SOLAR PV SERVICE PROVIDER FOR
LARGE MULTI-UNIT DWELLING WEATHERIZATION PROGRAM

REQUEST FOR QUALIFICATIONS

2016 RFQ

Association for Energy Affordability

5900 Hollis Street, Suite R2
Emeryville, CA, 94608

Due Date: Friday, February 26, 2016
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Background

Authorized by the California Global Warming Solutions Act of 2006 (AB 32), the cap-and-trade program is one of several strategies that California uses to reduce greenhouse gas emissions that cause climate change. Funds received from the program must be used for programs that further reduce emissions of greenhouse gases. In 2012, the Legislature passed Senate Bill 535 (De León) directing that, in addition to reducing greenhouse gas emissions, a quarter of the proceeds from the Greenhouse Gas Reduction Fund (GGRF) must also go to projects that provide a benefit to disadvantaged communities (DACs). The CalEPA used CalEnviroScreen 2.0 to assess California census tracts and identify the areas disproportionately burdened by and vulnerable to multiple sources of pollution and other population factors.

Maps of DAC census tracts and other related information can be viewed at:
http://www.calepa.ca.gov/EnvJustice/GHGInvest/default.htm

The California Department of Community and Development (CSD) is a state department that receives GGRF allocations to administer programs to help residents of DACs achieve and maintain self-sufficiency. The Low-Income Weatherization Program for Large Multifamily properties (LIWP-LMF) is one of CSD's programs to achieve this goal. The program aims to provide energy services, helping customers reduce their overall energy cost by providing weatherization services, including solar photovoltaic (PV) installations.

AEA is the Program Administrator for the LIWP-LMF and is the lead to administer this competitive bid process to seek a Solar Provider.

Solicitation Objective

AEA is issuing a Request for Qualifications (RFQ) for firms capable of designing, costing, evaluating, and installing photovoltaic systems on approved low-income, large multifamily properties in California DACs. The selected qualified Solar Provider will assist AEA with providing solar PV technical assistance to property owners and projects by determining project specific PV potential, sizing, system production calculations, costing, and providing financing options and cash flow models that utilize LIWP-LMF incentives. Solar water heating may be provided as part of LIWP-LMF energy efficiency measures and is not considered in this RFQ. The selected qualified Solar Provider will have the opportunity to present a project proposal to property owners to install, operate, and maintain PV systems via two alternative pathways: Property Solar Ownership Models and Third Party Ownership Models, as described in further details below. The property owner may choose to solicit additional proposals from alternative solar PV installers/providers. The property owner may use the LIWP Solar Provider technical assistance as the basis for soliciting and comparing additional proposals from other solar providers. Each project's LIWP incentive will be constructed similarly, regardless of the final solar installer. If the owner chooses to have another solar contractor install the PV system, the LIWP Solar Provider may provide support to AEA in the form of quality assurance and verification of the installed system. The LIWP Solar Provider will also assist AEA and the LIWP-LMF in meeting programmatic workforce development goals.

I. SCOPE OF WORK for LIWP

A. Overview of Solar Provider Functions

The Solar Provider must have the ability to deliver these services statewide to all targeted Disadvantaged Community census tracts. The Solar Provider must be able to oversee, direct, and deliver a full range of technical support and financial services to all eligible multifamily properties referred to the solar provider by the Program Administrator. The Solar Provider is expected to carry out the following functions:

1. **Scaled Solar Installation in Disadvantaged Communities**. The program's objective is to provide weatherization services to census tracts designated as disadvantaged communities (see Appendix A). Solar economies of scale will be leveraged to the extent possible by grouping eligible properties within a disadvantaged community or adjacent disadvantaged communities and referring a portfolio of solar candidates to the Solar Provider to assess and screen properties for solar opportunities, consult with property owners and managers on investment and financing strategies, perform project due diligence on proposals approved by property owners, develop project site and work plans, and undertake permitting and solar installations pursuant to plans approved by the property owner.

2. **Whole-building Solar Services**. Solar investments eligible under LIWP include solar systems serving *both* common areas and residential units. The size of the PV systems and allocation between common area and tenant meters will be strongly influenced by project site and financial conditions, and property owner objectives. Each project will have a customized work plan to maximize cost effectiveness, project feasibility, and GHG reductions.

3. **Project Assessments and Proposal**. Each potential solar project will receive an initial project screening to determine its suitability for solar. Thereafter, project scoping will be undertaken on projects passing this initial screen to evaluate the project's utility loads and determine the potential size of the solar system. Based on this initial assessment, a project proposal will be prepared detailing project cost, financing options, annual costs, and cost savings to property owner. Key task and deliverables include but are not limited to:
    a. Site Screening Assessments – Initial screening includes interviews with the property management and maintenance staff and visual inspection of multifamily site orientation, shading, roof and structural issues, obstructions, utility hookups, and other factors affecting solar installation, sizing, and interconnection.
    b. System Sizing Analysis – Site mapping of solar system potential based on available

roof and carport space, typically developed using site plans and web-based aerial imagery and software to estimate solar radiation falling on a particular roof. Analysis should consider opportunities for ground mounted systems and carport installations.

c. Utility Load Analysis – Utility usage data collection and analysis to determine site electric loads and breakout for common areas and residential units. Data may be available on an aggregated property-wide basis (AB 802), or from energy data tracking tools used by the property (e.g. WEGOWise, Portfolio Manager), or utility bills. Estimates should be based on 12 months of data.
d. Solar Project Proposal – Project proposals should include: details about system size (total KW), annual system production (kWh) and allocation breakdown for common areas and residential units; project cost estimate for system installation ($/watt); the annual energy cost paid by the property owner for first year and for a period of operation not less than 20 years; and the estimated energy savings (cash flow) from the solar system that is received by the property for first year and over a period of operation not less than 20 years. The financing option proposed (e.g. system purchase or PPA) should be financially feasible, cost effective, and responsive to the property owner's interests.
e. Project Incentive Request – The project proposal prepared by the Solar Provider will include an estimate of the LIWP incentives requested for the project. The Program Administrator must approve the incentive package before presentation to the property owner.

