

**KERRVILLE PUBLIC UTILITY BOARD**



**REQUEST FOR PROPOSAL**  
**DISTRIBUTED GENERATION - SOLAR**



**DEADLINE**  
**FRIDAY, JUNE 19, 2017 – 11:59 PM CDT**

**MAY 16, 2017**

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## **SECTION I – SCOPE AND BACKGROUND**

The Kerrville Public Utility Board (hereinafter “KPUB”) is issuing this Request for Proposal (RFP) to solicit competitive proposals from professional, qualified solar developers (“respondents”). KPUB will consider proposals to develop a series of distributed generation solar sites, primarily ranging from 250 kW<sub>AC</sub> to 999 kW<sub>AC</sub>, with a total installed capacity ranging from .999 MW<sub>AC</sub> to 5 MW<sub>AC</sub>, that meet the further requirements as set forth throughout this RFP.

Proposals will be accepted until **11:59 PM CDT on June 19, 2017** and should be sent electronically to:

Ramsey Cripe  
Schneider Engineering, Ltd.  
1509 Emerald Parkway, Suite 103  
College Station, Texas 77845  
Phone: (830) 249-3887  
FAX: (979) 485-9829  
Email: rcripe@se-texas.com

KPUB requires that all communication is limited to KPUB’s consultant, Schneider Engineering. KPUB shall not be responsible for any verbal communication between Schneider Engineering and any potential respondent. Only written requirements and qualifications will be considered. All questions, submissions, and any associated communication shall be initially addressed to Ramsey Cripe (rcripe@se-texas.com) with Schneider Engineering, Ltd. in electronic format.

KPUB requests that recipients of this RFP who intend to respond provide a courtesy notice of such intention via email message to Ramsey Cripe (rcripe@se-texas.com) by **June 1, 2017**.

KPUB also requests that any questions be submitted via email message to Ramsey Cripe (rcripe@se-texas.com) by **June 1, 2017**. Responses to questions will be communicated with all respondents by June 10, 2017.

## **SECTION II - ELECTRIC SYSTEM INFORMATION**

KPUB provides service to approximately 22,000 meters through 654 miles of distribution line, both overhead and underground. KPUB’s system peak is approximate 150 MW. KPUB currently secures 100% of its energy and capacity requirements with contracted suppliers, though has provisions allowing the addition of distributed generation on the system. Furthermore, KPUB is the recent recipient of seed funding and technical assistance vouchers from the SunShot Initiative Solar in Your Community Challenge; at least 1 MW of nameplate capacity will be allocated to programs related to this initiative.

## **SECTION III – STRUCTURES**

KPUB is seeking an entity to develop at least .999 MW<sub>AC</sub>, and not exceeding 5 MW<sub>AC</sub>, of cost effective solar photovoltaic electric generating systems, commonly known as a solar farm, connected to KPUB’s distribution system at distribution voltage based on a purchase power agreement (PPA) with a potential buy-out structure. Each site shall not exceed .999 MW<sub>AC</sub> of nameplate capacity. KPUB desires such a respondent to finance, design, construct, own, operate, and maintain the solar farms and to enter into fixed price (no escalation) PPAs with KPUB for a period of time to be negotiated by the parties, followed by potential sale of the system to KPUB.

The scope of services provided shall also include, but shall not be limited to, securing all permits and approvals from any and all applicable governmental and regulatory entities, all labor, applicable

taxes, services, and equipment necessary to produce a fully operational solar PV system. KPUB is primarily interested in a ground mounted system(s) but is may pursue other solar systems (e.g., rooftop), as well.

KPUB has already worked with landowners to identify potential sites that may be suitable for solar development due to land characteristics, proximity to KPUB’s existing distribution lines, and willingness for the landowners to either sell or lease their land for solar development. Pre-identified sites are attached in Appendix A. **The inclusion of a site in Appendix A indicates only an interest in developing solar on that piece of property, not necessarily that the property has already committed to solar development.** Respondents are welcome to consider or propose other sites that may provide additional benefits.

