Request for Qualifications
For
Design-build
Mobile Solar Generator Project

Submittal Date
August 5, 2010

City of Houston
General Services Department

REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD SOLAR GENERATOR PROJECT

I. PURPOSE

The City of Houston (City)'s General Services Department (GSD) invites the submittal of Statements of Qualifications (SOQs) from Contractors interested in providing the City with design-build services for the Solar Powered Generator Project.

The City is committed to achieving a sustainable solar infrastructure. For the Solar Generator Project the City will purchase 25 solar generators. In the event of a prolonged power outage, these generators will be deployed to strategic emergency staging areas and used to provide critical assistance to both the general and disabled populations in the event of an extended power outage. For example, with power generated by these systems wheelchair batteries can be recharged, oxygen concentration pumps can be charged, and medicine can be refrigerated. The generators could also be used to power emergency communications systems, fuel pumps to fuel emergency vehicles, small scale water treatment, and other critical services traditionally powered by a diesel or gasoline generator. When not used to provide emergency energy services, the generators will be placed at fire stations and connected to the building to supplement the building's power supply.

II. PRE-SUBMITTAL MEETING

A pre-submittal meeting will be held, July 28, 2010, at 1:30 pm, City Hall Annex, 900 Bagby, 2nd Floor, Rm. 246, to discuss this solicitation. Attendance at the meeting is not mandatory.

Before the pre-submittal meeting date, the City will welcome any written questions submitted, faxed or e-mailed to:

Humberto Bautista, P.E.
City Engineer
General Services Department
900 Bagby, Second Floor
Houston, Texas 77002
Fax: 713-437-6859
Humberto.Bautista@houstontx.gov

- The City will not be bound by any information conveyed verbally. The City will provide, in writing, any clarifications, changes and/or other information, deemed to be necessary, as addenda to this RFQ.
- Addenda will only be provided to pre-submittal meeting attendees and known RFQ holders registered with GSD.
- No Addendum will be issued later than noon on Friday before the Submittal Date, except Addenda with minor clarifications, withdrawing RFQ, or postponing Submittal Date.

III. OBJECTIVE

GSD proposes to retain highly qualified Contractors with experience in solar photovoltaic system design and installation to provide the services described herein. Those firms that participate in this RFQ process will be referred to as "Respondent." Successful "Respondents" will be referred to, in the RFQ, as the "Contractors".

IV. PROJECT DESCRIPTION

The Director of GSD (Director) will select a contractor to:

- Select and procure appropriately sized or design and build mobile solar generators;
- Place generators at the select fire stations;
- Secure the generators to the location;
- Design a simple connection to the fire station electrical system; and
- Connect the generators to the fire stations where they will be stored.

V. SCOPE OF WORK

Turn-Key Services

The City seeks a Contractor to provide turn-key design, engineering, materials, delivery, installation and commissioning of cost-effective mobile solar energy generators that will meet the objectives of the Program. The Contractor shall include in the proposed scope all reasonable and necessary elements to carry out the Program, including, but not limited to, all permits and approvals from governing agencies, all labor, taxes, services and equipment necessary to produce fully functional and operational solar electrical generator systems. The Contractor shall provide company contractor and sub-contractor policies, safety training procedures, certifications and policies.

Design, Engineering and Permitting

The solar generators should be appropriately sized and contain sufficient battery backup to support the anticipated emergency use. These types of generators have

been used by the Federal Emergency Management Agency (FEMA) to power: advisory radio transmitters, distribution centers, special needs centers, community shelters, medical treatment tents, emergency broadcast radio stations, and a law enforcement traffic facility. The City requires solar generators that could be used to power the following devices:

Device	Power Requirement
Radio relay stations	250 W
Outside Security Lights	500 W
Inside lighting	300 W
Flash light	5 W
Small battery charger	5 W
Communication Equipment	240 W
Portable refrigerator	500 W
Cellular phone and battery charger	5 W
Portable AM/FM radios and TV	10 W
Electric wheelchair	380 W
Oxygen concentrator	600 W
Oxygen nebulizer	140 W

The Contractor shall design a method of connecting the generators to building so that they can be used to offset a portion of the building electrical demand, taking into consideration the Program objectives and the facility's electrical demand and load patterns, proposed installation sites, available solar resources, applicable ordinances, laws and regulations and other relevant factors.

