University of California, San Diego
Request for Proposals

| RFP Objective: | Obtain a highly qualified, cooperative third-party solar PV power provider to design, install, finance, operate and maintain solar PV energy systems that will produce solar PV electricity for sale back to the University.  

**All solar PV systems must be completed by December 31, 2008.** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release Date:</td>
<td>Friday, November 16, 2007</td>
</tr>
</tbody>
</table>
| RFP Due Date: | Proposals must be received no later than:  

3:00 p.m. on Wednesday, December 12, 2007 |
| Deadline for Intent to Respond | Thursday, November 22, 2007 |
| Deadline for Submission of Inquiries: | Wednesday, December 5, 2007 |
| Estimated Timeline for RFP Process (subject to change without notice): |  

**Pre-Proposal Conference:** 8:00 AM November 26, 2007  
**Site Visit / Job Walk** 10:00 AM November 26, 2007  
9:00 AM November 27, 2007 (if required)  
**Contract Award Date:** Anticipated by December 21, 2007 |
| UCSD Contact: | Kim Carnot  
Interim Business Contracts Manager  
UCSD Purchasing Department  
9500 Gilman Drive-Mail Code 0914  
La Jolla, CA. 92093-0914  
**Telephone:** (858) 534-4436  
**Fax:** (858) 534-5803  
**Email:** kcarnot@ucsd.edu  
Street Address for Hand Delivery or Private Carrier:  
10280 N. Torrey Pines Rd. Ste 350  
La Jolla, CA 92037 |

Solar PV Energy Project

**RFP#: 0721KHC**  
November 16, 2007
## Table of Contents

1. Introduction and Project Overview ........................................... Page 3.
7. Award ...................................................................................... Page 9.
11. Project Submittals ................................................................. Page 16.
12. General Conditions & Limitations .............................................. Page 16.

## Exhibits

- Campus Site Map and Roof Plans: Exhibit A
- Solar PV System Specifications: Exhibit B
- Price Proposal Form: Exhibit C
REQUEST FOR PROPOSALS

University of California at San Diego
Solar PV Energy Project

1. INTRODUCTION AND PROJECT OVERVIEW

UCSD was established in the late 1960s. The main campus is located in La Jolla and is part of the ten-campus statewide University of California system. UCSD is comprised of six colleges, with approximately 25,000 faculty and staff, and 26,500 undergraduate and graduate students. Primary facilities include UCSD’s main campus in La Jolla, 10 miles north of San Diego, consisting of about 700 buildings on 1200 acres, and several major satellite facilities. The main campus is home to the highly regarded School of Medicine, the renowned Geisel Library and the Irwin and Joan Jacobs School of Engineering. UCSD’s Thornton Hospital, the Rebecca and John Moores Cancer Center, and the Shiley Eye Center, are at locations near or adjacent to the main campus. Other facilities include the UCSD Medical Center at Hillcrest, near downtown San Diego; the UCSD Kearny Mesa Annex; Scripps Institution of Oceanography at La Jolla; and facilities at La Jolla, Point Loma, and other San Diego County sites. The total electrical baseline load for the main campus is approximately 35 megawatts, of which 29 megawatts is generated by the campus cogeneration plant.

With its six undergraduate colleges, its ranking as one of the top ten research institutions in the country, and its renowned faculty, UCSD offers its students the intimacy of a small college environment combined with the benefits of a world-class university. UCSD numbers five Nobel laureates on its faculty, and of all public universities in the U.S., UCSD has the second highest number of faculty elected to prestigious national academies. UCSD ranks fifth in the nation and first in the University of California system according to the amount of federal research dollars the campus spends on research and development. Last year UCSD received $400 million in research funding.

Recognizing the critical importance of resource sustainability the University of California implemented a comprehensive “Sustainable Practices Policy”. Central to this policy is efficient energy use through a balanced mix of energy conservation and renewable energy measures, which provides a means to save money, foster environmental awareness, reduce the environmental consequences of University activities and provide educational leadership for the 21st century. In response to requirements contained in this Policy UCSD, developed and is implementing a “Strategic Energy Plan” that calls for siting renewable power projects in existing and new campus facilities. In support of this standard, The Board of Regents on behalf of the University of California at San Diego (UCSD) intends to enter into an agreement with a qualified solar energy (photovoltaic) system provider that will finance, design, install, own, operate and maintain solar PV systems on UCSD owned property and sell electrical output to the University on a cents/kWh basis.

The University requests proposals from Proposers that can provide a privately-owned solar photovoltaic (PV) energy system and sell the electricity output to UCSD. Proposers are encouraged to submit proposals for a total electricity yield of approximately 1 megawatt (peak) maximum. The University intends to select and award a contract to a single Proposer that will own the solar PV systems and sell the solar energy output to UCSD. The successful Proposer will be required to finance, design, install, own, operate and maintain solar energy systems at multiple sites located on the UCSD campus. A list of potential sites have been identified and listed in Exhibit A to this RFP. Proposers should assume that there was no pre-feasibility evaluation done as to an appropriately sized solar system for the location and conditions offered. Each Proposer is responsible for ascertaining relevant site conditions and making its own findings as to site conditions and appropriate system size during the site visits. Minimum technical and installation specifications are detailed in Exhibit B to this RFP and Exhibit V to the Solar License Agreement. The integration of the on-site solar system with the other power sources for the site will be the responsibility of the selected Proposer. Proposals must include all costs to achieve commercial operation.
The Proposer will also be responsible for the delivery of electricity to UCSD under a long-term Solar Power Purchase Agreement consistent with the Price Proposal Form in Exhibit C to this RFP.

