



## Section 1: Solicitation Process

**NOTICE IS HEREBY GIVEN** that the Yuba Community College District of Yuba County, California will receive up to, but not later than July 7, 2010 at 3:00 PM, **Statements of Qualifications and Proposal (RFQ/P)** for consideration to provide design services and construct a photovoltaic (solar electric) system at four Yuba Community College District ("District") campuses (Marysville, Sutter, Woodland & Williams).

All responses to this RFQ/P must be submitted in writing, signed by an authorized officer or an agent of the respondent, and should include a transmittal letter signed by a party authorized to sign binding agreements for the project described by this RFQ/P. The transmittal letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP. All responses must fully address Submittal Requirements as indicated in this RFQ/P and any and all subsequent document issued by Yuba Community College District as part of this RFQ/P process. Successful respondents will submit no fewer than five (5) hard copies of their submittal responses to the RFQ/P District Contact below and one electronic copy. **Responses must be received no later than 3 PM on July 7, 2010.** Yuba Community College District reserves the right to reject any and all proposals. All materials submitted to Yuba Community College District in response to this RFQ/P shall remain property of Yuba Community College District.

At Yuba Community College District's discretion, a short list (not more than 4) of successful respondents may be invited for in-person post submittal interviews.

A non-mandatory site walk will be held at Yuba Community College District on June 24, 2010. To confirm that you plan to participate in the job walk, please contact the RFP/Q Contact below.

Proposals submitted in response to this RFQ/P must be as specific as possible concerning each of the areas identified herein. Each respondent must provide sufficient information to enable Yuba Community College District to understand the overall proposal, and the materials and services to be provided. Yuba Community College District also reserves the right to request clarification and/or additional information from any respondent.

Yuba Community College District reserves the right to contract with any entity responding to this RFQ/P to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. Yuba Community College District;

- 1) makes no representation that participation in the RFQ/P process will lead to an award of contract or any consideration whatsoever, and
- 2) reserves the right to seek proposals from, or to contract with, any firm not participating in this process.

Yuba Community College District reserves the right to interview any or all respondents to this RFQ/P, or to ask for additional information or clarifications. Yuba Community College District reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which, in Yuba Community College District's sole judgment, sufficiently demonstrates the ability to produce, delivery, design, permit and install a substantial volume of turn-key grid-connected PV projects and to satisfy the major requirements set forth in this RFQ/P. Yuba Community College District reserves the right to change key dates and steps as the need arises.

The District is looking for the best combination of price, cost per unit output, experience, proven performance, technology, qualifications, and overall thoroughness of proposal and responsiveness to the RFQ/P. In making its solar PV vendor selection the District reserves the right to take these factors into account as it sees fit.



## Section 2: District Contact Information

### RFQ/P Contact

Name: Dave Bachman  
Title: Senior Buyer, Measure J Bond Program  
Address: 2088 North Beale Road, Marysville, CA 95901  
Phone: 530-741-6576  
Fax: 530-741-7715  
E-mail address: dbachman@yccd.edu

For general information regarding the Yuba Community College District, please visit: [www.yccd.edu](http://www.yccd.edu)

## Section 3: Schedule (subject to change)

<b>Milestone</b>	<b>Date</b>
Request for Qualifications and Proposal (RFQ/P) issued	June 7, 2010
Bidders' site walk	June 24, 2010
Bidders' written questions due (optional)	June 28, 2010
District responses provided	June 30, 2010
RFQ/P responses due	<b>July 7, 2010</b>
Notification of being short-listed	July 16, 2010
District questions issued to short-listed respondents (optional)	N/A
Interviews of short-listed respondents (optional)	N/A
Vendor selection	TBD
Contract negotiation phase	TBD
Contract awarded	TBD

Yuba Community College District reserves the right to interview any or all respondents to this RFQ/P, or to ask for additional information or clarifications. Yuba Community College District reserves the right, at its sole discretion, to accept a response that does not satisfy all requirements but which, in Yuba Community College District's sole judgment, sufficiently demonstrates the ability to produce, delivery, design, permit and install a substantial volume of turn-key grid-connected PV projects and to satisfy the major requirements set forth in this RFQ/P. Yuba Community College District expects to complete its evaluation process to select qualified contractors, but reserves the right to change key dates and action as the need arises.



