

Request for Proposals (RFP) for Solar Energy Development Services

For:

Iowa City Airport Commission

At :

Iowa City Municipal Airport, Iowa City, Iowa

RFP Published and Advertised: May 17, 2021

Pre-Response Meeting: May 24, 2021, 12:00pm(noon)

RFP Responses Due: before 3:00pm CDST June 3, 2021

Anticipated Interviews: June 10, 2021, 6:00pm

Anticipated Selection for Negotiations: June 10, 2021

Table of Contents

- 1. Introduction**

- 2. Solicitation and Response Process**
 - 2.1 Project Description
 - 2.2 Project Scope
 - 2.3 Specifications and Other Conditions
 - 2.4 Role of the Commission
 - 2.5 Responsibilities of the Contractor

- 3. Solicitation and Response Process**
 - 3.1 Pre-Response Meeting
 - 3.2 Questions
 - 3.3 Submission of Proposals
 - 3.4 Selection of Contractor and Contract Execution

- 4. Terms of Proposal Response**
 - 4.1 Evaluation Criteria

- 5. RFP Procedures**

- 6. Appendices**
 - 6.1 Specifications and Other Conditions Checklist
 - 6.2 Response Form Template



1. Introduction

Awarding Authority: Iowa City Airport Commission
Address: 1801 South Riverside Drive
Iowa City, IA 52246
Contact Person: Michael Tharp, C.M., Airport Manager
Email: michael-tharp@iowa-city.org
Telephone: (319) 356-5045

The Iowa City Airport Commission (the “Commission,” or the “Awarding Authority”) seeks qualifications, from qualified, interested parties (individually a “Respondent” and collectively the “Respondents”) with one Respondent ultimately selected to serve as a contractor (“Contractor”), to size, design, procure, install, test, and commission a solar photovoltaic (PV) power generating system(s) [“PV System(s)”] at the Iowa City Municipal Airport, Iowa City, Iowa. The project shall be a Solar Power Purchase Agreement (SPPA), where the selected Respondent shall develop, install, own, operate, and maintain the system on airport property as defined in this RFP, and the Airport Commission will commit to purchase of the system’s electric output for a period as defined later in this RFP.

Respondents to this RFP are required to demonstrate qualification in identifying, assessing, planning, designing, installing and maintaining solar power electric generation facilities. The Respondent shall also be required to submit qualifications of any entity with which it intends to subcontract all, or any work associated with the solar installation(s). The Commission looks favorably upon Respondents that demonstrate experience of successfully providing solar installations in Iowa.

The Commission may cancel this RFP or may reject in whole or in part any and all Proposals if the Commission determines that cancellation or rejection is in its best interest.

2. General Information

2.1 Project Description

Through this RFP, the Awarding Authority intends to enter into one or more Solar PV installation Agreements.

Specifically, the purpose of this RFP is to solicit qualifications from Respondents to size, design, procure, install, test, commission, and provide maintenance services for solar photovoltaic (PV) power generating system(s) [“PV System(s)”] at the Iowa City Municipal Airport in Iowa City, Iowa. The system is anticipated to be installed on roofs of existing hangar buildings as shown in Appendix Item 6.1, which is an aerial of the development area on the airport.

The system will be sized sufficiently to provide power for the Airport utilities, as well as buildings leased to the University of Iowa - Operator Performance Laboratory and Jet Air, Inc.

The Commission aims to move as quickly as practicable and identify, through this RFP, the most qualified Respondent that: (1) meets the needs of the Commission; (2) demonstrates a thorough understanding of current or pending Iowa solar energy policies, legislation, and/or regulation, to include but not limited to, state solar net metering rules; (3) understands Iowa City permitting and zoning regulations; and (4) can demonstrate successful implementation of comparably sized projects with municipal or other non-residential



entities, in MidAmerican Energy service territory.

2.2 Project Scope

The minimum scope proposed by the Commission for this RFP are roof-mounted PV systems with the estimated PV system for each project, indicated in the table below:

Site	Address	Est. PV System Capacity
Iowa City Municipal Airport	1801 S. Riverside Drive Iowa City, Iowa	TBD kW DC

The financial aspects of the project shall be based on the following SPPA specifics:

- Power Purchase Timeframe: 20 years from system on-line
- Power Purchase Commitment: As proposed by Respondent
- Power Cost: As proposed by Respondent
- System at End of Term: Equipment becomes Property of Airport

2.3 Specifications and Other Conditions

Respondents shall acknowledge conformity with the required specifications and other conditions set forth. Any exceptions shall be noted and explained in Responses. The Iowa City Airport Commission Selection Committee shall review Responses for substantial conformity with all specifications and other conditions set forth in this RFP.