This Request for Proposals (RFP) establishes the requirements for Proposal submission by interested solar PV energy Proposers.

2. PURPOSE

The University’s objective is to select a cooperative, highly qualified Proposer with expertise and experience in the financing, design, engineering, installation and construction of solar PV energy systems, who can provide the on-going ownership, operation and maintenance of the PV system. UCSD will be purchasing the electricity output from the privately owned PV system under the Solar Power Purchase Agreement.

The University desires to select a combination of solar PV energy systems that fully meets the University’s established needs of program, budget, and on-going operations.

3. PROPOSAL DOCUMENTS

This RFP includes the following Proposal Documents, as may be modified by addenda, for use by the Proposers in the preparation of their proposals. The proposals must comply with the specific requirements herein as well as in the Proposal documents. By submitting its proposal, the Proposer agrees to all of the terms and conditions contained herein and in the Proposal documents, and further agrees to execute, if selected for award, agreements including such terms and conditions.

The University makes the electronic copies of the Proposal Documents available, for the sole purpose of obtaining Proposals for the Work and does not confer a license or grant permission for any other use of the Proposal Documents.

Proposal Documents:

- Request for Proposal (RFP)
- Proposed Campus Solar PV System Site Details (Exhibit A)
- Solar PV System Specifications (Exhibit B)
- Price Proposal Form (Exhibit C)
- Solar License Agreement (SLA) *(to be provided approximately 11/21/07)*
- Solar Power Purchase Agreement (SPPA) *(to be provided approximately 11/21/07)*

Proposal prices must remain in effect for a minimum of 120 days from the date of proposal submission.

4. CONTACT INFORMATION FOR QUESTIONS

Proposers who request clarification of the RFP requirements may submit written questions via email no later than Wednesday, December 5, 2007 to Kim Carnot at email kcarnot@ucsd.edu, with a copy to Dave Weil at email dweil@ucsd.edu. The University will only accept questions in writing, via email. Proposers are hereby instructed not to contact University via any other means.

Proposers are urged to check their e-mail on a regular basis. University reserves the right, but is not obligated to issue updates concerning this RFP to participating Proposers by e-mail.

To facilitate internal handling of questions, notifications, and submittals, all emails should be sent to Kim Carnot, Interim Business Contracts Manager / Email: kcarnot@ucsd.edu

With a copy to: Dave Weil, Asst. Director Facilities Management / Email: dweil@ucsd.edu
As the majority of the communications relating to this RFP will be conducted electronically, Proposers will need to ensure that the provided email addresses and University website are appropriately monitored. Proposers are urged to check the RFP website and their email on a regular basis. University reserves the right, but is not obligated, to issue updates concerning this RFP to participating proposers by email. **University will post all updates regarding this RFP on the RFP website.** The Proposer is responsible to notify University should contact information changes be necessary. University accepts no responsibility for failure of a Proposer to receive communications sent via email due to inaccurate information provided by the Proposers.

**A mandatory Pre-Proposal conference** will be held on the date and time specified on the cover sheet of this RFP and in section 8.3.

**A Site Visit and Job Walk** to each of the potential sites has been scheduled on the dates and times indicated on the cover sheet of the RFP and section 8.3. Proposers are required to attend both days of the site visit/job walk. A University representative will be available to provide access only, no questions or issues will be addressed.

Existing facility information, e.g. as-built drawings, are available to Proposers for review upon request to the University's Representative named above. All questions shall be addressed in writing by email to the contact person listed above.

### 5. SUBMITTAL AND SELECTION PROCESS

#### 5.1 Proposal Due Date and Time: **On or before 3:00pm (PST) on December 12, 2007**

- **Original and Copies.** Proposers are instructed to submit one (1) signed original and five (5) identical copies. Each submittal must be bound appropriately with a Table of Contents and Tabs.

- **Electronic submission.** In addition to the printed copies of the proposal, Proposers shall submit one (1) CD ROM copy in PDF format. Brochures and collateral materials may also be submitted as PDF files. Pricing matrices as in Exhibit C and the Solar Power Purchase Agreement shall be submitted as Microsoft Excel files. No electronic submittals other than the CD ROM with the original and hard copies will be accepted.

- **Proposals are requested to be deposited at the designated location for receipt of proposals on or before the Proposal Deadline. Proposals received after the Proposal due date and time will not be accepted.**

- The submission of a signed proposal will confirm understanding and acceptance of all requirements, terms, and conditions of the RFP unless specific exceptions are taken and alternative language or provisions are offered. Acceptance of any change is at the discretion of the University.

#### 5.2 Responsive Submittals: The Proposal shall be signed by an Officer or employee authorized to legally bind the Proposer submitting. Proposals shall be complete and submitted in the prescribed format or on forms provided. All information furnished on the signed original shall be typewritten and the cover clearly marked "ORIGINAL". Faxed or emailed Proposals will be rejected as will late proposals.

