

**MARIN COMMUNITY COLLEGE  
DISTRICT**

**Request for Qualifications/Proposals**

**Solar Photovoltaic Canopy Design/Build Energy  
Services Contract**

**16/17-MB09**

Request for Qualifications/Proposals Issued:  
Deadline for Submittal of Qualifications/Proposals:  
Selection and Award:

April 17, 2017  
May 5, 2017  
May 16, 2017

**NOTICE OF REQUEST FOR QUALIFICATIONS/PROPOSALS (“RFQ/P”)  
SOLAR PHOTOVOLTAIC CANOPY DESIGN/BUILD ENERGY SERVICES  
CONTRACT FOR THE MARIN COMMUNITY COLLEGE DISTRICT**

The Marin Community College District (“College of Marin” or “District”) is seeking Statement of Qualifications and Proposals (“SOQ/P”) from qualified persons, firms, partnerships, corporations or organizations to provide proposals for design/build services for canopy solar electric systems at the Kentfield Campus and Indian Valley Campus. The District seeks to achieve annual production targets of 2,000,000 kWh at each campus. Once installed, the solar system will be largest of its kind in Marin County. The voters in the District recently passed the \$265,000,000 Measure B bond, and the District intends to own and finance the solar project through a combination of issuance of 2017 New Clean Renewable Energy Bonds (“CREBS”) and Measure B bond funds.

The solar projects are subject to favorable Time of Use (“TOU”) grandfathering that will require the solar systems be substantially complete before December 31, 2017. It is the District’s intent that the SOQ/P process will enable the District to select a qualified design/build entity in accordance with Government Code Section 4217.10 *et seq.* able to complete construction by no later than December 15, 2017. The solar project is categorically exemption from CEQA review and compliance.

A mandatory pre-proposal meeting and Site walk for the Solar Project will be held on April 21, 2017 at 10:00 AM. Please meet in front of the Fiscal Services Department located at 1800 Ignacio Blvd. Novato, CA 94949. Proposals will not be accepted from proposers who do not attend the Site walk.

Qualified persons, firms and organizations are invited to submit an original plus ten (10) copies of said RFQ/P and e-mail one PDF version of the SOQ/P that meet the requirements described herein no later than **3:00 p.m. on May 5, 2017**, to the following address:

**Marin Community College  
District  
Attention: Greg Nelson, V.P. Finance and College Operations  
Fiscal Services  
Department  
1800 Ignacio Blvd.  
Novato, CA 94949  
e-mail: gnelson@marin.edu**

**PLEASE NOTE: United Parcel Service (UPS) DOES NOT DELIVER TO THIS ADDRESS**

This RFQ/P does not commit the College of Marin to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any SOQ/P or to cancel in part or in its entirety this RFQ/P. The District further reserves the right to accept the SOQ/P that it considers to be in the best interest of the District.

Thank you for your interest in working with our District.

**Greg Nelson  
V.P. Finance and College Operations  
MARIN COMMUNITY COLLEGE DISTRICT**

1. GENERAL INSTRUCTIONS

1.1 Mandatory Pre-Proposal Site Walk

A mandatory pre-proposal meeting and Site walk for the Solar Project will be held on April 21, 2017 at 10:00 AM. Respondents will meet in front of the College of Marin Fiscal Services Department located at 1800 Ignacio Blvd. Novato, CA 94949 and tour the Kentfield and Indian Valley campuses and the Solar Project sites. Proposals will not be accepted from respondents who do not attend the Site walk.

1.2 Submittal of SOQ/P'S

SOQ/P's should be reviewed for accuracy before submission to the District since said document may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any SOQ/P. The District reserves the right to reject any and all SOQ/P's, or to waive any irregularities, or informalities in the SOQ/P's. Signatures

All SOQ/P's must include a signature of an authorized officer of the firm submitting the SOQ/P. A signature form has been included with this document.

1.3 Disqualified SOQ/P's

Any SOQ/P received after 3:00 p.m. on May 5, 2017 shall be refused and returned to the firm unopened.

