

Request for Information (RFI)

For Potential Bidders on Solar Energy Power Purchase Agreement

For the Cabrillo Unified School District of Half Moon Bay

Date of Issue: 04/14/11	Request for Information #: 01-11	RFI Title: Solar Energy Project for the Cabrillo Unified School District
Date of RFI Release: 04/22/11	Response due date 2:00 P.M. on 06/03/11	

OPPORTUNITY DESCRIPTION

The Cabrillo Unified School District (CUSD) is the sole public school district that operates in Half Moon Bay, CA, and consists of four elementary schools, one intermediate school, one continuation school, and one high school. The high school has a heated swimming pool that operates year around and is heated by natural gas. Current district enrollment in 2010/2011 is 3,237 students. The school system employs approximately 314 full-time employees and operates approximately 54 buildings totaling approximately 344,000 square feet.

CUSD is interested in reducing its carbon footprint through use of renewable energy sources, specifically those related to use of solar Photo-Voltaic (PV) and solar hot water systems. CUSD is therefore seeking organizations that are interested in developing a Power Purchase Agreement (PPA) proposal or suitable alternative for a solar energy system for the school(s) located in the District. The system would consist of PV installations at one or more sites with a combined maximum capacity as indicated on the attached energy usage reports and/or a solar hot water system for the swimming pool at the high school with a capacity that is also specified in usage reports. Furthermore, CUSD is interested in systems that will provide regular operating data to students in the classroom and on-line in order to increase the scientific, environmental, and economic awareness of District students.

This Request for Information (RFI) is designed to provide CUSD with information to develop an acquisition approach, policy, and appropriate documentation for a subsequent procurement as described herein.

PROCUREMENT APPROACH

The District is taking a three-step process to implement this activity, as described below:

1. Issuing this Request for Information (RFI) to seek input from experienced solar providers on a comprehensive program to deploy PV and/or solar thermal systems at as many of these locations as possible. This RFI requests information regarding a number of questions in order to provide guidance on the best approach to execute this program.
2. Incorporating this information and then issuing a Request For Proposal (RFP) in order to select one or more vendors.
3. Selecting one or more contractors to execute the intended project(s).

The District reserves the right to change its acquisition approach at any time.

GOALS

The District seeks educational, economic, and environmental benefits from a solar energy system. It desires incorporation of real-time monitoring and other information from the system into the academic curriculum at all schools in the District. The installation will also serve as a model of renewable energy usage for the broader Coastside community.

From a fiscal standpoint, the District requires that **the project be budget neutral or better** compared to its baseline energy costs even in its early years, and expects the project to provide significant financial savings over its lifetime. Hence, it is expected that a PPA form of contract will be appropriate in which the District signs a long-term contract for energy at the same or lower rates than those expected from its current utility, PG&E, and will therefore not have any investment cost in the project. The District, however, is open to other possible project forms of funding providing that such options offer a superior means of meeting the financial and educational goals stated above. It is anticipated that the successful bidder will design, install, maintain, own and operate the solar energy system for the contract period. At the end of the contract period, the ownership could transfer to the District.

BACKGROUND

The District has made significant energy efficiency improvements at these facilities over the years, but has not yet installed significant energy sources. It has included renewable energy generally in its long-term planning, including upgrading the roof design of the recently-completed science building at the Cunha Middle School to accommodate the weight of solar panels.

The District has not developed specific designs or identified specific locations for the various elements of the solar energy system. It is open to appropriate proposals that are consistent with its goals and the normal usage of the facilities and grounds, including rooftop, parking covers and other designs.

A summary of some key information is attached to aid organizations in determining whether they would like to be considered to develop proposals for this project. Full access to detailed information and site visits would be available to those who are invited to develop proposals in future phases. The attachments provide summaries of the annual energy usage and bills at these facilities. The schools are located at separate sites.

SCOPE OF WORK

This Request for Information ("RFI") is an invitation to prospective Respondents to provide written information to assist the District in:

- 1) Determining the financial feasibility of acquiring solar energy systems;
- 2) Defining the key characteristics of the system(s), such as sizing, schedule, financing, maintenance, and other aspects that should be included in the RFP; and
- 3) Identifying suppliers of solar energy systems that are interested in being invited to develop proposals to the District for the provision of solar energy systems.

Implementation of the system is expected to include three elements at this time and, if successful, will eventually be extended to all schools and the district office building where it is feasible and economic. Respondents are requested to consider each of the elements and to inform CUSD on the benefits and drawbacks of this approach. Specific cost and energy usage data is included in an attachment. The three elements are:

Element One: High School Swimming Pool. The high school swimming pool is gas heated and has a capacity of approximately 110,000 gallons. The pool is outdoors and operates year-round. The District currently spends approximately \$33,000 a year to heat the pool, using approximately 26,000 therms.

