REQUEST FOR PROPOSALS

RFP 19-2018

LAND LEASE OF TOWN-OWNED LOCATIONS FOR SOLAR PHOTOVOLTAIC PROJECTS

Proposal Submission Deadline
2 PM, December 19, 2018
TOWN OF BEDFORD, NEW HAMPSHIRE

REQUEST FOR PROPOSALS
LAND LEASE OF TOWN-OWNED LOCATIONS
FOR SOLAR PHOTOVOLTAIC PROJECTS

The Town of Bedford, New Hampshire, hereinafter referred to as the Town, is seeking Proposals from qualified solar energy developers (“Respondents”) to lease the Primary, Secondary and Additional locations identified below, hereinafter referred to as “Locations”, pursuant to a Lease Agreement a draft of which is included in this RFP 19-2018, and install, own, operate and maintain thereon a solar photovoltaic energy system(s) (“Solar Energy Systems” or “Systems”).

• **Primary Location** Closed landfill located at Chubbuck Road.
• **Secondary Location** Lot 23-3-1, Station Road.
• **Additional Locations** Town-owned locations\(^1\) identified by Respondent.

Tours of the locations may be arranged upon request at a time and date of the Town’s choosing.

Copies of the Request for Proposals may be obtained online at [www.bedfordnh.org](http://www.bedfordnh.org) or from the Bedford Department of Public Works office between the hours of 8:00 am and 4:30 pm EST. All questions or requests for clarification regarding RFP 19-2018 must be received in writing, via email, to Jeffrey Foote, Director, Public Works Department, jfoote@bedfordnh.org. Detailed submission guidelines can be found below in this document. The Town is not responsible for late submissions due to delays related to mail or delivery services.

Hard copies of the Proposal(s), along with a USB flash drive containing copies of the Proposal(s) and Appendix A forms must be submitted in a sealed package clearly marked “RFP 19-2018 - Land Lease of Town-Owned Locations for Solar Photovoltaic Projects” with the name and address of the Respondent on the outside of the package and sent to:

Jeffrey Foote, Director
Town of Bedford
Public Works Department
55 Constitution Drive
Bedford, NH  03110

**PROPOSAL SUBMISSION DEADLINE:**
2 P M ,  December 19, 2018

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\(^1\) Use of Additional Locations may include the construction of vehicle port structures at Town-owned parking facilities, such as the Chubbuck Road Department of Public Works Highway Garage, Bedford Public Library, and Little League Complex.
INTRODUCTION

The Town seeks to lease Town-owned Locations for the purpose of siting Solar Energy Systems in order to provide a revenue stream to the Town in the form of lease payments and to otherwise benefit the Town and the environment. This Request for Proposals is being issued to allow the Town to evaluate options and determine the projects and financial arrangements that best meet the Town’s interest. The Town is interested in receiving Proposals for the leasing of the Primary and Secondary locations, and will consider Proposals for Additional locations as identified by the Respondent.

The Town seeks Proposals from qualified solar energy developers of solar energy generation facilities to finance, install, own, operate and maintain the solar photovoltaic systems at the Locations as identified in this RFP 19-2018. The Town, as owner of the following Locations, will grant a Lease to the selected Respondent(s) to allow the Respondent(s) to site and operate Solar Energy Systems subject to the conditions set forth herein:

- **Primary Location**  Closed landfill located at Chubbuck Road.
- **Secondary Location**  Lot 23-3-1, Station Road.
- **Additional Locations**  Town-owned locations\(^2\) identified by Respondent.

Respondents may propose an option to expand the generating capacity of the System in the event that the 1 MW statutory net metering cap is increased on the condition that Respondent shall have one hundred eighty (180) days from the effective date of such statutory cap increase to begin making additional lease payments for increased system capacity, failing which, the Town may lease the unused portion of the Locations to other parties.

