

# REQUEST FOR PROPOSAL (RFP) FOR THE ENGINEERING DESIGN AND PREPARATION OF PLANS AND SPECIFICATIONS FOR A SOLAR POWER SYSTEM

January 11, 2008

The San Bernardino International Airport Authority (SBIAA) is issuing a Request for Proposal (RFP) from qualified solar energy and consulting firms wishing to be considered to prepare the engineering design, plans, and specifications for a solar power system.. Provided herewith is the scope of work describing the specific elements to be addressed in the proposal.

Responses to this RFP (Proposals) are due at the SBIAA's administrative office no later than 2:00 p.m. local time on Friday, February 15, 2008. A non-mandatory, pre-submittal meeting will be held at 10:00 a.m. on February 1, 2008, in the main conference room of the Business Suites at 264 S. Leland Norton Way, San Bernardino, CA.

All Proposals will be time-stamped upon receipt, and any Proposals received after the time specified above will be returned unopened. Please submit five (5) copies of the Proposal addressed to the attention of Ms. Kelly Berry, Clerk of the Board. In bold lettering, mark the envelope with the following words: "RFP FOR SOLAR POWER SYSTEM." Proposals shall be brief and concise, containing no more than twenty (20) single-sided pages of material. Please note that the Transmittal Letter, Table of Contents, completed Company Information Sheets, completed Subcontractor Information Sheets, and Resumes will not be considered part of the twenty (20) pages.

In order to control the dissemination of information regarding this RFP, organizations interested in submitting Proposals shall not make personal contact with any member of the SBIAA Commission or other SBIAA staff members other than Alex Estrada. All questions should be directed via e-mail to the individual listed below:

Mr. Alex Estrada  
Director of Redevelopment and Transportation  
San Bernardino International Airport Authority  
294 S. Leland Norton Way, Suite #1  
San Bernardino, CA 92408-0131  
(909) 382-4100  
Fax: (909) 382-4106  
Email: [astrada@sbdairport.com](mailto:astrada@sbdairport.com)

Proposals shall be signed by an authorized individual or officer of the firm submitting the Proposal. Proposals may be withdrawn by the submitting firm at any time prior to the closing date and time for receipt of Proposals. A cost proposal is also being requested at this time. The cost proposal shall detail all anticipated hourly work efforts, work products, and work schedules.

The SBIAA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the SBIAA. Additionally, the SBIAA reserves the right to waive any informality in the RFP. Submitters shall be responsible for any and all expenses incurred in preparing said Proposals.

A committee designated by the SBIAA will evaluate the Proposals. Members of respective planning staffs or affected jurisdictions will be encouraged to participate in the selection committee. Such committee may short-list responding firms after the initial evaluation and/or request additional information through interviews, presentations or correspondence. The three (3) to five (5) most qualified consulting firms may be invited to an interview. The selected consulting firm will enter into negotiations with the SBIAA to determine project/contract cost. The selected firm will enter into an agreement with the SBIAA using a standard SBIAA consultant form contract.

### **GENERAL INFORMATION**

All Proposals shall include the information listed below. It is requested that all Proposals be organized in the following format:

- 1) **Transmittal Letter:** A transmittal letter indicating the consultant's interest in the project and, if applicable, sub-consultants/subcontractors that will be assigned elements of the project.
- 2) **Title Sheet:** A title sheet containing: (i) the project name; (ii) the name and address of the firm(s) that will conduct the work; and (iii) the name, title, mailing address, e-mail address, telephone and facsimile numbers of the firm/team representatives authorized to contractually bind the consultant. Include a completed Company Information Sheet in providing a list of all company principals and a completed Subcontractor Information Sheet for each sub-consultants/subcontractors, providing a list of all sub-consultants/subcontractors and principals. Company Information Sheet and Subcontractor Information sheets are provided herewith.
- 3) **Table of Contents**
- 4) **Statement of Project Understanding and Approach:** A statement of project understanding and approach shall be provided communicating the consultant's understanding of the characteristics of the project and a general description of how the project will be organized, not to exceed one (1) page in length.
- 5) **Background, qualifications and experience of the firm(s) as a whole with solar power systems or similar type projects.** If available, include GSA Form 254 updated to current status, limited to the last five years.
- 6) **Capabilities and relevant experience of those key personnel to be assigned to the project:** Abbreviated resumes of staff members and/or other consultants or associates that will provide services required on this project. The resumes should include specific areas of responsibility, duration with the firm, and other related information that will be used to evaluate their qualifications.

7) **Availability and commitment of qualified staff to handle the project:** Provide an organization chart depicting the project staff personnel and their responsibilities, including sub-consultants, if any. Include/provide a list of representative large commercial or industrial solar power projects greater than 100 MW that the firm is currently involved in or have performed within the past ten (5) years. Please include the start date, completion date or anticipated completion date, system capacity (KW), equipment manufacturer, system cost in dollars (total amount and dollars per watt) and incentive amount (in dollars).

8) **Client references:** Include principal's contact names, titles, addresses and phone numbers (e-mail address) of at least five former clients for whom the consulting firm has designed and installed large solar power systems, limited to the last five (5) years. Include purchased and leased projects, as appropriate. Describe all joint venture partners and consultants used and the names and current telephone numbers of the project manager and key personnel. Provide the names and telephone numbers of the personnel that were responsible for administering said solar power projects for the solar system clients.

The consulting firm may not have a record of unsatisfactory performance. Consultants who are or have been seriously deficient in current or recent performance shall be presumed to be unable to meet this requirement.

9) **Other supporting data:** Describe consulting firm's ability to maintain adequate files, records and meet statistical reporting requirements. Describe consulting firm's administrative and physical capacity to provide and manage the proposed services and to assure an adequate audit trail. Provide, as a sample to be returned upon completion of the selection process, a copy of the consulting firm's most recently completed airport master plan.

10) **Project Schedule:** Must include the number of anticipated meetings and total number of months to complete the project as well as milestone points at which deliverables (working papers/phase reports, final documents, etc.) will be completed.

The SBIAA anticipates the selection of a preferred consultant and contract negotiations to be completed by March 21, 2008. The SBIAA anticipates sending out the Notice to Proceed (NTP) shortly thereafter and will make no reimbursement for any costs prior to a formal written NTP.

# **San Bernardino International Airport Authority**

## **SCOPE OF WORK**

January 11, 2008

The San Bernardino International Airport Authority (SBIAA) requests Proposals from qualified solar energy firms and consultants to prepare the engineering design, plans and specifications for a solar power system for the San Bernardino International Airport (SBD) in San Bernardino County. The SBIAA is the owner and operator of SBD ([www.sbdairport.com](http://www.sbdairport.com)) which operates as a FAA regulated commercial airport under the purview of member jurisdictions consisting of the County of San Bernardino, the City of San Bernardino, the City of Colton, the City of Loma Linda, and the City of Highland. The proposed project shall have two primary functions: First is the evaluation of the feasibility and cost-effectiveness of a major solar power system application at SBD. Second is the determination of the related environmental benefits that can contribute to a significant offset of air emissions from future airport development.

### **I. BACKGROUND**

The Inland Valley Development Agency (IVDA) and the San Bernardino International Airport Authority (SBIAA) previously adopted a Re-Use Plan for the former Norton Air Force Base, which now comprises a substantial portion of the San Bernardino International Airport (SBD). See attached aerial photo (Exhibit A). SBD has been in the process of being converted to civilian use since the U.S. Air Force closed the former base in 1994. The airport is operated by the San Bernardino International Airport Authority, which is governed by a five-person commission. The airport has a very large 4-bay aircraft hangar, which could serve as a site for a large rooftop solar system installation. If this type of solar power system is found to be feasible, it could make a significant contribution to the power needs at SBD. Electric power, which is now purchased from Southern California Edison at commercial rates, is a major operating cost for the airport.

This project has three primary objectives. First, the primary intent of this project is to complete a feasibility study for the application of a large solar power system at SBD. This report will include all necessary information on the feasibility and cost-effectiveness of the power system to secure approval of the SBIAA Commission for preparation of the engineering design, plans, and specifications for the project. Second, the selected solar energy or consultant firm will also evaluate the environmental benefits of a project and determine if any direct emissions offsets or credits against future airport development can be acquired from the project. Third, following a SBIAA Commission approval of the feasibility study findings and recommendations, the contractor will proceed with preparation of engineering design, plans, and specifications suitable for a public offering to construct a large solar power system for the airport.

The contract for the engineering design, plans, and specifications of a solar power system for SBD will be an agreement between SBIAA and the selected consultant or solar energy firm.