Respondent must meet all project timelines, including striving to interconnect all proposed capacity by July 31, 2018. KPUB is willing to work with Respondents to develop a staged interconnection schedule to accommodate the capabilities of the Respondent and KPUB, but at least .999 MW<sub>AC</sub> must be approved by KPUB to feed energy into the grid by July 31, 2018.

**SECTION IV – QUALIFICATIONS & STANDARDS**

Each Respondent must:

1. Provide evidence of previous experience the Respondent has had with solar farm project funding, engineering, construction, completion, and operation especially for facilities with similar capacity.
2. Provide evidence of Respondent’s ability to immediately fund or finance the complete scope of this Project, including, but not limited to, the design, engineering, construction and operation thereof. Please provide details as to the material terms and conditions of financing of any previous solar farm projects.

The following standards are expected of all proposals:

1. Each respondent is responsible for design and installation compliance with all local, state and federal laws and regulations.
2. Solar panel maximum degradation will not exceed 20% over 20 years. Panel technology is not restricted, other than degradation rate.
3. Respondents shall propose to supply all equipment, materials, and labor necessary to install the support structures and solar PV systems and integrate them with the grid. KPUB will provide, build/upgrade service from the nearest distribution line to the metering point.
4. Respondents must identify proposed site addresses for each solar facility.

**SECTION V – TIMELINE**

The following timeline is intended to illustrate the anticipated timeline for this RFP:

Project Milestone(s)	Date
RFP Issued/Available	May 16, 2017
Notification of Intent	June 14, 2017

Written Questions Due	June 14, 2017
Written Responses to Questions Available	June 16, 2017
Proposals Due	June 23, 2017
Operation Date (This is an intended target date)	July 31, 2018

**At this time, KPUB is not planning to host site visits for sites identified in Appendix A until finalists are selected.** If a significant number of Respondents wish to schedule site visits, KPUB may adjust this timeline to schedule visits to some or all of the sites included in Appendix A, depending on availability and access to the sites.

**SECTION VI – RESPONSE GUIDELINES**

To facilitate the timely evaluation of Proposals, a standard format for Proposal submission is requested. The response sheet provide the information detailed below:

1. Executive Summary

The Executive Summary should include the following:

a. Summary of Ability and Desire to Perform the Project

The executive summary must briefly summarize the Respondent’s ability to supply the requested services that meet the application requirements defined in this RFP and to perform the Project.

b. Summary of Ability to Meet the Required Qualifications and Standards

The executive summary must state that the Respondent meets the required qualifications and standards to be followed that are listed in this RFP. Any exceptions must be noted and explained.

c. Summary of Milestones

Information contained in the technical proposal regarding dates of milestone events must be summarized. Each Respondent will specifically describe the expected implementation procedures the Respondent proposes to use. In order to show feasibility, a timetable setting forth appropriate milestones should be included in Respondent’s Proposal, with sufficient detail explaining how Respondent will meet those milestones.

d. Proposal Life

A statement must be included that indicates the length of time during which KPUB may rely on all Proposal commitments. Any Proposal accepted by KPUB for the purpose of negotiations of a final PPA or Development Agreement must remain in effect at least through the end of the negotiation period.

e. System Description Summary

The system description shall include the following: total system size, number of panels, panel wattage, annual solar panel degradation factor, panel manufacturer, total estimated cost, an estimated net output for each contract

year, total projected annual contract costs, proposed sites, and contract term in years. Any other information the Respondent may wish to briefly summarize will be acceptable.

- 1) KPUB wishes to be the primary landowner or lessee for any sites for development, which can be subsequently leased or subleased to the selected Respondent for development.
- 2) Pricing provided under this section should be provided in both a per site and total proposed structure.

## 2. Business Proposal

The Business proposal section should address the following topics:

### a. General

This optional section may be used to introduce or summarize any information that the Respondent deems relevant or important to KPUB's successful acquisition of the Project and services requested in this RFP.

### b. Respondent's History

This section shall include a brief history of the business organization including its formation, business areas, size, etc.

