

ENERGY CONSERVATION COMMITTEE

CLIFFORD J. HURGIN MUNICIPAL CENTER

1 SCHOOL STREET, BETHEL, CT. 06801

MEETING ROOM "A"

THURSDAY, JANUARY 27, 2011

7:00 P.M.

SPECIAL MEETING

MINUTES

PRESENT: Chairman, Bill Cratty, Members: Gary Pedone, David Dunn, Mark Anderson, David Dunn, and Fred Zalcman.

ABSENT WITH NOTICE: Randi Oisher, Nick Ellis, and Hank Karl.

CALL TO ORDER: Chairman Bill Cratty called the meeting to order at 7:05 P.M., followed by the pledge of allegiance.

DISCUSS RFP: Chairman Cratty suggested that the statement on page 4, 3rd line following "Power Purchase Agreement" starting with "or other appropriate financial mechanism" be brought forth throughout the document wherever "Power Purchase Agreement" is (see attached).

Chairman Cratty informed the committee that he has been in touch with Wendy Smith of the First Selectman's office regarding a CL&P energy audit and was told that CL&P no longer performs the audits. Chairman Cratty also stated he is seeking information from Public Works Director Andrew Morosky via e-mail in which he has inquired whether or not an energy audit has been performed at either the High School or Berry School within the last 3 years. He has yet to get a response. Recording Secretary, Lisa Bergh to contact Andrew Morosky first thing Friday, January 28, 2011 to obtain an answer.

If an energy audit has not been done, it is required for the grant. The schedule in the RFP should be changed to include a fast track application with the existing time frame, and the second track with a later date.

David Dunn suggested we leave the energy audit up to the contractor. The suggestion is to give the developers option to bid the Fast Track with bonus provision for such giving them incentive. This will be determined by the Board of Selectmen and in both cases they are responsible for the audit to be completed. David Dunn made a motion to accept the changes as recommended; the motion was seconded by Gary Pedone. Vote, all in favor, motion unanimously approved.

RECEIVED

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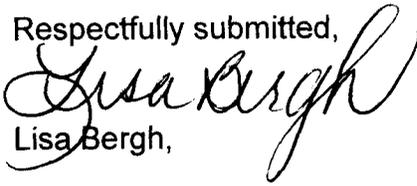
TOWN OF BETHEL
TOWN CLERK

At the next regular meeting of the Energy Conservation Committee on Thursday, February 3, 2011, Logan Energy will be in attendance to make a presentation.

ADJOURN: Gary Pedone made a motion to adjourn; motion was seconded by Fred Zalcman. Vote, all in favor, motion unanimously approved.

Meeting adjourned 7:45 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Bergh". The signature is written in black ink and is positioned to the right of the typed name "Lisa Bergh".

Lisa Bergh,

Insert Town of Bethel Logo Here

**Request for Proposals
for
Photovoltaic Power Production**

Issued by

**The Town of Bethel, Connecticut
February __, 2011**

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Introduction

Information about the Town of Bethel

The small New England town of Bethel, formed in 1855, is located in northern Fairfield County. A town of more than 18,000 people over 17 square miles, Bethel is served by a full time police force, two volunteer fire departments, and the David W. Deakin Educational Park, which contains five schools from grades K-12 and sports fields on one campus. The town is governed by a Board of Selectmen/Town Meeting.

Bethel lies within the electric distribution service territory of Connecticut Light and Power Company.

Renewable energy goals and/or reasons for issuing RFP

The Town of Bethel is issuing this Request for Proposals (“RFP”) to obtain electricity derived from photovoltaic (PV) energy sources. Bethel wishes to purchase solar-generated electricity under a long-term Power Purchase Agreement or other appropriate financial mechanism under which the Town will not have to bond for the significant upfront capital required to purchase such system. Under this RFP, Bethel is seeking up to 200 kilowatts of photovoltaic capacity, to be located on one of its municipal buildings as jointly determined by Bethel and the contractor.

The First Selectman has constituted an Energy Conservation Committee (ECC). The goals of the ECC are as follows: 1) Achieve the lowest point on the total cost curve for Bethel’s building energy use equation; 2) reduce Bethel’s carbon footprint; 3) increase the use of non-polluting and/or renewable energy sources; and 4) devise a long-term energy strategy for town and schools that consider the energy needs of current structures and systems as well as future construction. This solar RFP is an integral first step towards achievement of these goals.

Time is of the essence on this project. The Town is eager to enlist a contractor to assist it in submitting a competitive proposal to the Connecticut Clean Energy Fund (CCEF) under that agency’s pending On-Site Renewable DG Program Best of Class and Public Buildings program (“DG”), and/or The American Recovery and Reinvestment Act Commercial Solar Photovoltaic Program Opportunity (“ARRA”) Public Buildings RFP and/or Best in Class RFP. Deadline for submission of applications under these CCEF RFP’s is February 28, 2011.

