

REQUEST FOR PROPOSAL



Grey Sauble Conservation Authority

MicroFIT Solar Project

The Grey Sauble Conservation Authority (GSCA) is soliciting proposals from qualified vendors, suppliers or individuals for **1 or 2** of the following projects:

Project 1 – MicroFIT Solar Design and Build Project

Project 2 – MicroFIT Solar Project – Vendor Land Lease

Tender Closing

Date: Friday July 23, 2010

Time: 4:00 PM local time

Location: Grey Sauble Conservation Authority

237897 Inglis Falls Road

Owen Sound, Ontario

N4K 5N6

Att: Chris Hachey, Land Management Coordinator

Project 1 – MicroFIT Solar Design Build Project

To provide for purchase, a turnkey operation involving the technical design, engineering and installation of solar panels on a rooftop or a ground mount project, establishing a system to generate a maximum of 10 kW of power, to generate electrical power for sale to the Ontario Power Authority under the Green Energy Act Feed-in Tariff Program.

The objective of this RFP is to evaluate qualified submissions to enable Grey Sauble Conservation Authority (GSCA) to select the most qualified and best value proposition for GSCA which ultimately will realize an optimum annual revenue generating stream for Grey Sauble Conservation Authority operations.

The successful project will be one that provides necessary qualifications to meet the Feed-in Tariff Program guidelines with particular focus on the Ontario content requirements. The proposal must identify the necessary design to meet the structural implications of the subject building (if applicable) and optimize energy production through the most efficient PV power system, resulting in maximum economic return for the Grey Sauble Conservation Authority.

1. SITE SPECIFICATIONS

The project site is located within the grounds of the Grey Sauble Conservation Authority Administration Office located at 237897 Inglis Falls Road, Owen Sound, Ontario. The site offers opportunity for the consideration of a single roof top or a single ground mount solar system.

2. SCOPE OF WORK

The services to be provided shall include, but are not necessarily limited to the following:

- a) The design, engineering and installation of 1 solar PV project system (maximum 10 kW). All utility interfacing components will meet the requirements of the OPA's FIT Program and applicable local distribution company (LDC).
- b) To complete the necessary spread sheets associated with the generation of hydro electricity and to confirm the annual revenue generating stream from such operation.
- c) Depending on the proposed installation location, complete a preliminary assessment, and propose the process and costs involved in the necessary structural engineering studies to demonstrate i) the capacity of the roof structure to incorporate the subject generation project and ii) the assessment associated with maintaining the integrity of the existing warranties on the roof structure / ground mount system.
- d) To obtain permits and approvals, connection impact assessments from the LDC, and the completion of the contract with the OPA.
- e) To complete the contracting/subcontracting associated with the installation of the solar panels and the required connection to the grid.

- f) To identify the need for any ongoing management/monitoring services associated with the operation of the solar project including the cost estimate of any additional service work required on an as needed or ongoing basis. The proponent will also train staff in the routine operation, maintenance, and safety of the PV system, as well as the monitoring system.
- g) To confirm that the domestic content requirements can be met as of the date of start of operation of the system, and to validate that through a breakdown of the various FIT component categories. All projects to be completed after January 1, 2011 are to contain 60% domestic content

3. PROPONENTS RESPONSIBILITIES AND QUALIFICATIONS

- a) The proponent will be fully responsible for worker safety, public safety, public liability and property damage.
- b) The proponent shall have on-site supervision during all working hours, adequate and competent supervision and sufficient working force to enable the work to be completed.
- c) All personnel working for the proponent shall work in a safe manner at all times within the Occupational Health and Safety Act and Regulations.
- d) The proponent's workers shall be covered by Workplace Safety and Insurance Board or equivalent insurance. A certificate of coverage shall be submitted to GSCA.
- e) The proponent is expected to complete the work once it is has started; no provision will be given for delays.
- f) In accordance with the Occupational Health and Safety Act and Regulations, the proponent will be considered the Constructor and as such, assume all the roles and responsibilities of a Constructor as defined by the Occupational Health and Safety Act and Regulations.

4. SUBMISSION REQUIREMENTS

Proposals will be received at the address listed on the cover page and shall be opened as soon as practicable and evaluated. All proposals and accompanying documentation shall be the property of GSCA and will not be returned. Minimum submission requirements are as follows:

- a) A cover letter on the Proponent's letterhead should designate the individual who will be the primary contact for all communications including name, title, company name, mailing address, email address and office telephone number.
- b) Preliminary design drawings and specifications for the PV solar system.
- c) PV module and inverter specificationS, electrical grid interconnection requirements.
- d) Description of the controls, monitors, protections and instrumentation compliant with Measurement Canada and the Ontario Energy Board requirements.

