

BOROUGH OF MADISON  
REQUEST FOR PROPOSALS – COMMUNITY SOLAR STUDY  
EVALUATION REPORT  
NOVEMBER 30, 2020

This Request for Proposals (RFP) was administered under New Jersey Local Public Contracts Law Competitive Contracting Rules and Regulations. The RFP was advertised in the Daily Record and Madison Eagle on October 15, 2020. The proposals were due and publicly opened on November 13, 2020 at 12:00PM. The review committee consisted of Sustainable Madison Committee member Peter Fried, Chief Financial Officer James Burnet and Acting Purchasing Agent Kevin O’Keefe. One proposal was submitted. The proposal was from Talva Energy, LLC, Manasquan, NJ.

The purpose of this RFP was to receive proposals to study the feasibility of installing solar facilities at three (3) possible sites within the Borough: 1) Madison Recreation Complex, 2) Madison Community Pool and 3) Madison Commuter Lot #3.

The criteria and weighting used for the evaluation of proposals is as follows:

1) Management (30%)

- Corporate experience, emphasizing projects involving:
  - Community solar sponsored by a municipal utility of similar size to ours
  - Comparisons between multiple financing options
  - Emphasis on affordability for both the sponsor and for LMI and other subscribers
  - Preliminary engineering for a carport system
  - Experience and qualifications of management staff and staff to be assigned to this project with an emphasis on understanding the PJM market and solar installations in the Northeastern United States
  - Company resources and processes necessary to manage the project within cost and schedule as determined through submittals and an interview

2) Technical (35%)

- Per the matrix in Section 6.0 (Exhibit 1)

3) Cost (35%)

- Based on the prices of Quote 6.1 and 6.2

Quote 6.1 was the quote to conduct the study and develop the bid specifications. Quote 6.2 was the quote to only conduct the study.

The attached form (Exhibit 2) was used to score the proposal. The highest possible score was 4.00 points. The average of the 3 scores was 3.32 points.

The quotes received were as follows:

Quote 6.1: \$28,625.00

Quote 6.2: \$12,125.00

Talva Energy’s proposal provided a detailed explanation for how they would conduct the study, which will be broken down into three (3) main categories: 1) Engineering Tasks, 2) Financial and Legal Tasks, and 3) Additional Development Planning to Refine Project Estimates; i.e. development of bid specifications. Talva Energy provided detailed information and demonstrated they have the experience and technical capabilities to conduct the study. The total contract price meets the cost-related criteria and is considered reasonable.

Given the criteria used to evaluate the proposal and the fact that no other proposals were submitted, the committee unanimously agreed to award a contract to Talva Energy, LLC.

Respectfully Submitted,



Kevin O'Keefe  
Acting Purchasing Agent

Exhibit 1: Technical criteria matrix

Exhibit 2: Comparative Rating Sheet / Bid Tab

# EXHIBIT 1

<b>Technical Evaluation of the Proposal</b>		<b>Score Weighting for quote 6.1</b>	<b>Score Weighting for quote 6.2</b>
<b>3.1</b>	Describe your approach for all of task 3.1, the Engineering for the site assessment, power estimates, technical risk and site impact identification and top-level cost estimating	<b>20</b>	<b>30</b>
<b>3.2</b>	Describe your approach for task 3.2 the financial analysis and legal assessment for several financing arrangements. This includes the provision of spreadsheet tools for financial tradeoffs, comparisons with one or more other community solar systems, identification of financial and/or legal risks, and concluding with a recommendation of the best approach.	<b>45</b>	<b>70</b>
<b>3.3</b>	Describe your approach for the task 3.3 pre-development activity, including identification of potential partners, creation of a design-build RFP and selection of a design-build bid, participation in discussion with bidders and participation in community outreach discussions	<b>35</b>	<b>0</b>

<b>4</b>	<b>Deliverables.</b>	<b>Required for bid 6.1</b>	<b>Required for bid 6.2</b>
<b>4.1</b>	Initial Meeting, Work Plan and Schedule. At a meeting (zoom or in-person) at the start of the contract period the study lead will cover the plan and schedule for all the contract work. The deliverable document can be in the form of the slides and minutes used for the meeting.	yes	yes
<b>4.2</b>	Status Meetings, including review of Schedule Status. At a meeting (zoom or in-person) at every two weeks during the contract period the study lead will discuss issues and status against the schedule for all the contract work. The deliverable document can be in the form of the slides and minutes used for the meeting.	yes	yes
<b>4.3</b>	Interim Report. Approximately ½ to 2/3 through the schedule an interim report shall be supplied. It should report preliminary results in each of the contracted task areas as they are described in section 3. It is expected that in the interim report, the engineering tasks will be near completion and the finance/legal and development planning tasks will be work in progress.	yes	yes
<b>4.4</b>	RFP for a design-build bid	yes	no
<b>4.5</b>	Final Review. At a meeting (zoom or in-person) at the completion of the contract period the study lead will present a clear and concise summary of results for all contracted tasks. It will make clear the best recommended engineering and financial/legal solutions for the implementation. The presentation will include key graphics to be included in the final report and will present the organization of the final report. The deliverable document from this review can be in the form of the slides and minutes of the meeting.	yes	yes
<b>4.6</b>	Final Report. Within a week after the final review a final report shall be supplied. It should report results in each of the contracted task areas as they are described in section 3. It will make clear the best recommended engineering and financial/legal solutions for the implementation and the justification for those choices.	yes	yes

