REQUEST FOR INFORMATION

RFI # 15-L
Solar Photovoltaic (PV) Array 
at the
Frederick Municipal Airport

Due: February 13, 2015 by 3:00 P.M.

ISSUED BY:
City of Frederick - Purchasing Department
111 Airport Drive East
Frederick, MD 21701
RFI # 15-L
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Due: February 13, 2015 by 3:00 P.M.

NOTICE TO CONSULTANTS

AUTHORITY TO DISTRIBUTE RFI PACKAGES:

The City of Frederick (hereinafter “the City”) through its Purchasing Department is the sole entity authorized to provide this Request for Proposals (hereinafter “RFP”) package to interested companies or individuals. Firms who are working from an RFI package obtained from any other source may have an incomplete set of documents. The City assumes no responsibility for any error, omission, or misinterpretation resulting from a company's use of an incomplete RFI package.

Firms who have received the RFI package from a source other than the City’s Purchasing Department are advised to contact the office to provide their company name, mailing address, telephone number, fax number, contact name and contact e-mail address. This will ensure that the company receives all RFI related communications and documents, including addenda.

There may be one or more amendments to this solicitation. If your company desires to receive copies or notices of any such amendments, you must provide the information requested below to the Purchasing Department. Please send this information to Kandi Fullerton via email at kfullerton@cityoffrederick.com. The City will send amendments only to those firms that timely complete and return this form.

RFP number  RFI 15-L
Company name
Mailing address
Phone number
Fax number
Contact person
E-mail address

Amendments will be posted on The City Frederick Purchasing web site.

Check the Expanded Information page for the particular proposal solicitation for any posted amendments.
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DESCRIPTION: The City of Frederick seeks information from qualified and experienced suppliers who can provide information and advice regarding the installation of solar photovoltaic arrays at the Frederick Municipal Airport. Based on the responses to this RFI, the City will determine whether to pursue a solar array at the Frederick Municipal Airport. The second phase of this procedure may be the issuance of an RFP incorporating the information obtained for the responses submitted from this RFI. The City might request pricing proposals on the option best suited for the energy and sustainability needs of the City. Terms and Conditions and contract information will be included at that time.

Individuals or business entities desiring to respond to this request should limit their response to 30 typed pages and are asked to: submit one (1) original (stating original), and one (1) CD of their proposal as defined in the RFI.

Informational packets will be received by the Purchasing Department until 3:00 p.m. on February 13, 2015. The City is not responsible for returning submissions. Consultants shall be responsible for verifying that the City has received their informational packet. Those firms desiring confirmation may contact Kandi Fullerton, Purchasing Manager at 301-600-6906 between the hours of 7:00 a.m. and 3:00 p.m. (EST).

In the event of a situation severe enough to cause the Mayor to close the City offices for any reason, the Purchasing Manager has the prerogative of rescheduling the closing time and date.

1.0 GENERAL INSTRUCTIONS TO SUPPLIERS

1.0 Purpose of Request for Information

The purpose of this Request for Information (RFI) is to solicit information from suppliers that will allow the City of Frederick (the “City”), represented by its Division of Purchasing Economic Development, to use the information collected as a result of this process to issue a solicitation for a solar photovoltaic array at the Frederick Municipal Airport (FDK).

1.1 About this Document

This document is a request for information. It differs from an invitation for bid and request for proposal, in that the City is seeking information, not a quotation meeting firm specifications for price. The City wishes to receive information and regarding the potential for a solar deployment at the municipal airport.

The City will thoroughly review all documents received. Based on the analysis of the information submitted in response to this RFI, the City may issue a Request for Proposal (RFP).

The issuance of this RFI does not obligate the City to enter into a contract for any services or equipment. The City assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFI. All such costs shall be borne solely by each Respondent.
1.2 Response Delivery, Time and Date

Responses to this Request for Information shall be due by Friday, February 13, 2015 by 3:00 p.m. Responses can be faxed to the attention of Kandi Fullerton Purchasing Manager at 301-600-3871 or e-mailed to kfullerton@cityoffrederick.com, you may also mail your response to the following address: Purchasing Department 111 Airport Drive East, Frederick, Maryland 21701. Please make sure that the solicitation name is on the outside of the envelope.

The City reserves the right to extend or postpone the date and time for accepting responses through an addendum.

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFI, and all electronic media, reports, charts, and other documentation submitted by supplier shall become the property of the City when received.

2.0 SCOPE OF REQUEST

2.0 Background

The City of Frederick Municipal Airport is considering the deployment of a solar array located at 310 Aviation Way, Frederick, Maryland. The purpose of deploying such a project is to make use of underutilized open space, to offset electricity consumption and greenhouse gas emissions, to help meet the City’s sustainability goals.

