



**REQUEST FOR PROPOSALS FOR  
DESIGN-BUILD SOLAR POWER GENERATION  
AT TEN SITES**

**PS-18-0281-06**

[Bell Jr HS, Chollas ES / Mead ES, CPMA (Kroc MS), DePortola MS, Henry HS, Kearny HS, Knox MS, Madison HS, SCPA, University City HS]

**Responses Due  
2:00 P.M.  
October 23, 2017**

**Mandatory Site Walks and Pre-  
Proposal Conferences**

**September 25, 2017 from 8:00 a. m. –  
1:00 p.m.**

**Kearney High School  
1954 Komet Way  
San Diego, California 92111**

**&**

**September 26, 2017 from 8:00 a. m. –  
12:00 p.m.**

**Bell Jr. High School  
620 Briarwood Rd.  
San Diego, California 92129**

**Michael Agrella, Contracts Specialist  
Strategic Sourcing and Contracts  
2351 Cardinal Lane, Building M  
San Diego, California 92123-3743  
Email: magrella@sandi.net**

**TABLE OF CONTENTS**

DEFINITION OF TERMS ..... 4

RFP SCHEDULE..... 5

1. OVERVIEW ..... 6

**2. PRE-QUALIFICATION AND PROJECT STABILIZATION AGREEMENT (PSA) ..... 7**

3. PROJECT SITE INFORMATION ..... 7

    3.1. Site Addresses and Installation Types ..... 7

    3.2. Site Accounts And Target Solar Production ..... 8

    3.3. CEQA Requirements ..... 8

4. RFP PROCESS ..... 9

    4.1. Distribution Of This Document ..... 9

    4.2. District / Contract Administrator ..... 9

    4.3. Modifications To RFP..... 9

    4.4. No Oral Clarifications/Modifications ..... 9

    4.5. Public Records ..... 9

    4.6. Examination Of Site And Contract Documents ..... 10

5. SCOPE OF WORK..... 10

    5.1. Scope of Work ..... 10

    5.2. Construction Milestones ..... 11

    5.3. Submittal Dates ..... 12

6. CONTRACTS ..... 12

    6.1. Design-Build Contract ..... 12

7. PROPOSAL PROCESS..... 12

    7.1. Mandatory Site Walk and Pre-Proposal Conference ..... 12

    7.2. Questions Relating To RFP Process ..... 12

    7.3. Proposal Submission Requirements..... 13

    7.4. Proposal Evaluation Criteria ..... 15

    7.5. Award Process ..... 15

    7.6. District Rights ..... 16

Attachments (Each Attached As A Separate Document)	
<b>GENERAL INFORMATION</b> (Applies to all sites)	<b>A PROJECT DESCRIPTION</b>
	1. Scope of Work
	2. General Project Criteria and Applicable Codes
	3. Submittal Requirements
	<b>B SAMPLE CONTRACT AND TERMS</b>
<b>SITE - SPECIFIC INFORMATION</b> (One Section for Each of 810 Sites)	1. Design-Build Contract
	2. Design-Build Specifications
	<b>C SITE INFORMATION</b>
	1. Solar Site Drawings
	2. Site Plans
	3. Site Detail Sheet/Target Electrical Production Data
	4. Geotechnical Information
	5. Utility Plans
	6. CEQA Documentation
	7. SDUSD Fiscal Year 2017/2018 Calendar
	<b>D PROPOSAL FORMS</b>
	Form D1, Proposal Details Form
	Form D2, PV Cost Proposal Form
	Form D3, Subcontractor Prequalification
	Form D4, Non-Collusion Declaration
Form D5, Workers Compensation Form	
Form D6, Exceptions Form	
Form D7, DVBE Program Form	
<b>E SUPPLEMENTARY INFORMATION</b>	
SDUSD Estimating Template	
Coordination Drawing s- Other Projects	
SolarPV – Group2ites_OtherProjectsList	