4. **Discussion and Approval of Solar Project Proposal**. The Solar Provider will present the Solar Project Proposal to the property owner after the Program Administrator approves the project proposal and incentive package. The Solar Provider must fully illustrate the project's scope, costs, estimated savings, and financing assumptions to the property owner to obtain acceptance of the solar project proposal. The property owner may accept or decline the solar project proposal, or request changes to the project's scope. As part of this discussion the property may request additional analysis or due diligence to verify energy savings and benefits presented in the proposal. These tasks may include:
    a. Cash Flow Analysis – More detailed analysis of solar project's financing sources and uses and cash flows over a 20-year operational period taking into account conservative utility cost trends, price escalators associated with solar agreements, and the degradation of solar production.
    b. Comparison of the Solar Financing Options – Providing consultation on the relative costs and benefits of available solar financing options.
    c. Validation of Project Financing Assumptions – If the financing of the solar system depends on funding sources outside the property owner's control, such as the receipt of utility rebates or incentives or revenue from tenant contributions, the

Solar Provider is expected to work with the property owner to verify that these resources will be available to the property.

d. Tenant Benefit Summary – Preparation of fact sheets for dissemination to tenants outlining the financial benefits associated with solar installations including price stability, direct economic benefit, and anticipated utility allowance adjustments if applicable.
e. Project Approvals by Lenders/Investors – Property owners may require prior approval by funding agencies or investors to undertake solar installations. In these cases, at the request of the property owner the Solar Provider will provide documentation about solar installations that is necessary to complete the required reviews.

The property owner may choose to solicit additional proposals from alternative solar PV installers/providers. The solar analysis provided to this point is under the auspices of LIWP provided Technical Assistance. The owner may use this as the basis for soliciting and comparing additional proposals for other solar providers. Each project's LIWP incentive will be constructed similarly, regardless of the final solar installer. If the owner chooses to have another solar contractor install the PV system, the LIWP Solar Provider will provide support to the Program Administrator in regards to quality assurance and verification of the installed system.

5. **Written Agreement**. If the owner agrees to pursue the LIWP's PV offering utilizing the LIWP Solar Provider, the Solar Provider will prepare a written agreement for approval by the property owner setting out the terms and agreement for the solar installation and interconnection. The agreement should reflect usual and customary terms and conditions for solar installations in California. The agreement will be provided to the property owner for review and approval. The property owner may propose changes to the language in the agreement. Minimally, the terms should:
    a. Provide a warranty for the workmanship of the Solar Provider and equipment installed equipment.
    b. Protect the property from risks associated with the installation and operation of the solar system.
    c. Provide ongoing monitoring and operations and maintenance support for the solar systems inclusive of scheduled equipment replacement.
    d. Guarantee production levels from the solar system or require actions to address performance defects.

6. **Final Solar System Design**. The Solar Provider must submit a final solar system site plan for approval with any updated estimates on system size (total KW), annual system production (kWh) and allocation breakdown for common areas and residential units;

project cost estimate for system installation ($/watt); the annual project cost and energy cost paid by the property owner; and the estimated energy savings (cash flow) received by the property.

7. **Project management, quality assurance, and monitoring**. The Solar Provider will oversee the installation and interconnection of the solar system and perform quality assurance testing and verification to commission the solar installation. Key steps include:
    a. Permitting – Obtain all local government permits, building inspections and approvals required to install the solar system.
    b. Project Inspection – Monitor on-site installation to ensure that solar systems are properly installed and that work safety practices are enforced.
    c. Project Interconnection – Initiate required interconnection applications and requests to utility and satisfy utility requirements to interconnect the solar system to grid.
    d. Commissioning – Perform commissioning to ensure that the solar system complied with applicable building codes, met performance specifications for the equipment, and achieved the desired performance levels.

8. **Technical Assistance and Support**. Provide assistance as needed to AEA and multifamily property representatives in understanding solar project development and financing. Technical support may include:
    a. Solar education for program participants including low-income residents in multifamily properties in disadvantaged communities.
    b. Property training on solar operations and maintenance protocols and practices.
    c. Consultation on strategies and options for property sub-metering of PV solar credits.

9. **Workforce Development**. The Solar Provider will administer and/or implement a workforce development program applicable to all solar installations supported by the LIWP. The program's objective is to place residents of disadvantaged communities into solar job opportunities created by the solar investments. A variety of approaches could be used to promote workforce development, including partnerships to offer internships/hands-on training; promoting the hiring of workers from DACs to fill existing vacancies or positions created as a result of LIWP; fostering professional development in the trades; and offering experience certificates and references for the long-term unemployed. The workforce development program should minimally include the following elements:
    a. Solar Jobs curriculum approved by AEA that is either developed by the Solar Provider or offered by another approved training resource such as a community college or technical trade school with an established solar training curriculum.

b. Recruitment and delivery of training program inclusive of classroom learning and site training provided either by the Solar Provider or other recognized and approved training sources.
c. Placement and tracking of job trainees on LIWP solar projects.
d. Tracking permanent hires and project hours resulting from the workforce development program.
e. Monitoring compliance with workforce development requirements for other solar contractors that may be participating in LIWP.