2.4 Role of the Commission

To facilitate the Contractor in the execution of the Project(s), the Commission will endeavor in their best ability to:

- Provide reasonable access to the relevant airport-owned properties and buildings, as necessary, to obtain data (whether required or reasonably requested by the Contractor);
- Grant the Contractor sufficient access and occupancy rights to undertake the Project at the premises.
- Provide access for the assessment of sites and, for those sites selected for development, the installation, maintenance, and ongoing operation of the System;
- To the extent reasonable and appropriate, provide information/assistance to the Contractor in securing any remaining permits for the Project, including but not limited to local board approvals; and
- Cooperate with the Contractor to the extent reasonable and appropriate on remaining issues with respect to site assessment, access, and facility construction and interconnection.



2.5 Responsibilities of the Contractor

The Contractor is responsible for designing, procuring, installing, testing, commissioning, and maintaining solar power electric generation facilities (“PV System”) with guaranteed on-site electricity generation at one or more of the Iowa City Municipal Airport sites (hangar roofs) identified in this RFP.

In addition, the Contractor will be responsible for:

- Evaluate utility billings for proper sizing of solar power system
- Evaluate existing hangar buildings for structural capacity to handle additional dead loads of installed system, including all solar panels and mounting structures/hardware. Limit proposed solar installations to existing hangars that will not require modification, or Contractor is responsible for required modifications.
- Complete a glare analysis of system as designed by Contractor, including location of panels, size and number of panels, orientation of panels, and reflectivity of proposed panels. Glare analysis, when completed by Contractor, shall be submitted to the Commission and the FAA for FAA approval prior to start of construction. If glare analysis requires modification of proposal for approval by FAA, modifications are the responsibility of the Contractor.
- Secure all required Utility and PUC permits and approvals; local permits will be obtained by the Commission in cooperation with the contractor.
- Protect the integrity of roofs that are attached or systems are placed thereon;
- Implement the project without interfering with ongoing landside or airside activities at the project sites;
- Secure an assurance of net metering eligibility, per Iowa Department of Public Utilities, at no cost to the Commission;
- All other responsibilities, as outlined in the executed agreement.

3. Solicitation and Response Process

3.1 Pre-Response Meeting

Prior to the due time and date for Proposal responses, the Commission will conduct a “pre-proposal” meeting to allow a tour of the site on the airport, pose questions, and discuss concerns/issues. Any responses to questions or modifications to the proposal requirements following said meeting shall only be valid as formalized via addendum to the RFP (see paragraph 3.2 below), and verbal responses at the meeting shall not be considered a formal response.

3.2 Questions

All questions and inquiries concerning this RFP must be submitted in writing no later than the date and time provided on the cover of this RFP. Inquiries will not be answered directly. The Commission will issue an addendum via the City of Iowa City Website <https://www.icgov.org/purchasing-bids>, which will address written questions submitted by the deadline. This and other addenda will be posted on the City of Iowa City website. It is the responsibility of the Respondent to check City of Iowa City website prior to the submittal deadline to ensure that the Respondent has received all addenda issued by the Awarding Authority.



3.3 Submission of Responses

Respondents shall submit: one (1) single-file electronic copy (via email to michael-tharp@iowa-city.org), of its Proposal according to the requirements set forth for the format described herein, including completed copies of Appendices 6.2 – 6.3. Completed Proposals shall be submitted to the contact below by the time and date noted on the cover page of this RFP:

Michael Tharp, C.M.
Airport Manager, Iowa City Municipal Airport
1801 S. Riverside Drive
Iowa City, IA 52246
Phone: 319-356-5045 ext. 2
Email: michael-tharp@iowa-city.org

Each response will be reviewed for completeness, and incomplete responses may be rejected without further consideration. Respondents shall use the prescribed format to indicate their experience and qualifications and explain their responses. The Commission reserves the right to waive any and all irregularities and formalities in the selection of the Contractor for this project.

