

**The Regents  
of  
the University of California  
*REQUEST FOR PROPOSAL (RFP)*  
*FOR***

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***Solar Thermal System  
RFP# UCOPRF Solar Thermal System  
Date Issued: 03/02/2020***



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**It is the Bidder's responsibility to read the entire document, any addendums and to comply with all requirements listed herein. Any addenda to this Request for Proposal will be directed to all participating Bidders. It is the Bidders responsibility to watch their e-mail for any addendums, notices, or changes to the RFP or process.**

**Issued By:** The Regents of the University of California

**RFP Administrator:** Roy Feliciano – Strategic Sourcing Professional  
UCOP, Local Procurement  
University of California, Office of the President  
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Oakland, CA 94607-5200

The information contained in this Request for Proposal (RFP) is confidential and proprietary to the University of California and is to be used by the recipient solely for the purpose of responding to this RFP.

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## SECTION I: UNIVERSITY OF CALIFORNIA OVERVIEW

### A) Background

The University of California (“UC”), one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research, health care and public service. It is a public institution with annual resources of over \$34 billion and encompasses ten campuses, six medical schools and five medical centers, four law schools and a statewide Division of Agriculture and Natural Resources. The University is also involved in the operation and management of three national laboratories for the U.S. Department of Energy.

The University has a pre-eminent regular teaching faculty of approximately 10,000 members. More than 62 Nobel Prizes have been awarded to researchers of the University; 29 of the Nobel Prizes have been won since 1995. No U.S. public university has won more Nobel Prizes than UC. University affiliated researchers have received 67 National Medals of Science – about 13 percent of the medals presented – since Congress created the award in 1959. The University has more members of the National Academy of Sciences than any other college or university.

Systemwide management of the University of California is assigned to the Office of the President based in Oakland, California. Its divisions oversee UC’s academic mission, budget, external relations, legal matters, and business and financial activities (including the UC Office of the Chief Investments Officer). The University is governed by a Board of Regents consisting of 26 members, 18 of whom are appointed by the Governor for 12-year overlapping terms.

Website: <https://www.universityofcalifornia.edu/>

Established: 1868

**Official incorporated entity:** The Regents of the University of California

## SECTION II: INTRODUCTION TO AND STRUCTURE OF THE REQUEST FOR PROPOSAL

### A. Purpose & Objectives

The Regents of the University of California on behalf of the University of California Office of the President (hereinafter “UCOP” or “University”) intends to enter into a Thermal Energy Purchase Agreement (TEPA) or agreements with a qualified solar thermal provider that will finance, design, install, own, operate and maintain a solar thermal system on UCOP-owned property and sell solar thermal output to UCOP on a \$/btu basis at a competitive rate, pursuant to the TEPA and the Solar License Agreement.

The scope of this project requires the Awardee to design, engineer, furnish, install and construct a complete, operating, fully functioning solar thermal system. The Awardee shall comply with all applicable code and UCOP requirements for the solar thermal, as defined in the Product and Service Specifications and Requirements.

The solar system is to be integrated with the existing hot water heating system as its subsystem. Currently, the central boiler plant operates year-round to supply heating hot water to the office building’s air handler heating and zone reheat coils. The solar thermal collectors would provide heat year-round and intended to provide adequate heating hot water during the summer months to allow the boiler plant to be shut down. The integration to the solar thermal system with the hydronic systems serving the site will be the responsibility of the Awardee.

Respondents shall propose a solar system that achieves the required output defined in the specifications, Utility Data and Required System Output. Proposals must include all costs to achieve commercial operation.

The project will be reviewed and permitted by the University of California, with no permitting approval required by other local jurisdictions. The University of California has determined this project to be statutorily exempt from CEQA under Section 21080.35 of the California Public Resources Code.

The solar thermal system will be installed on the UCOP building at 1111 Franklin St., Oakland CA, which is detailed in the specifications.

This project must be coordinated with a new roofing system, which will be installed under a separate contract. It is the intent of the University that the solar thermal Contractor selected via this Request for Proposal will provide input to the roofing specification as Contractor develops the relevant elements of their design. The University further intends to sequence the construction work such that the new roof is installed before the solar thermal system is installed.