## Section 4: Project Description

### Project Site Description(s)

#### **SITE A - MARYSVILLE CAMPUS -Yuba Community College**

Site address: 2088 North Beale Road, Marysville, CA 95901  
Anticipated location of interconnection: As Shown on Aerial Map  
Statement of entity that owns the property: Yuba Community College District  
Aerial photos: Included  
Utility historical usage and tariff schedule: (Provided as reference only)

#### **Ground Systems (Tracking System)**

Description of proposed area and outside boundaries of array  
Site plan  
Electrical drawings: (Provided as reference only)  
Geotechnical report: (Provided as reference only)  
Topographical drawings: (Provided as reference only)

#### **SITE B – FUTURE SUTTER CAMPUS (Constr. Begins Summer 2010)**

Site address: 20-Acre Parcel (APN-10-260-076), Sutter County, CA 95991  
Anticipated location of interconnection: As Shown on Prelim Site Plan (TBD)  
Statement of entity that owns the property: Yuba Community College District  
Aerial photos: Not Included  
Utility historical usage and tariff schedule (N/A - TBD)

#### **Ground Systems (Tracking System)**

Description of proposed area and outside boundaries of array (Southerly 3 Acres)  
Site plan  
Electrical drawings: (Provided as reference only)  
Geotechnical report: (Provided as reference only)  
Topographical drawings: (Provided as reference only)

#### **Carport Systems,**

- Dimensions and orientation of available parking lot(s) (See Site Plan)
- Condition of parking lot(s): Not yet Constructed)
- Electrical drawings: (N/A)



**SITE C - WOODLAND CAMPUS - Woodland Community College**

Site address: 2300 East Gibson Rd., Woodland, CA 95776  
Anticipated location of interconnection: As Shown on Aerial Map  
Statement of entity that owns the property: Yuba Community College District  
Aerial photos: Included  
Utility historical usage and tariff schedule: (Provided as reference only)

**Ground Systems (Tracking System)**

Description of proposed area and outside boundaries of array (Alts. 1 &2)  
Site plan: Aerial  
Electrical drawings: (Provided as reference only)  
Geotechnical report: (Provided as reference only)  
Topographical drawings: (Provided as reference only)

**SITE D – FUTURE WILLIAMS CAMPUS (Constr. Begins Fall 2009)**

Site address: 4.3 Acre Parcel (APN a portion of Valley Ranch Unit 6, Phase 1) 99 Ella St., Williams, Colusa County, CA  
Anticipated location of interconnection: As Shown on Aerial Map  
Statement of entity that owns the property: Yuba Community College District  
Aerial photos: Included  
Utility historical usage and tariff schedule: (N/A - TBD)  
Status of incentive: CREBS Grant allocated in October 2009.

**Carport Systems,**

- Dimensions and orientation of available parking lot(s) (See Site Plan)
- Condition of parking lot(s): Not yet Constructed)
- Electrical drawings: (Provided as reference only)
- Geotechnical report: (Provided as reference only)
- Topographical drawings: (Provided as reference only)

**General Project Assumptions**

Respondents are asked to make the following general project assumptions in developing their proposals:

1. Total Solar Arrays area(s) per available site constraints for the total un-shaded, unobstructed area to meet District generation goals.
2. Campus would be made available for relative un-restricted access during construction normal working hours, evenings, holidays, etc.
3. Existing Electrical Capacity and panel locations to be verified by respondents from the potential location(s) of the photovoltaic array(s).
4. Upon Award the Solar System Provider shall complete work within 18 months of Notice to Proceed.
5. Proposals may be linked as one award or by separate award, best value to be determined by the District.