1.4 Withdrawal of SOQ/P's

Firms may withdraw their SOQ/P, either personally or by written request, at any time prior to 3:00 p.m. on May 5, 2017. Any request to withdraw a SOQ/P is effective only if received on or before 3:00 p.m. on May 5, 2017, at the following location and addressed to:

Marin Community College District  
Attn: Greg Nelson, V.P. Finance and College Operations  
Fiscal Services Department  
1800 Ignacio, Blvd  
Novato, CA 94949

1.5 Copies of SOQ/P's

Each firm submitting a SOQ/P must include the signed original plus ten (10) printed copies, along with a PDF version submitted by e-mail to Greg Nelson, V.P. Finance and College Operations at: gnelson@marin.edu.

1.6 Contacts

In order to control information disseminated regarding this RFQ/P, firms interested in submitting SOQ/P's are directed not to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual listed below:

Greg Nelson, V.P. Finance and College Operations  
Marin Community College District  
(415) 883-2211 ext. 8100  
E-Mail Address: [gnelson@marin.edu](mailto:gnelson@marin.edu)

Any questions concerning this RFQ/P must be submitted by e-mail to the above address no later than April 24, 2017. Responses to individual queries will be posted on the District's website on April 25, 2017 in the form of Q&A's. Respondents who wish to be placed on an e-mail list to receive the summary Q&A's and any updates concerning this RFQ/P must e-mail Greg Nelson, V.P. Finance and College Operations at [gnelson@marin.edu](mailto:gnelson@marin.edu) to request placement on the e-mail list.

#### 1.7 District Required Forms

Your SOQ/P must include the District Required Documents that are attached hereto as exhibits, which include: the Terms and Conditions (Exhibit A); Qualification Certification (Exhibit B); and Non-collusion Affidavit (Exhibit C).

#### 1.8 Rights of the District

The District reserves the right to incorporate terms and conditions it determines to be proper or necessary into any contract negotiated as a result of a SOQ/P submitted in response to this RFQ/P.

### 2. INTRODUCTION

The District is located in Marin County and has annual enrollment of approximately 9,000 credit and noncredit students. It was established in 1926 and serves Marin County. The District currently maintains one comprehensive community college, College of Marin, with campuses in Kentfield and Novato (Indian Valley). The District is fully accredited by the Accrediting Commission of Community and Junior Colleges ("ACCJC").

Pursuant to Government Code Section 4217.10 *et seq.* the District is seeking a qualified photovoltaic systems design/build contractor ("Contractor") for the design, installation, commissioning and maintenance of their solar Photovoltaic (PV) Systems at the Kentfield and Indian Valley campuses ("Solar PV Project"). A map of the project sites is attached hereto as Exhibit E and incorporated herein by this reference. The Solar PV Systems will be "grid-connected" and eligible for applicable PUC and/or PG&E incentives, if any. The District is looking for the "Best Value" based upon system output and performance, price, cost per unit output, experience, proven performance, technology, qualifications, and overall thoroughness of proposal and responsiveness to the RFQ/P.

The District will own and finance the Solar PV Project through a blend of CREBS and Measure B funding pursuant to a Master Design-Build Contract ("MDBC") with the selected Contractor. Respondents are required to submit in their proposals forms of the following documents: (i) the MDBC, (ii) Output Guarantee Agreement and (iii) Operations and Maintenance Agreements. The District will select one Contractor for the Solar PV Project.

The design and construction budget for the Solar PV Project is between \$6 million to \$6.5 million. District has confirmed the availability of CREBS financing with its Bond Counsel and Financial Advisor. It is anticipated the CREBS financing will be approved at the June 20, 2017 regular meeting of the Board of Trustees and funds from the CREBS financing will become available for use shortly after the June 20<sup>th</sup> meeting. The District will use interim financing to cover any funding shortfall during the design and pre-construction phase. The solar projects are subject to favorable TOU net metering tariffs based on PUC and PG&E grandfathering rules. To benefit from the grandfathering rules, the Contractor will need to achieve substantial complete construction of the Solar PV Project on or before December 15, 2017.

3. OBJECTIVE AND BACKGROUND

The District is an enrolled member of Marin Clean Energy, a joint powers authority, and provider of clean renewable energy. PG&E continues to provide all gas services, electric delivery, billing, and power line maintenance for the District. The District’s current annual electrical usage at each campus may be found in Table 3.2 below.

The objective of the District’s Solar PV Project is to significantly reduce energy costs and carbon footprint of the District, with the resulting cost savings to the general fund. The District’s target is to produce approximately 2,000,000 kWh/year at each solar system. The District will retain ownership of all environmental or “green” incentives resulting from the Solar PV Project unless otherwise required by law or agreed by the District.

