



CITY OF MARYVILLE, TENNESSEE

REQUEST FOR QUALIFICATIONS

FOR

Solar Energy Projects

ISSUED BY:

City of Maryville - Purchasing Department

414 W. Broadway Ave.

Maryville, TN 37801

September 2020

TABLE OF CONTENTS

I.	INTRODUCTION.....	2
II.	PURPOSE & OBJECTIVES	2
III.	SCOPE OF WORK	2
IV.	INSTRUCTIONS TO SUBMITTING VENDORS	3
V.	SELECTION PROCESS	3
VI.	PROPOSAL REQUIREMENTS	4
	APPENDIX A – MED SERVICE AREA	5
	APPENDIX B - VENDOR CERTIFICATION	6

I. INTRODUCTION

The City of Maryville Electric Dept, (MED) owns and maintains approximately 403 miles of electrical distribution lines and 7 delivery points serving over 20,000 homes and businesses. MED currently purchases all its power requirements from the Tennessee Valley Authority (TVA) under an all requirements power contract. Recently MED and TVA have signed a Flexibility Amendment that allows MED to acquire approximately 5% of its energy needs from another source.

II. PURPOSE & OBJECTIVES

MED is issuing a Request for Qualifications (RFQ) for power purchases from parties who can develop utility scale solar projects.

Submission of a Statement of Qualification (SOQ) will be considered evidence that the vendor has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

This RFQ does not constitute a commitment, implied or otherwise, that MED will take action in this matter. MED will not be responsible for any cost's vendors incur in furnishing MED responsive information.

III. SCOPE OF WORK

This announcement constitutes an RFQ notice, soliciting SOQs in supplying delivered energy, capacity, and environmental attributes to MED. The scope of work includes the following:

MED is interested in procuring up to 4.5 MW of new stand-alone solar energy resources including all the associated environmental attributes (Renewable Energy Credits/Certificates, etc.).

- All sites/resources must be located in the MED service territory. Sites should be identified and evaluated by vendor as part of their project. Some small potential sites have been identified by MED and can be shared with each vendor as part of their RFQ.
- Any transaction resulting from the RFQ will be in the form of a Power Purchase Agreement (PPA).
- Vendor will own, operate, maintain facility in accordance with TVA guidelines and policies consistent with the terms of the Power Supply Flexibility Agreement between TVA and MED.
- Sites identified must be evaluated in regard to system impact.

IV. INSTRUCTIONS TO SUBMITTING VENDORS

- A. Vendors interested in submitting SOQs must contact MED's representative listed in item C below by email. The email subject should read "Solar Energy Resources" and will indicate interest and provide a contact name and email address for future correspondence.
- B. Questions regarding this RFQ or related to its technical aspects must be in writing and emailed to MEDSolarProject@maryville-tn.gov.
Final questions from Vendors must be received by noon on **October 2, 2020**, to ensure responses can be considered prior to the date and time that proposals are due. MED will provide responses to questions in writing via email to all Vendors that expressed interest no later than October 9, 2020. The contact information provided by each Vendor will serve as the email send list. The responses will also be posted on the bid opportunities webpage.
- C. One electronic copy of the SOQ response shall be submitted in portable document format (PDF) shall be submitted to: comsealedbid@maryville-tn.gov.
- D. SOQs : The subject line of the email shall read as "Sealed Proposal of (entity), Solar Energy Resources".
- E. SOQs shall clearly indicate the legal name, address and telephone number of the party. SOQ must be received on **October 20, 2020 no later than 2:00 EDT**. Any SOQ received after this time and date will not be considered.

The Vendor has the sole responsibility to have their submittal received by MED by the above stated date and time and at the above address.
- F. Vendors must submit comprehensive information that demonstrates and provides evidence that the Vendor has the full spectrum of capabilities, experience, professional staff and expertise, and equipment/supplies to perform the professional services described in this RFQ.
- G. The SOQ should be concise and address items (A) through (F) described in Section VI. Proposal Requirements.
- H. Vendors must sign the Proposal Certification found in Appendix B and submit it along with the proposal.

V. SELECTION PROCESS

Proposal Review - Using the vendor supplied responses to the Proposal Requirements items (A) through (F) found in section VI below, MED will review each Vendor's proposal responses.

Evaluation – MED will rank the Vendors and select the most qualified Vendor according to the evaluation criteria herein. MED will prioritize the top 3 vendors and conduct interviews before making a final selection. Additionally, we will be contacting the references provided.

MED will negotiate with the selected Vendor to develop and finalize a PPA.