**Proposed Project(s)**

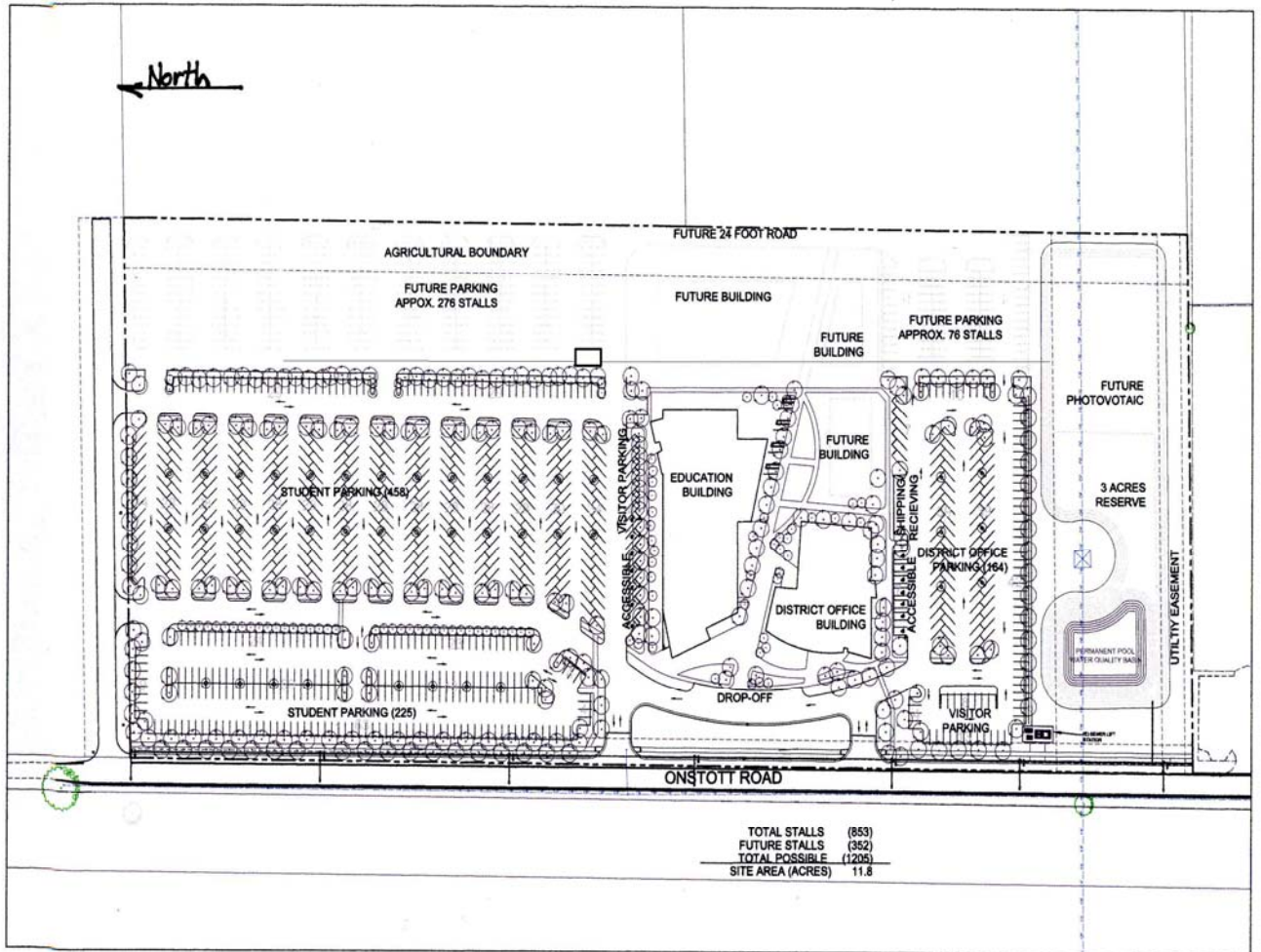
**SITE A - MARYSVILLE CAMPUS - Yuba Community College**

Subject to final engineering design and DSA approval by of the District Board of Trustees, Yuba Community College District is planning to install a 1 MWac solar PV ground tracking system at its Marysville campus (per the aerial picture below)