### c. Respondent's Capabilities

Describe the Respondent's experience and capabilities in providing similar work in scope of services, size, and complexity. Indicate if the Respondent has ever failed to complete any work or project awarded to it. If so, please indicate and describe the date, location, and circumstances.

### d. Facilities and Resources

The Respondent shall include information with regard to its resources that it deems advantageous to the successful provision of the requested services and the Project. This might include management capabilities and experience, technical resources, and operational resources not directly assigned to this Project, but available if needed.

### e. Pricing and Revenue

KPUB requires that the pricing associated with this RFP be a firm fixed price.

- 1) Pricing provided under this section should be provided in both a per site and total proposed structure.

### f. References

The Respondent shall include a list of at least three (3) clients or entities for whom it has provided projects or services that are the same or similar to those described in this RFP. Listed clients or entities may be contacted to determine the quality or work performed and personnel assigned to the Project.

## 3. Technical Proposal

Any reference material that provides additional information may be included as an appendix; however, please provide a summary of the referenced material within the section.

a. Overview of the Proposed Method for Provision of the Requested Services and Project

This overview must consist of a concise summary of the requested services proposed by the Respondent in response to this RFP. The overview should provide KPUB with a comfortable grasp of the services to be provided and the methods proposed by the Respondents to provide them.

b. Project Approach

The description shall indicate the methodology that the Respondent will follow to fulfill the requirements of the scope. KPUB intends that each Respondent provide a detailed and comprehensive description of all services that the Respondent will provide if it enters into a PPA Agreement with KPUB.

c. Personnel Description

Each Respondent shall provide a detailed description of the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who will be responsible for the implementation of the Project. Description must include all relevant information regarding qualifications, training, continued education, certifications, etc.

d. Identification of Anticipated Potential Problems

The Proposal shall identify and describe any anticipated potential problems, the Respondent's approach to solving these problems, and any special assistance that may be requested from KPUB.

e. Design, Engineering, and Permitting

The Respondent shall design/engineer ground-based solar PV systems to maximize the solar energy resources at the proposed site, taking into consideration available solar resources, applicable zoning, ordinances, installation costs, contingent approvals, and other relevant factors.

The Respondent shall provide conceptual design documents that provide the following information:

- System description;
- Equipment details and description;
- Selection of key equipment;
- Specifications for equipment procurement and installation;
- All engineering associated with the structural and mounting details;
- Performance of equipment components, subsystems;
- Integration of solar PV systems with other power sources;
- Controls, monitors, and instrumentation;

- Web-based performance monitoring system; and
  - Foundation of PV support system.
- f. Maintenance
- The Respondent shall provide information regarding any routine maintenance that would be required over the life of the Project.
- g. Warranties/Guarantees
- The Respondent shall provide information regarding any warranties/guarantees that will be available regarding the system and the PV panels. KPUB does require that a maximum 20% degradation panel warranty be included.
- h. Pricing and Revenue Proposal
- The Respondent's Proposal shall disclose all estimated costs associated with the development and completion of this Project.
- 1) Estimated costs provided under this section should be provided in both a per site and total proposed structure.

KPUB encourages Respondents, in their respective proposals, to be as creative and generous as possible regarding fees, rentals, and other benefits to KPUB, as the financial aspects of the proposed project will be a consideration in determining whether a proposal will be awarded.

#### **SECTION VII - CREDIT/FINANCIAL SECURITY REQUIREMENTS**

Respondents who submit proposals that KPUB select for further review may, at a later date, be required, as part of the evaluation process, to provide additional information to KPUB concerning the Respondent's creditworthiness and other financial information that KPUB deems relevant at its sole discretion. Additionally, as part of any definitive contractual arrangements that may be agreed upon by KPUB and any Respondent, such Respondent may be required to provide financial security in form and amount acceptable to KPUB to secure Respondent's obligations.

