



**Skokie School District 68  
9440 Kenton Ave  
Skokie, IL 60076**

## **REQUEST FOR PROPOSAL**

On-Site Solar PV Power Purchase Agreement

**Date Issued: September 6<sup>th</sup>, 2023**

**Proposals Due: October 19<sup>th</sup>, 2023 at 12PM**

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# 1. Project Overview

## 1.1. Introduction

Skokie School District 68 (hereby referred to as “the District”) is soliciting proposals (“Proposals”) from qualified solar photovoltaic (PV) providers (“Proposers”) for turn-key installation of a rooftop solar PV project at the site addresses below through a Power Purchase Agreement (“PPA”), whereby the winning Proposer installs, owns, and operates the solar PV system and the District purchases the system’s electric output for a predetermined contract period. Proposers shall have demonstrated experience in designing, planning, scheduling, permitting and constructing complete solar PV systems, have knowledge of local utilities, provide project financial analysis and incentive management, and provide system monitoring and maintenance. Proposals will be evaluated based on the relative merits of the Proposer’s response as documented in Section 5, Proposal Evaluation.

## 1.2. District Authorized Representative

The District has retained Nania Energy Advisors (“Representative”) as its representative in regard to solicitations for distributed generation at the determined sites and has authorized Representative to oversee the RFP process, evaluate proposals, and make recommendations to the District. All questions and other correspondence for this RFP shall be submitted via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line “Skokie SD 68 Solar RFP.” All requests from Representative in regard to this solicitation should be regarded as if they are requests from District.

Firms, including all agents or subcontractors, who contact any other District personnel, either verbally or in writing, concerning this RFP, are in violation of the procurement procedures and any submitted proposals from or including such individuals or entities may be disqualified.

## 1.3. Project Details

Site Details			Solar PV Details		
Name	Address	Electric Load	PV Type	Estimated PV Size	
		kWh/year		kW-DC	kWh/year
Highland Elementary School	9700 Crawford Ave, Skokie, IL 60076	440,000	Rooftop	190	220,000
Jane Stenson Elementary School	9201 Lockwood Ave, Skokie, IL 60077	510,000	Rooftop	230	265,000
Devonshire Elementary School	9040 Kostner Ave, Skokie, IL 60076	440,000	Rooftop	220	250,000

- Desired Solar PV System Description:** The District is seeking rooftop PV systems at the above locations. The above listed solar PV details are preliminary in nature and given for informational purposes only, as the District seeks the recommendations of the Proposer for PV system type and size that provides the best value to the District. Further site information is provided in Attachment A and will be accessed via shared folder. **Please email [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line “Skokie SD 68 Solar RFP Attachment A” and you will be provided a link to access the shared folder.**
- Project Financing:** The District is seeking to finance the solar PV systems through a Power Purchase Agreement by the awarded Proposer.

- **System Ownership:** The District requires that the solar PV systems be owned by the awarded Proposer.
- **Incentives:** The awarded Proposer shall apply for and receive incentives and rebate funding.
- **Operation and Maintenance (O&M):** The selected Proposer will provide O&M services for the contract life.
- **Monitoring:** The District requests a monitoring system for system performance and public education through our website and an internet-based energy dashboard.

## 2. Scope of Work

The District is soliciting proposals from qualified solar providers for a turn-key installation of a rooftop solar PV project at the listed site addresses. The goal of this RFP is to identify a solar provider with the necessary experience to ensure a fully-managed and well-executed process. The successful Proposer will have demonstrated experience financing, designing, planning, scheduling, permitting, constructing, interconnecting, commissioning, and maintaining a solar PV system. Proposer is responsible for all permitting and licenses and should include the cost of all permitting in their proposal. Proposers should be familiar with ComEd regulations, provide project financial analysis, and have established on-site safety standards. The District reserves the right to modify the scope of the project at any time prior to contract execution.

See Attachment A indicating available areas for installation. These drawings are meant for informational purposes only and must be field-verified by Proposer. The Proposer shall develop a design for new PV systems that provides best value to the District.

### 2.1. Design Guidelines

Proposer should consider the following guidelines when designing the solar PV system.

#### (1) Rooftop Solar

It is the responsibility of the Proposer to assess the building's structural integrity, roof condition, and shading limitations.

- Mounting systems shall limit roof penetrations or be fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow and wind loading factors.
- Solar system installation must not void the roof warranty.
- Conduit penetrations shall be minimized.
- All roof access points shall be securely locked at the end of each day during construction or O&M activities.
- System layout shall meet local fire department, code and ordinance requirements for roof access.

### 2.2. Code Specifications

The installation and power generation and transmission equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL) or another nationally recognized testing laboratory shall be used as components in the project. Construction must comply with the current adopted Building Code.