**SITE B – FUTURE SUTTER CAMPUS**

Subject to final engineering design and DSA approval by the District Board of Trustees, Yuba Community College District is planning to install a 1 MWac solar PV (combination of ground tracking system & canopy mounted system) at its future Sutter campus (per the Prelim Site Plan below) 3301 East Onstott Road, Yuba City, CA



**SITE C – WOODLAND CAMPUS**

Subject to final engineering design and DSA approval and the approval of the District Board of Trustees, Yuba Community College District is planning to install a 1 MWac solar PV ground tracking system at its Woodland College campus (per the aerial picture below) 2300 Gibson Road, Woodland, CA



**SITE D – FUTURE WILLIAMS CAMPUS (Const. Completion 2011)**

Subject to final engineering design and DSA approval and the approval of the District Board of Trustees, Yuba Community College District is planning to install a 300 KWac solar PV ground tracking system at its current (under construction) Colusa County Outreach Site campus (per the architectural rendering below) 99 Ella Street, Williams, CA

## Colusa County Outreach Facility



## Section 5: Respondents' Minimum Requirements

### Codes and Standards

All products, components, construction, and installations must comply with applicable codes, standards, and rating methodologies, including but not necessarily limited to the following:

- All equipment provided, where applicable (e.g. PV modules, inverters and meters) must meet the equipment certification and eligibility requirements of the California Solar Initiative.
- If PV modules using hazardous materials are to be provided by the respondent, then the environmental impact of the hazardous material usage must be discussed, including any special maintenance requirements and proper disposal/recycling of the modules at the end of their useful life. Modules containing hazardous materials must comply with the EPA Landfill Disposal Requirements. Any additional costs and/or District responsibilities related to PV modules containing hazardous materials must be clearly identified.
- UL certification.
- National Electrical Code –2005.
- Title 24 of the California Code of Regulations.
- All outdoor enclosures should be at minimum rated NEMA 3R.
- Occupational Health and Safety Administration (OSHA) directives.
- Pacific Gas and Electric Company's applicable interconnection requirements.
- All system components and design and construction work must comply with the requirements of the Division of State Architect (DSA) and the California Department of Education.
- Rated PV system capacity – must be specified in direct current (DC) kilowatts peak and CEC-AC.
  - The DC rating assumes direct current, standard test conditions. (kWdc). It is also referred to as kilowatts peak, or kWp.
  - CEC-AC (kWcec-ac) is a measure used by the California Solar Initiative Program to estimate PV systems.
- Must comply with wind uplift requirements per the American Society of Civil Engineers Standard for Minimum Design Loads for Buildings and Other Structures (ASCE 7), and must be able to withstand design wind speeds of at least 85 mph (3-second gusts).
- All outdoor enclosures should be at minimum rated NEMA 3R.

### Compliance with Laws

Contractor is required to comply with all relevant federal, state, and local statutes, regulations, ordinances, rules, orders, and other laws in any Contract with District.

### Site Access

Respondents should assume that site access would be during normal working hours, with vendor responsible for meeting District safety and security requirements.

### Warranty and Service Contract Requirements

- All respondents must offer comprehensive onsite training in PV system operations, safety and maintenance consistent with the warranty and service contract provisions.
- The respondents standard warranty coverage should be at least twenty-five (25) years for any PV panels, at least ten (10) years for all inverters, or consistent with current CSI Guidelines for PV System warranty requirements, whichever is greater; and should provide daily system monitoring, annual on-site system

inspection, including system testing and routine preventive maintenance, repair and/or replacement of defective parts (equipment and labor).

- System performance monitoring and historical data access should be provided to District via a secure website.
- Performance monitoring data should include system energy and power production, ambient temperature, wind speed, and insolation.
- All work performed by Contractor must not render void, violate, or otherwise jeopardize any preexisting District facility or building warranties.

