

# ATTACHMENT A3: SUBMITTAL REQUIREMENTS

SAN DIEGO USD, SOLAR POWER GENERATION AT EIGHT SITES RFP



## I. DESIGN PHASE

1. The District shall review and approve design documentation based on the requirements in this RFP. The design drawings and associated documents shall represent 100% of the intended and agreed upon scope for the PV project. The Contractor shall conduct design review meetings for each stage of the process, which shall include, at a minimum, the design stages indicated in Section 5.3 of the RFP-Main.

2. Dates of the design review meetings shall be finalized during contract negotiations.

### 3. DESIGN SUBMITTAL PACKAGES

The Contractor shall submit an electronic submittal package for each Design Stage including, but not limited to:

Submittal Requirement	Schematic	90% CD Pre-DSA
1. Cover Sheet, with Content, Project Details, Directory, etc.	X	X
2. PV System Sizes & Production Estimates (see Item 6, below)	X	X
3. Overall Site Plan with PV Array Names, Interconnection IDs, Conduit Routes, Tree/Light Removal, Planting and Irrigation, ADA with POT, etc.	X	X
4. Interconnection Equipment Assessment (see Item 7, below)	X	X
5. Interconnection Plan		X
6. Electrical Site Plan Drawings, incl. Balance of System	X	X
7. Electrical Single Line Diagrams	X	X
8. DC String Wiring Plans		X
9. Demolition Plans		X
10. Structural Drawings		X
11. Equipment Pad and Mounting Details		X
12. Signage, Trenching, Installation, and Grounding Details		X
13. Monitoring System Details		X
14. Lighting Plan, Details and Photometric Plans		X
15. All specifications related to the Scope of Work (see Item 8, below)		X
16. Geotechnical Reports and Associated Drawings		X
17. Equipment Manufacturer's Cut Sheets and Details		X
18. Copy of Interconnection Application		X
19. Complete list of all Sub Contractors, incl. specialty		X

4. The Contractor shall submit the design stage package no less than three (3) days prior to the design review meeting. The Contractor shall address all District comments in writing no more than

# ATTACHMENT A3: SUBMITTAL REQUIREMENTS

SAN DIEGO USD, SOLAR POWER GENERATION AT EIGHT SITES RFP



five (5) days from the date of the design review meeting, and shall incorporate additional detail as requested by the District at each successive stage of the design review.

5. The District will formally approve, in writing, each phase of the design upon the District determination that the design is progressing at or beyond the percentage completion expected at stage. The Contractor shall not enter a subsequent design phase without the approval of the District. The Contractor is solely responsible for obtaining approvals from the District and all other Authorities Having Jurisdiction (AHJs).
6. The Contractor shall submit a System Size Spreadsheet showing all system sizes by site, year one production (kWh), and associated yields (kWh/kWp) per item 2 in the above table. The spreadsheet shall be submitted at each phase of design as noted above and prior to construction. All final system designs shall be within 5% of contracted target production and must receive written approval from customer before submittal to DSA/AHJ. Along with the System Size Spreadsheet, the Contractor shall submit updated PV modeling and shade analysis prior to construction and post construction phase.
7. The Contractor shall conduct an interconnection equipment assessment for each interconnection site. Any issues with existing District or Utility equipment that may prevent the system from interconnection to the Utility must be identified at the time of the Schematic 30% Design submittal. The District is only responsible for unforeseen costs associated with infrastructure upgrades not identified in the contract documents or during the proposers site investigations.
8. The Contractor shall submit a complete specification packet as part of the 90% CD Pre- DSA Design submittal. Specification Divisions that shall be included, if they are part of the Scope of Work for the Project, are listed in the Table of Contents of Attachment B.1.C, Specifications.
9. The Contractor shall submit complete electronic copies of all Final Approved Permit Set drawings prior to Construction.

## II. CONSTRUCTION PHASE

1. Concurrent with the submittal of the 90% CD Pre-DSA Design, Contractor shall provide individual Construction Management Plans for each project site for the construction of the Project in accordance with all applicable laws and policies. Construction Management Plans for each site should include, at a minimum:
  - a. General project information: project directory, information on subcontractors, and communication protocols.
  - b. Construction Site Plan which identifies fencing, laydown/staging areas, site access and gates, pedestrian and vehicular paths of travel, and building egress.
  - c. Safety Plan

