



### **ANALYSIS**

The attached RFP seeks to find a consultant that can provide the Town with procurement services for a solar and micro-grid power services provider.

The consultant's overall responsibility will be to provide technical assistance to staff and the City Council in preparing the Request for Proposals for a Power Services Provider, managing the RFP process, reviewing proposals and qualifications, assist in evaluation and selection of a provider, review project documents, and oversee installation, commissioning and validation of system performance.

The consultant's work schedule would begin immediately upon contract award (expected: February 19, 2020). All phases of work should be completed by Summer 2021.

### **POLICY FOCUS**

The Council policy focus should be on the desire to utilize solar power and backup systems for the Town Center project.

### **FISCAL IMPACT**

None at this time. The cost of the anticipated service is unknown at this time and would be funded through the Town Center project. It is anticipated that the cost of installation and maintenance of the solar system would be covered through the future power purchase rate.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials. The Town maintains an active and up to date Project Website at <http://ca-atherton.civicplus.com/index.aspx?NID=290>.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

This item \_\_\_ has or X has not been before a Town Committee or Commission.

- \_\_\_ Audit/Finance Committee (meets every other month)
- \_\_\_ Bicycle/Pedestrian Committee (meets as needed)
- \_\_\_ PMC & Civic Center Advisory Committee (meets as needed)
- \_\_\_ Environmental Programs Committee (meets every other month)
- \_\_\_ Park and Recreation Committee (meets each month)

- \_\_\_\_\_ Planning Commission (meets each month)
- \_\_\_\_\_ Rail Committee (meets every other month)
- \_\_\_\_\_ Transportation Committee (meets every other month)

**ATTACHMENTS**

1. Draft Request for Proposals: Professional Support Services for Development of a Power Purchase Agreement for Solar and Solar Storage (Micro-Grid) at Atherton Town Center



**Town of Atherton**  
**Request for Proposals (RFP)**  
**Professional Support Services for**  
**Development of a Power Purchase Agreement for**  
**Solar and Solar Storage (Micro-Grid) at Atherton Town Center**

**Released: December 20, 2019**

**Proposals Due: 3 pm, January 30, 2020**

RFP Submittal Address:  
Town of Atherton  
Attention: Robert Ovadia, Director of Public Works  
150 Watkins Avenue, Atherton, CA 94027  
Atherton, CA 94027  
[rovadia@ci.atherton.ca.us](mailto:rovadia@ci.atherton.ca.us)  
650-752-0541

The Town of Atherton (Town) is accepting proposals from professional services firms to assist the Town with in developing a request for proposals, evaluating proposals, and negotiating terms for a Power Purchase Agreement to provide solar and solar storage (micro-grid) for power and resiliency at the Atherton Town Center.

## **A. BACKGROUND**

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The Town is currently constructing a new Town Center complex including a new Town Administration and Police Service building, a new Library and associated ancillary structures, parking and public spaces. The Town Center will also serve as the Towns Emergency Operations Center. The complex includes an aggregate of 44,603 gross square feet. The Town is issuing this request for proposals to identify and select a consultant to assist the Town in converting the Town Center buildings to photo-voltaic (PV) power with a micro-grid back-up system.

The Town Center buildings were initially designed to include a photo-voltaic and micro-grid system. However, due to costs associated with direct purchase and installation, the Town deferred the purchase and elected to provide accommodations in the buildings for future installation. Though the anticipated PV equipment, including the PV modules, PV inverters, DC optimizers, PV monitoring system, and PV racking systems were not included in the Town Center construction contract, information for the future PV system was provided for reference in the Town Center bid documents. The stanchions for the racking systems will be installed as part of the Town Center project by the Town's Contractor – SJ Amoroso.

As a municipality, the Town is not eligible for certain incentives available to non-public entities. As such, the Town wishes to partner with a Power Services Provider that can take advantage of all available incentives, install and maintain the system. The Town is seeking a consultant to assist in finding and contracting with that partner as well as reviewing project documents, overseeing installation, commissioning and validating system performance.

## **B. OBJECTIVES TO BE MET**

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It is envisioned that the Consultant selected will work closely with Town Staff to develop a complete set of requirements for the release of an RFP for a Power Services Provider for the installation and management of the photo-voltaic and micro-grid back-up system.