### **Section 6: Vendor Qualifications**

1. Please provide the following information regarding your company. If you are filing a co-proposal from more than one copy, please provide the indicated information for each company.
  - a. Financials (**This is the only item that will be kept in confidence and should be marked "Confidential" and be provided in a separate envelope**)
    - i. Total Assets
    - ii. Debt to Equity
    - iii. Working Capital
    - iv. Market capitalization
    - v. Sales to operating expenses
    - vi. If public, provide a link to your investor reports. If private, attach audited financial statements for the past two years.
  - b. Company Profile
    - i. Year founded
    - ii. Status (private/publicly-held)
    - iii. Number of full-time employees
    - iv. # of full-time employee on your company's payroll for each of the following:
      1. Systems Design
      2. Customer Support
      3. Project Management
      4. Research & Development
      5. Manufacturing
      6. Sales & Marketing
      7. Structured Finance
    - v. States and countries in which you do business
    - vi. Target customers (residential, commercial, industrial, government, etc.)
    - vii. Green-E certification status
    - viii. Local Offices – provide the following information for the supplier's office closest to Respondent's facility:
      1. Office Address
      2. # of Employees at this location
  - c. Construction and Professional Engineering Licenses held by your company or its full time employees
    - i. Provide a list of all California State Contracting Licenses, including classification and number
    - ii. Does your company employ full time professional engineers in each of these disciplines?
      1. Electrical (if yes, list name and license number of at least one employee)
      2. Structural (if yes, list name and license number of at least one employee)
      3. Mechanical (if yes, list name and license number of at least one employee)

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- d. Has your firm or any of the executive officers of your firm been a party to a lawsuit involving the performance of any equipment it has installed? If so, please include a summary of the issues and the status of any lawsuit.
  - e. Project Team
    - i. Team leader identification for the entire proposal, including full contact information
    - ii. Identification of each business entity, person or firm involved in the proposal and their role, e.g. design, installation, permitting, equipment supply by component, operations and maintenance
    - iii. Resumes of personnel directly involved with the development of the proposed systems
2. Describe **all** the currently operating non-residential grid-connected PV systems greater than 250 kW(ac) that your company has installed and operates in California within the past three (3) years (**not** in development). For each, please provide the following information:
- a. Total kWp installed / system size (kWp rating)
  - b. Customer
  - c. Location,
  - d. Installation date and “on-line date”,
  - e. Current operating status, and
  - f. Precise role(s) your company performed for the project (e.g. material supplier, lead contractor, electrical subcontractor, design, consulting, etc.)
  - g. Indicate the type of system per the following categories:
    - i. Rooftop
    - ii. Ground-based
      - 1. fixed
      - 2. tracking
    - iii. Carport
      - 1. fixed
      - 2. tracking
  - h. Indicate if the customer/owner was a California public school or community college. If so, describe your experience with the Division of State Architect (DSA) in gaining the necessary DSA approvals.
  - i. Indicate if the installation was for multiple sites.
3. Describe any additional elements of your experience or offered services that you believe the District should take into account when evaluating your proposal.
4. Customer References -- fill in at least five (5) customers in the table below for completed, commissioned systems. Use customers with systems of at least 500 kW if possible.

	Customer Name	Email and Phone	System Size (kWdc)	System Type (carport, rooftop, ground)	System Online Date	Energy Production to Date (kwh)	Expected vs. Actual Energy Production Since Inception
1							
2							
3							
4							
5							

5. Customer Support

- a. # of full-time employees dedicated to customer support
  - i. Overall
  - ii. Located in California
- b. Provide overview of spare parts inventory in California
- c. # of company-owned service vans located in California
- d. Response Rates
  - i. Phone response time (hours)
  - ii. System outage response time (hours)
- e. Describe your corrective action process for customer service issues and the escalation process you propose should issues remain unresolved.
- f. Provide resumes of key full-time personnel dedicated to customer support

6. Quality Assurance

- a. Does your company have a dedicated Quality Department in place?
  - i. If so, respond to the following:
    1. Number of dedicated full-time Quality employees
    2. Does your Quality organization report to the CEO?
    3. Provide an organizational chart for your Quality department
    4. Provide a mission statement for your Quality program if available.
  - ii. Is your company ISO 9000 certified? If so, describe certifications received and/or in development.
- b. What PV module quality certifications do you have?
- c. Describe PV module quality controls in place to ensure PV module quality from 3rd parties.
  - i. How do you measure 3<sup>rd</sup>-party PV module quality?
  - ii. Do you offer on-going reliability checks?
  - iii. Describe any PV module checks completed during construction (Flash testing, IV curves etc.)
- d. Customer Quality Improvements
  - i. Describe programs you have in place to ensure customer satisfaction.
  - ii. Do you conduct periodic customer surveys?
- e. Describe Continual Improvement programs in place at your company (e.g., 6-Sigma, 5S, 8D).