Timeline for RFP process:

- Pre-proposal meeting.....January 20, 2011
- RFP issue date.....February 4, 2011
- Site visit date.....February 4, 2011
- RFP due date.....February 11, 2011
- ECC Committee recommendation.....February 15, 2011
- Notice of intent to award.....February 18, 2011
- Submission of grant application...February 28, 2011 (4:00 P.M)

Contact information

The Town of Bethel has designated an individual to manage the RFP process, address all questions from potential bidders, and provide updates as necessary during the bidding process. Any RFP-related updates shall be emailed to the list of participants as documented at the pre-proposal meeting.

Please address all RFP-related questions and communications to:

- Contact name
- Contact email
- Contact phone
- Contact address

Description of PV Sites

Site information

The Town of Bethel has preliminarily identified two sites as likely most amenable to support a PV system: (1) Bethel High School; and (2) Berry Elementary School. Both sites have recently undergone extensive renovation and are believed to have the appropriate host load, roof condition, orientation, structural load capability, absence of shading, etc. appropriate to such system. Detailed drawings are not available at the time of this solicitation but can be provided upon request.

Scope of Work:

The goal of this RFP is to identify the Proposer who will enable the most cost effective solar energy production over the entire PPA term. The successful proposer will have the capability to develop, offer, and manage up to 200 kilowatts of PV capacity.

Capital funds for the PV project(s) are not available. The Town of Bethel will only purchase the solar-generated electricity.

The proposed PV system(s) shall be installed at a site or sites jointly identified by Proposer and Town of Bethel, as indicated above.

Following project award, the Town of Bethel intends to enter into a solar PPA with the successful Proposer for a term of fifteen years for each PV project. The PPA will be made contingent upon award by the CCEF of sufficient grant funds to economically support the project. Upon completion of the PV project(s), the successful Proposer may be asked to assist the Town of Bethel in identifying and implementing a comprehensive long-term solar program.

The successful Proposer shall provide fully managed photovoltaic services that include, but are not limited to, securing the necessary labor, services, equipment, permits and approvals to develop fully operational PV systems at agreed-upon sites. They will then commission, own, monitor, operate, and maintain the systems after installation.

All applicable federal and state laws, county, local, and municipal ordinances, and the orders, rules and regulations of all authorities having jurisdiction over this work shall apply to the Contract throughout the term of the agreement, and they will be deemed to be included in the contract the same as though written out in full.

Proposal Directions & Requirements:

Each Proposer must submit (10) hard copies of the proposal and one (1) copy of the proposal on a compact disc to:

Lisa Bergh
Town Clerk
Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

In order for a proposal to be evaluated, the following three (3) requirements must be met:

- 1. Proposals must be received by the due date and time established in the "Timeline for RFP Process."**

Any proposals received after the specified date and time will be disqualified from further evaluation.

- 2. The cover letter of the proposal includes the signature of a representative authorized to bind the Proposer.**
- 3. The Proposer must provide all information requested, in the format dictated in the following section "Proposal Organization."**

Failure to meet any of these requirements is grounds for rejecting a proposal.

Proposal Organization

Tab 1: Cover Letter

1. Cover letter should highlight any special features of the Proposal, and include the name, phone number, and email for the point of contact within the Proposer's organization. The cover letter should be signed by a representative of the Proposer's company who has the authority to bind the Proposer.

Tab 2: Experience & Qualifications

Section A: Project development experience

1. Describe which elements (finance, design, construction, service, etc) of a PV installation will be managed by a partner or third-party other than the Proposer; and describe the structures that will ensure that the Proposer will be held accountable for the successful completion of each element of the project's development.
2. Describe solar programs that have been developed for Proposer's current customers.
3. Describe canceled contracts and reasoning for why each signed contract was not completed.

Section B: System design experience

1. Describe Proposer's experience with the design of PV systems.
2. Provide a sample construction drawing set for one of Proposer's completed PV systems.

Section C: Project construction experience

1. Detail the number of megawatts the Proposer has constructed.
2. Detail the number of distinct projects the Proposer has constructed.
3. Detail the general types of projects installed.
4. Detail the types of customers the Proposer has worked with in the past.
5. Describe implementation of PV construction standards and other safety measures.
6. Provide three (3) customer references from customers who worked with Proposer during the installation phase.

Section D: Project financing experience

1. Provide number of PV systems that have been financed by the Proposer.
2. Provide number of systems that Proposer is operating under a PPA or other financial structure wherein the Host is not required to make a capital contribution.
3. Provide demonstration of capital available to fund the proposed (and future) projects.