The Consultant will develop the RFP package and associated documents for proposition by potential Power Service Providers including technical and aesthetic requirements. The Consultant will develop the RFP package, identify a minimum of three potential qualified providers, facilitate the provider site walks, review proposals, participate in provider interviews, verify contractor references, assist in the selection of a Power Services Provider, negotiation of a Power Purchase or other financial agreement, review of project

documents including peer review of project design, overseeing installation, commissioning and validating system performance.

The PV system is anticipated to be no greater than 350 KW and located on roof tops and carport structures installed at the Library, Police Station, Ancillary, and Corporation Yard. The battery backup system and Micro-Grid controls are to be in the utility yard. The goal is to have a photovoltaic system that will provide a minimum of 80% of the power needs of the buildings with a 3-day power back-up available through the micro-grid battery back-up to support operations in the event of emergencies or other power outages. As the Town Administration/Police Department Building is considered an essential services building, facilities associated with or connected to the building should be designed as such.

The installation and final commissioning of the system is desired concurrent with the construction of the Town Center buildings, scheduled for completion in Summer 2021. A current Town Center project schedule is provided as an attachment to this request for proposals.

## C. REFERENCE DOCUMENTS

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There are a number of Town documents containing information regarding the Town Center project including original construction drawings, which included a photovoltaic and microgrid system); final construction bid documents for the Town Center project. These documents are noted below:

- Town Center construction bid documents – Original - including additive alternate for PV/Micro-Grid system: <http://www.ci.atherton.ca.us/bids.aspx?bidID=60>
- Town Center construction bid documents – Awarded – without PV/Micro-Grid system: <http://www.ci.atherton.ca.us/bids.aspx?bidID=64>
- Town Center Project Schedule: [to be provided](#)

## D. SCOPE OF WORK

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### **Task 1: Kick-off Meeting**

Meet with Town staff to discuss project goals and data needs, and assessment criteria for the preparation and release of the request for proposals for a Power Service Provider.

### **Task 2: Schedule for the Preparation and Release of the Request for Proposals and subsequent project activities**

Based on the kick-off meeting and consultation with staff, the consultant will prepare a refined schedule for the preparation and release of the request for proposals, review and selection of a power services provider, negotiation and award of a contract, anticipated design, construction and commissioning schedule. Changes to the schedule will require approval from the Town.

### **Task 3: Data Collection and Review of Existing Information**

To avoid duplications and to reduce costs, the consultants will rely on existing data whenever possible. Relevant documents will be provided at the initial meeting and have been identified in this proposal.

### **Task 4: Development of the Request for Proposals**

The Consultant will develop the Request for Proposals for a Power Services provider to design, install, and manage a photo-voltaic and micro-grid system for the Town Center, outlining goals and objectives, potential terms and selection criteria. Pursuant to California Government Code Sections 4217.10 – 4217.18 (Chapter 3.2 Energy Conservation Contracts), upon certain findings, “Notwithstanding any other provision of law, a public agency may enter into an energy service contract and any necessarily related facility ground lease on terms that its governing body determines are in the best interests of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance.”

### **Task 5: Selection of Power Services Provider and Contract Negotiation Support**

The Consultant selected will work jointly with staff in reviewing the various proposals received, making recommendations on potential providers to be interviewed, and final selection of the power services provider who will best be able to meet the Towns objectives, with the best terms for the Town. The Consultant will assist in contract negotiations to assure project objectives are covered with the best terms for the Town are covered in the contract.

### **Task 6: Contract Management and Oversight**

The Consultant will be responsible for oversight of the Power Services Provider to assure that the planned photo-voltaic and micro-grid systems are designed to meet project objectives with minimum impact to the Town Center construction project. Consultant will be responsible for plan review and coordination with the project team and the Building Department and will work closely with the Town Center project management team to coordinate installation and commissioning of the systems. The Consultant will also be responsible to confirm as-built drawings and validation of power generation and back-up.

### **Task 7: Attend Public Meetings**

In addition to regular project meetings, the Consultant will be required to attend public meetings and hearings regarding the project. The Consultant will be required to present the release of the Request for Proposals for a Power Services Provider to the Town Council, including goals, schedule, terms, and selection criteria as well as other factors related to the project and coordination with the Town Center project. The Consultant will also be required to present the final recommended contract with the Power Services Provider to the Town Council at a public hearing for consideration.

Additionally, the Consultant should plan on attending up to two additional public meetings including the Town Environmental Programs Committee and/or Town Council to provide information on updates on the RFP and up to three additional public meetings through construction, commissioning and final validation.