Definition of Terms	
Canopy(ies)	Where this term or carport(s) or shade structure(s) are used, they all refer to structures elevated 12 or more feet above the ground to support solar PV panels.
Commercial Operation Date	The date for each PV system at each site when that PV system is commissioned, receives PTO from the Local Utility and the District provides formal acceptance to begin the terms of the Enhanced Commissioning and Performance Guarantee periods.
DSA	California Division of the State Architect.
Design-Build Contract	The Contract between the District and successful Proposer for the Project to provide engineering design, procurement, construction, start-up and commissioning of Solar Photovoltaic (PV) systems.
Design-Build Entity (DBE)	The company responsible for the design-build scope of the Project as contracted with the District.
District	San Diego Unified School District
Final Completion	The date at which Substantial Completion has been achieved, all punch lists have been completed to the satisfaction of the inspector(s) and District representatives, all documentation has been delivered to the District, all other contract items have been completed, delivered and accepted by the District and final DSA approval and certification is obtained (i.e. the Project is closed out with DSA).
Local Utility	San Diego Gas and Electric (SDG&E)
O&M	Operations and Maintenance
Permission to Operate (PTO)	Notification from the Local Utility to which the Project is interconnected that the Project may be operated and connected with the Local Utility grid.
Project	The solar photovoltaic (PV) systems, related equipment, structures, and contractual obligations, as described in this RFP, and as may be otherwise agreed to by the District and the successful Proposer in the Design-Build Contract.
Proposer	An individual proprietorship, partnership, Limited Liability Company, corporation or joint venture that submits a Proposal in response to this RFP.
Pre-Qualified	Proposers which were selected through the District’s Request for Qualifications (RFP) PS-16-0433-02, Prequalification Forms for the Design-Build Delivery of Solar Power Generation Systems.
Substantial Completion	The date at which the solar photovoltaic (PV) system is wholly installed and operational such that permission to operate (PTO) has been formally requested and PTO may be granted by the Local Utility.

**REQUEST FOR PROPOSALS  
SCHEDULE**

<b><u>ACTIVITY</u></b>	<b><u>DATE</u></b>	<b><u>TIME (PST)</u></b>
<b>RFP Issuance</b>	<b>September 14, 2017</b>	
<b>Mandatory Site Walk and Pre-Proposal Meeting</b>	<b>September 25 &amp; 26 2017</b>	<b>8:00 am – 1:00 pm</b>
<b>Deadline for Proposers' Submission of RFP Questions</b>	<b>October 9, 2017</b>	<b>4:00 pm</b>
<b>District Responses to Proposers' Questions</b>	<b>October 16, 2017</b>	
<b>Proposers' Submission of Proposal Due</b>	<b>October 23, 2017</b>	<b>2:00 pm</b>
<b>Proposer Selected for Contract Negotiation</b>	<b>November 3, 2017</b>	
<b>Signed Contract Documents Submitted to District</b>	<b>November 30, 2017</b>	
<b>District Board of Education Approval of Contract(s)</b>	<b>January 9, 2017</b>	

**REQUEST FOR PROPOSALS (RFP)  
FOR DESIGN-BUILD SOLAR POWER GENERATION AT TEN SITES**

1. OVERVIEW

The San Diego Unified School District (“District”) currently has over 132,000 students attending classes at 226 sites, making it the second largest school district in California and one of the largest urban school districts in the United States. The District currently consumes approximately 75 million kWh annually and anticipates that these figures are likely to increase. The District intends to utilize Propositions Z bond sales to fund solar PV systems at multiple sites over the next several years in order to reduce its energy budget and provide significant environmental benefits.

Through this RFP, the District seeks to identify and select a highly qualified and cost and value competitive Design Build Entity (DBE) for the survey, design, installation, and commissioning of the “grid-connected” Photovoltaic Systems. The District’s program goals include producing enough solar electrical energy to largely offset annual site electrical consumption, thereby reducing electrical energy costs; reducing the District’s environmental impact; and providing a hedge against future utility rate inflation and shifts. The District’s current goal of offsetting site electrical consumption is to produce enough solar energy onsite to meet a target of 90% of annual site-wide consumption, including historical and projected future consumption, or as directed by the District. This RFP identifies solar production targets site-by-site for use in developing proposals.

Pursuant to this RFP, the District is soliciting individual written proposals for solar project implementation comprising “grid-connected” PV Systems at the ten sites listed herein. Proposers will provide Design-Build proposals for engineering design, procurement, construction, start-up, and commissioning of approximately 6 megawatts-DC (MW-DC), of solar PV capacity of fixed tilt elevated canopies and/or ground mount photovoltaic solar electric generating systems (PV Systems), together with associated warranties and output guarantees as specified herein.