3.1 Overview Of Project Schedule

The Solar PV Project will be implemented in two phases. The first phase is pre-construction services requiring design, permitting and regulatory approvals. The second phase is construction services. The District will work closely with the chosen Contractor to ensure the Solar PV Project is substantially completed on or before December 15, 2017.

3.2 Target System Sizes At Each Campus

For each campus location there is a target annual system production value (kWh) that the solar PV systems should be designed to produce. These production targets are necessary to achieve anticipated general fund savings from electricity cost offset. The Contractor is responsible for designing systems that meet or exceed the production targets. The following table lists the campus sites, annual usage, projected annual usage and 2018 production target:

Table 3.2

Site Number	<b>1</b>	<b>2</b>
<b>Campus</b>	<b>Kentfield</b>	<b>Indian Valley</b>
Street Address	835 College Avenue	1800 Ignacio Blvd.
City	Kentfield, CA 94904	Novato, CA 94949
Annual Usage <sup>(1)</sup> (kWh) 2016	Xxxxxxx	Xxxxxxx
Projected Annual Usage <sup>(j)</sup> (kWh) 2017	Xxxxxxxxx	Xxxxxxxxx

Annual Production Target (kWh) (2018)	2,000,000	2,000,000
Annual Cost 2016	\$xxxxxxx	\$xxxxxxxxxxx
PG&E Tariff	xxxxx	xxxxx

### 3.3 Government Code Section 4217.12 Savings Analysis

Respondents are required to submit in their proposal the marginal cost savings analysis required under Government Code Section 4217.12.

### 3.4 Notices to Proceed

The District will select one (1) contractor for the Solar PV Project and will be issued a Notice of Award. The District will issue notices to proceed for each site (“Notice to Proceed”) and each Notice to Proceed will have as an attachment an agreed and final Pre-Construction and Construction scope of services and work, Pre-Construction and Construction schedule, and firm and fixed construction price for each site prior to issuance of a Notice to Proceed. The District may issue a Notice to Proceed separately for Pre-Construction and Construction phases for each site. The District and Contractor will work cooperatively to determine the best project scheduling to meet the milestone requirements for the Solar PV Project.

The Contractor is required to provide the following information for each campus site:

- Total system output (AC kWh/year at inverter outputs)
- Total system cost in Dollars
- Total system size (CEC AC including inverter per current CSI EPBB Calculator)
- Total system cost per Watt (Dollars/CEC AC Watts)

### 3.5 Solar PV System Canopy Placements

All solar panels will be designed and constructed as a parking canopy solar PV system at each site.

## 4. PROJECT SCOPE, LIMITATIONS AND RESTRICTIONS

### 4.1 Scope of Services

The District will enter into a Master Design-Build Contract with the selected contractor that will be responsible for designing, procuring, installing, commissioning, monitoring and maintaining the solar PV systems. The contractor will also be responsible for helping develop and deliver renewable energy associated curriculum to District staff and students. The District has established a budget of approximately \$6 million to \$6.5 million for the Solar PV Project. Respondents are also required to provide an Output Guarantee Agreement and Operations and Maintenance Agreement.

### 4.2 Limitations

The District reserves the right to contract with any entity responding to this RFQ/P. The District makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal; in response to this RFQ/P. The selection of firms to participate in the RFQ/P process if at all is at the sole discretion of the District.

4.3 Restriction on Lobbying and Contacts

From the period beginning on the date of the issuance of this RFQ/P, and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact any person within the District to engage in discussion of the process of selection or award process except for district designee for questions listed in this RFQ/P

4.4 Conflict of Interest

No officer, member or employee of the District and no member of its Board of Trustees may have any financial interest, direct or indirect, in the award of the contract or the fees to be earned under the awarded contract further to this RFQ/P. Respondents are asked to disclose any such pecuniary interest. In addition, respondents are asked to disclose any financial relationship with any existing officers, members of employees of the District, members of the Board of Trustees or agents or independent contractors of the District. Any such conflict of interest shall be described to provide transparency in the public procurement process. The purpose of such disclosures is to ensure transparency in the procurement process and compliance with California conflict of interest laws.