#### 5.3 RFP Submittal Costs: The University is not liable of any costs incurred by the Proposer in responding to this RFP. Proposer is responsible for all costs associated with directly or indirectly related, including site visits, orientation training, and personnel utilized in complying with this RFP. All submittal documents become the property of UCSD and shall not be returned.
5.4 Proposal Process. Selection shall be based upon a “best value” approach. Each Proposer will submit its Proposal in two envelopes, the first covering qualifications and technical information and the second providing price information. Each Proposer must submit its proposal in two sealed “envelopes” or boxes, each one clearly labeled on the outside as:

**Envelope #1**: Technical Proposal & Qualifications of ______________ (proposer name)

The technical proposal should consist of the following tabbed documents:

Tab 1 Signed and completed RFP Transmittal Letter and signed acknowledgement of Amendment Cover Page(s) (if applicable) (Sect. 9.1).

Tab 2 Exceptions taken to RFP requirements. University Terms and Conditions and other potential issues are to be outlined in this Tab (Sect. 9.1). The Proposer shall

1. Indicate the Specification, term, or condition for which exception is being taken,
2. Provide replacement terms or conditions, and
3. Provide supporting documentation to justify application to the University for acceptance of the requested exceptions.

Tab 3 Details of Technical and Management Proposal (Sect. 9)

Sub-Tabs
A. Cover Letter and Executive Summary (Sect 9.2)
B. Technical Component (Sect. 9.3)
C. Project Team Organization, Experience and References (Sects. 9.4 – 9.9)
D. Project Implementation and Management Plan (Sect 9.10)
E. Operation and Maintenance, Monitoring, and Billing Plans (Sects. 9.11 – 9.13)
F. Capital Finance Structure (Sect. 9.14)

**Envelope #2**: Price Proposal of ______________ (proposer name)

The price proposal should consist of the following tabbed documents:

Tab 1 Signed Cover Letter and Price Proposal Narrative (Sect. 6.2)
Tab 2 Price Proposal Form (Exhibit C) (Sect. 6.2)

6. PROPOSAL REVIEW PROCESS

6.1 Technical Evaluation

- Technical Proposals shall be responsive to this RFP and address the potential sites identified in Table 1, Exhibit A.
- Consideration will be given during the proposal evaluation process to the Proposers’ concurrence with the University’s Solar License Agreement and Solar Power Purchase Agreement documents.
- Technical Proposals shall meet the minimum technical and installation specifications as detailed in the Solar PV System Specifications (Exhibit B).
• No bundling of energy efficiency measures will be permitted in this procurement. As noted in the SLA, the State maintains the right to implement energy efficiency measures, as well as any other activity necessary to maintain the facility, as long as these activities do not interfere with the operations of the solar PV system.

• Proposers must meet the following criteria and achieve a minimum of 10,000 points in order to be considered in Step 2 of the Selection Process (Price Evaluation):

<table>
<thead>
<tr>
<th>Qualifications &amp; Capabilities Considered</th>
<th>Maximum Points per Category</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PV System Design and Configuration</strong></td>
<td>2000</td>
</tr>
<tr>
<td>System Size</td>
<td></td>
</tr>
<tr>
<td>System Technical Description (equipment details)</td>
<td></td>
</tr>
<tr>
<td>Design, Engineering &amp; Architectural Plans</td>
<td></td>
</tr>
<tr>
<td>Reasonableness of Project Schedule</td>
<td></td>
</tr>
<tr>
<td><strong>Ability to Perform the Work</strong></td>
<td>2000</td>
</tr>
<tr>
<td>Project Team Organization &amp; Qualifications</td>
<td></td>
</tr>
<tr>
<td>Relevant Past Project Experience</td>
<td></td>
</tr>
<tr>
<td>Project Management Capability</td>
<td></td>
</tr>
<tr>
<td><strong>Client / Customer Reputation of Team</strong></td>
<td>1000</td>
</tr>
<tr>
<td><strong>Project Implementation and Management Plan</strong></td>
<td>500</td>
</tr>
<tr>
<td><strong>Operation and Maintenance Procedures</strong></td>
<td>500</td>
</tr>
<tr>
<td>Experience Providing O&amp;M Services</td>
<td></td>
</tr>
<tr>
<td><strong>Monitoring Plan</strong></td>
<td>500</td>
</tr>
<tr>
<td>Web based monitoring and tracking system</td>
<td></td>
</tr>
<tr>
<td><strong>Billing Plan &amp; Methodology</strong></td>
<td>500</td>
</tr>
<tr>
<td><strong>Financial / Business Strength of Team</strong></td>
<td>2000</td>
</tr>
<tr>
<td>Experience in arranging size and type of debt</td>
<td></td>
</tr>
<tr>
<td>Evidence that Proposer can secure required financing</td>
<td></td>
</tr>
<tr>
<td>Annual Financial Statements &amp; Credit Rating</td>
<td></td>
</tr>
<tr>
<td><strong>Concurrence with SPPA &amp; SLA</strong></td>
<td>5000</td>
</tr>
<tr>
<td><strong>Total Possible Technical Proposal Points</strong></td>
<td>14,000</td>
</tr>
<tr>
<td><strong>Total Possible Price Proposal Points (from Step 2)</strong></td>
<td>1,000 *</td>
</tr>
<tr>
<td><strong>Total Evaluation Points</strong></td>
<td>15,000</td>
</tr>
</tbody>
</table>

* The winning proposal will be determined based on a lowest-cost per quality point analysis as described in Section 6.2.