Element Two: High School Electricity. The high school sits on approximately 39 acres and has 17 buildings. The campus is largely an outdoor campus, and room access is via shaded walkways. The average outdoor temperature is 63 degrees F, and the average room temperature is 68 degrees F. The parking lots are uncovered and have spaces for 328 cars. The District currently spends approximately \$105,000 per year for over 770,000 kWhs of electricity there.

Element Three: Cunha Middle School Electricity. The intermediate school sits on approximately 16 acres and has 6 buildings. The campus consists of self-contained buildings with internal hallways and external buildings with room access via shaded walkways. The average outdoor temperature is 63 degrees F, and the average room temperature is 68 degrees F. The roof of the recently-constructed science building was designed to accommodate the potential weight of solar arrays. The parking lot is uncovered and has spaces for 82 cars. The District currently spends approximately \$37,000 per year for approximately 210,000 kWhs of electricity at this school.

In the long-term, it is hoped to develop solar electricity for the remainder of the District schools and office buildings. Those currently use approximately 575,000 kWhs per year on five sites.

LIMITATIONS ON ACCESS TO DISTRICT EMPLOYEES AND SITES At this time, the District wishes to obtain information that is based solely on the data provided in this RFI. The District is not open to site visits or other inquiries from potential respondents to this RFI. If and when an RFP is issued, then the District does expect to host one or more bidders' conferences and to make provisions for site visits and/or providing additional, more detailed information.

RECEIPT OF RESPONSES

Responses for the information requirements set forth herein must be received at the District Office, 498 Kelly Avenue, Half Moon Bay, on or before the deadline of **2:00 P.M. current local time on June 3, 2011.**

RFI DOCUMENTS

Copies of this RFI document may be obtained by:

- Downloading the document from the Board's website at: www.cabrillo.k12.ca.us.
- Calling the District Facilities Department at 650-712-7103
- Visiting the Facilities Department between the hours of 7:00 AM and 3:30 PM, Monday through Friday, excluding holidays. The Facilities Department is located at 498 Kelly Avenue, Half Moon Bay, CA 94019.

Confidential or proprietary information should not be included in your response.

CUSD accepts no obligations for costs incurred by Respondents in preparing or submitting a Response to this RFI.

NO COMMITMENT TO FINAL RFP OR CONTRACT, AND NON-EXCLUSIVE STATUS

The intent of this RFI is to provide the Board with information which will enable it to determine whether and when an RFP and formal procurement process should be initiated. At this time, there is no commitment to an actual procurement. That decision will be made in the future, based in part upon the information obtained in response to this RFI. This RFI process is intended to advise the Board on potential future action and is considered to be "Non-Exclusive".

All questions concerning the RFI document or process must be sent via email to tjogasj@cabrillo.k12.ca.us. All answers will be in the form of an Addendum to the RFI and posted on the website.

INSTRUCTIONS TO RESPONDENTS

I. GENERAL

The respondent is required to submit **one response** via hand delivery, mail, or as an email attachment by the date and time stipulated earlier in this document. Electronic submission is encouraged. Responses are to be sent to:

- Via email to: James Tjogas, Director of Facilities, Maintenance, Operations and Transportation, at tjogasj@cabrillo.k12.ca.us, or
- District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019

II. RFI RESPONSE CONTENT

The response should address the following elements:

A. Contractor qualifications

- Past performance: Cite at least 3 other jobs of similar size and nature performed for school districts, municipal or other governmental facilities, or in other relevant settings
- Capacity to execute: provide details on your critical capabilities to execute, including supply chain, labor required, and material

B. Conceptual implementation approach:

- Identify those Project Elements for which you would like to be considered in an RFP process, and provide a description of the technical approach you would take to each one, such as roof-top solar, solar parking structures, ground-mounted systems, etc. The Project Elements are:
 - Element One: High School Swimming Pool
 - Element Two: High School Electricity
 - Element Three: Cunha Middle School Electricity
- Describe the major equipment, construction, and other physical assets and activities that would be required to implement your technical approach.
- Identify the legal, permitting, regulatory and other requirements that would be required to implement your technical approach.
- Provide a nominal schedule and schedule dependency items.
- Provide an expected lifetime analysis which considers the weather on the Half Moon Bay Coast, the operations and maintenance costs, logistics cost, or other factors that relate to the successful operation of the system.