Section E: PV supplies & experience

1. Provide demonstration of Proposer's supply contracts or actual PV panel supply.
2. List Proposer's preferred PV panel technology and past experience with those technologies.
3. List panel suppliers that Proposer has worked with and describe the relationship with the supplier.
4. Detail if Proposer has utilized fixed panel systems, one-axis tracker systems, or dual-axis tracker PV systems.

Section F: Operations and maintenance experience

1. Provide the number of operational PV systems under management.
2. Provide system performance for three (3) systems to date (expected vs. actual energy production).
3. Describe the monitoring systems that the Proposer will use to verify system performance.
4. Detail the number of PV systems the Proposer has managed for more than one year, and describe any lessons learned from this experience.
5. Provide three (3) references from customers who are receiving operations and maintenance service.
6. Provide proposed maintenance plan.

Section G: Rebate processing experience

1. Describe Proposer's rebate processing services.
2. Detail the locations in which the Proposer is developing projects or has successfully obtained incentives through the Connecticut Clean Energy Fund.

Section H: Qualifications to provide REC certification assistance

1. Describe the REC certification process that Proposer will undertake.

Section I: Energy production assurance

1. Describe any penalties the Proposer would incur if the eventual PV system did not produce energy as expected.
2. Describe any third party verification of predicted or actual energy production.
3. Include insurance coverage documentation.

Section J: Monitoring & verification capabilities

1. Describe the methodology and frequency of solar energy production reporting.
2. Describe the methodology and frequency of solar energy production reporting in relation to the facility's total energy load.
3. Describe the methodology and frequency with which environmental attributes data (i.e. RECs / carbon offsets) will be reported.

Section K: Team

1. Provide organizational chart that describes the reporting relationships of all key personnel.
2. Provide bios for key personnel.
3. Describe Proposer's team organization.
4. Provide location of Proposer's nearest regional office.

Section L: Additional services & capabilities

1. Describe any additional services that Proposer will provide as part of the proposal or is willing to provide at an additional cost.
2. Describe specifically how the Proposer will satisfy the CCEF's requirement for an energy audit of the subject facility, and whether Proposer has the capability to assist the Town pursue

required upgrades, as necessary.

Tab 3: Technical Information

Section A: PV system

1. Describe PV technologies that will be installed and any guarantees on the use of specific equipment types or their equivalents.
2. Provide project layout with MW DC size, configuration, azimuth, and tilt angle of proposed system.
3. Provide electrical one-line diagram for proposed system with total inverter size (in MW AC).
4. Provide a sample project schedule which includes milestones for design, permitting, material delivery, installation, and commercial operation.
5. Provide a monthly energy estimate. Cite the weather data source.

Tab 4: Pricing & Terms

Section A: Pricing information

1. Provide price per kilowatt hour in Year 1.
2. Provide annual rate increase, if applicable.
3. Provide length of PPA term.
4. Provide detail of any factors that may affect price.
5. Provide proposed terms and conditions or proposed PPA in its entirety.

Tab 5: Appendix (Supporting information)

- Exhibit A: Sample construction set
- Exhibit B: Insurance coverage documentation
- Exhibit C: Organizational chart
- Exhibit D: 1 page biographies for key personnel
- Exhibit E: System layout
- Exhibit F: Electrical 1-line diagram
- Exhibit G: Project schedule
- Exhibit H: Terms & conditions

Proposal Evaluation Criteria

Evaluation Criteria	Point
	s

Tab 1: Cover Letter

- | | |
|---|---|
| 1. Proposer has identified a single point of contact for all phases of the PV project (sales, design, construction, financing, service, rebate, REC certification). | 2 |
|---|---|

Tab 2: Experience & Qualifications

Section A: Project development experience

- | | |
|---|---|
| 1. Proposer has described a fully managed solution that does not require the subcontracting of work to partners or third parties. | 2 |
| 2. Proposer can describe 2 solar programs that have been developed for other customers. | 3 |
| 3. Proposer has demonstrated a strong project success rate and cited an outside source, such as California Solar Initiative, as evidence. | 2 |

Section B: System design experience

- | | |
|--|---|
| 1. Proposer has <i>designed</i> roof-mounted and ground-mounted PV systems. | 2 |
| 2. Proposer has included a sample construction set of a completed PV system. | 1 |

Section C: Project construction experience

- | | |
|---|---|
| 1. Proposer has completed a minimum of:
• (5) MW of commercial-scale roof-mounted systems (if roof-mounted site)
• (15) MW of commercial or utility-scale ground-mounted systems (if ground-mounted site) | 2 |
| 2. Proposer has completed:
• (25) commercial-scale roof-mounted systems (if roof-mounted site)
• (10) commercial or utility-scale ground-mounted systems (if ground-mounted site) | 2 |
| 3. Proposer has <i>installed</i> roof-mounted and ground-mounted PV systems. | 2 |
| 4. Proposer has experience working with customer types similar to Organization (commercial, municipal government, federal government, utility). | 2 |
| 5. Proposer has described leadership in development and implementation of PV construction standards and other safety measures. | 1 |
| 6. Proposer has provided 3 references from customers who worked with Proposer during the installation phase. | 1 |