5. GUIDELINES FOR PROPOSAL SUBMITTAL

5.1 RFQ/P Schedule:

<u>Milestone</u>	<u>Date</u>
Request for Proposals (RFQ/P) Released:	April 17, 2017
Site Walk at 10:00 a.m.	April 21, 2017
Written Questions Due	April 24, 2017
Answers Delivered By	April 25, 2017
Proposals Due	May 5, 2017
Interviews (at District’s option)	May 8, 2017
Board Approval	May 16, 2017
Start Design Work/Permitting/Approvals	May 17, 2017
Start Site Construction	September 15, 2017
End Construction	December 15, 2017

5.2 General Requirements:

- Each Respondent to the RFQ/P must demonstrate that it satisfies the minimum requirements as set forth in the Qualifications section in order to be considered as an eligible vendor.

- Responses to this RFQ/P must be submitted in writing and signed by an authorized officer of the respondent company.
- Proposals submitted in response to this RFQ/P must be as specific as possible when responding to the identified areas enabling the District to understand the overall proposal. The District reserves the right to deem any proposal as non-responsive and to give it no further consideration. The District also reserves the right to request clarification and/or additional information from any respondent. The District reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which in the District sole judgment, sufficiently demonstrates the ability to produce, deliver, design, permit, install to completion and maintain the Photovoltaic Solar Panel System project and to satisfy the major requirements set forth in this RFQ/P. The District expects to complete its evaluation process to select qualified contractors, but reserves the right to change key dates and actions as the need arises.
- **10 signed bound copies of the RFQ/P must be received in the offices of the District no later than 3:00 P.M. on May 5, 2017.**

Responses submitted after this date cannot be accepted.

### 5.3 Project Assumptions:

Respondents are asked to make the following general project assumptions:

- Total construction budget is between \$6 million to \$6.5 million
- Coordination with ongoing construction activities during duration of Solar PV Project
- Coordination of activities as required minimizing impact upon instructional activities of adjacent occupied campus areas
- Access during regular weekday working hours

All products and components outlined herein must conform to the following codes, standards and rating methodologies.

- All equipment provided, where applicable (e.g. PV modules, inverters and meters) must meet the equipment certification and eligibility requirements of the California Solar Initiative.
- If PV modules using hazardous materials (i.e. Cadmium or other hazardous materials) are included in the RFQ/P, then the environmental impact of the hazardous material usage must be discussed, including any special maintenance requirements and proper disposal/recycling of the modules at the end of their useful life. Modules containing hazardous materials must comply with the EPA Landfill Disposal Requirements. Any additional costs related to PV modules containing hazardous materials must be clearly identified.
- UL Certification
- California Electrical Code -2017

- Occupational Health and Safety Administration (OSHA) directives
- Must conform to PG&E Distribution Interconnection Handbook
- All system components and design and construction work must comply with the requirements of the Division of State Architect (DSA) and the California Department of Education.

## 6. CONTRACTOR QUALIFICATION

### 6.1 Submitted RFQ/Ps will be evaluated based on a points system

Submitted RFQ/Ps will be evaluated based on a points system as set forth in the Qualifications Criteria and Project Evaluation Criteria sections. Respondents will be evaluated against each rubric by the RFQ/P evaluation committee, with points assigned based on the committee's sole judgment.

### 6.2 The contractor selection process will consist of two steps:

1. **Qualification:** RFQ/P respondents will first be evaluated for overall qualifications. Only responses by qualified contractors will be reviewed and considered by the District.
2. **Project Evaluation:** As provided more fully in Section 7, below, RFQ/P responses from the list of qualified contractors (from Step 1, Qualifications) will be evaluated under a "Best Value" standard for the Solar PV Project. At the option of the District, the Best Value evaluation may include interviews with respondents.

### 6.3 Qualification Criteria

RFQ/P responses will be first evaluated for qualifications of respondents. From this qualifications evaluation, qualified respondents will have their proposed projects evaluated for final Contractor selection. The Qualifications Criteria have a total of 100 points.

### 6.4 Minimum Qualifications (Pass Or Fail)

Each respondent must meet the required minimum qualifications as follows:

- The respondent must have a minimum of five (5) past projects with public institutions within the last five (5) years, and at least two (2) projects must be with California community college districts.
- The respondent or the installation sub-contractor in the respondent's team must have a valid and current C-10 (Electrical Contractor) or C-46 (Solar Contractor) license and be qualified as provided below.
- The respondent or the installation sub-contractor in respondent's team must have demonstrated project submittal experience with the California Division of the State Architect (DSA).

