



Solicitation Information
August 22, 2013

Continuous Recruitment # 37

**TITLE: Renewable Energy and Energy Efficiency Projects at Rhode Island Schools
(Regional Greenhouse Gas Initiative 2011 Plan)**

Submission Deadline: Continuous Recruitment through 1 March 2014

Pre-Bid conference: No

Questions concerning this solicitation may be addressed to gail.walsh@purchasing.ri.gov. Questions should be submitted in a *Microsoft Word attachment*. Please reference **Continuous Recruitment # 37 Renewable Energy and Energy Efficiency Projects at Rhode Island Schools** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Office of Energy Resources (“OER”) is soliciting applications for funding of renewable energy and/or energy efficiency projects at schools (K-12) which include an educational program as a part of the project. The scope of work is described herein.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) Process. All responses must be received by March 1, 2014 but may be submitted at any time before the deadline. No grants will be awarded until all applications are received, reviewed and ranked in accordance with the review process.

The United States Department of Energy estimates that school systems in the United States spend an average of \$181.53 per student each school year on energy costs, more than is spent on computers and textbooks combined. The purpose of this funding opportunity is to promote energy efficiency and to support the installation of renewable, non-carbon emitting energy technologies at schools in Rhode Island. The educational component of the project is intended to visibly demonstrate the benefits of energy efficiency and renewable energy to students and the public.

Funding for these grants is available through the “2011 Plan for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds”. The 2011 Allocation Plan provides Seven Hundred Fifty-Six, Five Hundred and Two and 16/100ths (\$756,502.16) Dollars for renewable and/or energy efficiency projects at schools through a competitive grant process.

Funding for this activity is being provided from the Regional Greenhouse Gas Initiative Act. Terms and Conditions of this funding are pursuant to the “Rules and Regulations for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds”.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which is available at www.purchasing.ri.gov. To access the State’s General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State’s General Conditions of Purchase.

Potential Respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases by the Submission Deadline stated on Page 1 for any cause will be determined to be late and will not be considered.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Respondents are advised that all materials submitted to the State of Rhode Island for consideration in response to this CR will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this CR.

The Respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>.

Awards resulting from this CR will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.ri.gov.

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified and non-classified services of the state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond.lambert@hr.ri.gov.

NOTE TO CONSULTANTS PREPARING APPLICATIONS ON BEHALF OF SCHOOLS:

Architectural/Engineering Services

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

A Respondent who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
State Board of Registration for Professional Engineers
1511 Pontiac Avenue, Building 68-2
Cranston, RI 02920
Tel: (401) 462-9592
Fax: (401) 462-9532
Website: www.bdp.state.ri.us

The Respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov. Please reference the CR number on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this CR, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested Respondents to download this additional information. *If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.*

SECTION 2 – PROJECT DESCRIPTION

Eligible Applicants

Any school located in Rhode Island is eligible to compete for a grant. Schools may be elementary grades (including kindergarten), middle or senior high schools, or any combination thereof. Eligible schools include private, parochial, charter, and public schools.

Eligible Projects and Technologies

Eligible projects shall be renewable energy and/or energy efficiency projects installed on the school or on the school grounds that pertain to electric generation. Eligible projects shall include an educational program designed to support the understanding of the renewable energy and/or energy efficiency project.

Eligible renewable energy projects shall be limited to solar PV, solar thermal projects no greater than 50 kW, and solar hot water systems. These types of projects can typically be designed and installed within a six month turnaround. Only solar thermal projects that replace electric heat and solar hot water systems that replace electric hot water systems will be eligible. No other renewable energy systems will be considered. Renewable energy project proposals must demonstrate efforts to date to maximize energy efficiency of the school by having had an energy audit performed or have one scheduled before this application is submitted.

Eligible energy efficiency projects shall include any electric project participating in the ratepayer funded energy efficiency programs administered by National Grid. The grant can be used to cover the customer contribution portion of the project after National Grid incentives are applied. These funds can only support electric efficiency measures, and cannot support any natural gas efficiency measures. Efficiency projects will be included in the RI Public Energy Partnership (RIPEP) program, which aims to achieve a 20% energy savings in 100 public facilities over three years.

For information about the existing energy efficiency programs and incentives, please see the following website:

<http://www.nationalgridus.com/narragansett/business/energyeff/energyeff.asp>.