The emphasis should be on creating good paying jobs, a safe work environment and a skilled workforce from the DACs.

10. **Project Reporting**. The Solar Provider will provide AEA with project closeout reports for solar installation. The information in the reports should include the following:
    a. Solar Systems Characteristics (size, production, allocation)
    b. Solar Project Costs (total installation costs)
    c. Leveraged resources from other funding sources
    d. Energy costs paid by multifamily properties for the solar installation or operation of the solar system
    e. Energy savings generated by the solar project
    f. Greenhouse gas reductions estimate based on methodology provided by AEA

B. Term of Agreement.

Anticipated term of the agreement resulting from this procurement will be from March 16, 2016 through June 30, 2017, contingent on availability of funds from year to year. The agreement may be extended, solely at AEA's option, for up to an additional one-year term. The anticipated maximum consideration available for services under the agreement is $8.7 million in LIWP incentives and technical assistance for PV systems, noting that actual system installation costs will exceed incentives provided by LIWP.

II. QUALIFICATIONS, SKILLS, AND EXPERIENCE

A. Minimum Qualifications

1. Have knowledge of, and ability to comply with, all state and local building codes, including the building standards of Title 24 (Parts 2, 2.5, 3. 6, and 9) of the California Code of Regulations.

2. Have a professional engineer's license and all other necessary licenses and certifications necessary to prepare site, electrical, and structural plans that are required by local governmental agencies to obtain permits for the installation of solar photovoltaic (PV).

3. Have an active Class B, General Building Contractors License and a C-10 or C-46 Solar Contractors License issued by the California Contractors State Licensing Board (CSLB). All systems must be installed in conformance with the manufacturer's specifications and with all applicable electrical and building code standards.

4. Have general liability, workers compensation, and bonding insurance that minimally meets CSLB's insurance requirements and is commensurate with the scope of the solar installation projects.

5. Have demonstrated financial resources and stability necessary to carry out responsibilities under the LIWP installation program and an internal accounting and administrative control that is capable of tracking and documenting solar installation costs.

6. Be in good standing and currently qualified to conduct business in California.

B. Essential Skills and Experience

Responders to this RFQ should possess the following, or closely related, experience and skills:

1. Have a minimum of 3 years' experience developing and installing solar PV at multifamily building sites and have completed solar installations under the Multifamily Affordable Solar Housing (MASH) program, the New Solar Homes Program (NSHP), other utility-sponsored solar programs or housing construction or rehabilitation programs funding renewable energy investments at affordable multifamily properties.

2. Have knowledge, experience, and ability to comply with local solar permitting processes in governmental jurisdictions served by the LIWP.

3. Have knowledge, experience, and ability to comply with utility requirements affecting the installation and interconnection of solar systems on multifamily properties in utility jurisdictions served by the LIWP.

4. Have specialized expertise to develop competitively priced project proposals and reports for multifamily solar installations that includes:
    a. Physical site assessments to determine the solar system size that can be reasonably supported by site conditions.
    b. Utility usage and cost analysis to determine site electricity loads for both common area and tenant meters.
    c. Annualized estimates of solar production and allocations to common area and tenant meters.
    d. Reports documenting both hard and soft costs for solar systems.
    e. Proposals that reflect cost savings received by the property owner resulting from the solar installation.
    f. GHG reductions resulting from the solar system, based on projected annual PV kWh generation.

5. Have specialized knowledge and experience with utility Virtual Net Metering policies and practices governing the allocation of on-site PV generation to common area and tenant meters and the interconnection of PV systems serving multiple utility customers.

6. Have internal capabilities to develop work plans and manage all phases of solar project development and installation, and have established policies and practices to oversee work performed by staff or subcontractors to ensure quality workmanship and worksite safety and hazard controls.

7. Have established policies and procedures for commissioning installed solar systems, testing and verifying the performance of the installed solar system, and remediating performance shortfalls.

8. Have established practices and procedures to provide ongoing monitoring and maintenance, and perform required repairs and scheduled equipment replacement on installed solar systems.

9. Have knowledge and experience briefing multifamily tenants, property management and operations staff on installation plans and timelines for the project, operational details on how solar technologies work and actions needed to ensure optimal performance, and how the property and tenant will benefit from the solar system.

10. Have experience administering solar workforce development programs. Response should include details about training credentials and curriculum, whether the training program is recognized by public agencies and used to comply with worksheet training requirements, number of graduates, and number of job placements.

11. Have established internal accounting systems, financial controls, and management reporting systems in place to manage program and project costs, protect confidential and sensitive information, and provide progress reports tracking expenditures and accomplishments.

C. Highly Desirable Skills and Experience

Additional highly desirable experience that will demonstrate Responder's ability to successfully perform and carry out the objectives of this project includes, but is not limited to, the following:

1. Experience in administering statewide solar programs serving low-income residential housing.

2. Experience installing solar PV systems serving residential rental units in multifamily buildings that provide solar credits or offsets to tenant utility bills. Responder should provide documentation of experience installing tenant-serving solar systems during past three years.

3. Specialized experience and capability to provide financing products and technical services to assist multifamily property owners implement solar projects. Responder should provide documentation of experience in providing the services listed below over the past three years.
    a. Financial products and services to facilitate solar system installations either through property purchase or through Third Party Ownership (TPO) structures, such as Power Purchase Agreements (PPA) or Solar Service Agreements (SSA).
    b. Consultation on available project financing options.
    c. Analysis and documentation of solar financing sources and uses and cash flows resulting from solar installations that accrue to the property owner.
    d. Analysis and documentation of solar system costs and benefits to tenants.
    e. Documentation to lenders describing solar system costs and benefits to the property.
    f. Solar operations and maintenance training to property asset management staff.