- The respondent or the installation sub-contractor in respondent's team must have completed the installation of at least three (3) solar photovoltaic systems within the last three (3) years with a total of 1000 kW for all three projects. Each of the three projects must be at least 300kW in size and located within the state of California.
- The respondent's firm has been in business in California under the present company or business name and license number for the last three (3) years.
- Respondents must meet or exceed minimum project bonding, insurance and labor requirements.

6.5 Firm Information (No Points – For Information Only)

- Provide a brief history of your firm, identifying legal form, ownership and senior officials of company. Describe number of years in business.
- Provide current and active California Contractors License(s).
- List all litigation arising from any school, public or private project on which your firm provided work on within the past 5 years. State the issues in litigation, the status of litigation, names of parties and outcome.

6.6 Financial Performance (20 Points)

- If public, provide a website link to your audited annual investment reports. If private, attach audited financial statements for the last three (3) years.

6.7 Systems Experience (40 Points)

- Demonstrate technical experience and capability to construct and manage a project of this size in this proposal.
- Demonstrate electrical utility interconnection experience and capabilities.
- Identify and provide references for a minimum of three (3) past projects with public institutions within the last five (5) years, each in excess of 300 kW in size, at least two (2) must be approved and certified by the Division of State Architect of California.
- Name of project, size of project and district or owner
- Contact person and telephone number
- Provide an overview of your company's non-residential grid-connected PV systems installed (not in development):
  - Total number of systems installed
  - Total kWp installed in the last 3 years
  - Total kWp installed
- Provide design output vs. actual performance for each project used as samples in this RFQ/P.

- How many operational PV systems are currently under management by the proposed monitoring firm?
- Total system output (kWh) monitored to date.

6.8 Proposed Project Team (20 Points)

The selected firm shall employ at its expense professionals properly licensed and skilled in the execution of the functions required for the execution of this project.

Identify your project team inclusive of a California licensed Structural Engineer. Provide resumes of all team members and engineers:

- Qualifications/certifications.
- List license numbers and dates

6.9 Insurance And Bonding (10 Points)

Provide the following regarding insurance coverage for the estimated value of the full photovoltaic contract of approximately \$xx Million.

- Provide evidence from Insurance Carrier(i.e. letter, certificate)
- Professional Liability Insurance for Engineer of Record \$2 Million per occurrence, \$2 Million aggregate
- General Liability Insurance \$2 Million per occurrence, \$2 Million aggregate
- Payment and Performance Bonds for full value of approximately \$xx M
- Workers Compensation
- Financially viable Insurance rating of X/A or better and licensed in the State of California
- Automobile Insurance \$1 Million per Occurrence, \$1 Million Aggregate

6.10 Safety (10 Points)

Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety.

7. PROPOSAL EVALUATION CRITERIA (QUALIFIED RESPONDENTS ONLY)

Respondents selected by the District as “Qualified” respondents will have their proposed project evaluated under a “Best Value” standard. In determining Best Value the District will give priority to the following attributes:

- Overall output per campus and total systems output;
- Cost per unit output (AC kWh/year at inverter outputs);

- Quality of system designs and components;
- History of successful similar sized DSA projects;
- Proven ability to accurately model and monitor systems;
- Safety and maintenance experience and capabilities;
- Experience working with schools to develop project associated and renewable energy curriculum.

Best Value Project Evaluation Criteria have a total of 250 points (350 points if the District elections to conduct interviews) based on the criteria below. The District is using a performance based Best Value approach to emphasize that the District is interested in achieving general fund savings as described in Section 3, above and system completion by December 15, 2017. Achieving savings requires that the maximum size solar PV system be designed within the Construction Budget to take full advantage of the applications. Under the Best Value evaluation criteria, a respondent who designs a larger system with higher output within the Construction Budget will receive more points than a respondent who designs a smaller system and with lower at a lower cost per kWh for the system than the larger system.

#### 7.1 System Performance Information (30 Points)

For each of the solar systems on the Kentfield and Indian Valley campus, describe the PV system you propose to design and build, providing the following information.

