REQUEST FOR PROPOSALS (RFP) – N61489C

FOR

GEMINI NORTH BASE FACILITY: Installation of a 94.8 kW PV Array System

ASSOCIATION OF UNIVERSITIES FOR RESEARCH IN ASTRONOMY, INC.
OPERATING THE
GEMINI NORTH OBSERVATORY
670 N. A’OHOKU PLACE
HILO, HAWAII 96720

RFP Schedule
RFP Issued: July 17, 2015
Proposals Due: August 6, 2015 at 12:00 pm HST (noon)

Prepared by
AURA Procurement Office
950 North Cherry Avenue
Tucson, AZ 85719

July 17, 2015
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SECTION I. INTRODUCTION AND BACKGROUND

The Gemini Observatory consists of two 8-meter telescopes, one located at the summit of Mauna Kea in Hawaii, USA (Gemini North), the other at the summit of Cerro Pachón in Chile (Gemini South). The Association of Universities for Research in Astronomy, Inc. ("AURA") is the managing organization of the Gemini Observatory under a cooperative agreement with the National Science Foundation for the benefit of the Gemini funding nations: The United States of America, Canada, Argentina, Brazil, and Australia. For more information, visit the Gemini Observatory website at www.gemini.edu.

As part of Gemini’s comprehensive energy savings initiative, Gemini North Facility (GN) seeks to install a 94.8 kW, net-energy metered photo-voltaic system on the roof of the GN Hilo Base Facility office building located at 670 North A’ohoku Place, Hilo, HI 96720.

As more fully described in the Scope of Work, the proposed PV system consists of 378 modules having a DC capacity of 260 W per module (98.28 kW DC total) and 4 decentralized inverters having a rated AC capacity of 24 kW AC per inverter (94.8 kW AC total). The system shall be configured in a 480 volt 3-phase arrangement. The system shall be permitted, installed, and operated in accordance with a HELCO NEM Agreement.

On June 17, 2015, Gemini received from HELCO Notification of Conditional Interconnection Approval in accordance with NEM Agreement ID # 6044917.

See Section II for scope of work, technical specifications, and minimum qualifications required for contractors.

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<th>HPVA RFP/Selection Events</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>PV Array RFP Selection Events</td>
<td>Date</td>
</tr>
<tr>
<td>Release RFP</td>
<td>17 July 2015</td>
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<tr>
<td>Pre-Proposal Site Visit</td>
<td>As requested</td>
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<tr>
<td>Intent to Submit Proposal</td>
<td>3 August 2015</td>
</tr>
<tr>
<td>Proposal Deadline</td>
<td>6 August 2015 12:00 noon HST</td>
</tr>
<tr>
<td>Contractor selection</td>
<td>15 August 2015*</td>
</tr>
<tr>
<td>Funder approval received</td>
<td>1 November 2015*</td>
</tr>
</tbody>
</table>

*These dates are estimated only and included only to provide proposers scheduling guidance. They may occur sooner or later than anticipated.

The RFP is open to all qualified proposers. Small businesses, minority-owned firms, and women’s business enterprises that meet the minimum qualifications as outlined in the scope of services are encouraged to apply. *Note: A provider is listed in the HELCO application. This provider was contracted solely to complete and submit the NEM paperwork. Inclusion of this provider is not to be construed as a commitment, preference, or intention to award the installation contract to it.
SECTION II: SCOPE OF WORK, REFERENCE DOCUMENTS, TECHNICAL REQUIREMENTS, PHASING AND MINIMUM QUALIFICATIONS FOR PROPOSERS

Scope of Work:

Gemini North Facility (GN) seeks to install a 94.8 kW AC, net-energy metered photo-voltaic system on the roof of the GN Hilo Base Facility building located at 670 North A’ohoku Place, Hilo, HI 96720.

The proposed PV system consists of 378 modules having a rated DC capacity of 260 W per module (98.28 kW DC total) and 4 decentralized inverters having a rated AC capacity of 24 kW AC per inverter (94.8 kW AC total). The system shall be configured in a 480 volt 3-phase arrangement. The system shall be permitted, installed and operated in accordance with HELCO NEM Agreement ID # 6044917.

Reference Documents:

HBF PV System Reference Document (HPVA-01a) including :

• HELCO NEM Agreement Notice of Conditional Interconnect Approval (ID # 6044917)
• NEM Agreement Appendix 1
• NEM Agreement Appendix II
• NEM Agreement Exhibit A: Description of Generating Facility
• NEM Agreement Exhibit B: Generating Facility Owned by the Customer-Generator
• NEM Agreement Exhibit C: Interconnection Facilities Owned by the Company
• Electrical Engineering Drawings prepared by Bruce A Russell, Licensed Professional Engineer
• Architectural Drawing A-1 -HBF PV Roof Top Layout prepared by Gemini Observatory

Technical Requirements:

HBF PV System shall consist of:

1. PV Modules: 260 W DC rating with a minimum 16% module efficiency, 378 ea.
2. Decentralized Inverters: 24 kW AC rating at 480 V & 3 phase with input voltages up to 1,000 V, 4 ea. NO wireless micro-inverters allowed.
3. Interconnection Wiring: In accordance with one-Line & 3-line Electrical drawings by Bruce A. Russell EE PE
4. Roof Top Arrangement: In accordance with A1- HBF PV System Roof Top Layout drawing by Gemini Observatory
5. Module to-Roof Clamps All modules shall be secured to the roof using an engineered clamping system meeting all structural code requirements. Contractor to submit stamped engineering calculations to Gemini demonstrating compliance for review and approval prior to purchase.
6. Fasteners All fasteners shall be 316 SS
7. Electrical Enclosures All electrical enclosures shall be fabricated from 316 SS
8. HELCO NEM Agreement: ID # 6044917

Note: Specific brands, makes, and/or models of equipment are listed in the HELCO/NEM application. These brands are listed solely for the purposes of completing and submitting the NEM paperwork. Although the identified brands do meet the technical requirements of the project, inclusion of them in the NEM application is not to be construed as a commitment, preference, or intention to limit consideration of an award to proposals that include the listed items.
Project Phasing:

The work will be priced and performed in three phases as follows:

Phase I – Design Documents

a. Prepare all necessary County of Hawaii Permit documents
b. Prepare all necessary HELCO drawings and documentation to energize system in accordance with HELCO NEM Agreement #6044917.
c. Submit to Gemini 95% permit submittal drawings for review and approval.
d. Prepare final County of Hawaii Permit documents
e. Prepare final HELCO drawings and documents in accordance with HELCO NEM Agreement #6044917.

Phase II – Permits and Approvals

a. Submit to County of Hawaii a PV system permit application including all necessary permit drawings and paying all necessary permit fees.
b. Submit to Gemini one wet-signed County of Hawaii permit drawing set (that Gemini shall use to seek necessary University of Hawaii at Hilo approval in parallel to the County permit process).
c. Receive from County of Hawaii a PV system installation permit.
d. As required, revise and re-submit all necessary HELCO drawings and submittals in accordance with HELCO NEM Agreement ID # 6044917.
e. Provide Gemini with final safety plan for review and approval.
f. Provide Gemini with final installation plan and schedule for review and approval.

Progression to Phase III is conditioned upon successfully completing Phase II (Contractor receiving required County permits and Gemini receiving necessary University of Hawaii at Hilo approvals). If required permits and approvals are not secured, Contractor will be paid for its work in completing Phases I and II with no further compensation from AURA.

Phase III – Construction and Commissioning

a. Procure all necessary hardware, materials, labor and equipment in accordance with HELCO NEM Agreement ID # 6044917, County Permit drawings and all code requirements.
b. Install system in accordance with HELCO NEM Agreement ID # 6044917 and all County Permit requirements.
c. Notify and participate in a successful Hawaii County inspection
d. Notify HELCO for inspection upon County permit completion
e. Successfully receive HELCO approval to energize system
f. Provide Operations and Maintenance Manual to Gemini
g. Complete any and all other tasks, documents, or requirements and pay all necessary fees and cost for a complete installation and energize the system in accordance with HELCO NEM Agreement ID # 6044917.