	CATEGORY	POINTS
1.	Experience and Qualifications of Solar Provider	30
2.	Systems in operation or under development	20
3.	Financial Ratings	20
4.	Experience within the TVA network	20
5.	Location of Vendor	10
	TOTAL POINTS	100

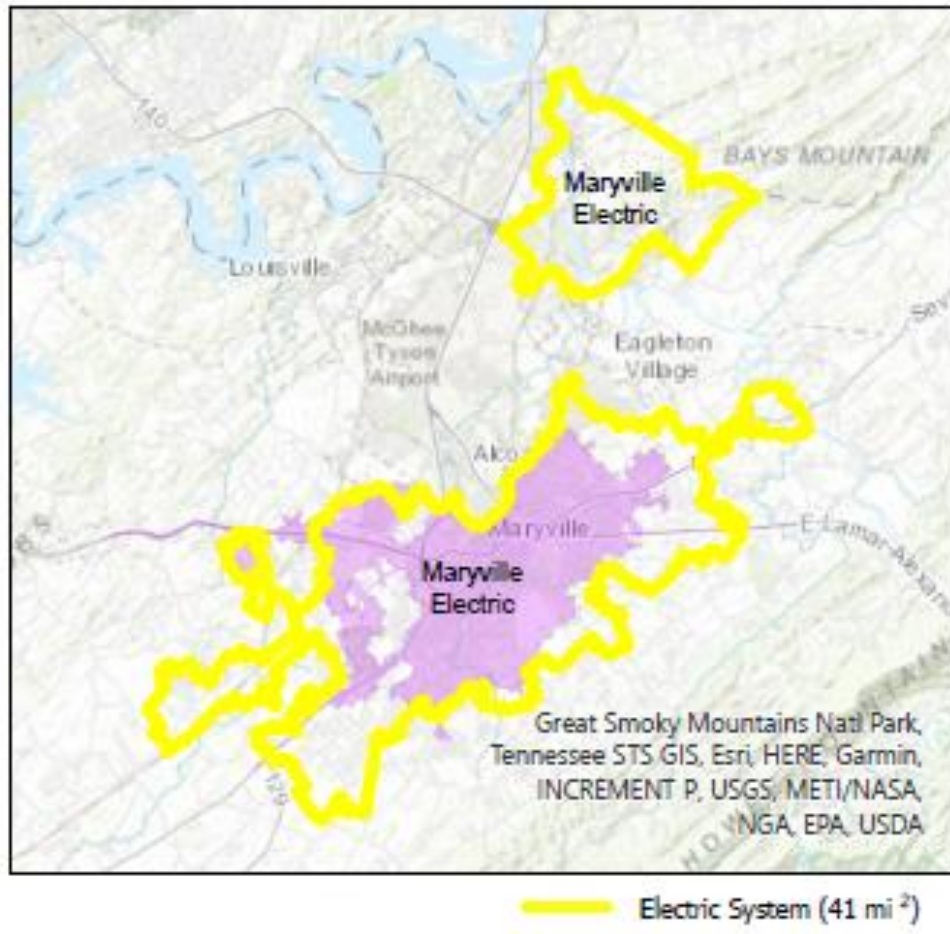
VI. PROPOSAL REQUIREMENTS

The information provided by submitting Vendors must include the following, which will constitute evaluation criteria by which the City reviews and selects the most qualified Vendor. Each Vendor shall strictly adhere to the page limits defined below, irrespective of printing style (front only or front and back).

- A. **Description of Vendor [up to 2 pages]** – The description of the Vendor shall include information about the Vendor’s origins, local office, size, equipment, and a general summary of the Vendor’s experience in solar energy generation. Additional information about the Vendor as related to the scope of this proposal is welcome.
- B. **Project Understanding [up to 2 pages]** – The Vendor shall include a brief narrative summarizing the Vendor’s proposed scope of work covering, at a minimum, tasks identified in Section III, Scope of Work.
- C. **Vendor Qualifications and Experience [up to 4 pages]** – Demonstrate Vendor’s experience as it pertains to MED’s request for a solar resource including any installations within the TVA network.
- D. **Project Team and Resumes [up to 2 pages, excluding resumes]** – Provide a description of the project team and identify key persons that will support the project. Provide the résumés of personnel critical to providing the services described in this RFQ.
- E. **References** – List and describe in detail examples of projects similar in scope to this RFQ. Include project name, location, time period, brief description of scope of work, number and type of facilities, and current contact with telephone number and current email address.
- F. **Financial Viability** - Submit the most recent audited financial statement which will provide some indication of Vendor’s financial viability

APPENDIX A – MED SERVICE AREA

City of Maryville Electric Service Area



APPENDIX B - VENDOR CERTIFICATION

I have carefully examined the Request for Qualifications and any other documents accompanying or made a part of this RFQ.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the Vendor as its act and deed and that the Vendor is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, Vendor or corporation submitting a proposal for the same product or service: no officer, employee or agent of the City of Maryville or any other Vendor's is interested in said proposal, and that the undersigned executed this Vendor's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

By submission of a signed proposal, the proposer certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder.

NAME OF BUSINESS

BY:

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER