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February 25, 2011

## REQUEST FOR PROPOSALS

### Grants for renewable energy generation projects in the commercial and industrial (non-residential) sector

The New Hampshire Public Utilities Commission (PUC or Commission) is seeking proposals for funding of renewable energy projects located in New Hampshire. Projects that are eligible to apply for a rebate under the Commission's existing commercial and industrial (C&I) solar rebate program, i.e., photovoltaic and solar thermal systems up to 100 kW, are *not* eligible for funding under this solicitation. The total funding available under this RFP is \$1 million. Applications are due May 3, 2011.

#### Proposal Submissions:

1. Bidders may submit written inquiries about this RFP by e-mail to: [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov) no later than April 15, 2011. No phone calls please. Inquiries and responses will be posted on the PUC's website as they are received. Please note that answers to questions are carefully considered and may require several days before they are posted. It is highly recommended that applicants review the RFP as soon as possible to allow the PUC time to answer questions and to allow the applicant time to complete the proposal.
2. Proposals must be received by the PUC prior to 4:30 p.m. on May 3, 2011. Proposals must be submitted to:

ChristiAne Mason, Director of Administration  
New Hampshire Public Utilities Commission  
21 S. Fruit Street, Suite 10  
Concord, NH 03301-2429  
[christiane.mason@puc.nh.gov](mailto:christiane.mason@puc.nh.gov)

3. One original signed paper copy, eight additional paper copies, and an electronic copy of the proposal must be filed by the deadline. The electronic copy must be in PDF (portable document file) format and may be filed on a CD or USB drive with the paper copies or separately e-mailed to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov). Proposals sent by fax or only e-mail will not be accepted.

## I. Background and Purpose

### *Background*

The New Hampshire Public Utilities Commission is an executive branch agency with various responsibilities. Pursuant to RSA 362-F:10, the Commission is tasked with managing the state's Renewable Energy Fund<sup>1</sup> (REF), the purpose of which is to support thermal and electric renewable energy initiatives. Administrative Rules, specifically Puc 2507, which can be found at [www.puc.nh.gov/Regulatory/Rules/Puc2500.pdf](http://www.puc.nh.gov/Regulatory/Rules/Puc2500.pdf), also govern the administration of the REF.

The Commission currently has one commercial and industrial renewable energy incentive program (a solar rebate program). The C&I solar rebate program offers incentives of \$1.00/Watt, up to \$50,000 for photovoltaic systems up to 100 kW and incentives of \$0.07/kBtu/year up to \$50,000 for solar thermal systems up to 100 kW equivalent. The budget for the solar C&I rebate program is \$1 million for state fiscal year 2011. More details on the existing solar rebate program can be found at [www.puc.nh.gov/Sustainable%20Energy/RenewableEnergyRebates-CI.html](http://www.puc.nh.gov/Sustainable%20Energy/RenewableEnergyRebates-CI.html). The Commission also has three residential renewable energy rebate programs (a small electric generation program for photovoltaic (PV) or small wind systems under 5 kilowatts in capacity, a solar thermal program, and a wood pellet program).

The total funding available under this RFP is \$1 million.

### *Purpose*

The Commission is seeking proposals from qualified individuals, teams, or entities to support thermal and electric renewable energy initiatives in New Hampshire's commercial and industrial (non-residential) sector. All eligible renewable energy initiatives may apply; renewable energy is defined in #1 below. Projects eligible for the existing C&I solar rebate program are not eligible for funding under this RFP.

There is no prescribed limit on the amount awarded to each project, within the constraints of the overall budget of \$1 million. For example, twenty projects may receive \$50,000 apiece, five projects may receive \$200,000 apiece or one project may receive \$1 million.

### *Basic Project Requirements*

1. Projects must be thermal or electric renewable energy initiatives in the nonresidential sector, which include commercial and industrial sited renewable energy projects, existing generators, and developers of new commercial-scale renewable generation in New Hampshire. Renewable energy includes electricity or useful thermal energy generated from wind, ocean thermal, wave, current, or tidal energy, geothermal, hydrogen derived from biomass fuels or methane gas, methane gas, eligible biomass technologies, small hydroelectric facilities, and solar energy.<sup>2</sup>

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<sup>1</sup> The REF is funded through Alternative Compliance Payments (ACPs) made by the distribution utilities and competitive electric suppliers in the absence of Renewable Energy Credits available in the market, for sale, at a price that is equal to or less than the ACPs. The price of ACPs is set each year, pursuant to RSA362:F, II.