The selected Respondent(s) will, at its sole cost, design, install, own, operate, maintain, service, repair, and ultimately decommission the Solar Energy System(s), and will be solely responsible for performing, and for paying all of the costs associated with, permitting, designing, owning, insuring, commissioning, interconnection, metering, operating, maintaining, monitoring and reporting the system, decommissioning, and for providing security for the system at all times. Respondents shall not interfere with existing Town uses of the Locations. Respondents will be responsible for payment of all taxes, arising from the lease of Town land and the Solar Energy System(s).

The Town will evaluate the Proposals in accordance with the criteria stated in this RFP 19-2018 to determine the best value to the Town.

To facilitate the development of the Solar Energy Systems, the Town will make best efforts to support the selected Respondent(s) as follows:

\(^2\) Use of Additional Locations may include the construction of vehicle port structures at Town-owned parking facilities, such as the Chubbuck Road Department of Public Works Highway Garage, Bedford Public Library, and Little League Complex.
a) Provide reasonable access to the locations to obtain data (whether required or reasonably requested by the Respondent);

b) Grant the selected Respondent sufficient access and occupancy rights to allow the selected Respondent to undertake the Solar Energy Systems at the locations with the constraints noted in this RFP 19-2018;

c) Provide access for the installation, maintenance, ongoing operation and eventual decommissioning of the System.

SUBMISSION OF PROPOSALS: Bids must be submitted in the form required herein; and all information and certifications called for must be furnished. All bids must be delivered to the Public Works Department, located at 55 Constitution Drive, 2nd Floor, Bedford, NH, 03110, by the specified due date and time for responses. Bids arriving after the specified time will not be accepted. Mailed bids, which are delivered after the specified hour, will not be accepted regardless of post marked time on the envelope. All formal bids shall be submitted in a sealed envelope carrying the following information: Respondent’s name, address, subject matter of Proposal and designated date and time of bid opening. Bids transmitted by facsimile or other electronic means will not be accepted. Sealed bids will be opened in public at the time and place shown herein. Bid results will not be available until after award of contract, contingent upon approval by the Town.

ERRORS IN BID: Respondents are cautioned to verify their bids before submission. Negligence on the part of the Respondent in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.

RESERVED RIGHTS: The Town reserves the right at any time to waive any immaterial defect in any bid. The Town may seek clarification from any Respondent at any time; and failure to respond promptly is cause for rejection. In addition to the other rights reserved herein, the Town reserves the right to cancel this RFP 19-2018 as to one or more, or all, of the locations, in its discretion and to the fullest extent permitted by law.

INCURRED COSTS: The Town will not be liable for any costs incurred by Respondents in replying to this Request for Proposals.

AWARD: It is the intent of the Town to award a lease to the Respondent(s) who provides the best overall value to the Town. The award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) product capabilities, including the ability to meet future, unforeseen needs, (c) price; (d) qualifications of the Respondent, including past performance, general reputation, experience, service capabilities, and facilities; and (e) capability of the vendor to deliver the services contemplated.
The Town will evaluate all Proposals and reserves the right to select one or more Proposals that provide the best economic solution for each location. Proposals for each of the locations will be evaluated against other Proposals received for the same locations. In addition to other rights reserved herein, the Town reserves the right to cancel this RFP 19-2018 as to one or more, or all, of the locations, in its discretion and to the fullest extent permitted by law.

**INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS:** Respondent shall promptly notify the Town of any ambiguity, inconsistency or error that they may discover upon examination of the bidding documents. Interpretations, corrections and changes if any will be communicated to each known vendor who has accepted a copy of the RFP 19-2018. Each Respondent shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.
The Town seeks to lease Town-owned locations for the purpose of siting Solar Energy Systems in order to provide a revenue stream to the Town in the form of lease payments and to otherwise benefit the Town and the environment. This Request for Proposals is being issued to allow the Town to evaluate options and determine the projects and financial arrangements that best meet the Town’s interest. The Town is interested in receiving Proposals for the leasing of the Primary and Secondary Locations, and will consider Proposals for Additional Locations as identified by the Respondent.

The Town seeks Proposals from entities in the business of developing solar energy generation facilities to finance, install, own, operate and maintain the solar photovoltaic systems on the Locations as identified in this RFP 19-2018. As owner of the Locations, the Town will grant a Lease to the selected Respondent(s) to allow the Respondent(s) to site and operate Solar Energy Systems subject to the conditions set forth herein.

The Town is interested in leasing all or a portion of the Locations for solar photovoltaic systems with a generating capacity up to one (1) MW for an initial period not to exceed twenty (20) years with optional extension periods. Respondents may propose an option to expand the generating capacity of the System in the event that the 1 MW statutory net metering cap is increased on the condition that Respondent shall have one hundred eighty (180) days from the effective date of such statutory cap increase to begin making additional lease payments for increased system capacity, failing which, the Town may lease the unused portion of the Locations to other parties.

The selected Respondent will own the System and will be responsible for the design, engineering, permitting, installation, testing, operation, maintenance, repair and decommissioning of the System, including, without limitation, procurement of the solar photovoltaic equipment and related services. The Town will not be an off-taker of the electricity generated (or net metering) at the Locations.

The selected Respondent(s) will, at its sole cost, design, install, own, operate, maintain, service, repair, and ultimately decommission the Solar Energy Systems and will be solely responsible for performing, and for paying all of the costs associated with, permitting, designing, owning, insuring, commissioning, interconnection, metering, operating, maintaining, monitoring and reporting the system, decommissioning, and for providing security for the system at all times. Respondents shall not interfere with existing Town uses of the Locations.

The selected Respondent(s) will be required to document prior to execution of any Lease the suitability of Systems at the Locations, including but not limited to environmental/code compliance and permitting for all Systems.
The selected Respondent(s) will be responsible for payment of all fees and taxes arising from the lease of Town land and the Solar Energy System(s). *Optional: The Town will consider a structured tax agreement such as a payment in lieu of taxes as a compliance option of the real and property tax obligation. Any such structured tax agreement shall conform to the requirements set forth by the New Hampshire Department of Revenue Administration. The Town will evaluate the Proposals in accordance with the criteria stated in this RFP to determine the best value to the Town.*

The Town will evaluate all proposals in accordance with the criteria stated in this RFP 19-2018 to determine the best value to the Town. The Town reserves the right to select one or more Proposals that provide the best economic solution for each location. Proposals for each of the locations will be evaluated against other Proposals received for the same locations. In addition to other rights reserved herein, the Town reserves the right to cancel this RFP 19-2018 as to one or more, or all, of the locations, in its discretion and to the fullest extent permitted by law.

**Location Tours** - Tours of locations may be arranged upon request at a time and date of the Town’s choosing.

**Inquiries** - All questions pertaining to this RFP 19-2018 should be referred to Jeffrey Foote, Director, Town of Bedford, Department of Public Works, 55 Constitution Drive, 2nd Floor, Bedford, NH 03110, (603) 472-3070, jfoote@bedfordnh.org no later than December 5, 2018 at 2 PM.

**PROPOSALS MUST BE RECEIVED BY DECEMBER 19, 2018, NO LATER THAN 2 PM AND SHALL BE ADDRESSED TO:**

Town of Bedford  
Jeffrey Foote, Director  
Department of Public Works  
55 Constitution Drive  
Bedford, NH 03110
SUBMISSION INSTRUCTIONS

All materials must be contained in a single envelope or package cleared labeled RFP 19-2018 Land Lease for Solar Photovoltaic Projects at Town-Owned Locations. Within each envelope or package, the Respondent shall enclose a cover letter with the signature, name, and title of the person authorized to submit the Proposal on behalf of the Respondent.

The Respondent’s Proposal shall include in separate sealed envelopes a “Technical Proposal” and a “Price Proposal.”

- The Technical Proposal must include 4 double-sided hard copies and an electronic copy on a CD-ROM or flash drive in Adobe (PDF) format and shall be placed in a sealed envelope within the outer package marked with the Respondent’s company name, and plainly marked in the lower left hand corner: “RFP 19-2018 Land Lease for Solar Photovoltaic Project - Technical Proposal.”

- The Price Proposal must include two (2) double-sided hard copies and an electronic copy on a CD-ROM or flash drive in Adobe (PDF) format, and shall be placed in a separate sealed envelope within the outer package marked with the Respondent’s company name, and plainly marked in the lower left hand corner: “RFP 19-2018 Land Lease for Solar Photovoltaic Project - Technical Proposal.”

All qualifications should be written in ink or typed. If there are any corrections, the person signing the statement of qualifications must initial the correction.

It is the Respondent’s responsibility to see that its Proposal is delivered within the time and at the place prescribed. The Town will open no Proposals until the time set for opening. Proposals may be withdrawn upon written request (on the letterhead of the Respondent and signed by the person signing the Proposal); and bid withdrawals must be received prior to the Public Opening. Proposals may be modified in the same manner. No Proposal or modification thereof received after the Public Opening will be considered. Telephone or email responses, modifications, or withdrawals will not be accepted.

A Respondent filing a Proposal thereby certifies that 1) no officer, agent, or employee of the Town of Bedford has a pecuniary interest in the Proposal or has participated in contract negotiations on the part of the Town; 2) the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other prospective Respondent for the same RFP, and 3) the prospective Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

The right is reserved, as the interest of the Town may require, to reject any or all Proposals, to waive any technical defect or informality in Proposals received, and to accept or reject any
Proposal or portion thereof.

One copy of this RFP 19-2018 will be furnished electronically to Respondents upon request. It is the Respondent’s responsibility to check prior to the Public Opening for any updates issued as a result of questions or changes needed in this RFP 19-2018.

All questions pertaining to this RFP 19-2018 must be made in writing, via email, to Jeffrey Foote, Director, Town of Bedford, Department of Public Works, jfoote@bedfordnh.org by December 5, 2018. The RFP 19-2018 and supporting documents will be made available through the Department of Public Works Office, 55 Constitution Drive, 2nd Floor, Bedford, NH, 03110, (603) 472-3070. Interested parties may request an electronic copy of the RFP 19-2018 document by request to jfoote@bedfordnh.org.

It is the Respondent’s responsibility to check prior to the Public Opening for any updates issued as a result of questions or changes needed in this RFP 19-2018. A hard copy of the RFP 19-2018 and supporting documents will be available for review during normal business hours at the Department of Public Works address above or from the Town Manager’s Office at 24 North Amherst Road, Bedford, NH 03110.

Proposals must be submitted in the format prescribed in the RFP 19-2018 and must include the completed forms in Appendix A of this RFP 19-2018. No change shall be made in the phraseology of the forms in Appendix A or in the item or items mentioned herein. Proposals must contain the name and proper address of the Respondent, be signed by an authorized member of the Respondent with his/her signature and official title, and include certification of site visitation or other satisfactory familiarization with the Location(s). Except as otherwise provided in this RFP 19-2018, responses that are incomplete contain any omissions, erasures, alterations, additions or irregularities of any kind may be rejected.

Before submitting a Proposal, each Respondent will be responsible for obtaining such additional studies and data concerning conditions (surface, subsurface and underground facilities) at the Locations or otherwise which may affect the Respondent’s ability to promptly negotiate a lease if selected, or which the Respondent otherwise reasonably deems necessary to develop a Proposal to undertake a project in accordance with the terms and conditions of this RFP 19-2018.

Submission of a Proposal shall be conclusive evidence that the Respondent has examined the locations, and is familiar with all the conditions of this procurement. Upon finding any omissions or discrepancy in the Proposal documents, the Respondent shall notify the Issuer immediately so that any necessary addenda may be issued. Failure of the Respondent to completely investigate the locations and/or to be thoroughly familiar with the contract documents (including plans, specifications, and all addenda) shall in no way relieve the Respondent from any obligation with respect to the Proposal.

Packages containing responses must be sealed and addressed as specified in this RFP 19-2018.
Any deviation from the requirements of this RFP 19-2018 must be noted in writing and attached as a part of the Proposal. The Respondent shall indicate the item or part with the deviation and indicate how the response deviates from the requirements.

Any Respondent taking exception to, or questioning any of the provisions, procedures, conditions, or specifications herein stated, should clearly articulate such exceptions in the Proposal in a separate section entitled “Exceptions.”

All substantive inquiries from prospective Respondents concerning this RFP 19-2018 must be submitted in writing, electronically by the date provided on the schedule. All responses to substantive questions shall be in writing and will be simultaneously distributed to all recipients of record for the RFP 19-2018.

The Town may in its discretion waive any and all informalities or allow the Respondent to correct them.
REQUIRED CONTENTS

TRANSMITTAL LETTER

Each Respondent’s Proposal must include a transmittal letter signed by an individual authorized to make a formal Proposal on behalf of the Respondent, and signed by an individual authorized to bind the Respondent contractually, certifying that the Respondent will, if selected to negotiate a lease with the Town, be prepared to promptly and actively participate in such negotiations. The letter shall clearly indicate that the Respondent has carefully read all the provisions in the RFP 19-2018 and should include a brief overview of the Respondent’s Proposal. Transmittal letters must also acknowledge receipt and understanding of any Addenda associated with the Project.

TECHNICAL PROPOSALS

The Technical Proposal must demonstrate that Respondent meets the minimum qualifications and requirements of this RFP 19-2018 by including the following information and documentation evidencing that the Respondent is responsible, possesses the skill, ability and integrity necessary to faithfully perform the work required, and has demonstrated competent workmanship and financial capability.

Respondent Information.

Company Profile:
- Year founded and number of continuous years in business.
- Corporate office location.
- Local office location.
- Members of Respondent’s Project Team.
- Team leader identification for the entire Proposal, including full contact information, office location and key qualifications and professional credentials.
- Identification of each business entity, person or firm involved in the Proposal and their role (design, installation, civil/environmental, permitting, equipment supply, operations and maintenance, etc.), and prior experience collaborating on projects.
- Qualifications of personnel directly involved with the development of the proposed Solar Energy Systems (e.g., NABCEP certified Installer, Professional Engineer, Master Electrician, etc.).

Licensing:
- Provide a list of all relevant contracting licenses held, including classification and number.

Insurance:
- Respondent must demonstrate its ability to comply with the Town’s insurance requirements.

Safety History:
- OSHA recordable incidents and injury claims for the past 3 years.
Capital Finance Capability:
- Respondent must demonstrate that the firm or its affiliates, subsidiaries or partners has the ability to secure financing for the total installed cost, operation, and decommissioning of the Solar Energy System(s) proposed in response to this RFP.

Relevant Solar Project Experience.

- The number, capacity (in kW DC) and location of PV projects completed by Respondent in the Northeast within the past 3 years.
- List experience in installing solar PV systems on capped landfills within State of New Hampshire, Respondent’s experience working with State and Respondent’s experience interconnecting into public utility distribution systems, including with Eversource.
- The total number and capacity of operational solar PV installations completed by Respondent to date, for each of the following: capped landfill systems, roof-mounted systems, ground-mounted systems, carport/shade structure mounted systems, other.

References.

- For the projects listed above, please provide the following reference information:
  1. Project name and location;
  2. Project host and/or owner’s name with contact person’s name, email, address, phone number;
  3. Date completed;
  4. Whether the project was a remote net metering asset or for the benefit of the local host community; and
  5. Any other installation-specific information that may be relevant.

Please note that the Town may contact all or some of the references listed to aide in the Town’s assessment of Respondent’s Proposal.

Proposed Solar Energy System(s).

System Components:
- Include an overview of the proposed photovoltaic system, including brief descriptions of the main components (at a minimum modules, inverters, mounting and data acquisition systems).

Design:
- Include preliminary drawings for each of the locations for the proposed solution that include at a minimum: System size (in kW DC and kW AC), location of
modules, location of inverters, any other site-specific information that will aid in overall evaluation.

Interconnection:
- Describe Respondent’s approach to interconnecting the system into the public utility distribution system.

Certification of Timely Completion:
- Respondent, if ultimately awarded a contract, certifies that all required work will be completed by the dates agreed to.

Appendix Forms:

Certificate of examination of specifications and evaluation criteria must be signed and submitted on the form attached to this RFP 19-2018 as Attachment A-1.

Certificate of financial interest disclosure and of non-collusion must be signed and submitted on the form attached to this RFP 19-2018 as Attachment A-2.

Certificate of compliance with all applicable Federal and State tax laws regarding the reporting, withholding, and/or remitting of all State and Federal payments due relative employees and contractors, and attestation regarding filing of tax returns must be signed and submitted on the form attached to this RFP 19-2018 as Attachment A-3.

Certificate of Authority\(^3\) must be signed and submitted on the form attached to this RFP 19-2018 as Attachment A-4.

**PRICE PROPOSALS**

The *Price Proposal* must include Respondent’s proposed Schedule of lease payments and any other payments to the Town.

The Respondent shall be responsible for all project costs including, but not limited to: the furnishing of all materials, services, labor, performance and payment bonds, insurance, and other costs incurred in the preparation of this response and the performance of the contract, signed by an individual authorized to bind the Respondents contractually.

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\(^3\) Must only be submitted if the Respondent’s transmittal letter and Certifications are not signed by the President or Manager (if Respondent is an LLC) of the Respondent.
EVALUATION OF PROPOSALS

RECEIPT AND OPENING OF PROPOSALS

Sealed Proposals will be accepted by the Town until the date, time and location indicated in this RFP 19-2018 and will then be publicly opened at the date, time and location indicated in this RFP 19-2018 in the presence of at least two witnesses. The Town will prepare a listing of responses available for public inspection.

Proposals received prior to the Public Opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified.

After the Public Opening, a Respondent may not modify its Proposal except in a manner that is not prejudicial to the interest of the Town or to fair competition. Negligence on the part of the Respondent in preparing the Proposal confers no rights for the modification of the Proposal after it has been opened.

GENERAL REQUIREMENTS AND EVALUATION CRITERIA

Proposals that are complete and meet the content and form requirements of this RFP 19-2018 will be evaluated against the Technical Proposal and Price Proposal criteria categories listed below and graded on a scale of unacceptable to highly advantageous. The information provided in the technical and price Proposals combined with the information provided from references will form the basis of the Town’s evaluation. Please note that Technical criteria will be weighted with Price Proposals to determine the overall score.

EVALUATION OF TECHNICAL PROPOSALS

The Town will utilize an evaluation system, rank the qualified Respondents and identify a short-list of the most qualified Respondents. It is the responsibility of each Respondent to provide information, evidence or exhibits that clearly demonstrate the Respondent’s ability to satisfactorily respond to project requirements and the factors listed on the qualifications forms.

The evaluation process may include verification of references, confirmation of financial information and examination of other information as the Town deems appropriate. The Town expects to conduct initial interviews and any such additional interviews or inquiries, as it may deem necessary to evaluate Proposals. The Town may require public presentations by Respondents. The Town reserves the right to request or obtain additional information about any and all responses. Any additional information or documentation provided subsequent to the submittal of the Proposal shall be supplemental information and considered during the evaluation of the Proposals.
Responses will be ranked using the following criteria:

i. Unacceptable: Criteria not addressed.
ii. Not Advantageous: Criteria addressed minimally.
iii. Acceptable: Criteria addressed adequately.
iv. Advantageous: Criteria addressed well.
v. Highly Advantageous: Criteria addressed in a superior fashion.

**Respondent Qualifications and Experience.**

1. **Experience** - Specialized experience is required in a series of work areas. Proposals will be evaluated on how well the Respondent demonstrates full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance.

2. **Capacity to Perform Work** - The Proposal will be evaluated on how well the Respondent demonstrates by reference projects, the Respondent’s capacity and capability to perform the work proposed and on a project schedule consistent with this RFP 19-2018, and in a manner responsive to the Town’s interests.

3. **Personnel Qualifications and Availability** - Proposals will be evaluated on the level of expertise provided in response to this RFP 19-2018.