These ten sites are targeted for construction beginning in summer 2018. The District reserves the right to add or remove individual sites from the final contract(s) at its sole discretion and/or to make awards to multiple Proposers as it sees fit.

The District intends to procure these PV Systems utilizing District funding and will “own the facility” and will not consider alternative funding options, such as leasing or power purchase agreement (PPA) offerings.

The District’s award of contract(s), if any, will be made in accordance with California Government Code section 4217.10, *et seq.*, and will be based on the District’s understanding of the Proposers’ respective skills, experience, and qualifications; overall PV Systems’ price and long term cost of operations; cost per unit output; expected long-term savings; proven performance; technology components; guarantee of stated kWh output of the PV Systems; and overall thoroughness of proposal and responsiveness to the RFP and during the RFP process. In making its solar PV vendor selection, the District reserves the right to consider, evaluate and weigh these factors as it sees fit.

**2. PRE-QUALIFICATION AND PROJECT STABILIZATION AGREEMENT (PSA)**

The District has completed a pre-qualification process through RFQ PS-16-0433-02, released in September 2015. Only firms that responded to this RFQ and were subsequently Pre-qualified may submit responses to this RFP.

This RFP includes a requirement for pre-qualification of sub-contractors. Each contractor wishing to perform work as a subcontractor to the Design-Build Entity valued at more than 1% of the value of the contract must be Pre-qualified as part of this RFP using Form D3, provided in Attachment D. All pre-qualification criteria is listed in Form D3.

This Project is subject to the Project Stabilization Agreement (PSA), which was adopted by the Board of Education on July 28, 2009. The complete agreement is available for viewing and downloading at <https://www.sandiegounified.org/node/1279>.

**3. PROJECT SITE INFORMATION**

**3.1. Site Addresses and Installation Types**

Table 3-1 provides information on potential PV mounting types that may be used at the sites, and identifies sites that have Americans with Disabilities Act (ADA) potential impacts.

**Table 3-1: Site Addresses and Installation Types:**

Proposal No.	Site Name	Site Address	Canopy	Ground	ADA Compliance	Exst/Previous PV	Exst Battery Backup
1	Bell Jr. HS	620 Briarwood Rd, San Diego, CA 92129	X			P	
2	Chollas/Mead ES	4549 Market St, San Diego, CA 92102	X				X
3	CPMA (Kroc MS)	5050 Conrad Ave, San Diego, CA 92117	X				X
4	DePortola MS	11010 Clairemont Mesa Blvd, San Diego, CA 92124	X				
5	Henry HS	6702 Wandermere Dr, San Diego, CA 92120	X			E	
6	Kearny HS	7651 Wellington Way 1, San Diego, CA 92111	X			E	
7	Knox ES	1098 S 49th St, San Diego, CA 92113	X			E	X
8	Madison HS	4833 Doliva Dr A, San Diego, CA 92117	X			E	
9	School of CPA	2355 Dusk Dr, San Diego, CA 92139	X				
10	University City HS	6949 Genesee Ave, San Diego, CA 92122	X	X		E	

**Notes:**

1. ADA Compliance – Indicates that canopy areas require coordination and/or upgrades to comply with Americans with Disabilities Act.
2. Exst/Prev PV – Notes sites where previous PV projects current exist (E) or were previously installed and have been removed (P).

**3.2. Site Accounts And Target Solar Production**

Table 3-2 contains the list of potential solar sites for the District along with utility account and meter numbers, electricity usage data and target first year solar production. Proposers shall utilize the targets outlined in the table to develop proposed system sizes in their responses to this RFP. Detailed site information on electrical accounts, service details and tariffs is provided in **Attachment C (1-10)**.