Minimum Qualifications for Proposers:

The installation Contractor must possess a Hawaii State DCCA C-13 Electrical license.
SECTION III: CONTRACTOR’S SITE VISITS

No formal, mandatory site visit will be scheduled. Contractors interested in submitting a proposal are welcome to visit the facility and conduct a site inspection. If assistance is requested, contractors may contact Chas Cavedoni at (808) 974 – 2500.

Section IV. INSTRUCTIONS TO PROPOSERS

Request for Proposal Documents. This Request for Proposal is comprised of the following documents:

A. Request for Proposal (Document HPVA-01), which consists of this document, plus supporting documentation (HPVA-01a).

B. Proposal Form (Document HPVA-02) available in Microsoft Word format. Please review this document carefully before beginning work on your Proposal.

C. Fixed-Price Gemini North Hilo Base Facility: Installation of a 94.8 kW PV System Contract (Document HPVA-03). This is the contract that will be used for the Gemini PV Array contract awarded as a result of this RFP. This contract is made up of the following elements:

   i. Fixed-Price Gemini North Hilo Base Facility: Installation of a 94.8 kW PV System Contract: Main Document, which covers the basic terms of the contract (including price schedule) that will be used for the project. Although this document has a signature line you do NOT need to fill this in or return it as part of your proposal.

   ii. Terms and Conditions

   iii. Scope of Work

Intent to submit. Please notify AURA of your intent to submit proposal by 3 August 2015. Please send an email to Karen Godzyk (kgodzyk@aura-astronomy.org) notifying her that you intend to submit a proposal and provide the names of the institutions and or companies that would be performing significant parts of the work. This information will allow AURA to ensure that the members of the committee reviewing the proposals do not have any conflicts of interest. Failure to give advance notice of your intent to submit a proposal and/or failure to disclose membership of your team may result in delays in the selection process. AURA will not disclose the names of the institutions and companies that submit notices of intent to proposal unless specifically requested to do so.

Submitting a proposal: Proposals are contractually binding offers. By submitting a proposal you are making an offer to enter into a contract prepared using the Fixed-Price Gemini North Observatory: Installation of a 94.8 kW PV System Contract: (Document HPVA-03) with the Statement of Work portion modified to conform to the specifics of your proposal. You also agree that if you fail to sign such a contract promptly when it is offered to you, AURA may elect, at its sole discretion, to offer a contract to another proposer and/or pursue any available remedies.

   a) Download and complete the Proposal Form (Document HPVA-02) in Microsoft Word format, answer all the questions, and provide all the requested information and documentation. In addition, complete and submit the following documents:

      1. Preliminary Safety Plan
      2. Preliminary Installation Plan
      3. Proposed Project Schedule
      4. Original Proposal Guarantee (see section VI)

   b) Each proposal must have a lead company. A group of companies may not submit a joint proposal in which multiple companies are all listed as equal partners. The only way for a group of companies to submit a proposal is for one company to submit a proposal as a lead contractor with the other companies listed as
subcontractors. A single lead contractor is required so that the contract(s) can be quickly awarded without delays associated with placing multiple contracts for one team's effort.

c) Have the completed Proposal Form reviewed, approved, and signed by the appropriate administration official of your institution or company who has authority to bind your institution or company to contractual obligations. In addition, ensure that you have equivalent assurances from all subcontractors.

d) Convert the finished proposal to PDF format. Proposals should be submitted as a single electronic document in Adobe Acrobat PDF format. Please do not send a hard copy and do not submit multiple electronic documents. Whenever possible, the size of the PDF file should be minimized by printing documents directly to PDF format instead of scanning them. Where signatures are required in the Proposal Form you should print the page, have it signed, and then scan the signed page to PDF and attach the signature page to the main document.

e) Submit your proposal by emailing it as a PDF file attachment to Karen Godzyk, AURA Contracts Officer, at Kgodzyk@aura-astronomy.org. All proposals must be received by AURA on or before the due date and time stated at the top of this document.

No oral, telegraphic, or telephonic Proposals will be considered. No oral, telegraphic, or telephonic modifications to Proposals will be considered. Modifications to Proposals submitted may be made electronically, if the modified Proposal Documents are delivered to AURA in accordance with the Modification of Proposal section (below) before the Proposal due date.

f) If selected and contract objections exist, AURA will strive to resolve all objections within 10 working days of selection.