4. Ability to provide, directly or through financial partnerships, equity and debt financing for

the development and installation of multifamily solar projects. Responder should provide details of solar financing investment funds or lending products provided to property owners over the last three years.

5. Ability to incorporate economies of scale into the pricing of solar installations and the costs of energy paid for by the end-user. Responder should discuss how the economies of scale provided by the LIWP could impact solar costs and pricing within the targeted geographic area.

6. Knowledge of federal utility allowance policies and practices and capability to assist property owners in preparing documentation in support of utility allowance adjustments to support the financing of the systems. This documentation includes materials required by the California Tax Credit Allocation Committee (CTCAC), letters to lenders, and informational materials for tenants. Responder should describe the types of documentation prepared to support requests for utility allowance adjustments.

III. RESPONSE REQUIREMENTS FOR CONTRACTORS

Responders to the RFQ must provide responses to the information requested below. Responses should provide a straightforward and concise description of the Responder's ability to satisfy the requirements of this RFQ and your firm's ability to effectively serve as a statewide Solar Provider for the LIWP, and, to provide high quality and cost-effective solar services in disadvantaged communities.

In formulating your organization's responses, you should take into account the contractor qualification requirements outlined in Section I and the scope of work and anticipated work requirements for the LIWP outlined in Section II. Scoring of responses to the information requested in this section will be performed in accordance with the scoring criteria presented in Section IV. The submission timeline format and evaluation process are described in Section V.

Please follow the format below in providing your responses.

A. Contractor Information and Experience

Provide the following information in your response.

1. **Legal name of business** (include any 'DBA' names), primary location, and date established/incorporated.
2. **Statement of Qualifications –** Summarize the organization's experience in performing solar PV installations on low-income multifamily properties in California. The response should describe the organization's capabilities to manage and undertake all of the required solar services described in the previous sections.

The response should:

a. Describe the organization's core competencies in meeting the qualifications, skills and experience requirements outlined in Section 1 and the organizational infrastructure for delivering statewide solar services and the resources.
b. Describe any prior experience administering a statewide solar installation program serving low-income residential property owners.
c. List up to 5 multifamily projects completed in the last three years that best illustrate your organization's experience installing solar systems serving both common areas and tenant units. Include the following information for each project listed:
    i. *Multifamily property contact information (references)*
    ii. *Project scope (System size, annual production level, allocation percentages to common areas and residential units)*
    iii. *Project installations cost ($/watt)*
    iv. *Resources leveraged (list sources and amount)*
    v. *Property cost (amount financed by property or $/kWh paid under PPA or solar service contract)*
    vi. *Estimate of annual energy savings at property and greenhouse gas reductions*
    vii. *Description of tenant benefit, if any*

3. **Organizational Resources –** Describe organization's staffing structure and list key personnel that will have day-to-day management and operational responsibilities for the LIWP:
    a. Provide current organizational chart.
    b. Attach résumés for key personnel, summarizing relevant education, licenses, credentials, or certifications in residential solar installations
4. **Additional Resources –** Describe additional resources that will be acquired through additional hiring, subcontracting, and/or partnership agreements to deliver services for the statewide LIWP.
    a. Describe service and resource levels acquired from outside sources.
    b. Describe how outside resources will be managed and deployed to support LIWP.
5. **Business References –** Provide contact information for two business references who can speak to your firm's experience and qualifications, quality and consistency of work, and ability to timely achieve project objectives.

B. Contractor Capabilities and Competencies

The Solar Provider must have the ability to administer and oversee a statewide solar services program, provide a comprehensive set of financial and technical solar services, and install solar systems at multiple multifamily site in approximately 30 diverse disadvantaged communities simultaneously. Describe organization's expertise, resources, methods and tools used to perform the following functions:

1. **Site Assessment of Solar Projects** – Various protocols and tools are used to assess the financial feasibility of solar investment opportunities. The response should describe the

approach and tools that will be used by the organization to perform all of the site assessment functions necessary to successfully implement the LIWP Solar program with particular attention to the following tasks and functions:

a. Project screening to determine whether property conditions will support a solar installation.
b. Analysis of property utility loads and costs for both common areas and residential units to assess financial impacts and benefits.
c. Site evaluation to determine roof and carport solar potential.
d. Solar allocation modeling to determine "optimal" allocation of solar production between common areas and resident units to meet financial objectives.
e. Development of a solar design and project proposal.

2. **Solar Interconnection Using Virtual Net Metering (VNM) –** The Solar Provider must have demonstrated experience with VNM to undertake multifamily solar installations. The response should provide details on VNM installations (NEM-V or MASH VNM) that the organization has completed over the last 3 years including the following information:
    a. Number of properties with VNM interconnections.
    b. Number of VNM interconnections.
    c. Description of added requirements and interconnection issues must be addressed at multifamily sites using NEM-V including data collection and utility fees and costs for meter disconnection/reconnection.

3. **Project Financing Capabilities –** The financing of solar installation under the LIWP are expected to leverage external resources such as the Federal Investment Tax Credits and utility program incentives. Property owners may also be requested to make an out of pocket cash co-investment toward solar installations. These contributions can include the use of reserves, debt financing, or operational payments for the solar system or production made to a third-party system owner under a PPA or SSA. To minimize up-front project cost, we anticipate that property owners will seek TPO structures to finance the solar systems in cases where the energy improvements are not included in the scope of work and financing for a housing rehabilitation project. The response should describe your organization's capabilities to carry out the following financial support functions:
    a. Leverage government and utility direct install, rebate, and incentive programs.
    b. Provide access to project equity financing from solar investment funds.
    c. Provide project financial structures to support both solar system purchases by the property owners or installations through TPO structures.