## II. SCOPE OF WORK/SERVICES

This Section II shall set forth the scope of work for the project. The selected consultant firm or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The consultant will receive general direction from the SBIAA Project Manager. Tasks may include, but are not limited to, the following:

1. **Compile Base Data on the Current Electrical Systems at SBD**  
Contractor will develop a data base on the electric power consumption and costs for the airport and related facilities for the past 3 years. This will include all facilities, whether operated by SBIAA or a lessee.
2. **Evaluate Current Facilities and Electrical System**  
Contractor will investigate the existing electrical system, including all buildings and airfield facilities. This investigation will include evaluation of Building 763 (4-bay hangar) roof and other buildings as the site or sites for rooftop solar power system installation(s).
3. **Evaluate Future Airport Development Plans**  
Contractor will work with SBIAA staff to review future airport facilities and incorporate the estimated electrical demand into the airport solar project assessment. Also, the contractor and SBIAA will review the solar power system concept with Southern California Edison to determine their requirements.
4. **Determine Environmental Benefits**  
Contractor will evaluate specific environmental benefits from the application of a solar power system at SBD. The evaluation should provide specific information on the reduction of emissions of criteria pollutants, including greenhouse gases. Also, provide information on direct and/or indirect credits or offsets against future airport development.
5. **Solar Power System Feasibility and Economics. Recommendation for Engineering Design**  
Contractor will prepare a report on the feasibility and economics of a recommended solar power system at SBD. This report will form the basis for a proposal to the SBIAA Commission for approval of the engineering design, plans and specifications for the solar power system. It should describe the recommended solar power system, project life-cycle economics, and major environmental benefits. Other elements to be included in the study are: 1) Available government incentives and grants; 2) Purchase and lease options for system; 3) Specific environmental benefits and credits against future airport development; 4) Southern California Edison requirements; and 5) Local, State, and Federal requirements. In addition to the feasibility and economics report, the contractor will provide a detailed cost proposal for the engineering design, plans, and specifications for SBIAA Commission approval.
6. **Prepare Engineering Design, Plans, and Specifications for Installation of a Solar Power System at SBD.**  
Contingent on SBIAA Commission approval, contractor will complete the engineering design and prepare the necessary plans and specifications for a public offering to purchase or lease a solar power system at SBD.

### **III. CONTRACT DELIVERABLES**

The consultant shall deliver the following work product during the course of the project:

1. Base data on the current electrical systems.
2. Evaluation data from investigation of the existing airport electrical system.
3. Evaluation data from review and investigation of future airport facilities.
4. Five (5) paper copies and one (1) electronic copy of the administrative review draft of the Feasibility and Economics Study.
5. Five (5) paper copies and one (1) electronic copy of a final Feasibility and Economics Study.

### **IV. CONTACT PERSON**

Mr. Alex Estrada,  
Director of Redevelopment and Transportation  
San Bernardino International Airport Authority  
294 S. Leland Norton Way, Suite 1  
San Bernardino, CA 92408  
Phone: (909) 382-4100  
Fax: (909) 382-4106  
E-mail: aestrada@sbdairport.com

### **V. SUBMITTAL REQUIREMENTS**

Please describe your firm's qualifications, the project manager's experience, related projects, and any other pertinent information that may describe your team's ability to perform this work. You do not need to re-write or summarize the scope of services as described earlier in this RFQ, but you may recommend changes to the scope and/or provide additional commentary on the consultant duties. The proposal may contain up to twenty (20) pages total describing qualifications and scope of services. In addition, you may provide up to twenty (20) pages of work samples.

Please submit five (5) copies of your written proposal to the SBIAA, attention Ms. Kelly Berry, Clerk of the Board, 294 S. Leland Norton Way, Suite One, San Bernardino, CA 92408. Proposals sent via fax and/or e-mail will not be accepted.

Proposals must be received no later than 2:00 p.m., local time, on February 15, 2008. If mail delivery is used, it is advised that the proposal be mailed early enough to provide for arrival by the deadline. Use of the U.S. Postal Service or courier service will be at consultant's own risk. SBIAA will not be liable or responsible for any late delivery of proposals.

By submitting a proposal, the consultant certifies that its/his/her name, as well as the name of any subcontractor, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

All submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250 et. seq., commonly known as the California Public Records Act. Please reference Section VIII. Public Record set forth below for information regarding disclosure of Proposals and/or proposal documents.

No proposal shall be returned after the date and time set for opening thereof.

## **VI. INSURANCE REQUIREMENTS**

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A: VIII by A.M. Best & Company.
2. An endorsement naming the SBIAA as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
3. A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
4. Workers' compensation insurance as required by the Labor Code of the State of California.
5. Automobile liability insurance not less than \$100,000 combine single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

## **VII. AWARD OF CONTRACT**

It is the SBIAA's intent to award a contract to the most qualified firm that can provide all of the services identified in this RFP document. However, the SBIAA reserves the right to accept or reject any or all proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the SBIAA. Consultant firms shall be responsible for any and all expenses incurred in the preparation of Proposals. The selected firm to be awarded the contract will enter into an agreement with the SBIAA using a standard consultant contract as drafted by SBIAA counsel.

## **VIII. PUBLIC RECORD**

Attention is drawn to the fact that all submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250 et. seq., commonly known as the California Public Records Act. Information contained in the Proposals may be subject to disclosure. The final recommendation of the SBIAA staff, together with any attachments or exhibits, which may or may not be taken from submitted Proposals and proposal documents, shall be a public document available for inspection by the public.

## **IX. TERMS AND CONDITIONS**

- This RFP does not commit the SBIAA to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted Proposals and proposal documents become the property of the SBIAA. Please reference Section VIII. Public Record set forth above for information regarding disclosure of Proposals and/or proposal documents.
- The SBIAA reserves the right to reject all Proposals. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm.
- The SBIAA reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements. If the SBIAA cancels or revises the RFP, all respondents of record will be notified in writing by the SBIAA.
- Selection announcements, contract awards, and all data provided by the SBIAA shall be protected from public disclosure by consultant firm. Consultants desiring to release information to the public must receive prior written approval from the SBIAA Assistant Director.
- The SBIAA reserves the right to request additional information and/or clarifications from any or all consultant firms responding to this RFP.

## X. MODIFICATION OR CLARIFICATION

Should modification or clarification to this RFP become necessary, a written addendum shall be posted to the Airport's website at [www.sbdairport.com](http://www.sbdairport.com) under "RFPs/Bids." It is the responsibility of consultant firms responding to this RFP to monitor the Airport's website for any such addendums.

Any questions regarding this RFP shall be directed to Mr. Alex Estrada, Director of Redevelopment & Property Management, **no later than 5:00 p.m. Friday, February 8, 2008.** Please refer to Section IV. Contact Person above for Mr. Estrada's contact information.

## XI. SELECTION PROCESS SCHEDULE

The proposed schedule for this Project is as follows:

RFP's Available per SBIAA Commission Authorization	January 11, 2008
Non-mandatory pre-submittal meeting	February 1, 2008
Proposals Due	February 15, 2008 (2:00 p.m. local time)
Review proposals and short list firms for interview	February 18-22, 2008
Notice of Firms to be Interviewed (Optional)	February 25-29, 2008
Interviews (Optional)	March 3-7, 2008
Notice of Selected and Recommended Firm	March 10-14, 2008
Negotiation of SBIAA Contract(s)	March 17-21, 2008
Award of Contract(s) by SBIAA Commission	March 26, 2008
Kickoff Meeting	April 1-4, 2008

**COMPANY INFORMATION SHEET**

LEGAL NAME OF COMPANY: \_\_\_\_\_

**TYPE OF BUSINESS (Check One):**

- CORPORATION
- LIMITED LIABILITY COMPANY
- PARTNERSHIP
- JOINT VENTURE
- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME
- OTHER \_\_\_\_\_

**STATE OF INCORPORATION OR FORMATION:**

\_\_\_\_\_

**PRINCIPALS/OFFICERS OF COMPANY (List All Principals and Officers, Including Joint Venture Partner, as well as investors/investment companies):**

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY AUTHORIZED TO SIGN PROPOSALS AND RELATED DOCUMENTS:**

The Company has authorized and hereby designates the following individual(s) to execute proposals and related documents:

_____	_____
Type or Print Name	Title
_____	_____
Type or Print Name	Title

# SUBCONTRACTOR INFORMATION SHEET

LEGAL NAME OF SUBCONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF WORK TO BE PERFORMED BY SUBCONTRACTOR: \_\_\_\_\_

\_\_\_\_\_

**TYPE OF BUSINESS (Check One):**

- |  |  |
|--|--|
| <input type="checkbox"/> CORPORATION                                 | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP                                 | <input type="checkbox"/> JOINT VENTURE             |
| <input type="checkbox"/> INDIVIDUAL                                  |  |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME |  |
| <input type="checkbox"/> OTHER _____                                 |  |

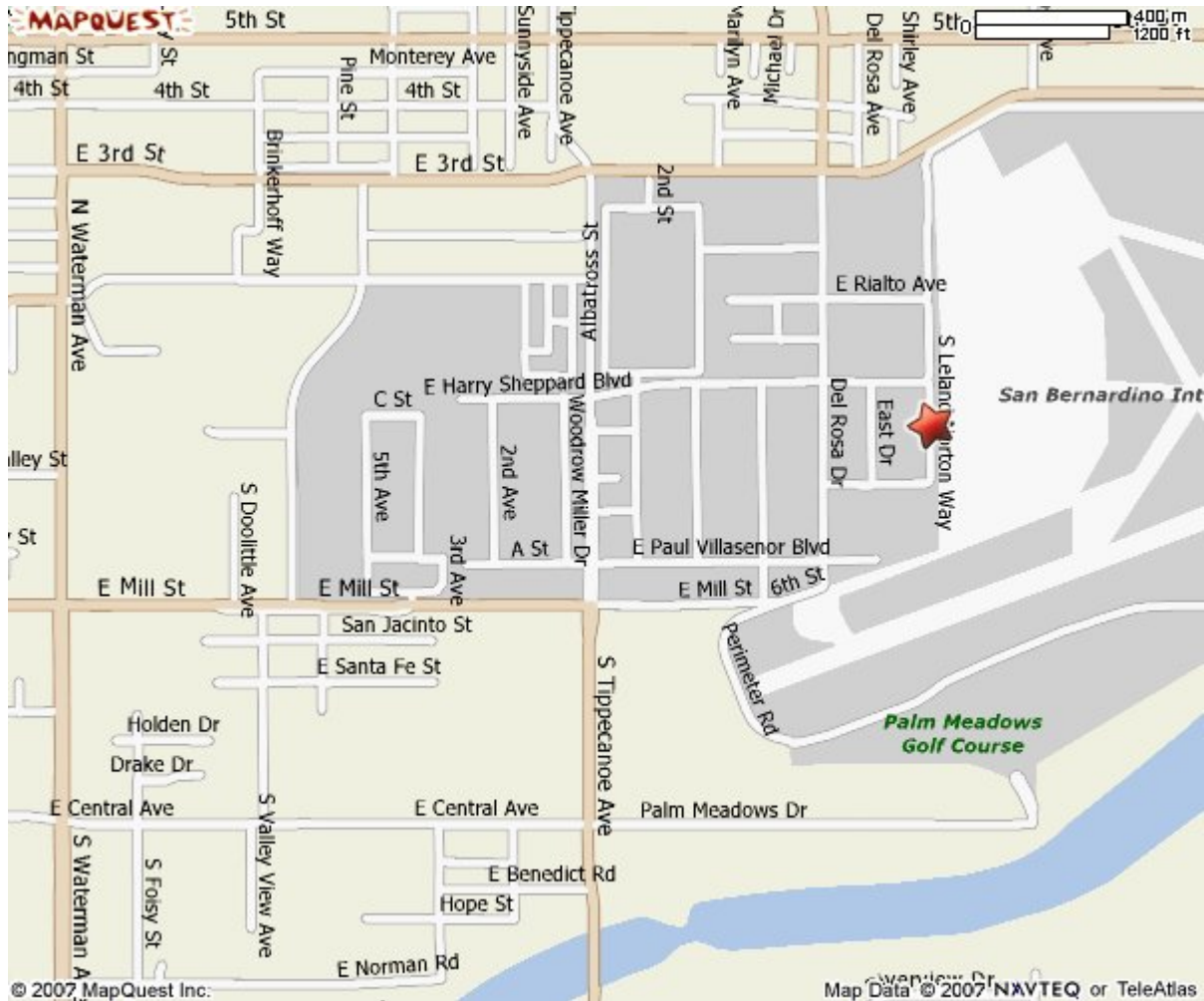
**STATE OF INCORPORATION OR FORMATION:**

\_\_\_\_\_

**PRINCIPALS/OFFICERS/REPRESENTATIVE(S) OF SUBCONTRACTOR (List All Principals and Officers, Including Joint Venture Partner):**

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Directions to Business Suites**  
**San Bernardino International Airport Authority**  
**264 S. Leland Norton Way**  
**San Bernardino, CA 92408**  
**(909) 382-4100**



1. From the 10 Freeway, exit Tippecanoe Avenue, then head North.
2. Continue on Tippecanoe Avenue until you reach the stoplight at Harry Sheppard Boulevard. Turn right at the intersection and head East.
3. Continue on Harry Sheppard Boulevard until you reach Leland Norton Way. Turn right at the intersection and head South on Leland Norton Way.
4. As you proceed down Leland Norton Way, you will see Business Suites on your right hand side of the street. Turn right into the parking lot.