

## REQUEST FOR PROPOSALS FOR CONTRACTOR PARTNER

### I. PURPOSE

The Connecticut Green Bank (“Green Bank”) seeks proposals from qualified contractors (“Contractor”) to participate in a Solar PV Documentary Video Project.

### II. GREEN BANK BACKGROUND

Green Bank was established by Connecticut’s General Assembly on July 1, 2011 through Public Act 11-80 as a quasi-public agency that supersedes the former Connecticut Clean Energy Fund (CCEF). Green Bank’s mission is to help ensure Connecticut’s energy security and community prosperity by realizing its environmental and economic opportunities through clean energy finance and investments. As the nation’s first state “Green Bank”, Green Bank leverages public and private funds to drive investment and scale-up clean energy deployment in Connecticut. For more information about Green Bank, please visit [www.ctgreenbank.com](http://www.ctgreenbank.com).

### III. PROGRAM BACKGROUND

As a two-time grant recipient under the federal Department of Energy’s SunShot Initiative, the Connecticut Green Bank’s Rooftop Solar Challenge project aims to address solar PV soft costs to make solar cost-competitive with other energy technologies and affordable to Connecticut consumers. Through this project the Green Bank partners with contractors, municipalities, utilities, and other organizations to address soft cost challenges related to solar permitting, interconnection and customer acquisition.

In an effort to reduce soft costs associated with solar PV installations and encourage agencies to streamline solar PV approval processes, the Connecticut Green Bank is creating a short video that documents the typical process for a residential solar PV installation. The goal of this video is to showcase the numerous steps involved in a residential solar PV project, including the multiple approval and inspection requirements, to illustrate how each step of the process contributes to overall installation timelines. The video will document all steps in the solar installation process from initial sale to system interconnection and quantify the typical time associated with each step of the process. This will be achieved through documenting a single installation within the project timeline or by filming and combining various stages of multiple installations. This video will be made publicly available on the Connecticut Green Bank’s website(s) and used as a promotional tool. The selected Contractor will be featured in the video and acknowledged for their contribution.

The purpose of this RFP is to select a Contractor to partner with the Connecticut Green Bank on the “Solar PV Documentary Video” project. The Contractor partner will perform solar PV installation(s) and all related sales, design, permitting, interconnection and administrative work to be filmed as content for the video. Eligible Contractors and System Owners are not contractors of the Green Bank. They will operate as independent entities responsible for all aspects of PV system installation and commissioning.

#### **IV. SCOPE OF SERVICES**

The Contractor Partner's primary responsibilities are as follows:

- Designate a point person to coordinate with the Green Bank on all aspects of the "Solar PV Documentary Video" project.
- Secure homeowner(s) willing to participate in the video project and allow the installation of their solar PV system to be filmed.
- Provide company staff willing to be featured in and interviewed for the video.
- Collaborate with the Green Bank to coordinate filming schedules, interviews, and project documentation.
- Provide pertinent information on the specific solar project(s) used in the video and company operating procedures.
- Provide suggestions and feedback for the video.
- Obtain all necessary waivers from company staff and homeowner(s) to participate in the filming of the project.
- Within the specific context of the selected solar PV project(s) for the video:
  - Identify and secure customer(s)
  - Design and install systems(s)
  - Obtain and provide necessary documents, approvals, and permits for the system(s) installation and filming
  - Coordinate all required solar PV system inspections

The selected contractor partner will bear no financial responsibility for the production of the video and will not be compensated for their participation in the project, except in the form of acknowledgment as a project partner and recognition in the video.

#### **V. REQUIREMENTS**

##### **1. PREFERRED QUALIFICATIONS**

- Applicant must be a Residential Solar Investment Project (RSIP) eligible contractor.
- Applicant must be in good standing in the RSIP program.
- Applicant must have completed at least 25 residential roof-mounted solar PV system installations in Connecticut.
- Applicant must have or will have by September 10, 2015:
  - Proposed residential roof-mounted solar PV project(s) that has not yet applied for Green Bank incentive approval, interconnection approval or municipal permits, and a residential roof-mounted solar PV project that will be installed by November 15<sup>th</sup>, 2015 (note: this may be the same project or multiple projects). The proposed project(s) may already have a signed contract.
- Applicant must designate a project point person to work with the Connecticut Green Bank staff and film crew to coordinate filming and project documentation
- Applicant must commit to working with the Green Bank and project staff to coordinate project steps in an effort to consolidate filming schedules

## 2. PROPOSAL PROCESS

Each bidder shall carefully examine the RFP and any and all amendments, exhibits, revisions, and other data and materials provided with respect to this RFP process. Bidders should familiarize themselves with all proposal requirements prior to submitting their proposal. Should the bidder note any discrepancies, require clarifications or wish to request interpretations of any kind, the bidder shall submit a written request to Isabelle Hazlewood, by email [Isabelle.Hazlewood@ctgreenbank.com](mailto:Isabelle.Hazlewood@ctgreenbank.com). Green Bank shall respond to such written requests in kind and may, if it so determines, disseminate such written responses to other prospective bidders.