3.4 Selection of Contractor and Contract Execution

The Commission will assemble a Selection Committee to evaluate and rank all Proposals based on the criteria listed in this RFP. Top candidates will be identified based on written Proposals.

Following selection of a top-ranked Contractor, within 30 days, the Commission and the selected Contractor will negotiate an agreement based on the proposal and which the Commission determines is fair, competitive, and reasonable. In the event the Commission and the top-ranked Contractor are unable to reach an Agreement acceptable to both parties the Commission will attempt to reach an Agreement with the second-ranked Contractor. The Commission reserves the right to discard the process and begin an independent process of its choosing at any point during the review process.



4. Terms of Response

The Selection Committee will review each Proposal prior to the selection process for completeness and relevance. A response will be considered complete if it includes all the Minimum Required Items from the table in Section 6.2. Each section or subsection of complete responses will be evaluated individually for completeness and to determine the most advantageous option for the Commission.

The Selection Committee reserves the right to select the Respondent that provides the most responsive and responsible response, which best meets the needs of the Commission, considering the Respondent's qualifications, submittal quality, experience and relevance.

4.1 Evaluation Criteria

Complete Proposals will be evaluated in terms of the reasonableness of the claims and commitments made, the completeness of the information provided, conformance with the requirements of and the instructions provided in this RFP, and the Respondent's ability and willingness to satisfy and to exceed the specifications and conditions set forth in this RFP.

Although the Selection Committee will consider all factors which reflect on each Respondent's ability to meet the Commission's goals, significant evaluation emphasis will be placed on the following: (1) Cost of power purchases as defined above, (2) Respondent's understanding of the current solar policy and regulatory context in Iowa; (2) Demonstrated performance capability of the Respondent and its team to successfully complete PV projects.

The following evaluation criteria will be used to score proposals:

<u>Item</u>	<u>Scoring Weight</u>
• Cost of Power per kW Hour	40%
○ Pricing Methodology	
• Management & Performance Capabilities	15%
○ Project Team Capabilities	
○ Project Team Structure and Roles	
○ Local Presence	
○ Demonstrated Expertise of Personnel	
• Experience & Project References	15%
○ Permitting	
○ Construction & Testing	
○ Service & Maintenance	
○ Experience with Governmental Agencies	
○ References	
• Project Approach	15%
○ Level of Effort Required by Commission	
○ Quality of Products	
○ Time for Performance of Contract	
○ Agreement	
• Method of Guaranteeing Electricity Generation	15%
○ Monitoring, Measurement, & Verification	
○ Conformance with Current Standards of Federal Energy Management	

5. RFP Procedures

Modification or Withdrawal of Proposals: Any Proposal may be withdrawn or modified by written request of the Contractor, provided such request is received by the Commission at the above e-mail address prior to the due date for Responses.

Cost of Response Preparation: The Commission does not assume liability and will not reimburse any costs or expenses incurred by any Contractor (whether or not selected) in developing responses to this RFP.

References and Disclosure of Information: Submission of a Proposal shall be deemed permission to the Iowa City Selection Committee to make inquiries concerning the Respondent to any persons or firms deemed appropriate by the Selection Committee. The Contractor's submission of a Proposal shall be deemed acknowledgement that it is familiar with the Iowa Right to Know Law and is bound thereby. Disclosure of any information provided by any Contractor in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to RSA 91-A accept as exempted under RSA 91-A:5.

Cancellation of Procurement. The Commission may cancel this RFP, or may reject in whole or in part any and all Proposals if the Commission determines that cancellation or rejection is in its best interest. If the Commission elects to make an award, the Commission will shall negotiate a contract with the Respondent that the Commission considers to be the most qualified per the evaluation criteria herein at a price that the Commission determines to be fair, competitive and reasonable. If the Commission is unable to negotiate a satisfactory contract with the selected Respondent at a price the Commission determines to be fair, competitive, and reasonable, negotiations with that Respondent shall be formally terminated. The Commission shall then undertake negotiations with the next most qualified Respondent, and so on, until either an agreement is reached or the Commission cancels the RFP. The Commission is under no obligation to enter into a SED pursuant to this RFP.