4. **Energy and Environmental Policy and Regulation Experience** - Respondents will be evaluated on how well they demonstrate comprehensive knowledge and experience of relevant energy and environmental laws and regulations, and experience with implementation of programs related to such laws and regulations to facilitate the appropriate and efficient planning, structuring, financing and implementation of proposed projects.

5. **Performance Record of Respondent and its affiliates, subsidiaries or partners** - Proposals must provide information on comparable solar projects and experience as requested in this RFP 19-2018, and required reference information. Respondents will be evaluated on their record of experience and demonstrated understanding of environmental conditions and requirements at capped landfills.

**Location Understanding.**

1. **Relevant Specific Knowledge/Experience** - Landfill closure, permitting and redevelopment experience. Given that the Primary Location is municipal landfill site, the Respondent or its affiliates, subsidiaries or partners must clearly demonstrate experience in permitting and redevelopment with respect to environmentally complex sites, including landfills.

2. **Local Knowledge/Experience** - The Respondent or its affiliates, subsidiaries or partners must demonstrate knowledge of local regulations, sighting, permitting, connectivity, and other issues as evidenced by prior work experience in New Hampshire and/or the New England region.

3. **Overall System Plan and Optimization of Site** - The Proposal demonstrates where the system will be located, describes how site constraints will be addressed, and describes
how power production is maximized to optimize system performance with efficient land use at each Location.

**EVALUATION OF PRICE PROPOSALS**

The Respondent’s Price Proposal must include all of the information required in the price Proposal form as articulated in this RFP 19-2018.

Each Price Proposal will be evaluated to determine the best overall economic benefit to the Town based on the following criteria:

i. Unacceptable: Criteria not addressed.
ii. Not Advantageous: Criteria addressed minimally.
iii. Acceptable: Criteria addressed adequately.
iv. Advantageous: Criteria addressed well.
v. Highly Advantageous: Criteria addressed in a superior fashion.

**Best Price Criteria.** The “best” response price will be determined by the highest total lease payments to the Town over the 20 year period of the Agreement and any extension terms, any other monetary or in kind compensation to the Town, and the financial ability of the Respondent to meet its obligations.

**Financial Strength.** The Town will evaluate the Respondent’s financing plan and financial ability to execute the project in order to determine the capability of the Respondent to obtain the financing necessary to complete the Project in a timely manner. Respondents shall provide evidence that the firm or its affiliates, subsidiaries or partners have the ability to secure financing for the total installed cost of the Solar Energy System(s) proposed in response to this RFP 19-2018.

**AWARD AND CONTRACT EXECUTION**

After a composite rating has been assigned for each Technical Proposal on the basis of the evaluation defined in this RFP 19-2018, the Town shall then review the Price Proposals and determine the most advantageous Proposal, taking into consideration the Technical Proposal ratings and the price.

Based upon the results of the evaluation of the Proposals and interview process (if applicable), a ranking recommendation will be developed and submitted for approval by the respective stakeholders within the Town of Bedford.

All Respondents will be notified in writing of the decision of the Town. The top-ranked Respondent for each Location will be contacted for negotiation of a Lease. If the Town and the top-ranked Respondent for each Location are unable within sixty (60) days of the Town’s notification (or such longer period of time as the Town may deem appropriate) to agree upon
Lease terms, the Town shall have the right to negotiate and enter a Lease with the next highest ranked Respondent. The Town reserves the right to waive any and all informalities and to award the Proposal on the basis of the above procedures to the Respondent it deems most qualified or to discard all bids.

INQUIRIES

All questions pertaining to this RFP 19-2018 should be referred to Jeffrey Foote, Director Town of Bedford, Department of Public Works, 55 Constitution Drive, 2nd Floor, Bedford, N.H. 03110, (603) 472-3070, jfoote@bedfordnh.org no later than December 5, 2108 at 2 PM.