Acknowledgement of Proposals: Receipt of proposals will be acknowledged by email by 5:00pm MST of the next working day following the deadline for submitting proposals. Please contact the AURA Contracts Officer (Kgodzyk@aura-astronomy.org) if you do not receive an acknowledgement. AURA reserves the right to accept proposals submitted after the deadline if it can be documented that the failure to meet the deadline was due to technical problems with the transmission of the proposal by email.

Modification of Proposal: Proposals that have already been submitted may only be modified by means of submitting a replacement proposal before the deadline for receipt of proposals. Proposals may not be modified after the due date.

Proposal Withdrawals: A Proposer may withdraw its Proposal(s) by written request (i.e., email) at any time prior to the scheduled closing time for receipt of Proposals. Thereafter, all proposals, including all subcontracts, must be valid for 120 days and cannot be withdrawn or modified during that period. Contractors must ensure that this requirement is effectively communicated to all their subcontractors.

Proposal Representations: By submitting a proposal you are representing that you have carefully examined this RFP and its referenced documents, understand all aspects of the work, and are not aware of any ambiguities in the scope of work or specifications that may affect your proposed price or schedule. By submitting your proposal, you are also representing that:

1. You have the technical and management capabilities to perform the work in a timely and competent manner;
2. You are not aware of any pending legal, financial, or other action that could have a material detrimental effect on your ability to perform the work in a timely manner;
3. You have the financial resources reasonably required to complete the work in a competent and timely manner; and
4. You have the facilities, tools, staff effort, and equipment necessary to perform the work in a timely and
Proposal Format:

a) It is important that all proposals conform to the instructions provided in this RFP. Strict conformance is required unless there has been an authorized change through an amendment to the RFP.

b) Proposals must be submitted in PDF format.
Section V: EVALUATION CRITERIA

Evaluation criteria: AURA will use evaluation scores to assist in selecting proposals for contract award; AURA will consider the following criteria in preparing evaluation scores. The evaluation criteria are listed below with their weighting. The material used to evaluate each criterion shall include, but not be limited to, the listed sections of the Proposal Document that you are required to include in your proposal as described in section 4.

Responsiveness of Proposal:
A "NO" to any of the following will result in the proposal being deemed unresponsive and not considered.

- Does proposed hardware meet or exceed the required technical specifications?  yes/ no
- Does Proposer hold a valid Electrical Contractor (C-13) license from the State of Hawaii?  yes/ no
- Does Proposer meet all requirements regarding debarment, suspension, and other requirements?  yes/ no
- Has proposer submitted a fully completed Proposal Form (HPVA-02)?  yes/ no
- Has Proposer submitted required proposal guarantee?  yes/ no

Quality of Proposal:

<table>
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<th>Criteria</th>
<th>Weighting</th>
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<tr>
<td>Proposal Price</td>
<td>70%</td>
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<tr>
<td>• Total cost to AURA</td>
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<tr>
<td>• Requested milestone payment schedule</td>
<td></td>
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<tr>
<td>• Details of Itemized cost breakdown</td>
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<tr>
<td>• Results of price/cost analysis</td>
<td></td>
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<tr>
<td>• Fairness and reasonableness of the price</td>
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<tr>
<td>Proposed Technical Solution</td>
<td>10%</td>
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<tr>
<td>• Does the proposed hardware and equipment meet all requirements described in HELCO NEM Agreement ID # 6044917?</td>
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<tr>
<td>• Does the proposed hardware, equipment, and installation methods meet all requirements as described in Architectural Drawing A-1-HBF PV Roof Top Layout prepared by Gemini Observatory</td>
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<tr>
<td>Proposed Project Schedule and Installation Plan</td>
<td>5%</td>
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<tr>
<td>• How reasonable and realistic is the proposed installation schedule?</td>
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<tr>
<td>• How well does the proposed installation schedule meet the expectations of AURA and Gemini?</td>
<td></td>
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<tr>
<td>References</td>
<td>5%</td>
</tr>
<tr>
<td>• Quality of references provided</td>
<td></td>
</tr>
<tr>
<td>• No outstanding complaints with the Hawaii Department of Commerce &amp; Consumer Affairs, Professional and Vocational Licensing Office or with the Better Business Bureau</td>
<td></td>
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<tr>
<td>• No filed complaints with the Hawaii Department of Commerce &amp; Consumer Affairs, Professional and Vocational Licensing Office or with the Better Business Bureau within past 5 years</td>
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<tr>
<td>Contractor's Experience</td>
<td>5%</td>
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<tr>
<td>(Includes the collective experience of the Contractor and, if applicable, all designated subcontractors)</td>
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<tr>
<td>• Experience on similar projects</td>
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<tr>
<td>• Ability and history of successful completion of contracts of this type, meeting projected schedules,</td>
<td></td>
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and overall experience performing similar work