Table 3-2: District Potential Solar Sites/Account and Target Production

Proposal No.	Site Name	Account No	Meter No	Historical Annual Electricity Consumption (kWh/year)	Data Period	Target Solar PV Production <sup>3</sup> (kWh/Yr-1)
1	Bell Jr. HS	5853874571	6697246	841,000	Dec 15 - Nov 16	757,000
2 <sup>1</sup>	Chollas ES	5806888223	6699336	234,000	Dec 15 - Nov 16	211,000
	Mead ES	297579590	6699301	306,000	Jun 15 - May 16	275,000
3	CPMA (Kroc MS)	8575421179	6696637	885,000	Sep 15 - Aug 16	797,000
4	DePortola MS	5430938485	6692652	479,000	Dec 15 - Nov 16	431,000
5	Henry HS	6072415604	6554025	1,338,000	Dec 15 - Nov 16	1,204,000
6 <sup>2</sup>	Kearny HS	7538967268	6696367	363,000	Jun 15 - May 16	457,000
	Kearny HS (NEMA)	6734954259	6686731	70,000		
	Kearny HS (NEMA)	4256245131	6696719	75,000		
7	Knox ES	4960211110	6690916	290,000	Dec 15 - Nov 16	261,000
8	Madison HS	4076113547	6692628	699,000	Dec 15 - Nov 16	629,000
9	School of CPA	1370258451	6692940	806,000	Dec 15 - Nov 16	725,000
10	University City HS	4025372823	6553958	760,000	Dec 15 - Nov 16	684,000

**Notes:**

- 1 Multiple services, Chollas/Mead assumes direct tie-in to both services.
- 2 Multiple services, Kearny assumes single tie-in to main, NEMA arrangement for other two meters.
- 3 Target Production Values are 90% of future annual consumption.

**3.3. CEQA Requirements**

The District will prepare all necessary California Environmental Quality Act (“CEQA”) documentation once the final scope of the Project has been determined. The District will act as the lead agency in the preparation of the CEQA documentation. The selected Design-Build Entity is expected to provide supporting information regarding the proposed design to the District in this process.



#### 4. RFP PROCESS

This RFP is part of the process for the District's selection of a qualified DBE to provide services for PV Systems to be installed at the District's ten selected sites. This is not a request for bids or an offer by the District to contract with any party responding to this RFP. The District's award of contract(s), if any, will be made in accordance with California Government Code section 4217.10, et seq., and will be based on the District's evaluation of Responses utilizing the criteria outlined in section 7.5 of this RFP. The District reserves the right to reject any and all Proposals, to waive any irregularity, and to sit and act as sole judge of the merit and qualifications of the materials and services offered therein.

##### 4.1. Distribution Of This Document

This document and any attachments, appendices and addenda will be distributed electronically via the District's website via a protected password. See <https://www.sandiegounified.org/contractor-prequalification>. All requests for access and questions on this RFP shall be sent to [magrella@sandi.net](mailto:magrella@sandi.net). Proposers are responsible for ensuring that electronic communication is functioning and that online documents are accessible. Should there be any questions or uncertainty that documents cannot be accessed or questions are not being received, Proposers are responsible for following up with the District by e-mail at [magrella@sandi.net](mailto:magrella@sandi.net).

##### 4.2. District / Contract Administrator

The Contract Administrator for this RFP and the resulting contract(s) is the Contracts Administration Supervisor at the District. The Contract Administrator is the only individual authorized to make any modifications via addenda or otherwise to this RFP and the resulting contract(s), if any.

##### 4.3. Modifications To RFP

The District expressly reserves the right to modify any portion of this RFP prior to the latest date/time for submission of Proposals, including without limitation, the cancellation of this RFP. Modifications, if any, made by the District to the RFP will be in writing; potential Proposers who have obtained this RFP from the District prior to any such modifications will be issued any modifications to the RFP by written addenda.

##### 4.4. No Oral Clarifications/Modifications

The District will not provide any oral clarifications or modifications to the RFP or the requirements hereof. No employee, office, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. Proposers shall not rely on any oral clarification or modification to the RFP. Inquiries must be submitted not later than the time/date indicated elsewhere in this RFP.

##### 4.5. Public Records

Except for materials deemed Trade Secrets (as defined in California Civil Code section 3426.1) and materials specifically marked "Confidential" or "Proprietary," all materials submitted in response to this RFP are deemed property of the District and public records upon submission to the District. The District is not liable or responsible for the disclosure of Proposals, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is required by law, by an order of a court of competent jurisdiction, or which occurs through inadvertence, mistake or negligence on part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a Proposal, by submitting a response to

this RFP, each Proposer agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising there from.

Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, all responses sent to the District prior to recommendation for District Board of Education (Board) award or actual award of contract under certain circumstances are sent as confidential documents. No part of the responses will be made public or shown to any persons outside of the District and its screening and selection panels until after a recommendation for award has been made to the Board, or until after actual award of contract under certain circumstances, at which time all documents will be public record except for documents otherwise exempt. Furthermore, the District will have no liability to the Proposer or other party as a result of any public disclosure of any Proposal or Contract.