<sup>2</sup> "Eligible biomass technologies" means generating technologies that use biomass fuels as their primary fuel, with provisions, as detailed in RSA 362-F:2 VIII: [www.gencourt.state.nh.us/rsa/html/XXXIV/362-F/362-F-2.htm](http://www.gencourt.state.nh.us/rsa/html/XXXIV/362-F/362-F-2.htm). "Small hydroelectric facilities" means facilities that began operation prior to January 1, 2006, have a gross nameplate capacity of 5 MW or less, have installed upstream and downstream diadromous fish passages that have

2. Projects must increase the supply of New Hampshire renewable energy credits (RECs) and be completed and online within 2 years of award. Projects completed prior to May 3, 2011 are not eligible.
3. Projects eligible for the existing C&I solar rebate program are not eligible for funding under this RFP.
4. Projects must be physically located in New Hampshire.
5. Projects must be at commercial, industrial, public, non-profit, or municipal facilities, and may include multi-family residences of three units or more. Residential projects are not eligible.

## **II. Proposal Submission Requirements**

The overall proposal emphasis should be on completeness and clarity of content. Applicants are strongly encouraged to print or copy their proposals double-sided and stapled in the upper left hand corner. The strongly preferred font size is 12 points with 1" page margins. Page numbers are required. Proposals shall include the following:

- A. Title Page** (1 page, including name of project, and contact information for and signature of, project lead)
- B. Summary of Proposal** (1 page)
  1. Please use the form provided in Attachment A.
- C. Technical Project Proposal** (no more than 4 pages, not including site photos, maps, or system schematics)
  1. Overview of project, project site (including site photos), technology employed, generating facility features (including a system schematic), and proposed operation date.
  2. Project ownership structure, including names of all project owners and project location ownership and/or leasing structure.
  3. Description of the project site's resource availability (i.e. wind resource, insolation).
  4. Project timeline, including start date, key milestones in project progress (design, permitting, construction, start-up, commissioning), and expected completion (project is operational) date.
  5. Assignment and roles of individual key project personnel.
  6. Estimate of work to be performed in house and by sub-contractors and identify potential sub-contractors.
  7. Description of operation and maintenance plan for after the system has become operational, including estimated project lifespan.
- D. Qualifications and Experience** (no more than 3 pages, not including resumes)

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been approved by the Federal Energy Regulatory Commission and, when required, have documented applicable state water quality certification pursuant to section 401 of the Clean Water Act for hydroelectric projects.

1. Qualifications, experience, and roles of the project team with resumes of key personnel, including sub-contractors, if applicable. Resumes can be included as an attachment and do not count toward the page limit.
2. The name, and contact information of the person who has the authority to enter into a binding agreement.
3. Summaries of similar projects undertaken by key personnel (date of project installation, summary of project, client name, name and phone number of contact for reference).

**E. Renewable Energy Generation and Capacity** (1 page, not including model results and charts)

1. Projected Kilowatt hours (or Btus where applicable) generated (annual and lifetime).
2. Power capacity in kW (AC and DC) or kW equivalent (nameplate, gross and net capacities).
3. Modeling results of expected gross and net capacities and estimated annual energy production.
4. Daily, monthly, and annual load curves.
5. Projected increase in supply of NH renewable energy credits (RECs), by class, resulting from project.

**F. Cost & Financing** (no more than 3 pages)

1. Total project cost estimate, itemized for equipment, labor, design, permitting, balance of system costs, etc.
2. The project's financing plan, description of financing status, and letters of intent from 3<sup>rd</sup> party financiers, if applicable.
3. Description of all other financial resources, including grants, rebates, tax credits, etc.
4. Levelized cost of kWh, or thermal equivalent, produced (over lifetime of project).