## SECTION III: RFP SCHEDULE

Event	*Date
RFP Issue Date	March 2, 2020
Intent to Bid, RSVP for the Site Visit/Job Walk and UC Waiver of Liability Form Due to <a href="mailto:Roy.Feliciano@ucop.edu">Roy.Feliciano@ucop.edu</a>	March 6, 2020 by 12 pm (PT)
Pre-bid Conference & Job Walk	March 9, 2020
Supplier RFP Questions Deadline to <a href="#">CalUSource Discussion Portal</a>	March 13, 2020 by 12 pm (PT)
UC Response to Supplier Questions (distributed to all Suppliers without attribution)	March 20, 2020
<b>RFP Responses Due</b>	<b>March 27, 2020 by 5 pm (PT)</b>
Finalist Presentations (if applicable) – In Person	April 13-17, 2020
Anticipated Award Date	May 1, 2020
Anticipated Start Date	June 1, 2020

*\*The University does not guarantee the above schedule and reserves the right to modify this schedule at its discretion.*

## SECTION IV: SUPPLIER REQUIREMENTS

The requirements shown below are essential to the UC for proposal consideration. Supplier's failure to provide or be in compliance with any one or more of the following requirements will negatively impact the evaluation of Suppliers proposal and may result in disqualification.

- a) The Thermal Energy Purchase Agreement and Solar License Agreement, will be incorporated into any Agreement that may result from this RFP.
- b) All proposals shall remain available for UC acceptance for a minimum of 180 days following the RFP close date.
- c) No late proposals will be accepted. Any proposals received after the specified deadline for submission shall result in automatic disqualification.
- d) Pre-Bid Meeting and Site Visit/Job Walk

Participation in the Pre-Proposal Meeting and Job Walk held at the UCOP office will be mandatory. Respondents are required to RSVP **no later than 12:00 PM on March 6, 2020** to [Roy.Feliciano@ucop.edu](mailto:Roy.Feliciano@ucop.edu) ONLY. Please include the number of intended attendees names, **and signed UC Waiver of Liability for each attendee**. The location and directions will be given in response to your RSVP. Please limit the pre-bid conference attendees to no more than two people per Respondent.

This Pre-Bid Meeting and Site Visit/Job Walk will provide respondents the opportunity to ask questions about the Request for Proposal and UCOP requirements. In person attendance by at least one representative from each Respondent at the Pre-Bid Meeting and Site Visit/Job walk is mandatory, and such Respondent may not represent more than one Respondent. Proposals from organizations not in attendance will be rejected. Any changes to the Pre-Bid Meeting and Site Visit/Job Walk requirements are at the sole discretion of UCOP.

- e) Product and Service Specifications

This Section delineates the minimum technical and installation specifications required of the Awardee by the University for this Project. Respondents of this RFP will provide their proposal for this Project in the format specified Section VI.

The design of the on-site solar thermal PV systems will be the responsibility of the Awardee. The systems shall comply with all applicable codes and all applicable University design guidelines, to be provided and agreed upon at contract negotiation.

UC currently anticipates that the scope will encompass the needs outlined in the specifications.

## SECTION V: SUPPLIER QUALIFICATIONS

Minimum Mandatory Requirements are defined as requirements essential to UCOP for bid consideration. Automatic disqualification from the bidding process will result from Respondent's failure to provide or be in compliance with any one or more of the following requirements.

- Awardee must be able to provide a Certificate of Insurance matching or exceeding the requirements as outlined in TEPA.
- Awardee's employees servicing UCOP must clear a background checking with results on file prior beginning service on campus.
- Respondents must provide a reference list of three (3) clients that have used the same or similar products and services as specified in this RFP. At least two of the three should be an entity of similar size and with comparable scope of operations as this University project. Such services should have been provided for a period of not less than two (2) years within the previous three (3) years. The University prefers that at least two of the references provided be located in California. Please provide these references in your proposal.
- Respondents shall possess, any and all, valid and active B, C-10 and C-46 Contractor's Licenses with the California State Contractors License Board.
- Respondents or their team members shall possess licenses to practice architecture and all relevant engineering disciplines in the State of California.
- Awardee shall provide payment and performance bonds for recovery, maintenance, and operations, as outline in the SLA.
- Respondents must comply with the State of California Prevailing Wage requirements for all covered employees; as detailed in TEPA.
- Awardee must guarantee a portion of the annual estimated Dth (Dekatherm) output at a minimum level equal to 90% of the annual estimated Dth output. Failure to meet the guaranteed minimum Dth output during an operational year will result in Awardee's payment to the University of 125% of the contract rate applicable in the operational year during which the production shortfall occurred multiplied by the difference in Dth between actual Dth delivered and Guaranteed Minimum Dekatherm Output during said operational year.