#### **SECTION VIII – AWARD OF THE CONTRACT**

From time to time during the evaluation process, KPUB may elect to commence contract negotiations with one or more Respondents concerning their submitted proposals; provided, however, that KPUB shall have no obligation to commence contract negotiations with any of the Respondents that submit proposals pursuant to this RFP. The commencement of contract negotiations shall not obligate KPUB to execute a contract with any Respondent, nor shall the commencement of contract negotiations obligate such Respondent to execute a contract with KPUB. KPUB reserves the right to negotiate any terms and conditions which provide value to KPUB and their customers. Additionally, if contract negotiations fail to proceed according to KPUB's desired reasonable schedule, or for any other reason, KPUB has the right to terminate such contract negotiations with such Respondent at any time without any further obligation or liability to such Respondent or any other party.

#### **SECTION IX– REJECTION OF PROPOSALS**

KPUB reserves the right to reject any or all of the proposals received for failure to meet any criteria set forth in this RFP or for any other reason. KPUB also reserves the right at their sole discretion to decline to enter into a definitive, binding agreement with any Respondent, or to cease negotiations of any contract being negotiated by KPUB and any Respondent at any time during such negotiations.

KPUB reserves the right to revise the resource needs forecast at any point during the RFP process or during contract negotiations. Any such change may reduce, eliminate, or increase the amount of capacity and energy sought to be procured through this RFP.

Respondents who submit proposals do so without recourse against KPUB for either rejection of such proposal(s), for failure to execute a definitive, binding agreement, or for any other reason.

#### **SECTION X- CONFIDENTIALITY**

KPUB will take reasonable precautions and use reasonable efforts to protect any proprietary and/or confidential information contained in a bid proposal, provided the Respondent clearly identifies such information as confidential on the page on which it appears. KPUB may, however, be required to make such confidential information available under applicable state and/or federal law to regulatory commission(s), its/their respective staff or other governmental agencies having jurisdiction over this matter. In addition, KPUB reserves the right to release such confidential information to agents or contractors of KPUB for the purpose of evaluating the bid proposals; although such agents and contractors will be directed to observe the same care with respect to disclosure as KPUB. Under no circumstances will KPUB, affiliates, subsidiaries, and the officers, directors, employees, agents or representatives of any of them, be liable to any party for any damages resulting from any disclosure of information provided in response to this RFP before, during, or after the solicitation process.

**APPENDIX A**

The following sites have indicated an interest to explore hosting solar distributed generation on their property. Respondents may include in their proposal other sites that are not included on this list. This list should not be considered exhaustive and will be subject to change based on further discussions with local community members.

Site #	Location	Approximate Acreage	Latitude (dd mm ss)	Longitude (dd mm ss)	Address
1	Camp CAMP	2	29 56 26	99 03 46	641 Skyline Dr., Center Point, TX 78010
2	Kerr County Rancho Rd Property	1.2	30 01 23	99 09 01	500 Rancho Rd., Kerrville, TX 78028
3	Kerr County Hill Country Youth Exhibit Center (Roof)	1.6	30 00 31	99 06 44	3785 TX-27, Kerrville, TX 78028
4	Kerrville Church of Christ	5.3	30 03 27	99 06 57	1900 Veterans Hwy., Kerrville, TX 78028
5	KISD Ag Property	8.6	30 00 49	99 06 20	169 Spur 100, Kerrville, TX 78028
6	KISD Tivy Staff Parking Lot	0.9	30 02 09	99 06 35	3486 Veterans Hwy., Kerrville, TX 78028
7	Lion's Camp	9.8	30 00 16	99 06 11	4100 San Antonio Hwy., Kerrville, TX 78028
8	MO Ranch	6.25	30 03 41	99 28 34	2229 FM 1340, Hunt, TX 78024
9	Schreiner University	7.4	30 02 07	99 07 28	1809 E Main St., Kerrville, TX 78028
10	Tomason Property	5.2	29 57 17	99 02 49	5740 Memorial Blvd., Center Point, TX 78010

All sites, except three and six, are greenfield sites. Site 3 is a roof structure, and site 6 is a parking lot. While we appreciate that rooftop or parking structure solar facilities are unique, we would request that respondents provide pricing to the best of their abilities. Providing a price on either one or both of these sites will not grant preference to any respondent; however, respondents may be requested to provide pricing at KPUB’s discretion following initial receipt of responses to this RFP.