**G. Potential Environmental, Economic Development and Societal Benefits** (no more than 2 pages)

1. Environmental benefits
  - a) Fossil-fuel displaced (shown in gallons of oil, Tcf of natural gas, tons of coal, kWh)
  - b) CO<sub>2</sub>e avoided and/or reduced
  - c) Emissions rates for thermal projects fueled by woody biomass.
2. Economic Development
  - a) Direct jobs created and/or;
  - b) Jobs retained (please show justification for estimate).
3. Societal Benefits

- a) Description of any benefits to public or non-profit entities, reduction in peak load in New Hampshire, and potential of project to defer or eliminate local utility distribution plant expenditures.
- b) Description of high performance design and/or energy efficiency components to the project or project site, if applicable.
- c) Description of an educational component to the project, if one will exist upon completion.

**H. Conflicts of Interest**

- 1. Describe any potential conflicts of interest on the part of the project team or its subcontractors.

**III. Proposal Selection Process and Criteria**

The Commission will evaluate all proposals received based upon completeness, clarity, and quality of the proposal, how well the project meets the goals of RSA 362-F and the REF, reasonableness of cost, the qualifications of the project team, and the likelihood of project completion. Specifically, all projects will be considered based upon the following factors, as detailed in Puc 2507.03(b) *Renewable Energy Initiatives*:

- 1) The extent to which the project is likely to expand or support the production capacity of renewable energy facilities located in New Hampshire;
- 2) The extent to which the project is likely to be cost-effective;
- 3) The extent to which the project promotes market transformation, innovation, and energy cost savings;
- 4) The extent to which the project will reduce New Hampshire’s peak electric load as well as defer or eliminate local utility distribution plant expenditures;
- 5) The economic development potential of the project;
- 6) The environmental benefits for New Hampshire;
- 7) The ability of the project to increase the end-use fuel diversity in New Hampshire; and
- 8) The applicant’s capacity to successfully complete the project; and
- 9) The significance of the proposed assistance of the REF in the viability of the project.

Pursuant to Puc 2507.03(c) the Commission will fund those initiatives that it finds are:

- (1) Substantially consistent with the factors set forth above;
- (2) Realistically proposed and achievable by the applicant; and
- (3) Most likely, on balance, to advance the purposes of RSA 362-F, within the constraint of available funds.

Proposals will be reviewed and evaluated by an Evaluation Team, which will consist of Commission staff and its consultants, if required, and other state agency staff, using a four-step process, as listed below:

Step 1: Assess completeness and responsiveness of proposals.

Step 2: Conduct interviews as needed and score conforming proposals (see Attachment B for an example of the scoring sheet) .

Step 3: Submit recommendations to Commissioners; Commission selection of awardees.

Step 4: Submit grant agreements to Governor and Executive Council for approval.

#### **IV. General Conditions**

1. Proposals must be typed. One original signed and eight copies of the proposal must be submitted, along with an electronic copy in PDF format. Proposals that are incomplete or unsigned will not be considered. Fancy bindings, colored displays, promotional materials, and so forth are not desired. Applicants are strongly encouraged to print or copy their proposals double-sided and stapled in the upper left hand corner. The strongly preferred font size is 12 points with 1” page margins. The deadline for submitting bids is 4:30 p.m. on May 3, 2011. Proposals must be addressed to ChristiAne Mason, Director of Administration of the New Hampshire Public Utilities Commission, 21 S. Fruit Street, Suite 10 Concord, NH 03301-2429. The electronic copy must be in PDF (portable document file) format and may be filed on a CD or USB drive with the paper copies or separately e-mailed to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov). Proposals sent by fax or only e-mail will not be accepted.
2. The Commission reserves the right to reject any or all proposals, or any part thereof, to determine what constitutes a conforming proposal, to waive irregularities that it considers nonmaterial to the proposal, to make funding decisions, including partial awards, solely as it deems to be in the best interest of the State, and to negotiate with any party in any manner deemed necessary to best serve the interests of the State.
3. The Commission reserves the right to request additional information from any or all parties submitting proposals to assist in its evaluation process.
4. All information relating to this proposal (including but not limited to fees, contracts, agreements and costs) are subject to the laws of New Hampshire regarding public information. RSA 21-I:13-a, II provides that “No information shall be available to the public, the members of the general court or its staff, notwithstanding the provisions of RSA 91-A:4, concerning specific invitations to bid or other proposals for public bids, from the time the invitation or proposal is made public until the bid is actually awarded, in order to protect the integrity of the public bidding process.” If any applicant asserts that any portion of its application is exempt from public disclosure as “confidential, commercial, or financial information” pursuant to RSA 91-A:5, after funding decisions are made, it should provide support for such claim as part of the application, explaining what measures the applicant has taken to keep such information confidential and the privacy or competitive business interest that would be harmed if such information were to be publicly released. The Commission would then determine, if needed, whether such information qualifies under the law ([RSA 91-A](#)) for exemption from public disclosure.
5. The Commission shall not be responsible for any costs incurred by any party in preparation of any proposal submitted in response to this RFP.