Contractor shall provide design documents adequate to communicate the following information for each unique system:

- Equipment details and description
- Layout of installation site
- Layout of equipment
- Specifications for equipment procurement and facility installation
- Integration of the systems with other power sources
- Electrical grid interconnection requirements

Contractor shall provide design documents to the City for review and approval. Included within the scope of supply of this project the Contractor shall secure and obtain from governing agencies and the utility company all required rights, permits, modifications (if any), approvals, rights to install and utility interconnection agreements for installation and operation.

Contractor shall submit the design plans and specifications to the City for review and approval at least two weeks prior to proceeding with material procurement and installation. Plans shall be in electronic format. Specifications shall be submitted in electronic format using MS Word.

Contractor shall provide information concerning the proposed solar energy systems on the following issues, as a minimum:

- Wind storm ratings
- Impact rating from hail and other flying debris
- Life expectancy due to weather deterioration

Contractor shall supply all equipment, materials and labor necessary to install the solar energy systems and integrate them with the other power sources used by the City. Contractor shall coordinate and schedule all activities with the GSD and the Fire department to avoid conflicts and disturbances. Contractor shall bear the burden of delays caused by scheduling conflicts.

Electrical Interconnection
Contractor shall supply and install all materials and equipment necessary to interconnect the solar energy systems with the local distribution system. Contractor shall fulfill all application, study and testing procedures necessary to complete the interconnection process. All direct and associated costs including, but not limited to, application and special facility interconnection fees and other cost share the responsibility of the Contractor.

Startup and Acceptance Tests
Contractor shall provide services related to startup and transfer and deliver all plans, specifications, warranties and title to the equipment to the City. Commissioning and acceptance testing must be done with a City representative present to verify results.

Operation and Maintenance (O&M) Manual, and As-Built Drawings
Contractor shall provide three (3) sets of operation, maintenance and parts manuals. Manuals shall cover all components, options and accessories supplied. They shall include maintenance, trouble-shooting and safety precautions specific to the supplied equipment. Maintenance schedules shall be provided. Contractor shall also provide three sets of as-built drawings for *each* solar generator installed. Contractor shall supply draft manuals to the City prior to finalizing the documents. Contractor shall be responsible for incorporating all changes, additions and corrections identified in the review process.

Commissioning
Commissioning shall be completed within 21 days of final installations with a City representative(s) present. Commissioning will not be considered complete until the City accepts the system installation and all outstanding issues have been resolved.

On-Site Training for O&M
Within 14 days of completion of the installation of the 25 solar generators, the Contractor shall train City personnel in all aspects of routine operation, maintenance and safety of each system, as well as the monitoring system(s).

Warranties and Guarantees
Contractor shall fully define in its SOQ the offered warranties that warrant against defective design, materials, workmanship and latent defects for the time period specified for each warranty.

VI. SUBMITTAL ORGANIZATION AND SELECTION CRITERIA

1.0 To enable the City to efficiently evaluate SOQs, it is MANDATORY that Respondent follows the required format in preparing its Submittal. Submittals that do not conform to the prescribed format will not be evaluated.

2.0 The Submittals shall consist of **six** standard binders. The binders shall be submitted in a sealed box. Respondent shall clearly identify the Project, Submittal Date, and Respondent's name on the outside of the box.

3.0 Binders are used to ensure that pages are not lost. Each binder shall be no more than one inch thick. Pages shall be no larger than letter-size (8½" by 11"). Tabbed sections, as defined below, shall separate information provided. Elaborate binders and dividers are not required nor wanted.

4.0 The selection criteria and corresponding point values are set out in Tabbed Sections I thru VII.

5.0 Each of the binders shall be organized in the following order:

A. Outside Cover of Binder: This shall clearly identify the Project, Submittal Date, and Respondent's name.

B. Tabbed Section I: **Binding Transmittal Letter** (2 pages maximum)
Each submittal must include a transmittal letter signed by a party authorized to obligate and bind the Respondent to perform the commitments contained in the submittal. The letter must clearly identify who the Prime Contractor will be and its contact person for future communications regarding the submittal. The letter should discuss the Respondent's overall ability and qualifications to conduct the work and agree to fully comply with all applicable ordinances, laws and regulations if awarded the contract. In the letter, the Respondent must certify that all Architects and Engineers on the team were selected in accordance with §2254.004 of the Texas Government Code.

C. Tabbed Section II: **Technical Project Description** (25 Points)

Provide a technical description of the technologies you propose. At a minimum, include the following information:

- Technical specification for generators, including system size (kW), estimated daily generation, and battery backup capacity
- Operation and maintenance requirements,
- Proposed security measures
- Description of method for connecting generator to the fire station
- Typical useful life of significant components
- Innovative features
- Security measures
- Warranties
- Other relevant information

D. Tabbed Section III: **Schedule** (10 Points)
Provide an implementation schedule, at a minimum including the milestones listed below. Task completion dates should be referenced to the Contractor's receipt of the Notice to Proceed.