#### 4.6. Examination Of Site And Contract Documents

Each Proposer shall, at its sole cost and expense, inspect the Site and become fully acquainted with the Contract Documents and conditions affecting the Work. The failure of a Proposer to receive or examine any of the Contract Documents or to inspect the Sites, or any portion thereof, shall not relieve such Proposer from any obligation with respect to the Proposal, or the Work required under the Contract Documents. The District assumes no responsibility or liability to any Proposer for, nor shall the District be bound by, any understandings, representations or agreements of the District's representatives, agents, employees or officers concerning the Contract Documents or the Work made prior to execution of the Contract which are not in the form of RFP Addenda duly issued by the District. The submission of a Proposal shall be deemed prima facie evidence of the Proposer's full compliance with the requirements of this section.

All Proposers shall comply with the contracting requirements specified in Attachment B in submitting their Proposals. In submitting a Proposal to the District, each Proposer represents and agrees to be bound by the terms and conditions set forth in Attachment B, as may be applicable. Any proposed deviations from the terms and conditions set forth in Attachment B or to other requirements of this RFP must be identified by Proposers in Attachment D6. Any exceptions listed in Attachment D6 shall be considered proposed changes and shall not alter the requirements of the RFP or contract documents until agreed upon and formally accepted by the District and the successful Proposer.

Each Proposer is to contact the Contract Administrator to request additional site visits/inspections beyond the initial site walk if such are required.

### 5. SCOPE OF WORK

#### 5.1. Scope of Work

The successful Proposer will be responsible for completing "turnkey" Photovoltaic Systems on District Sites, including design/engineering, permitting, procurement, construction, installation and equipment start-up, closeout services, and two-year commissioning services. Products, components, construction, and installations must comply with applicable codes, standards, and rating methodologies.

Minimum requirements outlining the general scope of work requirements of the Design-Build Contract are outlined in Attachments A, B, and C. The requirements are not intended to be

complete or comprehensive and do not limit or waive requirements established by the Contract as awarded.

5.2. Construction Milestones

Table 5-1 outlines the preliminary construction milestones for each sites, which will be negotiated with selected Proposer(s).

Table 5-1: Construction Milestones

<b>Proposal No.</b>	<b>Site</b>	<b>Start of Site Construction</b>	<b>Substantial Completion</b>	<b>Final Completion</b>
1	Bell Jr HS	October 12, 2018	Jan 31, 2018	March 28, 2019
2	Chollas ES / Mead ES	October 12, 2018	Jan 31, 2018	March 28, 2019
3	CPMA (Kroc MS)	October 12, 2018	Jan 31, 2018	March 28, 2019
4	DePortola MS	October 12, 2018	Jan 31, 2018	March 28, 2019
5	Henry HS	October 12, 2018	Jan 31, 2018	March 28, 2019
6	Kearny HS	October 12, 2018	Jan 31, 2018	March 28, 2019
7	Knox MS	October 12, 2018	Jan 31, 2018	March 28, 2019
8	Madison HS	October 12, 2018	Jan 31, 2018	March 28, 2019
9.	SCPA	October 12, 2018	Jan 31, 2018	March 28, 2019
10.	University City HS	October 12, 2018	Jan 31, 2018	March 28, 2019

**5.3. Submittal Dates**

(Individual submittals per site. Dates to be negotiated with selected Proposer.)

<b>Submittal Item</b>	<b>Date</b>
Schematic Submittal (30% Design)	February 13, 2018
District Review (SD Set)	February 27, 2018
Design Development Submittal	April 10, 2018
District Review (DD set)	April 24, 2018
90% Pre-DSA Design	June 5, 2018
District Review (90%)	June 5, 2018
District Review (Final Construction Documents)	June 19, 2018
Construction Management Plan / Schedule	July 5, 2018
Reports to support Commissioning	February, 2019
Operations & Maintenance Manuals	February, 2019

**6. CONTRACTS****6.1. Design-Build Contract**

Incorporated in Attachment B to this RFP is a form of Design-Build Contract, which the District anticipates executing with the successful Proposer(s) selected through this RFP process.

