / SOQ, shall be held in strictest confidence until the County completes the qualifications process.

Respondents submitting less than the required number of copies or flash drive may be rejected and considered “non-responsive”. Responses received after the deadline will not be considered, and will be returned unopened.

## **MODIFICATION OR WITHDRAWAL OF RFI / SOQ**

A respondent may withdraw its response at any time **prior** to the submittal deadline by a written request for its withdrawal to the County Purchasing Agent, signed by an authorized agent of the firm. Respondents may thereafter submit a new or modified **prior** to the submittal deadline.

To be considered, the new submittal must be received in writing, with the same number of copies as the original response, prior to the date and time specified above, for receipt of submittals.

## **CONFLICT OF INTEREST**

Prospective consultants warrant and covenant that they have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. Consultants shall have no current business or financial relationship with any County employee(s) that would constitute a conflict of interest with provision of services under the resulting agreement and shall not enter into any such business or financial relationship with any such employee(s) during the term of the resulting agreement.

## **Notice to Proposers**

**The Procurement and Contracts Division will no longer mail out hard copy letters advising participating Proposers, of results. Please visit our website at <http://edcapps.edcgov.us/contracts/bidresults.asp> for results. The timeline for posting results may vary depending on the nature and complexity of the submittal and the number of responses received.**