- Notice to Proceed
- Complete design schematics
- Final design
- Approval
- Obtain required permits or other approvals
- Deliver generators
- Deliver support materials
- Complete installation
- Complete acceptance test
- Draft O&M Document
- Final O&M Document
- Conduct on-site training

E. Tabbed Section II: **Qualifications (10 Points).**
Provide a brief statement of Respondent's capabilities and experience. Qualifications must provide sufficient information to allow the selection panel to evaluate the Respondent's capability to successfully complete the Scope of Services.

F. Tabbed Section III: **References (10 points)**.
Provide at least three references over the last five years from clients, with their address and telephone number.

G. Tabbed Section IV: **Capacity (10 points)**.
Respondent must demonstrate that they have the equipment and personnel necessary to perform the services required. List equipment owned or leased that demonstrates ability to provide the services required. Evidence that Respondent possesses all applicable licenses. Evidence includes a list of applicable licenses, license holders, and license

numbers. Describe your bonding capacity and name the relevant sureties or insurance companies that serve as your performance-bonding agent. Provide a letter of intent to performance bond the project from your bonding agent. The amount of the bond shall be commensurate with the proposed contract value.

H. Tabbed Section V: **Project Management (10 points)**.
Respondent's proposed supervisory personnel. Provide qualifications and experience of Respondent's Project Manager on projects with similar scope, complexity, and value. City may include a "key persons clause" as part of construction contract committing supervisory personnel to the project as proposed

I. Tabbed Section VI: **Claims History (5 points)**.
List any legal judgments pending, or entered in the previous two years, against Respondent, as well as a current list of pending litigation filed against Respondent. List any complaints filed with the Better Business Bureau.

J. Tabbed Section VII: **Expected System Performance (15 points)**.
Respondent shall provide expected system performance projections over the expected life of the equipment..

K. Tabbed Section VIII: **Innovation (5 points)**.
Respondent shall provide a description of any significant benefits from innovative features of the proposed system.

- Total Point Value for the criteria noted above in Tabbed Sections I thru VII equals **100** possible points.

6.0 Submission of SOQ indicates Respondent's acceptance of the evaluation technique and Respondent's recognition that some subjective judgments must be made by the City during the assigning of points.

VII. SUBMITTALS

Sealed submittals are required. **Submittals shall be delivered to City Secretary** of the City of Houston, in the Margaret Westerman Building (a.k.a. City Hall Annex), Public Level, 900 Bagby Street, Houston, TX. 77002, before 10:30 a.m., local time, August 5, 2010 Late submittals will not be accepted for any reason. All submittals must be labeled on the outside with the Respondent's name and the name of the project.

A. SOQs are publicly opened by the City Secretary in City Council Chambers on the public level in City Hall Annex at 11:00 a.m. on the Submittal Date.

B. Place and date of Proposal opening may be changed in accordance with Sections 15-3(b)(5) and 15-3(b)(6) of the City Code.

C. The City Secretary will publicly identify the names of the Respondents.
D. Within 45 days after the date of
opening the SOQs , the City will evaluate and rank each SOQ with respect to the selection criteria contained in Paragraph VI of this RFQ. The City reserves the right to interview a short- listed group of Respondents.

VIII ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. Respondents shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded. Any false or misleading information in these documents would, in effect, render the entire document suspect and therefore useless.

C. INQUIRIES – Please do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

D. COST OF RFQ – The City will not be responsible for costs incurred by anyone in the submittal of qualifications or for any costs incurred prior to the execution of a formal contract.

E. CONFIDENTIAL INFORMATION – All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process the contents of their Submittlas are subject to the provisions of the Texas Public Information Act and may be made public. CONFIDENTIAL or SENSITIVE information <u>should not be included in the Submittals.</u>

F. CITY POLICIES & ORDINANCES –Respondents should be aware of and therefore, familiar with all pertinent City of Houston Ordinances and policies which relate to contracting with the City. The following is a partial list of relevant subjects:

1. Equal Employment Opportunity
2. MBE/ SBE Participation
3. City of Houston Fair Campaign Ordinance
4. Mayor's Drug Detection and Deterrence Policy and Procedures
5. City of Houston Pay or Play Program

Humberto Bautista, P.E.
City Engineer
General Services Department

Date: 7/19/10