• Technical Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither required nor desired.
6.2 Price Evaluation

- Price Proposals shall be responsive to this RFP and address pricing for the sites and systems proposed in the Technical Proposal. The Price Proposal must be submitted on the Price Proposal Form (Exhibit C). Proposer will provide the following data in the gray highlighted cells on the Price Proposal Form for each site listed:

1. Approximate PV system size (kW)
2. Total Solar PV Energy System Construction and Installation Cost ($)
3. Base year contract price ($/kWh)
4. Annual Escalation Factor (%)
5. Minimum annual guaranteed output (kWh/Yr)
6. Expected annual output (kWh/Yr)
7. Value of Renewable Energy Credits ($/kWh)
8. Annual degradation factor (%).

- Final selection will be made based on a cost per quality point evaluation to determine the best value to the University.

- Submittal requirements for Step 2 of this RFP shall include the following:

  **Cover Letter and Price Proposal Narrative.** Proposer shall include a cover letter signed by a party authorized to sign binding agreements for the Proposer of the nature contemplated by this RFP. As the final selection of the successful proposal will be based on the best value to the University considering the pricing factors mentioned above, the Proposer should provide in the cover letter a brief narrative of the proposed pricing structure including the methodology used in determining the various pricing factors over the 20 year term of the agreement.

  **Other Price Considerations.** The narrative should also address any other price considerations used in determining the cost proposal, such as:

  - Reuse of existing materials or infrastructure, i.e. Pangaea Parking Structure trellis.
  - Value of doing business with the University.
  - Any added benefit or incentives provided to the University in the pricing.
  - The University is interested in obtaining a small (~ 500 watts dc) demonstration Solar PV system for the Birch Aquarium. Any consideration towards this should be addressed.

  **Note:** Up to 1000 points may be added to the technical evaluation score based on the factors described in the pricing narrative.

- Price Proposals shall be submitted on the Price Proposal Form included with the Proposal Documents as Exhibit C. **Price Proposals not submitted on the University's Price Proposal Form shall be rejected.**

- Proposer shall make no stipulations on the Price Proposal Form nor qualify the Price Proposal in any manner.

- University will have the right, but is not required, to waive nonmaterial irregularities in any Proposal.

- Neither the Technical Proposal nor Price Proposal may be modified, withdrawn, or canceled within 10 days after the Proposal Deadline.
- The Price Proposals submitted in Envelope Two will be opened only when it has been determined that the Proposer has met the minimum requirements of the Step 1 Technical Proposal Review. A minimum of 10,000 points is required in the Technical Review to continue on to the Price Proposal Review.

- Price Proposals will be evaluated based on the following criteria:

  The winning proposal will provide the University the "best value" as determined through a "lowest-cost per quality point" calculation that divides the 20-year net value cost benefit to the University by the total Technical + Price Proposal evaluation points, per the following formula:

  \[
  \text{Total 20-year cost benefit to the University} / (\text{Total Technical} + \text{Price Proposal Points})
  \]

  The 20-year cost benefit will be based on the lowest total 20-year Contract Cost including the value of any Renewable Energy Credits per site that will provide a total system output of approximately 1 megawatt.

  If the University exercises its option to not retain ownership of the Renewable Energy Credits, then the 20-year cost benefit will be based on the lowest 20-year contract cost exclusive of the value of the RECs.

  The 20-year contract cost is the summation of the "Proposed Annual Contract Costs" for each contract year as determined by multiplying the Base Contract Price ($/kWh) modified by the Annual Escalation Factor plus the Renewable Energy Credit value ($/kWh) by the minimum guaranteed output (kWh) for that same year. The minimum guaranteed output will be modified annually after the first year based on the system degradation factor.

7. AWARD

The University reserves the right to accept or reject any or all Proposals, make more than one award, or no award, as the best interests of the University may dictate.

Since it is not possible to totally specify all of the University’s requirements in this RFP, it is possible that further discussion or negotiations may take place. Therefore, the initial successful Proposer will be awarded the right to negotiate those requirements with the University. If the initial successful Proposer and the University are unable to reach agreement, the University reserves the right, but not the obligation, to negotiate with the next ranked Proposer by point and price evaluation.

The University intends to select the winning Proposer, within 60 days after the Proposal due date. Within 30 days after receipt of notice of selection as the successful Proposal, Proposer shall submit to the University all of the following items:

1. Three originals of the following Agreements signed by Proposer:
   a. Solar Power Purchase Agreement; and
   b. Solar License Agreement
2. Certificates of Insurance required under Section 8 of the Solar License Agreement.
3. Contractor’s License Verification.

At the option of the University some or all of the contents of the selected Proposer’s proposal shall be incorporated into, and shall be an integral part of the Solar License Agreement and the Solar Power Purchase Agreement. After the legal and technical review of the draft Agreements by the University, changes may be incorporated into the draft Agreements in order to comply with the RFP requirements and University contract procurement policy.
The University will sign the revised Agreements and return a copy to Proposer.

If University consents to the withdrawal of a Proposal of successful Proposer, or the successful Proposer fails or refuses to sign the Agreements or submit to University all of the items required by the Proposal Documents within 60 days after receipt of notice of selection or Proposer is not financially or otherwise qualified to perform the Contract, University may reject such Proposer’s Proposal and select the next best value Proposal, until all Proposals are exhausted, or reject all Proposals.