4. **Quality Assurance and Commissioning –** The LIWP requires commissioning for all installed energy improvements. Commissioning is intended to ensure that the installation was properly installed and is meeting the performance requirements and expectations for the systems. Though this process, equipment or installation defects can be addressed and property staff can be trained on practices to ensure that the system continues to function as designed. Describe your organization's inspection and commissioning protocols and

practices including but not limited to:

a. Quality control for workmanship and compliance with local codes.
b. Testing and verification of equipment and system performance.
c. Training for property staff on system operations and routine maintenance.

5. **Technical Assistance to Housing Providers –** The unique regulatory and ownership structures that govern affordable multifamily housing can add complexities to the financing and installation of solar systems. In many cases, approvals may be required from external agencies before a project proposal can be implemented. To complete these requirements property owners may require technical assistance in preparing information and documentation pertaining to the solar system to obtain project approvals and comply with program requirements. Briefly summarize the organization's relevant experience in providing technical support to multifamily housing providers in conjunction with solar installations. Your response should also highlight your organization's capability to support multifamily properties in the following areas:
    a. Informational briefings and documentation for third-party review of solar proposals describing details about solar installations, effect on utility costs for the property and tenants, and financial costs and benefits to the property. Discuss or provide examples.
    b. Informational briefings and documentation for tenants and asset managers on solar project work plans and property/tenant benefits. Discuss or provide examples.
    c. Supporting documentation for utility allowance adjustment requests. Discuss or provide examples.

C. **Contractor Work Plan – Soundness of Contractor's Approach**

Prepare a summary Work Plan outlining your firm's approach to administering the statewide LIWP. The summary work plan should address the areas below in your response.

1. **Solar Development and Implementation Process** – Describe your organization's process for developing and installing solar systems on multifamily buildings in many geographically diverse areas. The process should address all project milestones and core tasks beginning with the receipt of the project referral by AEA and ending with the receipt of the Permission to Operate (PTO) from the utility company. The description should describe each of the key milestones of your organization's process and the resources that will be assigned to accomplish the tasks.
2. **Solar Financing Options** – Describe the financial products and services that will be offered by your organization to support solar installations that are incentivized by the LIWP. Your response should address the following questions in addition to other details you believe are pertinent:
    a. Describe the financing product or structure for each approach that will be available to property owners under the LIWP.
    b. Will your financing approach have options for property owners to either purchase

the solar system or install the system under a TPO structure? How would this work?

c. How will financing options be selected or determined?
d. What is the current cost range for installing roof mounted multifamily solar PV systems anticipated under the program? ($/watt)
e. How, if at all, could the economies of scale available under the program positively influence solar installation costs and the end cost to property owners?
f. Once the solar incentive structure is established by AEA, would it be possible for your financing approach to offer a fixed-pricing option to housing providers undertaking TPO agreements ($/kWh)? How could this work?

3. **Project Financial Feasibility and Outcomes** – Describe the financial methodology that will be used to quantify the energy saving benefits from the solar system and determine the financial feasibility of the project. Your response should describe the steps your organization will take to provide a 20 year outlook of solar related costs and benefits and sensitivities factored into your analysis to ensure that energy savings are not overstated. Address the following questions in addition to other details you believe are pertinent.
4. **Operations and Maintenance of Solar System –** Describe what steps your organization will take to ensure that the solar systems installed under the LIWP will be maintained. Your response should address the following questions in addition to other details you believe are pertinent:
    a. What solar operations and maintenance service would be made available to properties?
    b. Will the solar services provided by your organization include or offer an operations and maintenance plan as part of the system installation? If so, does this service include equipment repairs and a scheduled replacement of inverters?
5. **Performance Monitoring and Guarantees** – Describe what steps your organization will take to monitor the performance of the installed solar system and what performance guarantees or warranties will be provided to ensure that the property owner receives the financial benefits anticipated from the installation? Your response should address the following questions in addition to other details you believe are pertinent:
    a. How the system performance will be monitored after the system is installed? Will the monitoring be web based? Who will perform the monitoring?
    b. If there is a shortfall in PV production from the installed system, how, if at all, will the property owner be compensated for the under production?
    c. If there is a shortfall in PV production from the installed system, what remediation actions will be taken by your organization to ensure that the solar production reaches the expected performance level?

D. **Workforce Development**

LIWP includes a workforce development requirement to promote job creation and economic development in the targeted disadvantaged communities. Please describe your organization's

workforce development strategy and the steps your organization will take promote solar job creation in disadvantaged communities. In your response please address the following questions:

1. What solar jobs training will be provided? How would job training be rolled out in the targeted communities?
2. Describe the Solar Jobs curriculum. Who developed the curriculum? How many job classifications are included in the training program? Will the training include both classroom and on-site course work?
3. Who will provide the training?
4. How will residents of disadvantaged communities be recruited for participation in job training and placement programs?
5. How will graduates of training be placed in jobs supporting solar installations funded by LIWP?
6. How will training hours, project work hours, and job placements be tracked?
7. What approaches will be used to monitor compliance with workforce development requirements for other solar contractors that may be participating in LIWP?