## SECTION VI: GENERAL INFORMATION

### **A. Issuing Office and Communications Regarding the RFP**

This solicitation, the evaluation of proposals, and award of any resulting contract shall be made in conformance with applicable University policies and State of California law. The University reserves the right to withdraw this RFP at any time. All documents submitted to UC on behalf of this RFP will become the exclusive property of the UC system and will not be returned.

Any contract(s) resulting from this RFP will be awarded to the responsive and responsible Respondent whose proposal, in the opinion of the University, offers the greatest benefit to the University when considering the total value, including, but not limited to, the quality of products, service, and total cost (including prompt payment discounts, trade-ins, upgrades, available volume discounts, shipping and other miscellaneous charges).

Proposals will be evaluated by the University's Evaluation Team using a quality points system. The evaluators will examine each proposal to determine, through the application of uniform criteria, the effectiveness of the proposal in meeting the University's program requirements. In addition to materials provided in the proposals, the Evaluation Team may utilize site visits, oral presentations, product testing, additional material/information, or references from the supplier and others to come to their determination of award(s). The University is under no obligation to award this project to the Respondent whose proposal represents the lowest cost.

This RFP, and any subsequent addenda to it, is being issued by the Local Procurement Department on behalf of The University of California Office of the President. The Local Procurement Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. Local Procurement is also the only office authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this RFP and any Agreements(s) awarded as a result of this RFP.

Any requests for clarification concerning this RFP must be submitted via e-mail to: [Roy.Feliciano@ucop.edu](mailto:Roy.Feliciano@ucop.edu).

The submission of RFP response, pricing proposal and attachments must be submitted via the CalUsourcing e-Sourcing application, as further detailed in the *"Instructions for Submitting Proposals"* below.

Suppliers are advised that failure to adhere to the above communications requirements may result in disqualification.

### **B. Instructions for Submitting Proposals**

Proposals in response to this RFP must be submitted online using the CalUsourcing e-Sourcing application **no later than March 27, 2020 by 5:00 pm (PT)**.

Suppliers are to complete the questionnaire section(s) directly in the CalUsourcing e-Sourcing application. Note: **There is one (1) Questionnaire (Sustainability)**.



The proposal for the written sections of this RFP shall be submitted by uploading the proposal as an attachment in the CalUsource e-Sourcing application.

The pricing proposal shall be submitted in the Attachment Section of the CalUsource e-Sourcing application separately from the business proposal.

CalUsource requires significant time for accurate data entry. Suppliers are encouraged to familiarize themselves with the process of responding and leave adequate time to submit the proposal. General information and support is available by email:

[support@ucprocure.zendesk.com](mailto:support@ucprocure.zendesk.com); or, for CalUsource technical issues, contact GEP Support: 1-732-428-1578 or [support@gep.com](mailto:support@gep.com). Please identify yourself as registering in the University of California network.

Suppliers must provide a complete, straightforward, concise response to all prerequisites, questions and information in the RFP as detailed. Submission of a proposal via the CalUsource e-Sourcing application confirms Supplier's understanding and acceptance of all requirements, terms, and conditions of the RFP.

Supplier must not provide superfluous materials such as marketing materials or website links in response to, or in lieu of, specific responses to the questions herein, and may be disqualified for providing superfluous materials.

### **C. Notice of Intent to Bid**

Perspective Suppliers must provide a written intent to respond **by March 6, 2020 by 12:00 pm (PT)** via email to [Roy.Feliciano@ucop.edu](mailto:Roy.Feliciano@ucop.edu). Supplier must provide contact information (name, title, address, phone, and email) for the primary contact **(the one (1) person)** who will be the communications contact throughout the RFP process.