- System output in kWh/year, per current CSI EPBB Calculation
- Total System Size in CEC AC per current CSI EPBB Calculator
- System Size in kWp
- One complete year of hourly kWh production estimates with date and time stamp for each hour (this should be provided in Excel format)
- Expected total cumulative kWh output over 25 years
- Expected annual performance degradation over 25 years (expressed as % degradation per year);
- Identify the model(s) used to derive the kWh production estimates and describe and discuss all associated modeling assumption

#### 7.2 System Cost and Services (15 Points)

For pricing purposes, assume that each project is part of a two campus site package costing approximately \$6 million to \$6.5 million. The proposed price for each project should reflect any and all cost savings and price discounts Contractor would pass along to District. System costs shall include, but not necessarily be limited to:

- All electrical switch gear interconnection to accept solar system

- All electrical connectors, cabling & components necessary for a complete solar system
  - Complete electrical engineering services including diagrams
  - Complete structural engineering services including diagrams
  - Planning and design review services including all meetings with DSA, PG&E, etc.
  - Utility interconnection agreement processing costs
  - Incentive program inspections coordination
  - Local building and electrical inspection coordination
  - Secure storage facility at job site for all PV system equipment and supplies;
  - Lavatory facility at job site, if needed
  - System operation and safety manuals and customer training
  - Final PV system “as-built” schematics
  - Final cleanup to “broom clean” conditions
2. Total gross, all-inclusive system price including all design, permitting, installation, commissioning, warranties, guarantees, and initial 10-year maintenance service described above for each project site.
  3. Provide the cost per unit of expected output (\$/kWh) as well as all underlying assumptions:
    - over 15 years
    - over 25 years.
  4. State any additional assumptions made in the course of developing responses to (1) through (3).

### 7.3 System Component Details (25 Points)

For each solar site, provide the following information:

- A list of PV panel manufacturers and models that you will use to implement this project
- A list of PV inverter manufacturers and models that you will use to implement this project
- A list of PV system racking manufacturers and models that you will use to implement this project
- A list of PV system performance monitoring manufacturers and models that you will use to implement this project

- A list of any other significant system components that you will use to implement this project

#### 7.4 Schedule (25 Points)

Referring to the detailed project schedule attached as Exhibit D, provide a detailed design and construction schedule for the described PV system.

#### 7.5 System Performance Estimation (5 Points)

- How many of your company's employees are dedicated to PV system performance estimation, and what is their FTE equivalent?
- Provide resumes of your employees engaged in system monitoring.
- Do you own, maintain, and update your own estimation tool? If so, provide a detailed description of the tool and the associated performance estimation methodology, including but not limited to weather assumptions. If not, identify and provide a detailed description of the modeling tool(s) your company uses to estimate PV system performance, and its associated performance estimation methodology, including but not limited to weather assumptions.
- Provide a detailed description of the methodology and procedures used, and research conducted, to ensure accuracy and calibration of performance modeling.

#### 7.6 System Performance Verification And Monitoring (25 Points)

System performance monitoring and historical data access must be provided to the District via a secure website. Performance monitoring data should include system energy and power production, and per campus ambient temperature, wind speed, and insolation.

- Please indicate how you provide system performance monitoring and historical data access for customer via secure website.
- Provide the number of employees employed by your firm in charge of system monitoring and their associated FTE equivalent.
- Provide resumes of individuals in system monitoring.
- Provide a detailed description of your proposed system output performance verification methodology. Is it remote? Is it web-based? Provide a detailed description of the end-user interface.
- Provide the number of operational systems under management.

#### 7.7 Solar PV Kiosks (5 Points)

As part of the performance monitoring and educational aspects of the system, the project should include public Solar PV System Monitoring and Educational Kiosks at each Campus site. Kiosks should be movable by the District and provide access to real-time and historical PV system performance for the local campus system and, if possible, all other the District campus PV systems.

- Provide a detailed description of your proposed public solar monitoring kiosk for each site.

#### 7.8 System Maintenance And Support (35 Points)

To ensure production targets are met, the District intends the Contractor to provide for comprehensive maintenance of the Project for an initial term of ten (10) years with an option to extend maintenance for up to 25 years. Respondents should structure the system maintenance agreement such that the District can elect to perform some basic maintenance tasks such as panel cleaning to reduce the overall maintenance costs to the district.