E. **Project Management**

Effective project management procedures for the LIWP are needed to meet LIWP objectives. The response should describe the organization's management procedures and systems for ensuring the timely delivery of the program, compliance with governmental and utility requirements, proper management and tracking of program and project expenditures, and delivering timely management reports about program accomplishments. In your response, please provide the following information:

1. Solar project timeline for the organization's milestones included in the response to section III.C.1.
2. Describe the organization's financial accounting systems and controls. What procedures will be used to manage and control project and program financial costs?
3. Describe the organization's project management and reporting systems.
    a. What procedures will be used to manage project development and adherence to established timelines?
    b. Do management report systems have the capability to provide management reports documenting program accomplishments?

IV. POINT SCORING

A. Evaluation Criteria – AEA will review each Response in its totality to determine the firm's qualifications and readiness to implement the LIWP based on the response to the questions presented in section III, Response Requirements for Contractors. The point scoring criteria are presented in Appendix B and C.

V. SUBMISSION TIMELINE, FORMAT AND EVALUATION PROCESS

A. Key Dates for RFQ

All firms intending to respond must adhere to the following schedule in order for their responses to be considered.

RFQ Milestone	Date
RFQ Available to Prospective Proposers	February 8, 2016
Written Question Submittal Deadline	February 12, 2016
Response to Questions Deadline	February 17, 2016
Final Date for Response Submission	February 26, 2016
Initial Evaluations of Response(s)	March 2, 2016
Selection of Finalist(s)	March 4, 2016
Interviews	Week of March 7, 2016
Final Scoring and Notice of Intent to Award	March 11, 2016
Agreement Award	March 16, 2016

B. Preparation and Submission of Response

Responses should provide straightforward and concise descriptions of the Responder's ability to satisfy the requirements of this RFQ. The response must be complete and accurate. Material omissions, inaccuracies, or misstatements will be sufficient cause for rejection.

1. **Questions Regarding the RFQ.** Responders requiring clarification of the intent or content of this RFQ or on procedural matters regarding the competitive proposal process may request clarification by submitting written questions via email, with the subject line "LIWP Solar RFQ- Question" to jtse@aea.us.org.

To ensure feedback prior to submission of the responses, questions must be received by the deadline specified in the table above.

2. **Submission of Responses**. All Responses to this RFQ must be submitted and received at AEA by **5:00 p.m. on February 26, 2016.** Responses received after this date and time will not be considered.

   Responses must be submitted via email with the subject line "LIWP Solar RFQ Response – *Name of Company*" to jtse@aea.us.org and one hard copy mailed to the following address:

   Association for Energy Affordability
   Attn: Jessica Tse
   5900 Hollis Street, Suite R2
   Emeryville, CA, 94608

   All documents contained in the electronic version response package must have signatures and must be signed by a person authorized to bind the proposing firm.

   Before submitting responses, Responders should carefully review their responses, correct any errors, and confirm compliance with the RFQ requirements.

   Before submitting responses, Responders should carefully review the Scope of Work, the locations of the Disadvantaged Communities identified in Attachment 1 of RFQ, and all other work and specifications contained in this RFQ.

3. **Format for Responses.** Responses must be prepared in not less than 12-point font and have minimum one-inch margins. The narrative portion of the response shall not exceed a total of thirty (30) pages. Attachments, résumés of key staff, certificates, certifications and other required and optional documents are not included in the thirty (30) page limitation.

   The responding organization's legal name must be used for purposes of this response, and any fictitious business/DBA names used by the firm should be listed as well.

   All responses shall include the documents identified in Appendix B. Proposals missing any attachments shall be deemed nonresponsive. A nonresponsive proposal is one that does not meet the basic proposal requirements.

4. **Important Requirements Regarding Responses**
   a. Responses must be submitted to perform of all the services described herein

unless otherwise modified in writing by AEA. Any deviation from the scope of work shall be deemed nonresponsive.

b. Responses will be considered only if delivered in hardcopy format to AEA at the address listed above by the final submission deadline. Late submittals will be returned unopened to the sender. Delay resulting from error or failure of overnight or express delivery services to perform as expected will not be grounds for extension of the deadline.
c. A response may be rejected if it is conditional, incomplete, contains any alterations of form, or other irregularities of any kind. AEA may waive any immaterial deviation in a proposal. A waiver of an immaterial defect shall in no way modify the RFQ document or excuse an awardee from full compliance with the terms of any Agreement resulting from this procurement.
d. Costs incurred for developing responses or proposals and in anticipation of award of the agreement are entirely the responsibility of the responding firm.
e. Responder's authorized signatory shall sign the Proposal/Proposer Certification as provided in Appendix D. The signature must indicate the title or position that the individual holds in the firm. An unsigned response may be rejected.

5. **Withdrawal of Response.** Responders may modify or withdraw a submitted response by sending a written request to withdraw the original Response and submitting a new or revised proposal prior to the proposal submission deadline. Response modifications offered in any other manner, oral or written, will not be considered. Responses may not be withdrawn without cause subsequent to proposal submission deadline.

6. **Modification of RFQ.** AEA may, at its discretion, modify the RFQ prior to the date fixed for submission of responses by the issuance of an addendum to all parties who received a response package.

C. Evaluation Process

The Solar Provider will be selected through this Request for Qualifications (RFQ). This RFQ will identify firm(s) that are best qualified and prepared to deliver the solar services required by the LIWP to facilitate scaled solar investments and achieve CO2 reduction goals.

1. **Phases of RFQ Review.**
    a. **Phase I -** Each Response will be screened initially for compliance with the submission requirements for this RFQ, including attachment of all required documents. Responses will then be reviewed to ensure that the proposing firm meets minimum experience/qualification requirements. Submissions meeting these requirements will be deemed responsive.