Late, Incomplete, or Unresponsive proposals: Commission will not review late proposals and reserves the right to deem any proposal as unresponsive.

6. Appendices

This section contains the following appendices:

- 6.1 Airport Layout Indicating Hangars with Potential for Solar Installation
- 6.2 Utility billings from Iowa City Airport, Jet Air, and Operator Performance Laboratory
 - To Receive Utility Bills for evaluation, email michael-tharp@iowa-city.org and request utility billings per the Solar Power RFP.

To be completed by Respondent and submitted with Response:

- 6.2 Specifications and Other Conditions Checklist
- 6.3 Response Format Template

6.2 Specifications and Other Conditions Checklist

The Iowa City Airport Commission Selection Committee shall review all Proposals for substantial conformity to the specifications and other conditions identified below. Proposals and/or the PV agreement may contain additional services or terms, but the Selection Committee reserves the right to consider Proposals and proposed agreements void if they do not substantially conform to the specifications and conditions outlined below.

If Respondents (or their financing parties) have any exceptions to the specifications and other conditions, please: (1) describe the exception(s) and any proposed alternative; and (2) explain the need for the exception in writing and attach the response to their response.

Specifications and Other Conditions	Accepts (Y/N)
The Commission shall negotiate a price with the selected Respondent at compensation which it determines is fair, competitive, and reasonable. The price proposal shall include a breakdown of cost structure and other price data for each proposed solar PV system. The selected Respondent shall disclose additional price data as required by the Agreement.	
Subject to successful negotiations, the selected Respondent (the Contractor) and the Commission will enter into an agreement, and the Contractor shall design, procure, install, test and commission, a solar PV system with guaranteed on-site electricity generation at the project site(s).	
The selected Contractor is responsible for obtaining all necessary permits and approvals for the Project(s) excluding local permits. The Contractor shall provide all technical information necessary to enable the Commission to submit local permits, including but not limited to Electrical and Site Plan if applicable.	
The Commission reserves the right to require the posting of an assurance, in a format acceptable to the Commission, to cover some or all of costs associated with Contractor default.	
The installation must follow all local, state, and federal codes and standards, including all recent additions to the Iowa Building and Electric Codes.	
The Contractor will use a method for computing the actual generation and Guarantee of Generation that is wholly consistent with the letter and intent of the most recent version of the U.S. Department of Energy, Federal Energy Management Measurement and Verification Guidelines (FEMP Guidelines).	
The Contractor will be responsible for interfacing with the local utility company for all matters required for the interconnection to the grid (e.g., metering, protection, extension of distribution lines for connecting the solar facility to the grid). The Contractor will lead efforts to apply for interconnection and net metering (Interconnection Service Agreement, etc.) at no cost to the Commission.	
The Contractor, subcontractor(s), and employees for the project shall possess certifications and/or licenses as required by the State of Iowa.	

Specifications and Other Conditions	Accepts (Y/N)
<p>The Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of the agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of age, sex, race, color, religion, national origin, or ancestry.</p>	
<p>The Contractor shall be fully responsible to the Awarding Authority for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by the Contractor, as it is for the acts and omissions of persons directly employed by it. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the Awarding Authority.</p>	
<p>The Contractor shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws, rules, and regulations, including applicable licensing requirements, in accordance with sound engineering and safety practices, and in compliance with any and all reasonable rules of the Commission relative to the premises. The Contractor shall be responsible for obtaining all governmental permits, consents, and authorizations as may be required to perform its obligations hereunder.</p>	
<p>The Contractor shall use only new, unused equipment. The Contractor shall provide a Data Acquisition System (DAS) with real-time access to production data.</p>	
<p>The Contractor shall provide certificates of insurance listing the Commission as additionally insured in the coverage and amounts:</p> <ul style="list-style-type: none"> • Commercial Liability: \$1,000,000 / occurrence bodily injury and property damage \$2,000,000 general aggregate • Commercial Umbrella Liability: \$1,000,000 each occurrence, \$1,000,000 aggregate <p>In addition, the Contractor shall provide Builders Risk insurance at the value of the project(s) and proof of Workers Compensation Insurance.</p>	

6.3 Response Form Template

Respondents are encouraged to provide a response that specifically addresses each of the items below *in the order that they are listed*. The Iowa City Municipal Airport looks favorably upon responses that provide thorough, detailed responses and follow the format below.