8. SUMMARY OF SCOPE OF WORK AND PROPOSAL SCHEDULE

8.1 The Proposal must provide for the complete or ‘turnkey’ solar energy systems including financing, engineering, procurement, installation, operation and maintenance, including all labor and materials and any temporary or interim facilities required to maintain essential existing functions in operation throughout the operational period as identified in the Solar License Agreement and in Exhibit A - Campus Site Maps and Roof Plans, and Exhibit B - Solar PV System Specifications.

8.2 Although the installed turnkey solar PV energy system will be privately-owned it must comply with San Diego Gas & Electric (SDG&E) metering and interconnection standards, UCSD Design and Construction Guidelines, and must be suitable for allowing maximum output sales to UCSD under the Solar Power Purchase Agreement and Exhibit C - Price Proposal Form.

8.3 RFP Proposal Schedule: The Proposal submittal schedule will be as noted on the cover sheet of this RFP. All deadlines will be strictly adhered to by the University. The following is additional information regarding the Pre-Proposal Conference and Site Visit / Job Walk:

Mandatory Pre-proposal Conference: 8:00am (PST) on November 26, 2007
Location: UC San Diego Facilities Management Training Room, Building D Campus Service Complex (See Exhibit A)

Site Visit and Job Walk: Will begin immediately after Pre-Proposal Conference. The job walks are scheduled to continue on November 27th as required.

Last Day to Submit Questions: Wednesday, December 5, 2007
Proposal Due Date: 3:00pm (PST) December 12, 2007
Proposal should be delivered to 10280 N. Torrey Pines Rd. Ste 350 La Jolla, CA  92037

LATE OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED

9. DETAILS OF TECHNICAL AND MANAGEMENT PROPOSAL

Each Proposer will be responsible for developing a Technical/Project Management Proposal based upon the information made available by the University in this RFP (See Exhibit A for Campus Site Maps and Roof Plans and Exhibit B for Solar PV System Specifications).

Each Proposer shall provide the following information with the content and format as described below. Additional presentation boards, slides, models, videos, computer animation, or other presentation materials not specifically identified in this RFP are not allowed and will not be considered by the evaluation team.
The Technical Proposal shall be comprised of the following:

9.1 Transmittal Letter

- Each Proposer shall include a transmittal letter signed by a party authorized to sign binding agreements for projects of the nature ultimately contemplated by this RFP. The letter shall provide name of contact person, phone number and facsimile number; and identify whether the Proposer is a single entity, partnership, corporation or joint venture, or other legal entity recognized in the State of California.
- The letter shall also clearly indicate that the Proposer has carefully read and understands all the provisions in this RFP including the terms and conditions as stated in the Sample Solar Power Purchase Agreement and Sample Solar License Agreement, and, that by submitting a response to this RFP, agrees to be bound by them unless stipulated as an Agreement exception. Each Proposer must list all exceptions to the terms and conditions of the Sample Solar Power Purchase Agreement and Sample Solar License Agreement on a separate sheet entitled “Exceptions to Proposed Terms and Conditions.” Page and paragraph number must identify each exception.

9.2 Executive Summary of Proposer’s Project Plan

Proposers shall provide brief executive summary of their proposal including general description of technology to be used, Proposer’s experience and qualifications installing similar systems (size and type), plan for meeting project timeline, project financing experience and ability to secure required financing. The signature on the cover letter shall be from the lead proposer or duly authorized representative of the Proposer. No price information should be included in the Executive Summary.

9.3 Technical Component

For each solar PV site listed in Table 1 of Exhibit A, the Proposer shall provide documentation and narrative that communicate the following information:

A. Technical Description

Proposer should provide a general system description and layout, including:

- Power capacity (DC kW), measured at the inverter(s) input
- Power capacity (AC kW), measured at the building electrical interconnection point
- Expected and guaranteed minimum annual output AC kWh production
- Type of PV modules or array materials proposed for project
- Type of inverters proposed for project
- PV system configuration, including flat-mounted versus tilt-mounted system
- Integration of solar PV system with existing Campus electrical system

B. Project Schedule

Proposers shall provide a detailed project schedule for the installation or the solar PV systems. The schedule must clearly show how the proposer plans to meet the project timeline identified below:

- December 21, 2007: Contract Award
- January 21, 2008: Solar Power Purchase & Solar License Agreements signed
- April 9, 2008: CSI Proof of Project Milestone due to CCSE (see Note below)
- June 15, 2008: University Building Permit issued, designs submitted and approved
- December 31, 2008: System installation, commissioning and interconnection complete
- February 9, 2009: CSI Incentive reservation expiration, all documentation due to CCSE
Note: Per the CSI Handbook, the following documentation must be submitted on or before the Proof of Project Milestone date:

1. Completed Proof of Project Milestone Checklist
2. Host Customer Certificate of Insurance (if system greater than or equal to 30 kW)
3. System Owner Certificate of Insurance (if system greater than or equal to 30 kW)
4. Copy of Completed Interconnection Application
5. Evidence of Executed Agreement of System Purchase and Installation
6. Copy of Executed Alternative System Ownership Agreement
7. Project Cost Breakdown Worksheet
8. Revised Electric System Sizing Calculations (if applicable)
9. Revised Incentive Calculation Worksheet and EPBB Documentation
10. CSI Program Contract with original signatures

C. Architectural Plans
Proposer should include representative elevations, drawings, or photo simulations to represent system layouts for the following sites:

- RIMAC Arena
- Price Center
- Pangea Parking Structure
- Gillman Parking Structure
- Hopkins Parking Structure