**7. PROPOSAL PROCESS****7.1. Mandatory Site Walk and Pre-Proposal Conference**

A mandatory site walk followed by a Pre-Proposal Conference will be held on the date provided in the RFP Schedule. Attendees shall park off-site as parking is limited at most sites. The conference and site walk will meet and begin at Kearney High School at the address listed below. All attendees must arrive on time for the site walk.

Chollas/Mead Elementary School  
1954 Komet Way  
San Diego, California 92111

Bell Jr. High School  
620 Briarwood Rd.  
San Diego, California 92129

**7.2. Questions Relating To RFP Process**

All questions pertaining to this RFP must be submitted at the time of the mandatory site walk and Pre-Proposal Conference as indicated above. However, if a Proposer: (i) encounters errors or

discrepancies in this RFP or portions hereof; or (ii) requires clarifications of any portion of the RFP, the Proposer shall immediately provide written e-mail notice of such to [magrella@sandi.net](mailto:magrella@sandi.net). Responses of the District to the notice of any errors or discrepancies herein, or request for clarification, will be in writing. If, in the sole judgment of the District, any clarification response affects the RFP or Proposers, the District will issue the clarification response by a written addendum distributed to all potential Proposers who have theretofore obtained this RFP from the District. All requests for clarification of this RFP must be submitted to and actually received via email by [magrella@sandi.net](mailto:magrella@sandi.net) no later than the date specified in the schedule. The District will respond to clarification requests submitted thereafter solely at its discretion.

### 7.3. Proposal Submission Requirements

A single Proposal shall be submitted in response to this RFP utilizing the forms provided in Attachment D. Proposers must submit USB flash drives containing folders for each site Proposer is submitting with all required materials in each folder and two (2) hard copies of the required documentation in three-ring binders for each site selected by Proposer as specified in Table 7-3. Individual D2 forms are required for each of the ten sites. Each Proposal must conform to the following described format and must include the content described below. All materials submitted in response to this RFP shall be on 8 ½" x 11" paper, preferably in portrait orientation, except for drawings, tables, and graphics, which may be submitted in landscape and/or larger format, folded as practicable to fit into 8 ½" x 11" size. All submitted materials must be bound in a three-ring binder and labeled dividers that extend beyond the edges of the bound sheets must be used to identify and separate discrete sections of the Proposal for each site. Proposers are not prohibited from submitting materials in addition to those specifically responding to the matters described below; however, the Proposer shall bind all such additional materials separately from the Proposal. Failure of a Proposer to submit its Proposal in a format and with content conforming to the following requirements may be a basis for the District's rejection of such Proposal:

- i. Proposal packages shall be submitted in sealed boxes or envelopes, and Proposer must submit all materials in a three-ring binder and a complete electronic version on two USB compatible memory storage devices for each site.
- ii. The forms and format provided in Table 7-3 below (Proposal Submittal Format for **Attachment D**) shall be utilized with all required signature pages.
- iii. Proposers are required to provide separate pricing for each site as described in this RFP.

Table 7-3: Proposal Submittal Format for Attachment D

Submittal Item/Format	Document	Description
1. A Single PDF File (identical copies provided on eight (8) USB drives) 2. Eight (8) Hard Copies (bound as described above)	Cover Letter	Introduction/Cover Letter with full business address of the Proposer, signed by an individual with authority to bind DBE.
	Form D1	Proposal Details Form with all questions addressed and a signed Proposal Certification under penalty of perjury.
	Form D1 Attachments	Minimum Attachments shall include: <ul style="list-style-type: none"> <li>- Proof of Bonding Ability (from RFQ)</li> <li>- Proof of Financing</li> <li>- Photographs matching proposed structures</li> <li>- Sample Construction Management Plan</li> <li>- Resumes of Proposed Project Team</li> <li>- Screen Shots of Monitoring Software</li> <li>- Example of Performance Reporting</li> <li>- Proposed Warranty</li> <li>- Proposed Annual Performance Guarantee Report</li> <li>- Description of Proposed Alternates</li> <li>- A Conceptual Design of the PV Facilities and detailed schedule (with tabs separating each site)</li> </ul>
	Form D2	Cost Proposal Forms for Sites No. 1 through 10, PDF Format, one per site (include within tab sections for Conceptual Design and schedule in D1 attachment docs)
	Form D3	Subcontractor Pre-qualification Requirements, one for each Subcontractor
	Form D4	Non-Collusion Declaration
	Form D5	Worker’s Compensation Certificate
	Form D6	Exceptions Form
	Form D7	DVBE Program Form
1. MS Excel File (include on each USB drive)	Form D2	Cost Proposals, MS Excel format, one for each of the 10 sites. A PDF of this file should be included in the main proposal. The Excel file should exactly match the PDF document. Include proposal cost per site as a 1-site stand-alone project and as a bundled ten site portfolio.