2.1 Site Information

The airport is situated on 588 acres and contains two runways as shown in Figure 1. The primary Runway 5/23 is 5,220 feet long by 100 feet wide. The secondary Runway 12/30 is 3,600 feet long by 75 feet wide. The FAA has approved plans for the future that include lengthening Runway 5/23 to 6,000 feet, and Runway 12/30 to 3,750 feet. Along with the two runway extensions, Taxiway “Alpha” will be relocated for improved separation distance. During the phased extension project, navigation aids will be relocated, and periods of temporary runway and taxiway closures will take place.

On the property are buildings and facilities, which can be seen in the aerial photograph in Figure 1. On-site facilities include a terminal / restaurant building, two flight schools, a fixed base operator (FBO), an aerial photography business, The Maryland State Police, multiple hangar facilities and the Aircraft Owners and Pilots Association National Aviation Community Center. Electricity is supplied to the buildings through a contract with Hess and there are approximately 15 electric meters located on FDK grounds.

The City of Frederick requires additional information to determine the site’s potential to host a solar array while meeting Federal Aviation Administration (FAA) and Maryland Aviation Administration (MAA) requirements for land and airspace.

2.2 Qualifications

Potential vendors will be required to demonstrate previous experience with a project(s) sited on airport property and in accordance with FAA and MAA requirements. A principal concern of the city is that it achieves its sustainability goals without compromising airport safety.
Vendors should refer to the FAA-issued Technical Guidance for Evaluating Selected Solar Technologies on Airports for guidance related to airspace, environmental, and reflectivity considerations.

Technical guidance document:

2.3 Submittals

Submittal responses to this RFI shall be prepared in a concise manner that affords easy review and evaluation.

Responding vendors should provide documentation that evidences extensive experience designing, financing (any model) and installing commercial scale, ground mount solar energy projects. Firm and team descriptions and resumes are encouraged. A minimum of 3 one-page or less case studies of previously completed commercial and/or utility scale solar energy projects should be included in the response. At least one case study should reflect experience working with a municipal or county government to deliver a renewable energy project. Case studies should include information such as:

- Location of the project
- Nameplate capacity
- Percent of load served
- Date installed and/or overall project timeline
- Types of permits and approvals required
- A description of the project’s purpose
- Examples of challenges faced and what strategies were used to overcome the obstacles
- Type of ownership model
- Any other information the vendor deems beneficial to the City of Frederick
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THE FOLLOWING QUESTIONS ARE TO BE RESPONDED TO AND INCLUDED IN YOUR SUBMITTAL.

Q1. When working with a municipality to develop a solar renewable energy project, what are potential fatal flaws associated with project development?

Q2. What can the City do to prepare for a solar renewable energy project’s development?

Q3. What problems have you encountered when developing a solar renewable energy project at or near an airport?

Q4. In order to respond to accurately a future RFI, what site information would you require? (e.g., site load requirements, electrical and/or structural plans, shading, site visit)

Q5. Based upon your experience and upon the information provided in this RFI, do you believe a solar array located at Frederick’s Municipal Airport is technically and physically feasible given particular FAA requirements?

Q6. Please explain any technical barriers you perceive to the deployment of a solar PV array at FDK. Explain how you would address reflectivity and glare mitigation for pilots and air traffic controllers.

Q7. If you answered yes to question 6, please explain any barriers you perceive.

Q8. How can the City overcome barriers mentioned in your answers to questions six and seven?

Q9. Were a Request for Proposals (RFP) to follow this RFI, what would you recommend the City specify an ownership model (ownership, lease, Power Purchase Agreement, other)?

Q10. The City of Frederick is currently contemplating the development of other renewable energy projects as well. What type of information would you require in order to determine the feasibility of an additional project sited at FDK (e.g., total capacity of potential projects, location of potential projects)?

Q11. After examining the aerial photo of FDK, are there particular areas that stand out as potential project sites? Are there areas that appear to be off limits for solar development?

Q12. Is the City’s goal of using FDK to host a solar array that will significantly reduce its energy consumption reasonable?

Q13. Are there common interconnection issues associated with airport sited electricity generation?
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Q14. Please describe any experience you have with installing solar at airports in the Eastern Region Airports Division.

### 3.0 DISCLAIMER

The City of Frederick Purchasing Department, in its sole and absolute discretion may, accept or reject, in whole or in part, for any reason whatsoever any or all submission; re-advertise this RFI; postpone, or cancel at any time this RFI process.

The issuance of this RFI constitutes only an invitation to make submissions to the City. The City reserves the right to determine, at its sole discretion, whether any aspect of a submission satisfies the criteria established in this RFI.

Nothing in this RFI or accompanying documents submitted will create any contractual relationship between the City and respondents.

All questions regarding this RFI should be in writing and directed to: Kandi Fullerton, Purchasing Manager, 111 Airport Drive East Frederick, Maryland 21701, kfullerton@cityoffrederick.com.

**END OF SECTION**
The undersigned hereby offers information and advice regarding the installation of solar photovoltaic arrays at the Frederick Municipal Airport.

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