9.4 Project Team Organization: Each Proposer shall provide information and explanation of the Proposer's Project Team and organizational structure, indicating:

- Name of the lead proposer who will be the primary contact entity and will be responsible for the RFP response submittal. Proposer should also identify and name the entity that will sign the agreements with the University.
- Names of team member(s), partner(s), major subcontractor(s) and supplier(s), and contact information for each.
- Roles, responsibilities and relationships of all team members. The response should include ownership information and an explanation of any significant relationships between or among team member organizations.
- A brief description of each team member’s firm and their ability to contribute to successful solar PV program implementation (history, similar scope of services, etc.).
- History of past projects that the team members have worked on together.
- The owner of the solar system that will be contractually obligated and responsible throughout the proposed duration of the agreement.
- Resumes for key personnel assigned to the project, including Project Planner, Project Manager, Construction Project Manager, and Construction Field Superintendent. Resumes shall include a description of training, experience and applicable licensing of the key personnel in their respective areas of expertise. Resumes should specifically address work experience on PV systems of similar size and scope.
Proposer shall include an organizational chart showing the following project responsibilities:

- Contract Management
- Design and Engineering
- Equipment Sourcing
- System Integration
- Installation
- Financial Team
- Capital Sources
- Solar Energy Metering and Billing

9.5 **System Design and Engineering Experience:** Each Proposer shall provide information and explanation of the Proposer and/or Project Team’s solar PV system design and engineering experience as follows:

- Total kW of generating capacity of on-site solar PV engineered and designed over the last three (3) years, which are currently in commercial operation. Emphasis should be on solar PV systems of similar size and type as contemplated in this RFP.
- Description of individual solar PV systems engineered and designed over the last three (3) years, which are currently in commercial operation. Proposer should include at least one roof mounted and one parking canopy equal to or larger than 200 kWdc.
- Experience with engineering and designing electrical interconnection facilities for the purposes of electrically interconnecting commercial scale solar PV systems, at medium voltage levels (e.g. 4160 V and 12 kV) in accordance with SDG&E Rule 21 requirements.
- Experience with engineering and designing metering and meter data solutions for both billing and data presentation purposes. Proposer should also include any experience integrating PV system metering solutions to facility energy management systems.

9.6 **Installation Qualifications and Experience:** Each Proposer shall provide information and explanation of the Proposer’s and/or Project Team’s solar PV system installation and construction experience, as follows:

- Total kW of generating capacity of on-site solar PV installed over the last three (3) years, which are currently in commercial operation. Emphasis should be on solar PV systems of similar size and type as contemplated in this RFP.
- Description of individual solar PV systems installed over the last three (3) years, which are currently in commercial operation. Proposer should include at least one roof mounted and one parking canopy equal to or larger than 200 kWdc.
- Description of solar PV systems installed in California over the last three (3) years. Proposer should include solar PV systems installed in the SDG&E service territory.

9.7 **Project Management Capability:** Each Proposer shall provide information and explanation of the Proposer’s and/or Project Team’s solar PV system project management capabilities and experience as follows:

- Proposer shall describe their engineering and design management capabilities and experience for all of the solar PV systems installed over the last three (3) years that are currently in commercial operation.
- Proposer shall describe their construction and installation management capabilities and experience for all of the solar PV systems installed over the last three (3) years that are currently in commercial operation.
• Proposer shall describe their capacity and experience to manage and deliver, at a minimum, the equivalent amount and types of solar PV systems as submitted in response to this RFP.

• Proposer shall describe their abilities and experience in managing the construction and installation of solar PV systems, at a minimum, equivalent to the amount and types of solar PV systems as submitted in response to this RFP.

9.8 Solar Output Monitoring and Billing Capability: Each Proposer shall provide information and explanation of the Proposer’s and/or Project Team’s solar PV system output monitoring and billing capabilities and experience as follows:

• Proposer shall describe their capabilities and experience in monitoring solar PV system performance, including diagnosing and tracking system performance over time and the term of the solar agreements.

• Proposer shall describe their capabilities and experience in maintaining solar PV systems of the size and types contemplated in this RFP.

• Proposer shall describe their capabilities and experience tracking solar PV system generation output and billing host customers as required in this RFP. Proposer shall also describe capabilities for making interval and billing data and information available to the host site, as well as near real time access to system performance and data.

• Proposer shall demonstrate an understanding of utility tariffs and applicable regulations as they affect the installation and operation of grid connected solar PV systems contemplated in this RFP. Proposer should also include how they monitor changes in both utility tariffs and applicable regulations in California.

9.9 References: For each of the projects in sections 8.6 and 8.7, the Proposer shall include client reference information - including name of client contact, company name, title, address, phone number, and email address. At a minimum, at least three of the projects must have been completed within the past three years utilizing a third-party power purchase agreement business model. The references shall be for projects of comparable size to the proposed installations and cannot include past projects completed for the University of California.

9.10 Project Implementation and Management Plan: Each Proposer should review the requirements of this RFP and attached Solar Agreements for a description of the process for constructing, managing, operating, maintaining, servicing and billing for this project. With this knowledge, the Proposer will develop and provide a description of their solar project Implementation and Management Plan. Such a description should include:

• The process, timing and need for University's participation.

• What types of personnel will work on the tasks, and where this work will occur (e.g. solar provider office, headquarters, off-site fabrication area, or host site).