Proposal documents must be received at or before September 28, 2017 at 2:00 p.m. by personal delivery, courier service or by U.S. mail to the following:

Michael Agrella  
 Contracts Specialist  
 Strategic Sourcing and Contracts  
 2351 Cardinal Lane, Building M  
 San Diego, CA 92123-3743

Submittals shall include the following information on the front cover of the delivery package:

- (1) Name of Proposer responding;
- (2) Title: “Design-Build Solar Power Generation Systems at Ten Sites”
- (3) Ref: PS-18-0281-06

Once the District receives the responses, they will remain valid and may not be withdrawn for a period of six (6) months.

**7.4. Proposal Evaluation Criteria**

All Proposals will be evaluated by an Evaluation Committee designated by the District. The Evaluation Committee, upon completion of evaluating the Proposals, may recommend that Contract(s) be negotiated with selected Proposer(s). The District reserves the right to investigate the qualifications of all Proposers under consideration and to confirm any part of the information furnished by a Proposer, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work.

Proposals will be evaluated according to the entire responses provided and including the following:

<b>No.</b>	<b>Factors</b>	
1	Overall Costs	
2	Overall Responsiveness of the Proposal	
3	Technical Expertise	
4	Component Quality	
5	Technical Proposal	
6	Management Plan	
7	Qualifications of Subcontractors	
9	Past Performance / Customer Satisfaction/References	

**7.5. Award Process**

The District intends to award a Contract to the qualified Proposer or multiple Proposers whose responses conform to the RFP, whose Proposal outlines a Project(s) which will provide the best value to the District, best meets the District’s needs and is most likely to assist the District in achieving its objectives, which the District shall determine in its sole and absolute discretion.

The District expects to complete its evaluation process to select a qualified Proposer or Proposers, but reserves the right to change key dates and action as the need arises. In the event that the successful Proposer or Proposers are unable and/or unwilling to execute the Contract as negotiated by the District, the District, in its sole discretion, may begin negotiations with the next highest ranked Proposer. The District also reserves the right to make award without further discussion with any of the Proposers.

**7.6. District Rights**

The District reserves the right to accept or reject any and all submittals, or any portion or combination thereof, to contract services with whomever and in whatever manner the District decides, to abandon the services entirely, to award on the basis of the total submittal, and to waive any informality or non-substantive irregularity, as the interests of the District may require.

The District is not responsible for late delivery. To ensure fairness, responses received after the deadline will not be accepted or reviewed. The Proposer is responsible for ensuring that the responses are submitted on time to the proper location.

Proposer's submittal and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District. Neither this document, nor any submittals provided in response to the RFP, requires the District to negotiate or award a contract with any responding firm or individual.

The District reserves the right to award a contract any time up to six months from the date of opening the submittals. The award of a contract is at the sole discretion of the District acting through the Board of Education. The District also reserves the right to contract independently with other entities/firms for any of the services listed herein, as the need arises.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFP and makes no representation that a contract will be awarded. Furthermore, District reserves the right to consider additional firms for this RFP if it is found to be in the best interest of the District. All Proposers should note that the execution of any contract pursuant to this RFP is dependent upon successful negotiation of terms and fees and approval by the Board.

Proposers shall provide only complete and accurate information. Proposers acknowledge that the District is relying on the truth and accuracy of the responses contained herein. Each Proposal must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Proposer on whose behalf that person is signing. If any information provided by a Proposer becomes inaccurate, the Proposer must immediately notify the District and provide updated accurate information in writing, under penalty of perjury. Should a Proposer omit requested information or falsify information, the District may reject the Proposal.

Prior to contract execution, proof of all insurances at the levels specified in the specific contract will be required. Fingerprinting and clearance through the California Department of Justice of all personnel who will visit school sites is also required.