- Project Manager’s experience and qualifications

**Preliminary Safety plan**

- Does the submitted safety plan comply with recognized safety standards and all applicable laws, statutes, rules, and regulations, including those of OSHA, ANSI, and the NFPA.

**Section VI. PROPOSAL GUARANTEE; PERFORMANCE AND PAYMENT BONDS**

A Proposal Guaranty and Performance and Payment Bonds are required for contracts involving construction or facility improvements exceeding $100,000.00. If Proposer’s Proposal exceeds $100,000.00, the following shall be applicable:

10.1 Proposers shall provide a proposal guarantee equivalent to five (5%) percent of the proposal price (“Proposal Guarantee”). The Proposal Guarantee shall consist of a firm commitment such as a proposal bond, certified check, or other negotiable instrument, which shall accompany Contractor’s Proposal as assurance that Contractor shall, upon acceptance of its Proposal execute such contractual documents as may be required within the time specified.

10.2 The selected Proposer shall provide a performance bond in the full amount of the Contractor’s Proposal Price, guaranteeing the performance of the terms of the Fixed Price Construction Services Agreement for the stipulated price within the time specified for completion (“Performance Bond”).

10.3 The selected Proposer shall provide a payment bond in the full amount of the Contractor’s Proposal Price assuring payment as required by statute of all persons supplying labor and materials in the execution of the work provided for in the Fixed Price Construction Services Agreement (“Payment Bond”).

10.4 Bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, “Surety Companies Doing Business with the United States.”

10.5 Proposers shall include the original proposal guarantee with its “Contractor’s Proposal Documents” submitted to AURA. Payment and Performance bonds are only required to be submitted by the selected Contractor and must be submitted before any work is performed on the project.
Section VI. COMMUNICATION AND QUESTIONS

Any questions or requests for clarification of this Request for Proposals document should be directed to:

Karen Godzyk  
Contracts Officer  
Association of Universities for Research in Astronomy, Inc.  
950 N. Cherry Avenue  
Tucson, AZ 85719  
Email: Kgodzyk@aura-astronomy.org  
(520) 318-8357 (MST)

a) General procedural questions can be handled by telephone. Questions or requests for clarification regarding the scope of work, requirements, or specifications must be submitted by email and must be received at least five working days before the due date for proposals. Answers and clarifications that modify or clarify any of the documents included in this RFP will only be made in writing; contractors shall not rely on verbal answers or clarifications. AURA may decide to share any questions and their answers with all of the contractors by issuing a supplement to the RFP.

b) To ensure that all potential Contractors receive the same information, Clarification or direction by other persons at AURA or individuals at the Gemini North Observatory is not permitted during the RFP process. Contractors may not contact any other person at Gemini regarding this procurement without express permission from the AURA Contracts Officer, and contractors may be disqualified from participating in this procurement if they attempt to communicate about this procurement with AURA or Gemini personnel other than the AURA Contracts Officer.

c) Contractors may request modifications to any requirements that are impossible to meet or that appear to needlessly increase the cost of the work. These requests for modifications should be submitted as early as possible before the due date for submitting proposals. Modifications will be issued to all contractors through an amendment to the RFP.

d) AURA may modify parts of the RFP after it has been released. Modifications will be made only by means of amendments to the RFP posted at the top of the RFP web page. Notice of amendments will be distributed only to the email addresses to which the RFP was originally sent. Verbal amendments will be void, so do not rely on any modification to anything in this RFP unless it has been confirmed by a written RFP amendment posted on this page.