• A project management plan, organization chart and list of team members and their roles, including a brief summary of qualifications for each member of the team. The plan will also include a roster of any outside consultants or major subcontractors and their roles.

• A preliminary schedule detailing the milestones required for project feasibility and planning, execution of power purchase and site license agreements, any environmental clearances, project design, utility interconnection agreements, completion of CSI requirements, construction permitting, site preparation, construction, start-up/commissioning, monitoring/verification by SDG&E, and project completion. The schedule will identify lead-time for materials, construction sequence, and installation.

Note: All construction of PV parking canopy / trellis structures must take place from June 15, 2008 to September 15, 2008 when school is not in regular session.
9.11 **Operation and Maintenance Plan.** The Proposer will provide Operation and Maintenance (O&M) services for the full term of the Solar Power Purchase Agreement and consistent with the Solar License Agreement. The cost of such services will be included in the Proposal price. Proposer shall describe the proposed O&M procedures for the Systems and shall describe its experience providing such services for similar solar installations and shall provide information on the personnel performing the O&M service.

9.12 **Monitoring Plan.** The Proposer will provide a plan for monitoring, diagnosing, and tracking the solar energy output of the PV system consistent with University requirements. Minimum requirement is a web-based monitoring and tracking system accessible to both the Proposer and the University that includes real-time or near real-time system solar power generation.

9.13 **Billing Plan.** As detailed in the Solar Power Purchase Agreement the successful Proposer will be required to submit periodic billing to the University over the 20-year energy delivery period. The Proposer shall submit a Billing Plan that provides the following:

- The billing system to the University shall be consistent with the Price Proposal Form (fixed price with escalation and module degradation factors).
- A method to document the solar PV system output.
- An annual/monthly adjustment or true-up process to ensure accounting that is compliant to production guarantees.
- A preferred method for the sharing of billing data and information such as online, email, or third party access.
- The monthly billing period should coincide with the local utility provider billing cycle and shall include the following:
  1. Maximum solar generation output in KW (AC).
  2. Total kWh (AC) generated.
  3. Total kWh (AC) sold to the University.
  4. Price in $/kWh for the month.
  5. Amount due for solar PV energy sold to the University within the billing period.
  6. Past due amounts.
  7. Total Bill.

9.14 **Capital Finance Structure.** Proposer shall provide information regarding the capital finance structure of the privately-owned solar PV energy system, which should include:

- Description of relevant financing structure for proposed project. Provide information describing the financing methods employed on past solar PV projects installed and currently in commercial operation. Proposer must have installed at least three (3) solar PV systems currently in commercial operation and under its management utilizing the third-party power purchase business model.
- Evidence that the Proposer has the ability to secure financing for the total installed cost of the entire system proposed in response to this RFP. This should be in the form of a commitment letter from the anticipated funding source(s).
- Examples of previously funded or financed third-party owned projects. The Proposer shall provide examples and evidence of having financed at least $45 million worth of solar PV systems in the last three (3) years in California.
- For financing team members, provide Moody’s, Fitch, or Standard & Poor’s credit rating and three years annual report or audited financial statements.
- Evidence that the Proposer has sufficient bonding capacity to meet the requirements as listed in the attached solar agreements. This should be in the form of a letter from a bonding company licensed to conduct business in California.
- Evidence that the Proposer can meet the insurance requirements in the attached solar agreements. This should be in the form of a letter from the proposer’s insurance broker.
10. DETAILS OF PRICE PROPOSAL

This RFP seeks bids based on a cents per kWh basis for generation and delivery of solar power to the electrical interconnection point, for a 20 years period from the system Commercial Operation Date. The Proposer will take full advantage of all available incentives and tax credits, reflecting the benefit of those incentives and credits in the price proposal offered to the University. Proposers should review the Price Proposal Form Explanation and Price Proposal Form (see Exhibit C). The Price Proposal Form should be completed for each of the sites listed in Table 1, Exhibit A for a 20-year delivery period.

11. PROJECT SUBMITTALS

The successful Proposer shall provide the Project Submittals noted below at the stages indicated. Except as otherwise provided in the Contract Documents, the University will obtain and pay for any utility permits, building permits, inspections, plan checks, easements, and government approvals required in connection with the Work.

11.1 Prior to Construction/Installation. Prior to beginning any onsite construction or installation, the successful awardee will be required to obtain a UCSD Building Permit for each site included in the Solar License Agreement. In order to receive the Building Permit the awardee shall have met the following steps and provide the following Project Submittals:

- All submittals require UCSD Fire Marshall approval prior to the construction and installation of the solar PV energy systems.
- 90% Construction Documents (drawings and specifications) submitted in compliance with UCSD Facility Design Guidelines.
- Back checked 100% Construction Documents.
- Manufacturers’ data and cut sheets on solar PV panels, inverters and balance of systems equipment.
- Single line diagram of electrical system and all solar PV components.
- Staging Plan.
- All other items requiring approval as identified in Exhibit B to this RFP and Exhibit V to the Solar License Agreement.

11.2 Post Construction/Installation. During the commissioning phase of the project, for each site the awardee will provide:

- All Solar Panel, Solar Module, Inverter, and equipment Warranties
- Operation and Maintenance Manuals
- Monitoring Plan
- Billing Plan

12. GENERAL CONDITIONS & LIMITATIONS

12.1 This RFP does not represent an offer or commitment by The University to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a Proposal unless otherwise stated.