- Provide a complete description of the scope and price of the proposed maintenance component of the Project:
  - For the first 10 years
  - For years 11 – 25 if available.
- Provide a detailed description of Contractor’s relevant prior experience performing system maintenance and support. Highlight distinguishing elements of the services to be provided that will benefit the District and optimize system performance.
- State the location of the nearest service office.
- If maintenance is to be performed by a sub-contractor, identify the subcontractor and provide a detailed description of their relevant experience and qualifications.
- Response Rates
  - Phone response time (hours)
  - System outage response time (hours)
- For the systems maintained by the proposed maintenance firm, what is the average system availability?
- Provide at least three years of actual system energy production data that demonstrates system performance and availability, and indicates the degree of accuracy of predicted performance, for at least five existing grid-connected PV projects similar to the proposed project.

All respondents must offer comprehensive onsite training in PV system operations, safety and maintenance consistent with the warranty and service contract provisions.

#### 7.9 System Warranty (35 Points)

The respondent’s standard warranty coverage should be at least twenty (20) years for any PV panels, at least ten (10) years for all inverters, or consistent with current PG&E Guidelines for PV System warranty requirements, whichever is greater; and should provide daily system monitoring, annual on-site system inspection, including system testing and routine preventive maintenance, repair and/or replacement of defective parts (equipment and labor).

All work performed by Contractor must not render void, violate, or otherwise jeopardize any preexisting District facility or building warranties.

7.10 Production Warranty/Performance Guarantee (35 Points)

All Respondents should offer solar PV performance guarantees. Please include a detailed description including your standard terms for such guarantees.

7.11 Renewable Energy Curricula (10 Points)

The selected Contractor will be required to provide a total of xxx hours of technical support to the District over the first five (5) years of the project to help to work with District staff to help develop and deliver renewable energy curriculum. In the first year of the project the contractor is required to provide a total of xxx hours to work with District staff to create the new curriculum.

Describe your renewable energy curricula and partnership programs that can be used by the District to teach and increase awareness of energy systems and uses.

7.12 Quality Assurance (5 Points)

- Does your company have a dedicated Quality Control department in place? If so, please respond to the following:
  - Number of dedicated full-time Quality Control employees
  - Provide a mission statement for your Quality Control program
- Is your company ISO 9001 certified or have other ISO certifications?
  - If so, please describe certifications received and in development
- Describe Continual Improvement programs in place at your company (6-Sigma, 5S, 8D etc.)

Contractors will be selected based upon a District determination of “best value”. The initial evaluation will involve a contractor prequalification, as listed above. If contractor is determined to be prequalified, a second round of scoring will occur to determine “best value” using the categorical scoring format listed above.

7.13 Oral Interviews – Total Maximum Points = 100

The District reserves the right to conduct interviews as part of the Best Value evaluation of qualified contractors. Such interviews will be held on May 8, 2017 and qualified respondents will be invited to participate in interviews. Topics covered at interviews are at the discretion of the screening committee members conducting the interviews; however, respondents should be prepared to address the following topics:

- Scope of services required to achieve the District's objectives;
- Respondent’s record and experience delivering quality services on similar Programs on budget and schedule
- Respondent’s strategy to meet the December 15, 2017 substantial completion deadline

The following Key Personnel shall, at a minimum, be present at the interview:

Program Manager;

- Project Development Team Leader;
- Senior Project Manager(s);
- Project Scheduling Manager; and
- Construction manager.

The total number of persons attending for the respondent shall not exceed six (6). Presentations shall be conducted by key personnel and not by sales persons or business development personnel of the respondent.

Interviews will begin with an opening presentation by the respondent. The duration of this presentation is limited to a maximum of forty (40) minutes. The respondent may at its discretion use PowerPoint or other visual aids during the presentation, provided that the District is given one (1) printed copy and one (1) electronic copy of any visual aids used during the presentation. Following the interview, there will be a question and answer period for the District to ask questions of the respondent's key personnel. This part of the interview is expected to last approximately twenty-thirty (20-30) minutes, or longer, as the District deems appropriate and in its sole discretion. Following the period of questions and answers, the respondent may make a five (5) minute closing statement.

**INTERVIEW EVALUATION CRITERIA – 100 points broken down as follows:**

Opening Presentation: 10 points

Responsiveness to Questions: 20 points

Communication/Interpersonal Skills: 20 points

Demonstrated Knowledge: 30 points

Overall Performance: 20 points

8. CONTRACT DOCUMENTS

Respondents are required to submit in the proposal proposed forms of the Master Design-Building Contract, the Output Guarantee Agreement and Operations and Maintenance Agreement (collectively the "Contract Documents"). In addition, respondents are required to sign and submit the Offer to Contract in the form attached hereto as Exhibit A regarding the Contract Documents. The Contract Documents shall be governed by and construed in accordance with the laws of the State of California, with venue in the state court within the county in which the Project is located.