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## E. SUBMISSION OF PROPOSALS

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Town staff and the Town Center project management team will evaluate the proposals received and develop a short list of the most qualified firms. They may be invited to interview and may be asked to submit more detailed information. Proposals should contain at least the following information:

- A description of your firm’s background, staffing and experience related to the development and oversight of Request for Proposals related to Power Purchase Agreements; photo-voltaic and micro grid system lease agreements; photo-voltaic and micro grid system design, review, installation, commissioning and validation; other relevant experience.
- Key Personnel – Identify all personnel who will be assigned to work on this project. Include a description of their roles, qualifications and experience.
- Subcontractors – Identify any work that will be subcontracted. Include firm qualifications and key personnel for any subcontractors.
- Project Work Plan - A description of project understanding, detailed approach, and methodology. List specific tasks and any specific considerations or options, as well as factors to be used in selecting a provider.
- Project Schedule – Propose a timeline for completion of the project, and include start date, phases, milestones, and target completion dates. Any assumptions regarding turnaround time and City Council meetings should be clearly noted.
- Fee Information – Provide fee information that ties tasks to specific tasks. Provide a description of the level of effort required, listing the estimated hours required for each task in the Scope of Services, hourly rates of personnel, and expected incidental expenses such as travel, supplies, communications, reproduction, mailing, etc. Identify the fee that will be charged for additional public or City Council meetings not identified in the scope of services. Identify specific hourly fees for assistance during the negotiation process.
- References – Include a list of contracts completed under which services similar to those required by this RFP were performed. An emphasis should be placed on projects undertaken within the past three years and those projects undertaken similar in size and scope.

## F. General Terms and Conditions

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1. The Town reserves the right to reject any and all proposals.
2. The Town will not be responsible for any costs incurred by respondents in the preparation and submittal of a response to this request.
3. The Town reserves the right to modify the scope of the project at any time, with appropriate fee adjustments to be negotiated.

4. Documents and findings (regardless of format) that are associated with this project shall be the property of the Town.
5. Proposal shall remain effective for 90 days beyond the submitted date.

### **G. Submittal and Review Process**

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1. Applicant questions: All questions regarding the RFP shall be submitted in writing to Robert Ovadia, Director of Public Works at [rovadia@ci.atherton.ca.us](mailto:rovadia@ci.atherton.ca.us). Questions and responses will be posted on the Atherton Town website.
2. Submittal Deadline: January 30, 2019, 3 pm. Late submittals will not be accepted.
3. Format and Delivery: Submit five (5) letter-sized copies with one (1) unbound copy of the proposal to:  

Robert Ovadia  
Town of Atherton  
150 Watkins Avenue  
Atherton, CA 94027
4. E-mail a PDF copy to Robert Ovadia at [rovadia@ci.atherton.ca.us](mailto:rovadia@ci.atherton.ca.us).
5. Submittals will not be returned.
6. The Town reserves the right to accept or reject any or all proposals, or to alter the selection process in any lawful way, to postpone the selection process for its own convenience at any time, and to waive any non-substantive defects in this RFP or the proposals.
7. The Town reserves the right to short list the most qualified firms for consideration during the RFP process.
8. The Town reserves the right to negotiate with other qualified persons or firms, or to solicit additional statements of qualifications at any point in the project should it fail to negotiate a reasonable fee with the initially selected person or firm or should that firm fail to execute the Town's Agreement.

### **H. Evaluation Criteria**

The Project Manager will be the key point of contact with City staff and will be expected to drive the project to meet schedule and budgetary goals. The Project Manager would

ideally have at least 5-years' experience with PV and Micro-Grid PPA, RFP and Bid Documents project.

Proposals will be evaluated based on the following criteria:

- Project Manager's Technical Experience - 30%
- Understanding of Project Issues – 30%
- Quality of Proposed Work Plan – 30%
- Quality of References – 10%

## Proposed Timeline

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### Proposed Timeline

December 20, 2019	RFP available on Town of Atherton website
January 13, 2019 – 4 pm	Submission deadline for written questions
January 23, 2019 website	Responses to written questions available on Town website
<b>January 30, 2020, 3 pm</b>	<b>Technical and Cost Proposals due</b>
Week of February 3, 2020	Interviews with highest ranked proposers (if necessary)
February 19, 2020	Recommendation to City Council

Thank you for your interest in the project.