There are no restrictions against combining these funds with other Rhode Island energy funding programs, such as the Renewable Energy Fund (REF). For more information on the REF, visit <http://www.riedc.com/business-services/renewable-energy>.

All projects shall be on or in the school buildings, or be located on the school grounds, and shall directly provide energy to the school, or produce energy savings for the school.

Each energy efficiency/renewable energy project must include an educational component for the students at the school. For example, educational solar PV projects may include innovative classroom and extracurricular programs/projects that explore the science of solar energy and the generation of electricity from the sun. The project should include scientific data gathered from

the actual project that can be analyzed by the students to show energy savings for the school. It is recommended that the educational component be incorporated into the future educational curriculum at the school.

Ineligible Projects

Ineligible projects shall include research or laboratory projects, projects that do not directly produce energy savings for the school; energy audits; boiler replacement; replacement of appliances, and projects that are off the school grounds.

Eligible Expenses

The grant awards may be used for the costs of the eligible project, including materials, labor, regulatory permitting, engineering, design, construction, and the cost of the educational component.

Ineligible Expenses

Schools may not use the grant funds to supplant existing salaries or for administrative expenses of the school. Expenses that are reimbursed from other funding sources or grants are not eligible expenses.

Funding Availability

A total of Seven Hundred Fifty-Six, Five Hundred and Two and 16/100ths (\$756,502.16) Dollars is available through this announcement. The number and amount of awards will depend on the applications received during the competitive application process; however, the award will not exceed 75% of the total project cost. The awarding of grants shall be at the sole discretion of the OER.

Project Schedule

All physical projects must be installed and completed within nine (9) months of the award.

Reporting Requirements

All grant recipients will be required to complete monthly reports, supplied by OER. If reports are not submitted and project milestones are not met, for whatever reason, the OER has the authority to terminate the award and recover all grant funds.

Disbursement Process

Funding for this program will be provided as a direct, non-repayable grant. The OER anticipates funding awards on the following schedule; however, will retain the sole discretion to make amendments to this schedule on an as needed basis:

50% of total Award: Upon evidence of 50% project completion
30% of total Award: Upon evidence of 80% project completion
20% of total Award: Upon 100% project completion and operation

SECTION 3 – PROPOSAL REQUIREMENTS

General Submission Requirements

Responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked “CR #37, Renewable Energy Projects and Energy Efficiency Projects at Rhode Island Schools” to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

- A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A complete School Project Application, available at www.energy.ri.gov. Applications are available on the RI OER website or by contacting Barbara Cesaro at barbara.cesaro@energy.ri.gov or by calling (401) 574-9105.
- A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

SECTION 4 - EVALUATION CRITERIA

Threshold Criteria

In order for an application to be considered and evaluated for funding under this program it must:

- Be complete
- Demonstrate financial viability
- Demonstrate technical viability
- Provide all evidence of commitment or expressions of interest from all funding sources used to finance the project entirely

- Demonstrate ability and likelihood of achieving project completion within nine (9) months of grant award date
- A letter of support for the project from the school board and/or the town/city council

Evaluation Criteria

All projects that meet the minimum threshold criteria will be competitively evaluated based on the following metrics and weighting:

- Energy savings and (for renewable energy projects) current energy efficiency of the school. Including integration with other renewable or energy efficiency/energy conservation programs (40%)
- Cost-effectiveness (20%)
- Educational component (30%)
- Funds leveraged (10%)

Note: Renewable energy projects will not be compared with energy efficiency projects. They will be evaluated independently of each other.

SECTION 5 - EVALUATION PROCESS AND AWARD

Process

OER shall review and competitively evaluate all of the applications. The State reserves the right to select no proposals for any reason or if the responses do not meet a sufficient standard based on the evaluation criteria. The State reserves the right to waive any minor irregularities or informalities in a proposal as it determines or to allow Respondents to correct them, and to accept or reject any Proposal or portion thereof, and to enter into any agreement deemed to be in the best interest of Rhode Island. The State reserves the right to discuss with the selected applicant(s) any terms and conditions, including financial issues, for any proposed project. The State reserves the right to seek additional information from any and all Respondents including but not limited to requests for clarifications and interviews.

The OER will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

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