9. EXHIBITS

This section will list, attach and incorporate the exhibits applicable to the RFQ/P, including the following:

Exhibit A –Terms and Conditions  
Exhibit B – Qualifications Certificate  
Exhibit C – Non-Collusion Affidavit  
Exhibit D – Map of Sites

## EXHIBIT A

### TERMS AND CONDITIONS

1. **INSTRUCTIONS AND USE OF FORMS.** In order to preserve uniformity and to facilitate the award of contracts, Respondents shall complete and return the enclosed District- required forms with their responses.
2. **ACCEPTANCE OR REJECTION OF RESPONSES.** The District reserves the right to reject any and all Responses that are incomplete, contain errors, arrive after the due date/time or are submitted by unqualified respondents. The District reserves the right not to award a contract if the District, in its sole discretion, deems the responses received pursuant to this RFQ/P lacking in any respect or insufficient to meet the District's requirements and needs.
3. **PROPOSAL PROTESTS.** The following instructions must be followed by a Respondent who wishes to challenge the District's selection and award of any contract pursuant to this Request for SOQ/P's:
  - a) Any protest must be submitted in writing to the V.P. of Finance and College Operations, Marin Community College District 1800 Ignacio, Blvd, Novato, CA 94949, before 3:00 p.m. on the fifth (5<sup>th</sup>) business day following the District's notification of its intention to award a contract pursuant to this RFQ/P.
  - b) Only respondents who submitted a proposal in response to this RFQ/P may file a protest.
  - c) Protests must contain the following specific information:
    - Protestor's name, address, tele. #, and e-mail address;
    - Date on which protestor's Response was submitted to the District;
    - Protestor's *specific, detailed basis for the protest*, which must be *supported by facts and/or documentation*. Protests based on hearsay, feelings or opinions not supported by facts, will be deemed invalid.
  - d) The protestor shall send a copy of the initial protest document and any attached documentation to all other parties that may be affected financially by the outcome.
  - e) The District will review and evaluate the protest for validity, including, if required, review by outside counsel. The District and/or counsel will provide a response within ten (10) days of review of the protest letter.
  - f) If upon review, the proposal protest is found to be frivolous or lacking validity, the protest will be rejected and the protesting party may be deemed ineligible to participate in future District bidding or contracts.
4. **ASSIGNMENT PROHIBITED.** No contract awarded under this proposal shall be assigned without the express, prior written approval of the District. Any attempted assignment in violation of the provision may be voided at the option of the Board of Trustees.
5. **NO CONTACT WITH BOARD OF TRUSTEES.** Firms may not contact any member of the Marin Community College Board of Trustees regarding this RFQ/P.

6. **NON-DISCRIMINATION.** The District does not discriminate in the selection, acceptance, or treatment of any contractor based upon race, color, national origin, religion, sex, sexual orientation, handicap, age, veterans status, medical condition as defined in Section 12926 of the California Government Code, ancestry, marital status, or citizenship, within the limits imposed by law. The District likewise prohibits discrimination by contractors and subcontractors, and may require the successful respondent(s) to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement, in compliance with Government Code 12990.

**ACCEPTANCE OF TERMS AND CONDITIONS**

The undersigned hereby acknowledges receipt and acceptance of the above Terms and Conditions.

**Company Name:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature and Date**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**EXHIBIT B**

**QUALIFICATIONS CERTIFICATE**

I, the undersigned, certify and declare, with specific reference to the California False Claims Act, Government Code sections 12650, *et seq.*, that I have reviewed all of the information presented in this submittal and know its contents. The matters stated in the submittal are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true.

I declare under penalty of perjury that the foregoing is true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT C**

**NON-COLLUSION AFFIDAVIT**

(Public Contract Code Section 7106)

\_\_\_\_\_, deposes and says that  
*Authorized Representative*

he/she is \_\_\_\_\_ of \_\_\_\_\_  
*Title* *Company Name,*

the party providing the foregoing proposal; that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the respondent has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal; that the respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the respondent has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information of date relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, proposal depository, or to any member of agent thereof to effectuate a collusive or sham proposal.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Typed or Printed Name*

EXHIBIT D

MAP OF SITES

(See Attachment)