If Contractor is interested in submitting a proposal, the following requirements should be observed:

- a. Proposals must be received no later than August 26<sup>th</sup> 2015 at 5:00pm. Proposals received after the aforementioned date and time may not be considered in Green Bank's sole discretion.
- b. Proposals shall be submitted electronically to Isabelle Hazlewood at the following email address: [Isabelle.Hazlewood@ctgreenbank.com](mailto:Isabelle.Hazlewood@ctgreenbank.com). The subject line should be identified as: "Proposal for Solar PV Documentary Video Project".
- c. Contractors may be required to interview with Green Bank staff if deemed necessary.

## 3. PROPOSAL FORMAT

The following format should be followed in order to provide Green Bank with a working basis on which to compare one proposal with another. Each of the elements within this outline is expected to be addressed in any submitted proposal. However, additions may be made where necessary for purposes of clarification or amplification. Applications should be submitted in a Word or PDF document. Please limit proposals to no more than **3 pages**.

### a. EXECUTIVE SUMMARY

1. General background of Contractor, including history of the company and number of residential projects completed in Connecticut, as well as identification of the contact person assigned to this project including name, contact information, title and role at the company.
2. Average project completion time for a residential roof-mounted solar PV system from contract signing to interconnection.
3. A plan for how contractor will fulfil requirements of the project and collaborate with the Green Bank.
4. A brief outline of the company's typical operating procedure for residential solar PV projects, including:
  - a. System sale
  - b. System design
  - c. Municipal and interconnection approval acquisition
  - d. System equipment ordering and procurement
  - e. Installation scheduling and average time to complete installation

f. Coordinating municipal and utility inspections

This outline should include how work is divided amongst employees and the company's management strategy for coordinating residential solar PV projects.

5. Description of any litigation, pending judgments, etc., which could affect the proposer's ability to enter into an agreement with Green Bank. A description of the circumstances involved in any defaults by the proposer. If you have been subjected to any outside audits in the past three years, state by whom the audit was performed, for whom, the facility involved, and the results of the audit.

Include in the proposal any other information you may deem relevant or helpful in Green Bank's evaluation of Contractor or proposal.

b. TECHNICAL REQUIREMENTS

All proposals which comply with submittal requirements will:

1. Set forth Contractor's areas of expertise from the description above.
2. Describe your overall approach, plans, and qualifications for accomplishing the requirements of this project and securing installations that will individually or collectively allow the project team to document all aspects of the residential solar PV installation process.
3. Provide the name and contact information for the employee in your company who would be assigned to this project and give a description of their experience and qualifications

**4. APPLICATION EVALUATION:**

Applicants will be evaluated on:

- Ability to secure project(s) capable of meeting the filming and documentation requirements of this project
- Average project completion time
- Commitment to the project and resources dedicated to the project's success
- Project management and general organization capabilities as demonstrated in the applicant's proposed plan

**VI. GENERAL TERMS AND CONDITIONS**

If Contractor elects to respond to this RFP, submission of your proposal assumes the acceptance of the following understandings:

1. Green Bank reserves the right to reject any or all of the proposals received in response to the RFP, to waive irregularities or to cancel or modify the RFP in any way, and at any Green Bank chooses, in its sole discretion, if Green Bank determines that it is in the interest of Green Bank.
2. Green Bank further reserves the right to make awards under this RFP without discussion of the proposals received. Proposals should be submitted on the most favorable terms

from a technical, qualifications, and price standpoint. Green Bank reserves the right not to accept the lowest priced proposal.

3. Proposals must be signed by an authorized officer of the Contractor. Proposals must also provide name, title, address and telephone number for individuals with authority to negotiate and contractually bind Contractor, and for those who may be contacted for the purpose of clarifying or supporting the information provided in the proposal.
4. Green Bank will not be responsible for any expenses incurred by any proposer in conjunction with the preparation or presentation of any proposal with respect to this RFP.
5. Green Bank's selection of a Contractor through this RFP is not an offer and Green Bank reserves the right to continue negotiations with the selected Contractor until the parties reach a mutual agreement.

**GREEN BANK IS SUBJECT TO THE REQUIREMENTS OUTLINED IN SECTIONS 16-245N OF THE CONNECTICUT GENERAL STATUTES. GREEN BANK SHALL HAVE NO LIABILITY OR OBLIGATION OF ANY SORT HEREUNDER, INCLUDING, WITHOUT LIMITATION, IF FOR ANY REASON OR NO REASON A BINDING AGREEMENT IS NOT ENTERED INTO WITH ANY PROPOSER. IN MAKING ITS SELECTION OF A SUCCESSFUL BIDDER, GREEN BANK MAY CONSIDER ANY AND ALL FACTORS AND CONSIDERATIONS WHICH GREEN BANK, IN ITS SOLE DISCRETION, DEEMS RELEVANT, THE RELATIVE IMPORTANCE OF WHICH SHALL BE IN THE SOLE DISCRETION OF GREEN BANK.**