7. Project Team

- a. Team leader identification for the entire proposal, including full contact information.
- b. Identification of each business entity, person or firm involved in the proposal and their role, e.g. design, installation, permitting, equipment supply by component, operations and maintenance.
- c. Resumes of personnel that will be directly involved with the development of the proposed systems.

8. Performance Estimation and Monitoring

- a. Performance Estimation
  - i. Number of your firm's employees who work on solar PV system performance estimation, and their associated FTE for this type of work.
  - ii. Number of individuals your firm contracts with to work on solar PV system performance estimation, and their associated FTE for this type of work.
  - iii. Describe system output estimation methodology and tools used by your firm.
  - iv. Do you own, maintain, and update your own estimation tool? If so, describe the tool:
    - a. Initial development date.
    - b. # of systems tracked.
    - c. Number of years data has been tracked in developing and refining tool.
    - d. Historical accuracy (expected vs. actual over at least 3 yrs if available)

- b. Actual performance data
  - i. If possible, provide at least three continuous years of actual system energy production data, along with the associated pre-project estimated performance data, that demonstrates system performance and availability for each of at least five existing grid-connected PV projects, similar to the proposed project. For each project, provide the name of the customer, the location, and the project online date. Please use the table in Section 6, #4 for this purpose. In all cases, include performance data starting with the online date. If available, please provide independent verification of your reported performance data, such as that collected as part of the CSI Program.
  - ii. Please provide details of any instances of significant underperformance of your firm's systems compared to pre-project estimates, any and all steps taken by your firm to correct such underperformance,
- c. System Monitoring
  - i. Please indicate if and how you can fulfill the following:
    - 1. System performance monitoring and historical data access for customer via secure website. Data should include:
      - a. System energy and power production
      - b. Ambient temperature
      - c. Wind speed
      - d. Insolation
  - ii. Number of your firm's employees who work on solar PV system performance monitoring, and their associated FTE for this type of work
  - iii. Provide resumes of your firm's employees and/or contractors that work on system monitoring.
  - iv. Provide an overview of your proposed system output performance verification methodology. Is it remote? Is it web-based? Describe the end-user interface.
  - v. # of operational systems under management.

## **Section 7: Vendor Proposal**

Please provide information on all of the following aspects of your proposal.

- 1. Technology
  - a. PV Modules
    - i. Do you manufacture your own PV modules?
    - ii. Describe the PV modules you are proposing
    - iii. Provide PV module efficiency (%)
    - iv. Identify any technology patents held by your company for the proposed PV modules
    - v. Provide manufacturing data sheets for the proposed PV modules
    - vi. Indicate if PV modules using Cadmium are included, and if so, discuss the environmental impact of these modules and the lifecycle cost associated with their disposal. In particular, do the modules meet EPA Landfill Disposal Requirements?
  - b. Inverters
    - i. Inverter type and brand(s) and efficiency (in %)
    - ii. Provide manufacturing data sheets for the proposed inverters
    - iii. Provide an explanation for your choice of inverter.
  - c. Mounting Systems
    - i. Do you manufacture your own mounting systems?
    - ii. Mounting system description, brand
    - iii. Total kWp of ground systems installed to date
    - iv. Total kWp of carports installed to date

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- v. Provide manufacturing data sheets for the proposed mounting systems
- vi. List design patents held by your company for the proposed systems
- vii. Define the maximum wind speed that the technology has been tested for, and the testing authority.