SCHEDULE OF EVENTS

The following timeline shall be observed:

<table>
<thead>
<tr>
<th>Eventockets</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of Request for Proposals</td>
<td>November 19, 2018</td>
</tr>
<tr>
<td>Questions about Proposals Due</td>
<td>December 5, 2018</td>
</tr>
<tr>
<td>Response to Questions Distributed</td>
<td>December 12, 2018</td>
</tr>
<tr>
<td>Response to Request for Proposals Due</td>
<td>December 19, 2018 at 2 PM</td>
</tr>
<tr>
<td>Opening of the Bids (55 Constitution Drive, 2nd Floor, Bedford, NH 03110)</td>
<td>December 19, 2018 at 2 PM</td>
</tr>
<tr>
<td>Respondents Notified Regarding Participation in Phase 2</td>
<td>Approximately January 9, 2019</td>
</tr>
<tr>
<td>Presentations to the Town in Bedford, NH</td>
<td>To be determined</td>
</tr>
<tr>
<td>Selected Vendor Notified</td>
<td>Approximately February 19, 2019</td>
</tr>
</tbody>
</table>

APPENDICIES

Appendix A – Proposal Forms
Attachment A-1 - Certificate of Examination
Attachment A-2 - Certificate of Non-Collusion
Attachment A-3 – Certificate of Filing of Tax Returns
Attachment A-4 - Certificate of Authority

Appendix B - Primary and Secondary Location Maps
Attachment A-1

CERTIFICATE OF EXAMINATION FORM

The undersigned has read the Request for Proposals (RFP 19-2018) and has carefully examined all specifications/evaluation criteria therein. The undersigned certifies that he/she has visited or is otherwise familiar with the Locations and that there are no known obstacles to prevent the prompt negotiation and execution of an agreement with the Town. The undersigned acknowledges that the Town may reject all Proposals, or waive portions of the RFP 19-2018 for all Proposals, if it deems it in the best interests of the public.

Signature: 

Date: 

Name: 

Title: 

Respondent Information

Name of Respondent: 

Address: 

Name of Primary Contact: 

Title of Primary Contact: 

Primary Contact Phone Number: 

Primary Contact Fax Number: 

Primary Contact Email Address: 

-19-
CERTIFICATE OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this Proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, LLC, union, committee, club or other organization, entity, or group of individuals.

Signature: ______________________________________________________

Date: ____________________________________________________________

Name: ___________________________________________________________

Title: ____________________________________________________________
Attachment A-3

CERTIFICATE OF FILING TAX RETURNS

The undersigned certifies, under penalties of perjury that the Respondent below has complied with all Federal and State tax laws regarding the reporting, withholding, and/or remitting of all State and Federal payments due relative to Respondent’s employees and contractors.

Signature: ____________________________________________________________

Date: __________________________________________________________________

Name: ________________________________________________________________

Title: _________________________________________________________________

Respondent Name: _____________________________________________________

Respondent Taxpayer ID Number: _________________________________________
CERTIFICATE OF AUTHORITY

I hereby certify that I am the Clerk/Secretary of ________________________________ (insert full name of Respondent business entity), and that ____________________________ (insert the name of officer who submitted this Proposal) is the duly elected ________________ (insert the title of the officer in line 2) of said business entity, and that on ____________________________ (the date must be ON OR BEFORE the date of submission of Respondent’s Proposal) at a duly authorized meeting of the Board of Directors/Members of said business entity, of which all the Directors/Members received waived notice, it was duly voted that ________________ (insert name from line 2) the ______________________________ (Insert title from line 3) of this Respondent business entity be and hereby is authorized to execute contracts, leases, and bonds in the name and on behalf of said business entity, and affix its seal thereto, and such execution of any contract of obligation in the Respondent business entity’s name and on its behalf, with or without its seal, shall be valid and binding upon the Respondent business entity; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: ________________________________AFFIX
(Signature of Clerk or Secretary) SEAL HERE

Name: ________________________________
(Print or type name of Clerk or Secretary)

Date: ________________________________
APPENDIX B

CHUBBUCK ROAD LANDFILL/TRANSFER STATION
STATION ROAD LOT 23-3-1