### **2.3. Inspection and Commissioning**

To ensure compliance with all electrical codes, an inspection by an independent commissioning agent is mandatory after construction is complete and must be included in Proposer's price proposal. Commissioning tests shall be included in the final inspection and Quality Control Plan. The Proposer's independent commissioning agent shall ensure that:

- All equipment specifications match the proposed equipment specifications.
- The physical layout aligns with the as-built diagrams with variations to proposed system noted.
- The electrical system as laid out and connected aligns with the as built one-line diagrams including fuses, relays and switches with variation to proposed system noted.
- Each array passes the open circuit voltage and current test.
- The manual disconnect switch operates correctly.

### **2.4. System Monitoring**

Monitoring of system performance (separate from utility meter monitoring requirements) and providing public education are two important elements of this RFP. The District requires a proposal that includes a turnkey monitoring system that can be integrated into the District's website for public viewing. Initial configurations for data storage, management, and display will be the responsibility of the Proposer..

Additionally, the regularly collected data should reflect, but not be limited to, the following:

- Average and accumulated output (kWh/day, kWh/year, and cumulative kWh)
- Air quality emissions averted and real-world equivalents conversion (e.g., homes powered, vehicle miles drive, trees planted, etc.)

### **2.5. Operation and Maintenance of System**

The successful respondent will provide O&M of the entire solar electric system over the contract life. Operations and maintenance services include, but are not limited to:

- Online monitoring
- Performance monitoring, notification, and troubleshooting
- Corrective maintenance to mitigate any risk to the system or minimize down time
- Annual system performance reports that compares actual production to predicted production
- Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings

### **2.6. Contract Length and Post-Contract Options**

The District is open to an initial contract length of up to 25 years, and requests the following options be included in the Proposer's PPA contract terms:

#### **Option 1: Post-Contract Renewal**

At the end of the contract term, the District requests the option to renew the contract for a specified number of years.

#### **Option 2: System Removal**

At the end of the contract term, the District requests the owner to remove and decommission the system. The system owner bears the cost of removing the system and restoring the site to its

prior condition subject to normal wear and tear. At the conclusion of the removal, neither party has any further liability or obligation to the other.

Option 3: District Ownership Option]

At the end of the contract term, the District requests the option to purchase the system from the system owner at its fair market value (FMV). The FMV will be determined by an independent/third-party appraisal.

## 2.7. Final Design Package

The winning Proposer and the District will negotiate the contents of the final design package, and for informational purposes the District's requested sections are included below. **These are NOT required in the proposal response.** The "Proposal Requirements" section specifies detailed proposal submission requirements.

- **Solar PV Description:** A summary of the solar PV system types, sizes, annual production, and site location.
- **Schedule:** The equipment procurement and solar PV installation schedule for each site.
- **Design and Engineering Documents:** The design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Drawings shall be stamped by an Engineer registered in the State of Illinois.
- **Site Drawings:** Layout drawing of installation site providing location of all equipment.
- **Equipment Details and Specifications:** A high-level summary listing all solar PV system equipment and their associated specification sheets.
- **Incentives:** The Proposer shall complete and submit in a timely manner all documentation required to qualify each system for available rebates and incentives. All RECs are to be assigned to the Proposer.
- **Electrical Interconnection:** The Proposer shall supply and install all equipment required to interconnect the solar PV system to the utility's distribution system. They shall provide an interconnection agreement with ComEd to ensure all utility requirements will be met. All costs associated with utility interconnection shall be borne by the Proposer.
- **Manuals:** This includes equipment, installation, and O&M manuals for proper system monitoring over the life of the contract.
- **Monitoring:** A description of controls, monitors, and instrumentation to be used for the solar PV system. This includes web-based monitoring for performance verification and public education.
- **Safety Plan:** The Proposer's plan to ensure safety for all personnel. The Proposer shall report accidents, claims, and other on-going safety related issues to the District in a manner consistent with District-wide reporting systems.
- **Quality Control Plan (QCP):** At a minimum, the QCP should conform to "IEC 62446 Grid-Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections."
- **Construction Plan:** This includes the appropriate documentation, plan, and timeline. All submittals, drawings, disruption plans, and contract documents shall be reviewed and approved in writing by the District Project Manager prior to submittal for design review/permits. The site, except for the solar PV system footprint, shall be returned to pre-construction condition as needed.
- **Close Out Report:** The Proposer shall report progress of project contract closeout to the District in a manner consistent with the District's reporting requirements. At a minimum, this

should include the following information: system nameplate size, overall installed system cost, and estimated annual kWh production.

### 3. Procurement Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of the District. An addendum will be issued in the event of any scheduling changes prior to the RFP deadline.

Responsible Party	Project Milestone	Date/Time
District	RFP Issued	September 6 <sup>th</sup> , 2023
District & Proposer	Optional Site Walk	September 18 <sup>th</sup> , 2023 at 12PM
Proposer	RFP Questions Deadline	September 22 <sup>nd</sup> , 2023
District	Answers to RFP Questions Distributed	September 29 <sup>th</sup> , 2023
Proposer	RFP Deadline	October 19 <sup>th</sup> , 2023 at 12PM
Proposer	Presentations from Short-Listed Proposers	Week of November 6 <sup>th</sup> , 2023
District	Award (or Not Award)	November 16 <sup>th</sup> , 2023
District & Proposer	Contract Negotiations and Execution	December 21 <sup>st</sup> , 2023

#### 3.1. Site Walk

The pre-proposal meeting and site walk are scheduled for September 18<sup>th</sup>, 2023 12PM to begin at Highland Elementary School (9700 Crawford Ave, Skokie, IL) and then proceeding to each of the other sites. The pre-proposal meeting is optional but interested proposers are strongly encouraged to attend. Technical questions may be taken, and answers will be provided in writing to all Proposers following the pre-proposal meeting. Oral clarifications offered during the pre-proposal meeting will not be binding on the District. Please submit site walk attendee information via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) by September 15<sup>th</sup>, 2023.

#### 3.2 Questions Pertaining to the RFP

Please submit questions via email to [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) by September 22<sup>nd</sup>, 2023 with the subject line "Skokie SD 68 Solar RFP." Responses to questions will be shared with all Proposers.

Proposers are solely responsible for ensuring that they have received all necessary procurement documentation, including any addenda. District is not responsible for ensuring that any and all procurement documentation is received by any Proposer.

#### 3.3 RFP Submission Guidelines

Proposals are due by October 19<sup>th</sup>, 2023 at 12PM local time. Timely delivery is the responsibility of the Proposer. Any proposals received after the deadline will be rejected.

Please submit proposals via two bound copies and one digital copy on USB drive to:

Ryan Berry  
Assistant Superintendent of Business/CSBO  
Skokie SD 68  
9440 Kenton Ave  
Skokie, IL 60076  
847-568-7632

Proposals must be enclosed in a sealed container; the package must clearly show the phrase **"Request for Proposal – Solar PV"** and the Proposer's name.

Any proposal may be withdrawn at any time prior to the due date with a written request submitted by the authorized Proposer representative. Revised proposals may be submitted up to the original due date/time. Proposals shall remain valid for 90 days after the RFP due date.

### 3.4 Selection Process

Shortlisted vendors may be asked to meet with the District to present their proposal to the District's evaluation team and answer any outstanding questions. Depending on the number and quality of the proposals received, the District reserves the right to either not select or select a vendor. The successful Proposer will negotiate a formal agreement with the District based on the sample terms and conditions submitted as part of the proposal response.

## 4. Proposal Requirements

### 4.1. District Representative Fee

The winning proposer will be responsible for compensation of the District's Representative, Nania Energy Advisors, for the management of this RFP process, which shall be calculated at \$0.07 per watt DC of total solar PV capacity that the District enters into a contractual agreement with the winning proposer as a result of this RFP. One half of the fee is to be paid once the contract is signed with the District, and the remaining half of the fee will be paid once the winning Proposer receives interconnection approval and completes all necessary permits.

### 4.2. Proposal Components

Please include the following sections in your proposal submittal in the following order. Brevity is encouraged.

- **Cover Letter:** Cover letter must be addressed to the District and signed by a legally authorized representative of the Proposer. It must include the Proposer contact's name, address, phone and email.
- **Executive Summary (2-page limit):** Include key provisions of the proposal, including understanding of the District's goals, pricing, Proposer's role on project, brief description of proposed system, relevant experience with school districts or other public agencies, and key timeline dates.
- **Price Proposal:** Provide the following price proposals for a Power Purchase Agreement.
  - Year 1 PPA price (\$/kWh), annual escalation if any (%), and total contract term (years).
    - District requires an annual escalation rate of no more than 1.5% and an initial contract term of no more than 25 years
  - Year 1 energy cost savings.
  - Total cash flow pro forma over the life of the contract using an annual utility rate escalation of 2%; list the annual solar degradation and other assumptions used in the pro forma calculations.
- **Technical Solution:** Describe your technical approach to the design and construction of the solar project including:
  - System Technical Summary
    - System capacity (kW-DC and kW-AC)
    - Estimated annual electricity production (kWh-AC)
    - Panel, inverter, racking specifications