# ATTACHMENT A3: SUBMITTAL REQUIREMENTS

SAN DIEGO USD, SOLAR POWER GENERATION AT EIGHT SITES RFP



- d. Work plan describing overall approach for materials deliveries, crane activities, major systems installations strategy, and coordination with District staff during specific construction tasks.
    - e. Quality Assurance / Quality Control Plan
2. Concurrent with the submittal of the 90% CD Pre-DSA Design, the Contractor shall submit a Construction Schedule, based on the milestones listed in Section 5 of the RFP-Main, to the District for coordination, review and approval. Construction Schedules shall comply with requirements outlined in specification section 013203 Project Documentation. The Construction schedule shall be updated and provided to the District on a weekly basis.
3. The Contractor shall provide Manufacturers' Installation Manuals for major project components, including, but not limited to: PV modules, inverters, optimizers, racking or mounting structure, monitoring systems, transformers, and lighting. When approved by the District, recommended installation standards shall become the basis for inspecting and accepting or rejecting actual installation procedures used on the work in accordance with DSA and all other applicable code requirements.
4. The Contractor is responsible for paying permit fees and obtaining all required permits and approvals from DSA/AHJ and the Local Utility prior to starting Construction, in coordination with the District, and shall make copies available to the District of all permit applications and approvals. Contractor shall utilize the San Diego DSA office for this project. District representative will attend the DSA over-the-counter (OTC) submittal appointment. Contractor shall coordinate with District and District's representative regarding date of the OTC submittal and ensure District representative can attend. If it is determined that a full DSA submittal and review will be required in lieu of an OTC review, the DBE will be responsible for all coordination and costs associated with this permit approval process.
5. Prior to ordering equipment and materials, the Contractor shall verify all measurements at each project site.
6. Any proposed changes to design shall be submitted in writing to the District for approval before any changes are made. Submittal for changes shall contain all necessary details of the proposed changes and an updated system size and production spreadsheet. All costs associated from proposed changes will be the responsibility of the DBE.
7. **CONSTRUCTION SUBMITTALS:** The following documents and schedules shall be provided by the Contractor as listed in addition to those listed in Spec Sections 01 31 00, 01 32 03 and other Division 1 sections:
  1. Construction Management Plan; submitted as noted in Table 5.3 of the RFP.
  2. Construction Schedule; updated and submitted weekly.
  3. Manufacturers' Installation Manuals; submitted no later than 5 days after construction kickoff meeting.
  4. Test Reports; submitted as available:
    - a. Factory Tests.

# ATTACHMENT A3: SUBMITTAL REQUIREMENTS

SAN DIEGO USD, SOLAR POWER GENERATION AT EIGHT SITES RFP



- b. Field Tests.
5. Proposed change orders; submitted when available.
6. Commissioning checklists, tests and reports; as indicated in Spec Section 01 91 13 on a site-by-site basis.

## III. CLOSEOUT PHASE

1. The Contractor shall submit to the District a comprehensive Operations and Maintenance (O&M) Manual for each system, within 30 days of the Utility granting Permission to Operate (PTO) for that system. O&M manuals shall consist of three (3) hard copy and (3) soft copies on USB flash drive in PDF format, provided as a single, bookmarked PDF document. The document shall be a well-organized, comprehensive and custom document created for each site which includes, but is not limited to:
  - a. System Description and Overview
  - b. Simplified site plan that shows array naming convention, inverter locations, and disconnects
  - c. Predicted performance data, including expected production over time
  - d. Safety Details, including shut down procedures
  - e. Contact information for the system installer and maintenance personnel
  - f. As-built drawings
  - g. Complete material list of all items furnished and installed, including but not limited to the following: PV Modules, inverters, wiring, combiner boxes, panelboards, switch gear, optimizers, disconnects, boxes, metering and DAS equipment, etc.
  - h. PV System operation details
  - i. System testing, commissioning and PTO documentation
  - j. Maintenance information, including schedules and responsibilities for ongoing maintenance
  - k. Troubleshooting and repair, including responses to typical issues
  - l. All warranties, cut sheets and manuals for major equipment
  - m. Performance guarantee details, including schedule of performance reporting and example format
  - n. Monitoring system login and operation details
  - o. Any other information that may be required for the District to easily and safely interact with, confirm performance, troubleshoot, maintain and/or service the materials and equipment installed under this Contract.
  - p. CAD (electronic format) "as-built" files of all drawings, provided as a separate files from the Manual PDF
2. The Contractor shall submit documentation of Punch List Completion for items under control of the Contractor within 30 days of the District issuing the Final Punch List. The document must be signed and show proof of completion of each item.
3. The Contractor shall submit executed Operations and Maintenance Contract Agreement

# ATTACHMENT A3: SUBMITTAL REQUIREMENTS

SAN DIEGO USD, SOLAR POWER GENERATION AT EIGHT SITES RFP

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amendment(s) within 30 days of PTO at all sites. All commercial operation dates and tables in the document must be updated with the final as-built statistics.

4. The Contractor shall submit executed Performance Guarantee (PeGu) Agreement amendment(s) within 30 days of PTO at all sites. All performance tables and commercial operation dates must be updated with the final as-built statistics.
5. Any other Project documentation required by the District, including but not limited to requirements listed in Spec Sections 01 77 00, 01 78 23, 01 78 39 and 01 79 00.