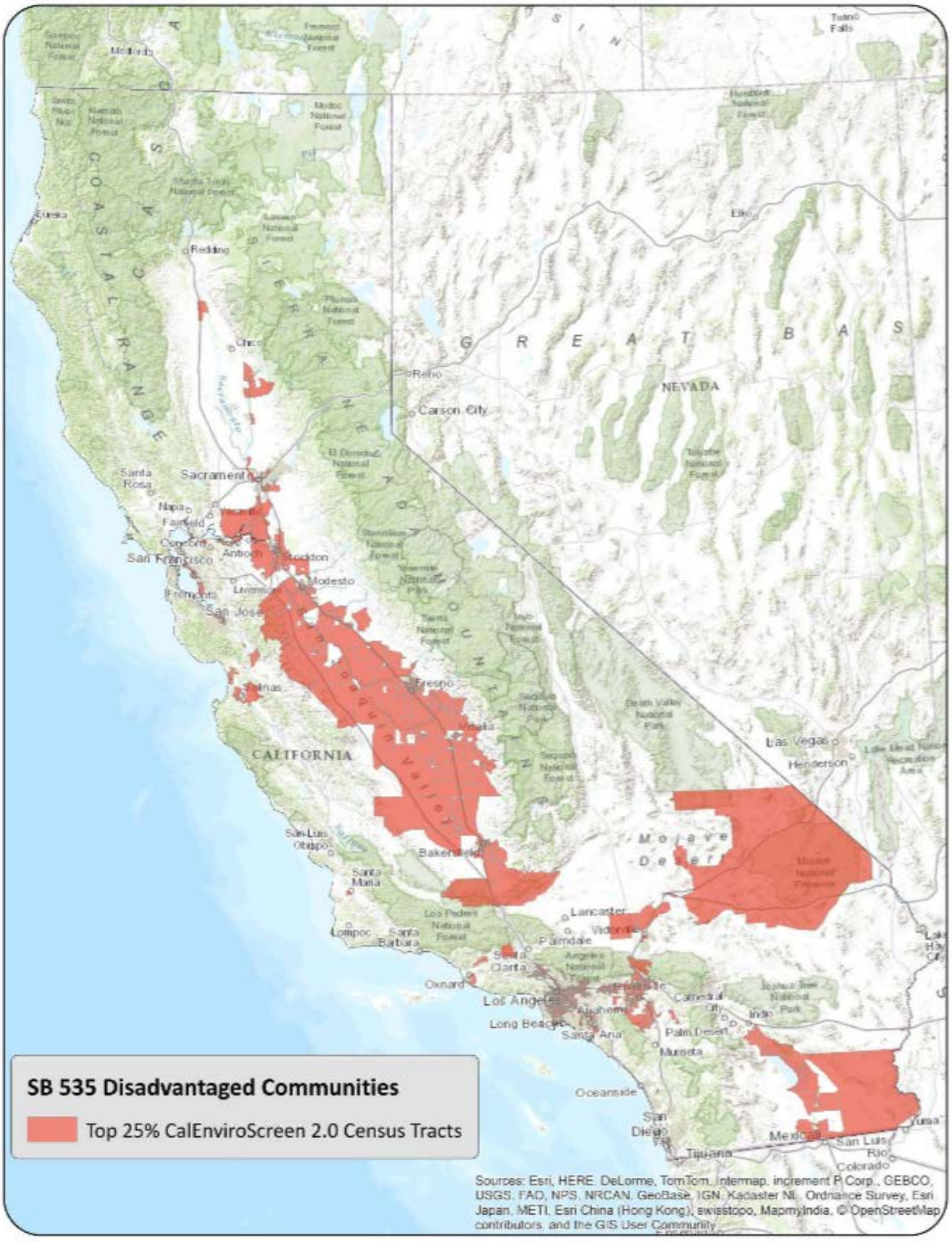
b. **Phase II –** A panel of reviewers will review and score each responsive submission. Reviewers will review each response and jointly assign a point value based on the scoring criteria listed above.

2. **Supplementary Interview.** If additional clarifying information is needed, AEA will invite the top scoring responsive firm(s) to participate in an interview. The interview panel will consist of members of the scoring panel. Responders will be given the opportunity to make a brief presentation on their qualifications and capacity, followed by questions from the interview panel to further determine the potential of the organization to successfully administer the LIWP. *Note: If the panel determines that a Responder has significantly misrepresented the experience of the firm and its staff, or any other information deemed material to the success and integrity of the program, the firm may be disqualified*.

3. **Final Scoring.** AEA will at its discretion make an award based on the highest scoring response, and on the outcome of any supplementary interview(s).

4. **Right to Make Multiple Awards or No Award.** AEA may at its discretion determine that it is in the best interest of the State to make multiple awards from the highest scoring responders or withdraw this RFQ, and decline to make any award based on this solicitation.

Appendix A Map of Disadvantaged Communities



Source:
http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=dae2fb1e42674c12a04a2b302a080598

Appendix B Point Scoring and Evaluation Criteria – PHASE 1

Screening for Responsive Submission	Yes/No
Required Attachments (Appendix D)	Y / N
Organization legal name, location, and date established/incorporated	Y / N
Organization Chart	Y / N
Staff resumes and pertinent solar licenses, credentials, or certifications	Y / N

A. NOTE: IF ALL OF THE ITEMS LISTED ARE PROVIDED IN THE RESPONSE, THE RESPONSE WILL BE SCORED BASED ON THE POINT CRITERA SHOWN IN PHASE II.