### 2. Project Approach

- a. PV Systems: Sizing and Output
  - i. Provide CAD drawing of proposed systems
  - ii. Provide electrical single line drawing
  - iii. System Size in kWp (dc)
  - iv. System Size in kW(ac) based on applicable California Energy Commission conventions
- b. Project Team
  - i. Resumes of personnel that will be directly involved with the development of the proposed systems
  - ii. Identification of each entity, person or firm involved in the proposal and their role, e.g. Design, installation, permitting, equipment supply by component, operations and maintenance
  - iii. Identification of the all subcontractors that you intend to use and a description of responsibilities for each person or firm.
- c. Implementation Schedule: Submit a detailed implementation schedule for the described PV system indicating the expected milestones and timing.
- d. Insurance and Bonding: Please provide the following information on your firm:
  - i. Liability Limits of Insurance (\$ millions)
  - ii. Blanket Additional Insured
  - iii. Per Project Aggregate (\$ millions)
  - iv. Design Error Liability Limits (\$ millions)
  - v. Product Insured for Damage During Installation (\$ millions)
  - vi. % of Employees Covered by Workers' Compensation Insurance
  - vii. Financially Viable Insurance (Rating)
  - viii. Provide evidence (i.e. letter, certificate) from Insurance provider that demonstrates your responses above.
  - ix. What is your level of bonding capacity?
- e. Warranty and service information
  - i. Verify that your warranty coverage would be at least 10 years in length, or consistent with current CSI Guidelines for PV System warranty requirements, whichever is greater; and that it would provide:
    1. Daily system monitoring
    2. Annual on-site system inspection, including:
      - a. System testing
      - b. Routine preventive maintenance
      - c. Repair and/or replacement of defective parts (equipment and labor)
  - ii. Provide your standard ten-year system warranty and service contract provisions
    1. PV Module Warranty Period
    2. Provide PV Module Warranty contract provisions.
- f. Training:
  - i. Verify that you would provide comprehensive onsite training in PV system operations, safety and maintenance consistent with the warranty and service contract provisions.
  - ii. Provide an overview of your firm's onsite training in PV system operations, safety and maintenance consistent with warranty and service contract provisions.

### 3. Marketing Services

- a. Vendor-provided dedication and PR services

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- b. Ongoing customer marketing services
  - c. Provide examples of at least 2 dedication events over the past three years.
  - d. Provide details of ongoing, co-marketing efforts for at least one of your customers.
4. Residential Systems for Respondent Employees
  - a. Does your company have an employee solar program for residential systems?
  - b. If so, please describe the program in detail.
5. Education/Curriculum [assuming this is part of the Project Description]
  - a. Please describe your proposal for a solar PV demonstration facility on the campus of the solar PV system.  
Please describe the training and curriculum components that you would provide in combination with the demonstration facility.
6. Pricing and Performance Information. For each of the sites identified in this RFQ/P, describe the PV system you propose to design and build, providing the following information. If the price for a particular site would vary depending on how many sites your firm is contracted to design and build, provide additional pricing information sufficient to understand how your pricing would vary depending on how many and which systems you were contracted to design and build.
  - a. System Size (kWp)
  - b. Total gross, all-inclusive system price including all design, permitting, installation, commissioning, warranties, guarantees, and initial maintenance service described above. Such cost and services shall include, but not necessarily be limited to:
    - i. All electrical switch gear preparation to accept solar system;
    - ii. All electrical connectors, cabling & components necessary for a complete solar system;
    - iii. Complete electrical engineering services including diagrams;
    - iv. Complete structural engineering services including diagrams;
    - v. Planning and design review services including all meetings with DSA, PG&E, etc.;
    - vi. Utility interconnection agreement processing costs;
    - vii. Rebate application processing & coordination;
    - viii. Incentive program inspections coordination;
    - ix. Local building and electrical inspection coordination;
    - x. Secure storage facility at job site for all PV system equipment and supplies;
    - xi. Lavatory facility at job site, if needed;
    - xii. System operation and safety manuals and customer training;
    - xiii. Final PV system “as-built” schematics;
    - xiv. Final cleanup to “broom clean” conditions.
    - xv. The cost of obtaining all necessary permits, including but not limited to permits required by the State of California; and Contractor shall pay all taxes and regulatory fees.
  - c. System Performance
    - i. Provide one complete year of hourly kWh production estimates with date and time stamp for each hour (this should be provided in excel format);
    - ii. Indicate expected total cumulative kWh output over 25 years;
    - iii. Indicate expected annual performance degradation over 25 years (expressed as % degradation per year);
    - iv. Identify the model(s) used to derive the kWh production estimates and describe and discuss all associated modeling assumptions.
  - d. State any additional assumptions made in the course of developing responses to (a) through (c) above.