12.2 The intent of this RFP introduction is to provide an overview of the proposal process, the subsequent award and the work required of the successful Proposer. The provisions herein are a SUMMARY ONLY and the Proposers should in all cases review the provisions of the Agreements for the specific requirements. If the Proposer believes there are conflicts.
between this document and any other document, the Proposer should immediately, and in writing, bring it to the attention of the University and request written clarification.

12.3 Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. Oral, telephonic, facsimile, or telegraphic Proposals are invalid and shall not be accepted.

12.4 Prior to the applicable Proposal Deadline, a submitted Price Proposal may be modified or withdrawn by notice to the University at the location designated for receipt of Proposals. Such notice shall be in writing over the signature of Proposer and in order to be effective, must be received on or before the applicable Proposal Deadline. A withdrawn Proposal may be resubmitted up to the applicable Proposal Deadline, provided that it then fully complies with the requirements of this RFP.

12.5 The submission and any information provided as part of the submission will not be returned to submitters. This RFP and the selected firm’s submission, as well as any subsequent information provided, may, by reference, become a part of any formal agreement between the submitter and The University resulting from this solicitation.

12.6 It is anticipated that in the future the University may desire additional solar power generating capacity. Under the terms of this RFP and Solar agreements the University will meet with the Awardee to determine the amount and costs of additional solar power generating capacity that can be technically and economically installed. If appropriate the University will then enter into negotiations with the Awardee to amend the solar agreements to reflect the installation and operation of the additional solar power generating capacity.

12.7 Neither the University, nor any of its officers, agents or employees, shall be responsible for the accuracy of any information provided to any Proposer as part of this RFP. All Proposers are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a submission is at the sole risk of the Proposer.

12.8 The Proposer shall not collude in any manner or engage in any practices with any other Proposer (s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer’s submittal to be rejected by The University. This prohibition is not intended to preclude joint ventures or subcontracts.

12.9 The University has sole discretion and reserves the right to reject any and all submissions received with respect to this RFP and to cancel the RFP at any time prior to proceeding to the next phases of the project. The University also reserves the right to request additional information or clarification of data included in submissions without changing the terms of the RFP.

12.10 Notice to Proposers regarding the Public Records Act - All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public records. Destination of Confidential Information - The University will recognize as confidential only those elements in each response which are trade secrets as that term is defined in the law of California and which are clearly marked as “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”. Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The University to protect the designated matter from disclosure.

12.11 The California Public Records Act limits the University’s ability to withhold qualification and proposal data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Proposer does not want disclosed to the public or used by the University for any purpose other than
evaluation of the Proposer team’s eligibility, each sheet of such information must be marked with the designation “Confidential.” The University will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

12.12 The University Not Liable for Required Disclosure - The University shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY”, or if disclosure is required by law or by an order of the court.

12.13 Except as otherwise specifically provided, definitions set forth in the Agreements are applicable to all Proposal Documents.

12.14 The term “Addenda” means written or graphic instruments issued by University prior to a Proposal Deadline which modify or interpret the Proposal Documents by additions, deletions, clarifications, or corrections. Addenda will be issued only by University and only in writing. Addenda will be identified as such and will be mailed or delivered to all Proposers. At its sole discretion, the University may elect to deliver Addenda via facsimile to Proposers who have provided a facsimile number for receipt of Addenda. Copies of Addenda will be made available for inspection wherever Proposal Documents are on file for inspection. Addenda withdrawing the Request for Proposals or postponing a Proposal Deadline may be issued anytime prior to the Proposal Deadline.

12.15 The term “Proposal Documents” means the documents prepared and issued with the Request for Proposals including all Addenda and Exhibits thereto.

12.16 The term “Proposer” means a person or entity that submits a Proposal.

12.17 Proposer has read, understood, and made the Proposal in accordance with the provisions of the Proposal Documents.

12.18 The person executing the Proposal is duly authorized and empowered to execute the Proposal on behalf of Proposer. The Price Proposal Form shall be signed by a person or persons legally authorized to bind Proposer to a contract. Proposer's Representative shall sign and date the Declaration included in the Price Proposal Form. Failure to sign and date the declaration will cause the Proposal to be rejected.

12.19 Proposer shall, before submitting its Proposal, carefully study and compare the components of the Proposal Documents and compare them with the Work for which the Proposal is submitted; shall examine the Project site, the conditions under which the Work is to be performed, and the local conditions; and shall at once report to the University errors, inconsistencies, or ambiguities discovered. If Proposer is awarded the Contract, Proposer waives any claim arising from any errors, inconsistencies or ambiguities, that Proposer, its subcontractors or suppliers, or any person or entity under Proposer on the Contract became aware of, or reasonably should have become aware of, prior to Proposer's submission of its Proposal.

12.20 Requests for clarification or interpretation of the Proposal Documents shall be addressed only to the contact person or firm designated in Section 4 of this RFP.

12.21 Clarifications, interpretations, corrections, and changes to the Proposal Documents will be made by Addenda issued as provided below. Clarifications, interpretations, corrections, and changes to the Proposal Documents made in any other manner shall not be binding and Proposers shall not rely upon them.
12.22 Each Proposer shall be responsible for ascertaining, prior to submitting a Proposal, that it has received all issued Addenda.

12.23 Notice to Submitters Regarding Equal Opportunity -. It is the policy of The University of the University of California that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices.... Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.