6. All parties submitting proposals shall be Equal Opportunity Employers. Funding recipients will be expected to comply with all federal, state, and local laws respecting non-discrimination in employment.
7. The Commission reserves the right to amend or cancel this RFP at any time if the best interest of the State requires such action. Applicants should check the PUC website at [www.puc.nh.gov/Sustainable\\_Energy/RFPs.htm](http://www.puc.nh.gov/Sustainable_Energy/RFPs.htm) for any addenda to this RFP before filing their proposals.
8. Recipients of funds will be required to submit their Taxpayer Identification Number (TIN) or Social Security Number (SSN).
9. The terms and conditions set forth in the State's "General Provisions" for grant agreements, attached hereto as Attachment C, will apply to the funding agreement to be entered into with grant recipients. In addition, each agreement will be supplemented by three exhibits. Exhibit A will set forth in detail the Scope of Services. Exhibit B will set forth the amount of the grant, and schedule and conditions of payments. Exhibit C will include any special provisions including any modifications to the General Provisions.
10. If an applicant's proposal is selected, any subsequent material changes or modifications to the overall program budget or key program personnel must be submitted for approval.
11. This program is not an offer. Neither the State nor this program shall create any commitment on the part of the State or confer any rights on the part of the applicant unless and until a binding written award agreement is executed between the NH PUC and the Applicant.
12. There will be reporting requirements for the projects that are awarded grants under this solicitation. These may include, but are not limited to the reporting of expenditures and annual energy production for up to ten years after the project becomes operational. Pursuant to Puc 2507.05 any recipient of any monies disbursed from the renewable energy fund shall make its books, records and facilities available to the commission for the purpose of allowing the commission to discharge its audit responsibilities pursuant to RSA 362-F:10, I.

## V. CERTIFICATES

Successful applicants will be required to provide the following certificates prior to entering into a contract:

Secretary of State's Office Certificate of Good Standing ("CGS")	Individuals contracting in their own name do not need a CGS. Business entities and trade names need a CGS, except for nonresident nonprofit corporations
Certificate of Vote /Authority ("CVA")	Individuals contracting in their own name do not need a CVA. Business entities and trade names need a CVA.
Certificate of Insurance	Certificate of Insurance form attached with insurance coverage required under the contract. Modifications of insurance coverage required under the contract will be specified in Exhibit C.
Workers' Compensation	Contractor must demonstrate compliance with or exception from RSA 281-A (and if applicable, RSA 228:4-b and RSA 21-I:80, and any other applicable laws or rules).



**Attachment A. PROJECT SUMMARY SHEET**

*Please fill in and insert directly following the coversheet in your final proposal submission.*

<b>Project Name:</b>		
<b>Project Team (name, role):</b>	1.  2.  3.  4.  5.	
<b>Project Location:</b>		
<b>Technology Employed:</b>		
<b>Brief Project Description:</b>		
<b>Capacity and Energy:</b>	(kilowatts) (Btus)	(kWh/year) (Btus/year)
<b>Total Project Cost:</b>	(\$)	
<b>Total Funding Requested under this RFP:</b>	(\$)	
<b>Economic Development Benefits:</b>	(including jobs created/retained)	
<b>Environmental Benefits:</b>	(CO <sub>2</sub> e avoided/yr)  (Gallons of fossil-fuel displaced/yr)  (peak load reduction, kW)	
<b>Anticipated Project Completion date:</b>		



## **Attachment C. GENERAL PROVISIONS**

Go to [www.puc.nh.gov/Sustainable%20Energy/RFPs/2011%20C&I%20RFP/Grant%20Agreement%20Form-General%20Provisions.pdf](http://www.puc.nh.gov/Sustainable%20Energy/RFPs/2011%20C&I%20RFP/Grant%20Agreement%20Form-General%20Provisions.pdf) to find the General Provisions for a contract executed between the State of New Hampshire and a Grantee.