Executive Summary

Provide an executive summary introducing the Respondent and all known subcontractors.

i. Cost of Power per kW Hour (40%)

- a) Proposal shall include cost of power to Airport over the life of the contract, including:
 - a. Initial Costs and Length of Initial Time-Frame for Power Supply
 - b. Escalation Proposal Following Initial Time-Frame
 - c. Costs at End of Contract Period (if applicable)
 - d. Describe any other factors that demonstrate how your project team and approach will provide the best value to the Commission.

ii. Management & Performance Capabilities (15%)

- a) Describe the general reputation and performance capabilities of the project team and explain how these characteristics translate to providing a PV system that best meets the Commission's goals for this project, as outlined in this RFP.
- b) Provide a list of entities that comprise the project team, including all known subcontractors, and identify each party's role.
- c) Provide the number of full-time personnel employed by the Respondent and approximate number of personnel to be providing services.
- d) Describe the Respondent's proximity to the Iowa City Municipal Airport, and how this will influence the Respondent's ability to perform the required services.
- e) Provide resumes of key project team members.

iii. Experience & Project References (15%)

- a) Describe relevant project team experience in and capabilities to provide the services requested in this RFP. Summarize the relevant experience of the party(ies) responsible for the following:
 - a. Design & Engineering
 - b. Permitting
 - c. Installation
 - d. Operations & Maintenance
 - e. Energy Data Monitoring & Reporting
- b) For the party(ies) responsible for design work, describe their experience designing projects similar in scope to this project.
- c) Describe the experience Respondent has had with roof-mounted solar photovoltaic and battery storage installations, particularly on municipal or commercial buildings.
- d) For the party(ies) responsible for permitting work, describe their experience permitting projects similar in scope to this project.
- e) For the party(ies) responsible for installation work, describe their experience installing projects similar in scope to this project.

- f) For the party(ies) responsible for the maintenance of the PV system(s) over the life of the system, describe their experience maintaining projects similar in scope to this project.
- g) Identify the number of MW (DC) capacity the respondent has developed: (1) in total, and (2) in Iowa. If providing numbers for more than one firm on the team, provide numbers per firm.
- h) Provide detailed project information for five (5) reference projects of comparable scope to this project that Respondent has implemented within the last five (5) years. If possible, please highlight any examples of roof-mounted projects with Iowa municipalities. For each reference project, please provide the following:
 - a. Location
 - b. System capacity
 - c. Current status (pre-construction, in construction, operation, etc.)
 - d. Customer name and contact information. *It is understood that the Awarding Authority may contact any or all of the above references regarding the project and personnel performance as part of the RFP submittal review process.*

iv. Project Approach (15%)

- a) Please prepare a preliminary project approach with the following:
 - a. System capacity (kW DC)
 - b. Estimated output (kWh), Year 1
 - c. Describe the design considerations the Respondent has used to maximize the expected amount of solar electricity produced for each site, including equipment selection, shading, spacing, azimuth, tilt and inter-row shade spacing.
 - d. Discuss proposed the mounting system.
- b) What engineering studies will the Respondent, if selected, conduct to design the system and prepare a price proposal? Summarize the level and depth of the information and resources that will be required of the Commission during the engineering studies.
- c) Discuss the quality of the system components that the Respondent anticipates using in any PV System installed pursuant to this RFP. Discuss available warranties, insured warranties, etc. for all major system components, including solar modules, inverters, automated reporting system, and mounting system, anticipated to be used for this project.
- d) Statement on Time for Performance of Contract
 - a. Briefly summarize the estimated timeline for any project(s) to be developed pursuant to this RFP, including the duration of the contract.
- e) Agreement
 - a. Provide a preferred template agreement for the Commission's consideration.

v. Method for Guaranteeing Electricity Generation (15%)

Note: Methods for monitoring, measurement, and verification of guaranteed energy shall conform to the most recent Performance Measurement & Verification Protocol (IPMVP) and standards established by the Federal Energy Management Program of the U.S. Department of Energy.

- a) Describe preferred methodology for setting a guaranteed output (e.g., guaranteed output= 100% of expected annual output).
- b) Describe Respondent's standard measurement and verification procedures, including reporting frequency, reconciliation methods, and timing.



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