Section D: Project financing experience

- | | |
|---|---|
| 1. Proposer has demonstrated experience in obtaining financing for (25) or more PV systems. | 3 |
|---|---|

- 2. Proposer is operating (25) or more PV systems under a PPA. 2
- 3. Proposer has indicated that they have the required capital to fund the proposed projects. 2

Evaluation Criteria **Point
s**

Section E: PV supplies & experience

- 1. Proposer has provided evidence of supply contracts or actual PV panel supply sufficient to supply the proposed project. 2
- 2. Proposer has described access to panel types appropriate to the project and has demonstrated that it can timely source these technologies. 3
- 3. Proposer has experience with more than 3 PV panel manufacturers, but is not partial to any. 2
- 4. Proposer has experience with fixed and tracking PV systems. 1

Section F: Operations and maintenance experience

- 1. Proposer has demonstrated that they have at least (20) individual PV systems under management (a variety of system sizes, with each system sized at >20 kW). 3
- 2. Proposer has provided data for actual system performance of (3) operational PV systems (expected vs. actual energy production). 2
- 3. The Proposer has described a proven monitoring system that will be used to document and communicate system performance to the PV service provider. 2
- 4. The Proposer has more than 1 year of experience managing systems and is able to provide annual data upon request. 2
- 5. Customer has provided 3 references from customers receiving O&M services. 1
- 6. Proposer has provided an annual maintenance plan with scheduled panel washing, inverter maintenance, and routine maintenance. 2

Section G: Rebate processing experience

- 1. Proposer has provided detailed descriptions regarding rebate/incentive processing necessary to obtain local incentives. 1
- 2. Proposer has demonstrated experience working in different states and has proven the capability to successfully obtain local incentives. 2

Section H: Qualifications to provide REC certification assistance

- 1. The Proposer has described the REC certification process they plan to undertake. 1

Section I: Energy production assurance

- 1. The Proposer has described the financial penalties it will incur if the PV system does not produce as expected. The Proposer prefers a PPA model and will only be paid for energy produced. The Proposer will not pay for any capacity fees. 2
- 2. The Proposer has committed to utilizing a 3rd party to estimate energy production before commercial operation, and will utilize a 3rd party to verify actual energy production after the first full year of operation. 2
- 3. Proposer has provided evidence of adequate insurance coverage to build and maintain the PV system. 1

Evaluation Criteria

**Point
s**

Section J: Monitoring & verification capabilities

- 1. The proposer will provide near real-time 15-minute interval data for solar energy produced by the PV system for the duration of the PPA term. 1
- 2. The proposer will provide solar energy production data as a percentage of the facility's total energy load for the duration of the PPA term. 2
- 3. The proposer will provide data on environmental benefits (i.e. carbon offsets) that are generated by the PV system for the duration of the PPA term. 1

Section K: Team

- 1. Proposer has provided an organizational chart. 1
- 2. Proposer has provided 1 page bios for key personnel. 1
- 3. Proposer has described a streamlined team structure with few, if any, subcontractors or partnerships. 2
- 4. Proposer has or will have an in-house regional office that is staffed with necessary trucks and equipment to build and service the PV system. This office is or will be within 50 miles of proposed site. 1

Section L: Additional services & capabilities

- 1. Proposer can provide additional services and capabilities which are of interest to Organization. (Up to 3 bonus points) 1
- 2. Proposer has described a reasonable plan for conducting energy audit and/or undertaking required efficiency upgrades 1

Tab 3: Technical Information

Section A: Site Information

- 1. Proposer has detailed expected PV technologies and has guaranteed the use of those technologies or their equivalent. (Equivalent technologies shall have +/- 10% of energy production and space requirements of the proposed technologies.) 3
- 2. Proposer has provided a preliminary PV system layout. Layout includes size, configuration, azimuth, and tilt angle of proposed system. 1
- 3. Proposer has provided a sample or preliminary electrical one line diagram. 1
- 4. Proposer has included a sample or preliminary project schedule with milestones for design, permitting, material delivery, installation, and commercial operation. 1

- 5. Proposer has provided a monthly energy production estimate and provided the weather data source. 1

Tab 4: Pricing & Terms

Section A: Pricing Information

- 1. Proposer has provided a competitive PPA prices and escalation rate. 17
- 2. The Proposer's annual escalation rate follows a fixed schedule for the PPA term. 2
- 3. The Proposer has provided an acceptable PPA term. 2
- 4. Proposer provides a list of pricing exceptions, which are inclusive of all factors which may affect price. 3
- 5. Proposer has provided proposed terms and conditions. 1

Total Points available 100