C. Financing approach

- Describe the approach you would expect to take for the financing of the Project Elements described above, in keeping with the Goals described earlier: that the project be budget neutral or better compared to its baseline energy costs even in its early years, that it provide significant financial savings over its lifetime, and that it require no upfront investment expense from the District. While the District expects a PPA approach is likely, it is open to alternative financing proposals that meet these criteria.

D. Legal and regulatory requirements to implement

E. Ground rules and assumptions

APPLICABLE ENERGY USAGE CHARTS

Half Moon Bay High School - Swim Pool Gas							Tarriff GNR1							
	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total	
Total Therms	2,017	1,530	2,026	1,266	1,799	2,553	3,030	3,500	2,935	3,602		1,846	26,104	
Total Cost	\$2,823	\$2,454	\$3,521	\$1,890	\$2,145	\$2,778	\$3,205	\$3,464	\$3,188	\$3,626	\$2,152	\$1,444	\$32,691	

Cunha Middle School - Electricity													
Account 3776047271-4 Tarriff E19S													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	2,640	960	1,520	800	2,000	1,760						480	10,160
Demand	47	35	33	33	60	40						28	
Part Peak	2,960	960	1,040	880	3,200	2,720						640	12,400
Demand	47	45	42	38	76	43						28	
Off Peak	3,520	2,080	2,720	1,120	2,160	2,000						560	14,160
Demand	47	45	42	38	76	43						28	
Winter Peak Kwh													
Demand													
Part Peak						800	5,200	3,760	5,600	4,560	4,880	880	25,680
Demand						41	36	88	46	72	57	34	
Off Peak						400	3,200	2,560	3,120	2,080	3,120	320	14,800
Demand						41	36	88	46	72	57	34	
Total Kwh	9,120	4,000	5,280	2,800	7,360	7,680	8,400	6,320	8,720	6,640	8,000	2,880	77,200
Total Cost	\$1,985	\$948	\$1,213	\$712	\$1,557	\$1,513	\$1,155	\$987	\$1,219	\$987	\$1,328	\$2,141	\$15,747
Account 3328244320-0 Tarriff A6													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	2,320	960	720	1,840	2,000	2,160						400	10,400
Part Peak	3,200	1,440	1,040	1,600	3,200	2,317						684	13,481
Off Peak	2,560	1,600	1,760	2,000	2,160	1,788						397	12,265
Winter Peak Kwh													
Part Peak						483	4,960	3,920	5,520	3,520	3,840	1,796	24,039
Off Peak						372	2,720	2,000	2,880	2,320	2,000	1,043	13,335
Total Kwh	8,080	4,000	3,520	5,440	7,360	7,120	7,680	5,920	8,400	5,840	5,840	4,320	73,520
Total Cost	\$1,691	\$785	\$646	\$1,179	\$1,557	\$1,474	\$1,013	\$783	\$1,099	\$787	\$789	\$729	\$12,512
Account 3286577656-4 Tarriff A6													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	960	240	240	720	960	960						240	4,320
Part Peak	1,320	480	360	600	840	1,380						483	5,443
Off Peak	1,560	840	960	1,200	1,200	1,971						463	8,194
Winter Peak Kwh													
Part Peak						300	3,720	5,400	4,920	4,560	2,760	1,217	22,877
Off Peak						429	3,000	4,440	3,600	3,240	3,240	1,217	19,166
Total Kwh	3,840	1,560	1,560	2,520	3,000	5,040	6,720	9,840	8,520	7,800	6,000	3,600	60,000
Total Cost	\$765	\$278	\$270	\$514	\$652	\$957	\$878	\$1,272	\$1,103	\$1,022	\$784	\$571	\$9,065

Half Moon Bay High School - Elect		Tarriff A10SX												
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total	
Summer Peak Kwh	4,800	11,370	9,962	13,904	19,692	17,179						4,604	81,511	
Part Peak	5,700	13,983	12,804	15,835	23,436	21,734						5,006	98,498	
Off Peak	8,700	25,950	24,048	30,393	29,400	26,175						5,916	150,582	
Winter Peak Kwh														
Part Peak	30,900						41,933	32,171	41,951	35,569	39,292	21,400	243,216	
Off Peak	24,300						36,748	31,658	30,789	30,007	28,614	16,953	199,069	
Total Kwh	74,400	51,303	46,814	60,132	72,528	65,088	78,681	63,829	72,740	65,576	67,906	53,879	772,876	
Total Cost	\$11,165	\$8,012	\$6,805	\$10,002	\$10,003	\$10,610	\$9,096	\$7,611	\$8,381	\$7,874	\$8,693	\$7,608	\$105,861	