### **D. Addenda to the Request for Proposal**

Any changes, additions, or deletions to this RFP will be in the form of written Addenda issued by the University of California via email or the CalUsource e-Sourcing application. The University will not be responsible for failure of any prospective Supplier to receive such Addenda. All Addenda so issued shall become part of this RFP.

### **E. Supplier Questions**

An opportunity to submit questions will be allowed **up to 12:00 pm (PT), March 13, 2020**.

**Note:** All Supplier questions will be consolidated and shared with all RFP participants without attribution.

### **F. Proposal Acceptance**

The proposal must be completed and submitted via the CalUsource e-Sourcing application on the forms provided or in the format indicated herein.

The UC reserves the right to withdraw this RFP at any time. All documents submitted to the UC on behalf of this RFP will become the exclusive property of the UC system and will not be returned.

The UC reserves the right to accept or reject any or all Proposals, make more than one Award, or no Award, as the best interests of the UC may appear. Any Agreement(s) awarded pursuant to this RFP will be in writing and incorporate the Requirements and Specifications contained in the RFP, as well the applicable contents of the Supplier's Proposal as accepted by the UC.

### **G. Proposal Format**

Provide a cover letter for the response, which contains:

- The following text: Response to University of California **REQUEST FOR PROPOSAL – RFP# UCOPRF Solar Thermal System**
- Company legal name and address for primary headquarters;
- Authorized contact information and signature of a representative of the company who is duly authorized to enter into agreements. The submission of a signed response will confirm understanding and acceptance of all requirements, terms, and conditions of the Request for Proposal.

In addition, proposals should demonstrate a clear understanding of the project and contain a comprehensive discussion of how the Supplier will fulfill the requirements of the Scope of Services, including a discussion of the important features and Supplier attributes, highlighting any aspects, which separate it from its competitors. The proposal should be submitted using the following categories:

1. Cover Letter
2. Table of Contents
3. Executive Summary
4. Pricing shall be submitted as an attachment in CalUSource – see Price Proposal Form

### **H. Proposal Preparation Costs**

Supplier will bear all costs incurred in the preparation and submission of the Proposal and related documentation, including Supplier's presentation to UC. If Supplier is apparent awardee, Supplier will bear its own costs in negotiating and finalizing an agreement with the University.

### **I. Agreement Term**

It is anticipated that the initial term of any contract awarded pursuant to this RFP will be for a period of twenty (20) years.

### **J. Basis for Selection – Best Value**

The University intends to select the responsive and responsible Supplier(s) whose proposal(s) contain the combination of solution features, Supplier attributes, and best overall value.

A responsive Supplier is one whose offer satisfies the requirements of this RFP, including the requirements of the Terms and Conditions. A responsible Supplier is one that is considered capable of performing and is otherwise eligible and qualified to perform the proposed Requirements Scope.

The University will determine the best overall value by comparing differences in solution features and Supplier attributes offered with differences in related factors, striking the most advantageous balance between expected performance and the overall requirements of the University. Suppliers, therefore, must be persuasive in describing their solution features and Supplier attributes and their value in enhancing the likelihood of successful performance and achievement of the University's requirements.

The University's selection may be made on the basis of the initial Proposals or the University may elect to negotiate with Suppliers who are selected as finalists. The Evaluation Team may utilize Supplier's Oral Presentations, additional material information, or References from the Supplier and others to come to a determination of award(s).

UCOP will evaluate the responses from Proposers and assign quality points based on the following criteria, with the relative weighting indicated:

1. Qualifications and Experience – including prime contractor, subcontractors, and specified personnel proposed for the project, as well as client references. UCOP has an interest in supporting local participating in the project and additional consideration will be given to Proposers using local labor or contractors.
2. Approach – the technical solution, equipment and systems proposed, system sizing and output, implementation approach, project management approach, and project plan.
3. Financial Strength – financial strength of the Proposer and its ability to uphold all obligations, guarantees, warranties, and promises for the duration of the TEPA.