- e) Installation, start-up, and commissioning plans.
- f) Cost for the complete installation of the project along with milestone payments.
- g) Describe how all items listed in the “Scope of the Work” shall be achieved.
- h) Identify all components, suppliers and manufacturers associated with the project for the purposes associated with validating both quality and Ontario content. All products are to be CSA approved (or an equivalent acceptable to the Electrical Safety Association) and identified as such.
- i) Identification of an annual management fee shall be provided should this process be necessary including an explanation and rationale associated with this fee.
- j) The proponent shall provide energy modeling for energy production estimates using the RETScreen software tool. It is understood that no clear rules or guidelines are available to handle the uncertainties associated with snow coverage losses.
- k) The proponent shall include a list of previously completed projects of similar nature including the name of the organization. A contact name and telephone number for each project shall also be supplied.
- l) The proponent shall provide warranty information covering repair or replacement of any defective parts associated with the solar assembly. GSCA requires a minimum 20 year warranty on the solar panels, a 10-15 year warranty on the inverters, a 5-year warranty on the installation, and some acceptable warranty for the roof (if applicable), including any penetrations and wear caused by movement of ballasted components. The warranty is to start the date of installation of the assembly.
- m) The proposal shall be submitted in an envelope and be clearly marked with the project name “**Grey Sauble Conservation Authority MicroFIT Project**” and the consultant’s name.

GENERAL INFORMATION

INQUIRES

All inquires for this Request for Proposal shall be directed in writing to:

Chris Hachey
Land Management Coordinator
Grey Sauble Conservation
519-376-3076, ext. 234
c.hachey@greysauble.on.ca

INSURANCE

The proponent at all times during the course of the work shall indemnify and save harmless the Grey Sauble Conservation Authority from and against all claims and demands whatsoever and whosoever arising.

The proponent must carry adequate General Insurance with a minimum requirement of \$5,000,000.00 inclusive for both public liability and property damage. The proponent must submit a copy of the Certificate of Insurance following notification of acceptance of the Proposal and shall name the Grey Sauble Conservation Authority as additionally insured.

TENDER SUBMISSION DETAILS

Tender Closing

Date: Friday July 23, 2010

Time: 4:00 PM local time

Location: Grey Sauble Conservation Authority

237897 Inglis Falls Road

Owen Sound, Ontario

N4K 5N6

Att: Chris Hachey, Land Management Coordinator

LATE TENDERS WILL NOT BE ACCEPTED

5. EVALUATION OF PROPOSALS

GSCA will evaluate the proposals using a best value approach taking into consideration both merit and price. A point rating system will be applied to a number of components as follows:

- Financial
- Annual energy production
- Warranty and uptime guarantees
- Maintenance program, including response time to failures
- Experience of Engineering and installer

Award of the project shall be made to the Contractor whose proposal will give the greatest value based on quality, service, cost and overall value to GSCA. The lowest priced proposal will not necessarily be accepted nor will the overall highest quality proposal be automatically chosen.

6. AGREEMENT

Prior to commencing work on the project, the successful proponent will enter into an Agreement with GSCA based on GSCA's Request for Proposal information package and the Proponent's Proposal.

7. RIGHT TO ACCEPT OR REJECT PROPOSALS

GSCA, at its discretion, reserves the right to accept or reject any or all proposals or any part thereof. GSCA also reserves the right to request clarification and/or additional information.

8. INCURRED COSTS

GSCA will not be responsible to compensate any Party for any costs incurred in the preparation of their proposal. GSCA reserves the right to cancel the project at any time.

9. ACCEPTANCE OF PROPOSAL

All received proposals will be open to acceptance for a period of 90 days after the closing date and time and may be accepted or rejected at any time within that period of time.

Project 2 – MicroFIT Solar Project – Vendor Land Lease

To provide a proposal to lease GSCA land for the purpose of installing and maintaining a maximum 10kW MicroFIT solar power ground mount project. Maximum 20 year lease. The successful project will be one that provides necessary qualifications to meet the Feed-in Tariff Program guidelines.

1. SPECIFICATIONS

The project site is located within the grounds of the Grey Sauble Conservation Authority Administration Office located at 237897 Inglis Falls Road, Owen Sound, Ontario. The site offers opportunity for the consideration of a single ground mount solar system. (Appendix A – Project site location)

2. PROPONENTS RESPONSIBILITIES AND QUALIFICATIONS

- a) The proponent will be required to sign a lease agreement with the GSCA.
- b) The proponent shall be responsible for all fixtures within the leased area.
- c) The proponent shall be solely responsible for all contractual details related to the OPA MicroFIT program.
- d) The proponent shall construct and maintain a fence sufficient to provide security for the project site.
- e) The proponent will be fully responsible for worker safety, public safety, public liability and property damage to the leased area.
- f) All personnel working for the proponent shall work in a safe manner at all times within the Occupational Health and Safety Act and Regulations.
- g) The proponent's workers shall be covered by Workers Safety and Insurance Board or equivalent insurance. A certificate of coverage shall be submitted to GSCA.

3. SUBMISSION REQUIREMENTS

Proposals will be received at the address listed on the cover page and shall be opened as soon as practicable and evaluated. All proposals and accompanying documentation shall be the property of GSCA and will not be returned. Minimum submission requirements are as follows:

- a) A cover letter on the Proponent's letterhead should designate the individual who will be the primary contact for all communications including name, title, company name, mailing address, email address and office telephone number.
- b) A detailed description of the Solar PV system proposed for the site including all housing requirements and fencing must be provided.
- c) An annual lease fee offered for the land along with a description and size of the land requested.

d) The proponent shall include a list of previously completed projects of similar nature including the name of the organization. A contact name and telephone number for each project shall also be supplied.

e) The proposal shall be submitted in an envelope and be clearly marked with the project name “**Grey Sauble Conservation Authority MicroFIT Project**” and the consultant’s name.

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