Appendix C Point Scoring and Evaluation Criteria – PHASE 2

Reference	POINT SCORING CRITERIA	Maximum Points Available
	I. CONTRACTOR EXPERIENCE AND QUALIFICATION	**50 pts**
III.A.2.a	A. Statement of Qualifications. - Organization's statement of qualifications meets required qualifications, skills, and experience.	*(10)*
III.A.2.b	- Relevant prior experience administering a statewide solar program serving low-income property owners.	*(15)*
III.A.2.c	- Complete information on multifamily solar installations offsetting common area and residential unit loads *(2 points for each multifamily project described up to 5 projects).*	*(10)*
III.A.3 and 4	B. Organization's Resources, Subcontracting, and Partnership - Organization's resumes and resources demonstrate relevant expertise and capacity to implement program.	*(10)*
III.A.5	C. Contractor References - At least 3 business references provided able to speak to organization's qualifications.	*(5)*

Reference	POINT SCORING CRITERIA	Maximum Points Available
	II. CORE CAPABILITIES and COMPETENCIES	**60 pts**
III.B.1.a-e	A. Site Assessment of Solar Projects - Organization demonstrates sound approaches and capability to carry out key project assessment requirements *(up to 3 points for each of the 5 areas covered).*	*(15)*
III.B.2.a-c	B. Solar Interconnection Using Virtual Net Metering - Organization demonstrates substantial competency with VNM requirements and interconnection *(2 points for each multifamily project listed up to 5 projects).*	*(10)*
III.B.3.a-c	C. Project Financing Capabilities - Organization has experience leveraging external resources and has the capability to provide TPO financing options and access debt and equity financing for LIWP solar projects *(up to 5 points for each of the 3 areas covered).*	*(15)*
III.B.4.a-c	D. Quality Assurance and Commissioning - Organization demonstrates established protocols and procedures for conducting project quality control reviews for workmanship and installations, conducting testing and verification of system performance, and training to property staff on operations and maintenance practices *(up to 5 points for each of the 3 areas covered).*	*(15)*
III.B.5.a-c	E. Technical Assistance to Housing Providers - Organization demonstrates sufficient experience providing technical assistance and support to housing providers to meet requirements and request of funders, lenders, and investor.	*(5)*

Reference	POINT SCORING CRITERIA	Maximum Points Available
	III. WORK PLAN – CONTRACTOR APPROACH	**70 pts**
III.C.1.	A. Solar Development and Implementation Process - Organization's summary work plan includes a comprehensive set of milestones and tasks that demonstrate a sound and thoughtful approach for developing and implementing solar projects at affordable housing properties.	*(15)*
III.C.2.a-c III.C.2.d-f	B. Solar Financing Options - Organization's summary work plan offers a suitable range of financing options to property owners and a sound approach for aligning financing proposals with the property owner's objectives. - Organization's summary work plan offers opportunities take advantage of economies of scale to lower program installation costs, and utilize incentives structure to obtain standard low-cost options for property owners.	*(10)* *(10)*
III.C.3.a-d	C. Project Financial Feasibility and Outcomes - Organization's summary work plan provides a sound approach for providing reliable and accurate long-term financial forecasts to property owners.	*(15)*
III.C.4.a-b	D. Operations and Maintenance of Solar System - Organization's summary work plan includes an effective approach to monitor the ongoing operations of the installed solar systems and to deliver ongoing maintenance, repairs and scheduled equipment replacement.	*(10)*
III.C.5.a-c	E. Performance Monitoring and Guarantees - Organization's summary work plan includes an effective approach for ensuring that performance defects affecting the performance of installed solar systems are resolved and that the property owners receive the benefits reflected in the solar investment proposal.	*(10)*

Reference	POINT SCORING CRITERIA	Maximum Points Available
	IV. WORKFORCE DEVELOPMENT	**49 pts**
III.D.1-7	- Organization provides a sound strategy and series of proposed actions to achieve LIWP's workforce training and job placement objectives inclusive of a comprehensive solar jobs curriculum, recruitment and placement strategy, and performance tracking plans *(up to 7 points for each of the 7 workforce development components in identified in III.D).*	*(49)*
	V. PROJECT MANAGEMENT	**30 pts**
III.E.1.	- *Project Timeline*: Organization's project timeline ensures a timely delivery of the LIWP.	*(10)*
III.E.2.	- *Financial Management and Accounting Controls*: Organization's financial controls demonstrate ability to properly manage and track program and project expenditures.	*(10)*
III.E.3.	- *Program/Project Management and Reporting*: Organization's management and reporting system demonstrates ability to track program delivery and provide management reports on program accomplishments.	*(10)*

Appendix D Proposal/Proposer Certification

This RFQ response is submitted accordance with all documents and provisions of the Solar Service Provider for Large Multi-Unit Dwelling Weatherization Program. By my signature I accept the terms, conditions and requirements contained in the solicitation in effect at the time this RFQ was issued, as incorporated by reference into this solicitation; as well as any SPECIAL TERMS AND CONDITIONS incorporated in the solicitation documents (e.g. Software, Telecommunications, Banking, etc.). As the undersigned, I certify I am authorized to sign and submit this response for the named Responder. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

RESPONDER (Company Name): _____

NAME OF CONTACT : _____

ADDRESS: _____

CITY, ST, ZIP: _____

PHONE: _____

E-Mail: _____

_____ _____

Signature Date

_____ _____

Printed Name Title

RETURN THIS SIGNATURE PAGE WITH RESPONSE