- Conceptual Design Drawings showing the physical layout of the proposed PV and inverters including recommended tilt and azimuth
- PVSYST report indicating production of the proposed system
- Proposed monitoring system including, but not limited to, equipment requirements, data output, and maintenance requirements
- **Proposer Profile:** Years in business, type of organization, description of background working with school districts or other public agencies, Illinois Secretary of State certificate of good standing, sample certificate of insurance showing coverage limits, and the previous 2 fiscal years of audited company financial statements.
- **Project Experience:** Include a minimum of 2 and maximum of 5 projects completed in the last 5 years similar in scope and complexity to the proposed project. Include project name, system size (kW), location, and brief 2-3 sentence project description.
  - **References:** Provide 3 project references, including the contact person's name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total project size (kW).
  - **Litigation:** Indicate whether the Proposer, any team member, or any corporate officers have been party to any lawsuit involving the performance of any equipment it has installed and provide a summary of the issues and lawsuit status.
- **Project Team:** Organization chart and bios of key team members and subcontractors, and their capability to perform work. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.
- **Safety:** Include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
- **Proposed Schedule:** Identify key project milestones for each site and include any necessary review periods for the District.
- **Financing Plan:** Provide a detailed description of how the Proposer will finance the project. Identify all financial partners involved in the project and clearly show financing commitment from proposed equity participants, if not proposed to be the Proposer itself. Describe in this plan all available tax credits, incentives, and subsidies that will be used to finance the project, and how these will be used in the financing of the projects.
- **Sample Contract:** Include draft copy of general terms and conditions that Proposer intends to use as the basis for contract negotiations, if selected by the District
- **Certification of Responder:** Signed certification document with unchanged wording
- **(Optional) Additional Information:** If the Proposer believes that additional information must be included in their proposal that is not covered in the above sections, it can be included in this section.

## 5. Proposal Evaluation

The District will evaluate proposals according to the evaluation criteria below. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection will be based on the total number of points awarded by the evaluation committee and result in a proposal for negotiation of a contract.

- |  |           |
|--|-----------|
| ● Proposal Cost Effectiveness                | 30 points |
| ● Technical Approach/ Implementation         | 30 points |
| ● Proposer Qualifications/Project Experience | 20 points |
| ● Proposer's Project Team members experience | 20 points |

The District may, but is not required to, elect to conduct interviews with selected Proposers to ask questions or for more detail on the proposed project. The District reserves the right to seek supplemental information from any Proposer at any time after official proposal deadline and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful Proposer will be required to negotiate project contracts within 30 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the District reserves the right to accept the next best proposal.

Proposer shall bear all costs incurred in the preparation and presentation of Proposals, including any costs incurred for additional materials and presentations that may be supplied as part of the evaluation of Proposals. Issuance of this RFP does not commit the District to pay any cost that may be incurred by Proposer during the RFP process.

Proposer is responsible for reading and understanding all sections of this RFP and, by submitting a proposal, affirms that Proposer shall be bound by the terms and conditions contained in this RFP, that the information provided by Proposer is current and accurate, and that all documents submitted are a matter of public record and are subject to the Illinois Freedom of Information Act 5 ILCS 140-1-11.

## **6. RFP Attachments**

Attachment A: Site Information, Photos, Electric Billing History, Energy Usage Information

Please email [solarRFP@naniaenergy.com](mailto:solarRFP@naniaenergy.com) with the subject line "Skokie SD 68 Solar RFP Attachment A" and you will be provided a link to access the shared folder for Attachment A. These drawings are meant for informational purposes only and must be field-verified by Proposer.

# Certifications of Proposer to the Request for Proposal

**The interested Party hereby certifies:**

- A. That the Proposal is genuine and truthful.
- B. That all materials, methods, and workmanship shall conform to the drawing, specification, manufacturer's standards and specification.
- C. That they will comply with all Illinois Department of Labor Prevailing Wage provisions. All contracts for work herein are subject to the provisions of Chapter 48, Sections 39s-1 through 39s-12 Illinois Revised Statutes providing for the payment of prevailing rate of wage to all laborers, workers and mechanics engaged on the work.
- D. That they are in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.
- E. That they have not solicited or induced any person, firm or corporation from putting in a Proposal or putting in a false or sham Proposal.
- F. They agree the winning proposer will be responsible for compensation of the District's Representative, Nania Energy Advisors, for the management of this RFP process, which shall be calculated at \$0.07 per watt DC of total solar PV capacity that the District enters into a contractual agreement with the winning proposer as a result of this RFP. One half of the fee is to be paid once the contract is signed with the District, and the remaining half of the fee will be paid once the winning Proposer receives interconnection approval and completes all necessary permits.
- G. They agree to start work and to substantially complete the project within timelines specified in the agreed-on schedule.
- H. They understand that the right is reserved by the Customer to reject any and all Proposals.

**Proposer certifies that they have read, understand, and agree to the entire Certification by signing below:**

Proposer Company Name: \_\_\_\_\_

Name of Authorized signer for Proposer Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_