



REQUEST FOR PROPOSALS

Alternative Energy Infrastructure

Windham Initiative for Renewable Energy Windham, New Hampshire

January 15, 2011

The Windham Initiative for Renewable Energy (WIRE) requests proposals for professional services to:

- Provide conceptual designs, purchase and installation of one (1) wind turbine comprised of a single mast between 45' and 80' in height with a blade span measuring between 12 and 18 feet.
- Provide conceptual designs, purchase and installation of an array of photo voltaic solar panels, totaling between 8 and 16 individual solar panels. Ideally, installation would consist of panels of differing technologies from different manufacturers. Installation may occur at ground level or on the roof of an identified out building.
- Evaluate, purchase and install monitoring software sufficient to gather and analyze data from renewable energy infrastructure, including a previously installed Weather Monitoring Station (Davis Plus Wireless Vantage Pro2). Said software must be appropriate for a high school learning environment and be capable of interfacing with current versions of Mac OS X.
- Provide conceptual designs, purchase and installation of one (1) energy inverter capable of feeding power generated back to the grid; owned and operated by Public Service of New Hampshire. All necessary agreements between WIRE and PSNH must also be provided and ready for signature.
- Coordinate and liaison with WIRE's internal project team members, other external consultants and vendors as necessary;
- Acquire or develop all permits, documents, etc. to support the installation and operation of the aforementioned items

The proposal shall include the following items at a minimum for consideration as a part of the evaluation:

- A. Assumptions and clarifications.
- B. Discussion of the Bidder's value offering.
- C. Bidder's qualifications and experience for the specific services requested.
- D. Bidder's proposed project team.
- E. Biographical summaries for each proposed team member.
- F. Billing rate sheet (\$/hr) identifying rates for project team and expense markup.
- G. Any potential subcontractors should be identified by name, including their intended roles, associated organizations, and personnel.
- H. Clarification and exceptions to the Owner's Terms and Conditions, if any.
- I. Bidder information and confirmation.
- J. 2 or more references for like installations.

- K. All members of Bidder’s team and any subcontractors must be comprised of individuals who are appropriate to perform work in an educational environment and may be subjected to a background check.
- L. Selected Bidder will be required to provide appropriate certificate of insurance.

WIRE reserves the right to reject any and all proposals, in whole or in part. This Request for Proposal does not constitute an order or any obligation on the part of WIRE. WIRE is not liable for any costs incurred by Bidders prior to the execution of or in preparing the RFP or achieving an executed contract. All proposals submitted become the property of WIRE and may be utilized in any manner of WIRE’s choosing. Work contemplated by this request shall be done only upon the execution of a mutually agreeable contract between WIRE and the selected bidder.

1.0 Submittal Process

1.1 Timetable

The following is the projected timetable to be applied to submission, receipt, and evaluation of proposals:

Monday, January 17, 2011	Date of RFP Issue. Prospective Bidders may download the full content of the RFP from the WIRE web site at www.wire-nh.org
Monday, February 7, 2011 5:00pm, EST	Deadline for WIRE to Receive Written Questions from Vendors. Questions should be sent via email address as indicated on web site
Monday, February 14, 2011 5:00 PM EST	WIRE Submits Responses to Written Questions, copied to all Bidders
Monday, February 28, 2011 5:00 PM EST	Deadline for Written Proposal to be received by WIRE, via Email.
March, 2011 (estimated)	Interview Date (by invitation)
April, 2011 (estimated)	Contract Award

1.2 Deadline and Mailing Address for Submittal of Written Proposal

The Vendor shall submit one (1) original proposal via electronic file in Adobe PDF to WIRE via email to the email address of **WIRE-RFP@wire-nh.org**. Bidder’s proposal must come from bidding entity via an email address that signifies the sender as an authorized representative of the bidding entity. WIRE will consider this “electronic signature” sufficient for the RFP process and is viewed as contributing to WIRE’s objective to conduct itself as a paperless entity. This material must be received by the Windham Initiative for Renewable Energy no later than **Monday, February 28, 2011; 5:00 PM EST:**

All emails containing the proposal material shall be kept sealed and opened in a public meeting by the WIRE committee at their first scheduled meeting after February 28, 2011.

Late, mailed or faxed proposals will not be accepted.

1.3 RFP Questions

Persons who have questions concerning this RFP are encouraged to submit written questions to:

Email: WIRE-RFP@wire-nh.org

WIRE will not provide answers to any questions concerning this RFP received after **Monday, February 7, 2011; 5:00 PM EST**. WIRE will submit response to questions by Monday, February 14, 2011; 5:00 PM EST .

Any and all addenda to the RFP will become part of the final contract. All vendors receiving the initial RFP will be sent any addenda and be required to acknowledge receipt of the addenda in their proposals.