7. Performance Guarantees. Please indicate whether your firm is willing to offer a performance guarantee keyed to a defined percentage of the expected output of the solar system(s) (after adjusting for weather), such that if actual production over the life of the system falls below this defined level your firm would compensate the District monetarily for the value of this lost production, where the lost value is related to higher than expected electricity purchases and lost CSI rebates. If so, please provide details about the type or types of performance guarantees your firm is willing to offer along these lines.

### **Section 8: RFQ/P Evaluation Criteria**

The process of RFQ/P firm selections (PVA -Photovoltaic Array) will first be based upon the degree of completeness of the submittal. Submitted qualifications will then be subsequently reviewed with respect to specific project requirements at such time as they are identified by the District. It is the intent of the District to conduct the process of PVA “turn-key” firm selections based upon the priorities for the general project types identified in Section 4.0 above. It is anticipated that an initial schedule of those priorities will be determined by the District within thirty (30) to sixty (60) days from the date of receipt of submittals to this RFQ/P as indicated in Section 3.0 above. That schedule will be developed subject to a priority of specific projects. The listing of general project types in Section 4.0 above is presented, with no order of priority inferred or implied, as of the date of issuance of this RFQ/P. Priority is subject to change or revision at the discretion of the Board of Trustees and the District, without advance notification. Subsequent changes, if any, to the ordering and or content of the list presented in Section 4.0 will be available only on the Measure J Bond Program website at <http://www.yccd.edu/measurej/>. Interested parties are encouraged to continually monitor this website.

The District is looking for the best combination of price, cost per unit output, experience, proven performance, technology, qualifications, and overall thoroughness of proposal and responsiveness to the District’s requests for information about each respondent’s proposal. In making its solar PV vendor selection the District reserves the right to take these factors into account as it sees fit.

Subject to the District’s express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

9.1 Qualifications received will be reviewed for responsiveness; then sorted into groups by general project type. Respondents whose submittals are deemed Non-Responsive will be notified accordingly by mail.

9.2 Concurrently the District determines a priority of initial sites to receive specific Photovoltaic Solar Array projects.

9.3 Based upon project priorities the qualifications of firms in the corresponding project type will then be reviewed for responsiveness to the requirements of this RFQ/P and subsequently evaluated for content.

9.4 Based upon a review of qualifications, a rank ordered “short-list” of qualified firms will be determined for the specific project, **but not necessarily limited to a single project site.**

9.5 If deemed necessary, ranked short-listed firms may be requested to make oral presentations of the PVA firm’s qualifications for the specific project. The Review Committee will then recommend the highest ranked firm for the respective project(s) to the Board of Trustees for approval as the PVA firm for that project(s). Subject to the review and approval process more than one Project may be awarded to a single PVA firm. It is intended that the on-going process of selection of PVA firms will be conducted in a manner for the District to provide subsequent recommendations to the Board of Trustees consistent with the schedule of project requirements of the District and the Measure J Bond Program.

Recommendations by the Review Committee for the selection of PVA firm providers will be based upon the ability of the provider to achieve the District's objectives and demonstrated competence and qualifications to perform the basic services at a fair and reasonable price to the District. The recommendation by the Review Committee is not binding on the District. Formal award of any PVA Agreement will only be affected after the District's Board of Trustees has formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more agreements, or no agreements, as a result of this Request for Qualifications.

**10.0 Evaluation & Acceptance of Statements of Qualification**

The District reserves the right to reject any and all submittals, to amend the RFQ/P and the RFQ/P process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent's qualifications, and relevant experience.

**11.0 Basis Of Award**

As the basis of award the District intends to utilize the determination of "best qualified to provide the required services at a fair and reasonable price to the District." There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFQ/P.