End Section 1.0 Submittal Process

2.0 Background

2.1 Wind Turbine Project Summary

This project involves the installation of a single turbine wind energy electric generation system and PV solar array on the grounds of the new Windham High School in Windham, New Hampshire. WIRE intends to utilize the power from the turbine and solar panels to offset electrical load requirements for Windham High School. However, the *primary* purpose of the renewable energy infrastructure is to provide an educational experience for the students of the high school and to allow Windham's students and residents to access information regarding the performance of the infrastructure from the internet. The infrastructure site will be on property owned by the Windham School District, which has previously sanctioned the WIRE committee to execute this RFP. The site is located near the height of land along London Bridge Road and is anticipated to offer access to favorable wind conditions.

Additionally, the information gathered by this installation will be used to evaluate the feasibility of the site for the possible installation of a significantly larger wind turbine in the future.

Additional information regarding the Windham Initiative for Renewable Energy may be found by visiting their web site at www.wire-nh.org.

End Section 2.0 Background

3.0 Statement of Work

The successful bidder shall assist WIRE in the design, site layout and installation of the renewable energy infrastructure as outlined in section 1.0 of this document.

1. Acquire all necessary hardware and provide installation of wind turbine.
2. Acquire all necessary hardware and provide installation of solar array.
3. Acquire and install monitoring software, including wireless connection (Wi-Fi) to high school data network and web access to data. Special emphasis will be placed on software's capabilities as related to functioning in an educational environment.
4. Connection of the Weather Monitoring Station to the monitoring software.
5. Establish connection between renewable energy infrastructure and the local public utility.
6. Provide any necessary contracts or agreements between said utility and WIRE, ready for signature.
7. Bidder will provide an outline of scheduled maintenance and associated costs for a period of 10 years from installation.
8. Prior to the execution of a contract, Bidder will provide detailed drawings of installation, and specifications for all hardware, etc. for all proposed work.
9. WIRE and the Windham School District will contractually have the right to hold bidder ultimately accountable for ensuring the functionality of all components of said installation.
10. Bidder will provide a schedule for the installation of all components.
11. There will be no expenses occurred by the successful bidder that are outside of the executed agreement. All permits, fees and expenses are the responsibility of the successful bidder.

3.1 Other Considerations:

WIRE will take into consideration options proposed by bidders that are outside of the statement of work as outlined above. For example:

1. Understanding that the primary function of this infrastructure is for educational purposes, special consideration will be granted to proposals that further this objective.
2. In addition to, or in lieu of, the aforementioned energy inverter WIRE will consider proposals that provide for a battery storage solution.
3. Warranty Terms and Conditions will be reviewed along with any information regarding extended warranty terms.
4. Bidder may choose to answer the question: Should WIRE choose to postpone the installation of the PV solar array and invest those monies in a larger wind turbine, what size/model would you suggest?
5. Bidder may choose to answer the question: Were WIRE to increase their budget by \$10,000, where would it be best spent?

The successful Bidder shall also be available and shall support the following activities which include but are not limited to: Scheduling and conducting meetings and conference calls, developing agendas, status updates and providing progress reports. All drawings and specifications shall be stamped by a Registered Professional Engineer licensed in the State of New Hampshire, as necessary.

3.2 Resource Deployment

WIRE is seeking to execute a "turn-key" project. Thus, the successful Bidder is responsible for resource planning, acquisition, and control function with regard to the overall project. The proposal should describe the resource planning necessary to perform the scope of work. It should also describe any subcontractors or other entities that may be included in the resource plan.

3.3 Experience and Qualifications

The proposal should describe Bidder's experience and capabilities in performing the scope of work. It should reference similar work performed for other entities.

3.4 Cost of Services

The services and deliverables described herein are being requested to be provided on a time and material not-to-exceed basis. **WIRE has established a budget of \$50,000 for the installation of all components of the renewable energy infrastructure as outlined above.** WIRE-directed changes to the scope as defined herein will be agreed to by both parties in writing via a Task Order Authorization (TOA) and once agreed, the contract value and schedule will be adjusted accordingly.

3.5 Pricing Sheet

For the scope of work included herein, the Bidder shall provide a break down of cost per component. Specifically, for the Turbine, PV Solar Array and Monitoring Software, time and materials.

Total Time and Material Not-to-Exceed Price: **\$50,000.00**

End Section 3.0 Statement of Work

4.0 Selection Process

A selection committee for the Windham Initiative for Renewable Energy will review and evaluate all properly submitted proposals that are received on or before the deadline. The committee will then rank the proposals according to those that are most advantageous to the Windham Initiative for Renewable Energy, taking into account, but not limited to, the evaluation factors set forth below. **It is highly advisable to present your proposal in a concise format that responds to the noted evaluation factors in an easily identifiable fashion.**

- A. Background and Related Project Experience
- B. Proximity to the Installation Location
- C. Familiarity with Local, State and Federal Standards and Requirements
- D. Current Work Load
- E. Performance on Previous Projects
- F. Understanding of Project
- G. Schedule/Staffing
- H. Fee
- I. Other Considerations as outlined in Section 3.1

Proposals should include the following information and will be evaluated according to these criteria:

- A. **Background and Related Project Experience:** This consists of a review of the professional services background and experience of the firm or individual. The proposal should give information on the vendor's history, business activities, size, employees (per office), affiliates, subsidiaries and other corporate data applicable to the provision of the requested support services. Vendor should describe the qualifications and experience of the key staff members that may be involved in the assignment. The proposal should break down the capabilities by discipline and include an organizational chart plus specific information regarding key personnel, their qualifications and experience with similar projects. The proposal should also address the skill sets of the key personnel proposed for each department.
- B. **The Location:** The proposal should state the full legal name of the firm, the firm's principal business office and its satellite offices (if any), whether there will be a local office available for handling the requested service, and the state in which it is incorporated. Indicate the location(s) from which its professional services would be staged. This should also include a discussion on staff accessibility for the project.
- C. **Familiarity with Local, State and Federal Standards and Requirements:** This should include a description of the firm's or individual's familiarity with all State of New Hampshire and applicable federal standards and requirements. Specific local standards, ordinances, state laws, state requirements and federal regulations should be listed in this section.
- D. **Current Work Load:** A description of the firm or individual's current workload is to be included in this section, along with the availability of resources for this project.
- E. **Performance on Previous Projects:** Include a specific listing of previous contracts (up to 3) with other entities, particularly those in the public sector. Included in

this listing should be a summary of performance for each project relevant to timeliness, performance and any savings or benefits that were provided to the client.

- F. **Understanding of the Project:** The provider shall completely describe in detail the services to be rendered to complete the project, including all alternative considerations and evaluations, which may be prudent in order to effectively minimize the project budget and most satisfactorily achieve the project goal. Specific points of understanding should be listed to include the professional approach to the project with any related economic benefits, which may impact efficiency and effectiveness. The vendor submitting a proposal shall describe in detail the services to be rendered to complete the project and perform the tasks listed within the Scope of Work.
- G. **Schedule/Staffing:** The vendor is responsible for resource planning, acquisition, and control function for the project. The proposal should describe the required resource planning including the location, assignment and usage of all resources that are anticipated to deliver services. It should also describe any subcontractors or other entities that may be included in the resource plan. Normal business hours for the Windham Initiative for Renewable Energy are from 8 A.M. to 5:00 P.M., Monday through Friday, excluding holidays.
- H. **Fee:** The specifics of the fee shall be listed. The cost can be prepared in a not-to-exceed figure.

Failure by the Vendor submitting a proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. WIRE reserves the right to accept or reject any or all proposals. WIRE also reserves the right to elect not to award a contract based on this Request for Proposal for any reason.

Provide a conflict of interest statement indicating that the firm or firms, and the individuals assigned to this project do not have, and shall not have for the duration of the subject contract any other interests in or business association with the Windham Initiative for Renewable Energy or the Windham School District.

The Windham Initiative for Renewable Energy is not liable for any costs incurred by the Vendor in responding to this RFP, or for any costs incurred in connection with any discussions or correspondences required for clarification of any subject contained in this RFP, or for attendance of any Vendor at any pre-award conferences. Any and all costs incurred in responding to this RFP, including oral interviews, demonstrations, or other related activities shall be the responsibility of the Vendor.

4.1 Selection Criteria

A selection advisory committee will review and evaluate all proposals submitted in response to this RFP. The Windham Initiative for Renewable Energy will consider whether all proposals submitted are complete and whether they meet all of the requirements outlined in the Request for Proposal and the specific criteria for evaluating competitive proposals earlier detailed in this section. Proposals will be evaluated in such a manner and no further clarification requests will be accepted.

4.2 Selection Procedures

The selection of the Vendor will follow the outline below.

- A. The selection committee shall review each proposal. The criteria outlined in this section will be used to review all the proposals.
- B. The Windham Initiative for Renewable Energy may require on-site interviews with the top three (3) qualified Vendors. These interviews will be at the expense of the Vendors without reimbursement by the Windham Initiative for Renewable Energy.
- C. Upon completion of review, the Windham Initiative for Renewable Energy shall enter into negotiations with the best possible Vendor as determined solely by the Windham Initiative for Renewable Energy. If successful negotiations are not completed within a reasonable time period, then negotiations shall commence with the next best Vendor. A reasonable time period is at the discretion of WIRE.
- D. Notwithstanding anything herein to the contrary, the Windham Initiative for Renewable Energy reserves the sole and exclusive right to reject any and all proposals.

4.3 Contract

If a contract is awarded, the successful consultant shall enter into a Professional Service Agreement with WIRE and the Windham School District. WIRE will contact the successful party to initiate contract negotiations.

WIRE reserves the right to refuse to enter into a contract with any party unless and until all legal requirements have been met.

End Section 4.0 Selection Process

5.0 Other Considerations

5.1 Public Records

The Windham Initiative for Renewable Energy will treat any documents submitted with the proposal as a public document.

5.2 Appendices and Reference Documents

Consult the Windham Initiative for Renewable Energy's website: <http://www.WIRE-NH.org> for background information regarding the Windham Initiative for Renewable Energy and its projects.

Consult the Windham Endowment's website: <http://www.windhamendowment.org> for information regarding the Windham Initiative for Renewable Energy and its related news stories and current event information.

End Section 5.0 Other Considerations