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**March 1, 2017**

**RFP #2017-002**

**REQUEST FOR PROPOSALS  
FOR CONSULTING SERVICES FOR  
INSPECTION AND VERIFICATION OF INSTALLED C&I REBATE  
PROGRAM SOLAR PROJECTS**

Prospective Consultants:

The New Hampshire Public Utilities Commission (PUC or Commission) requests proposals from qualified third party firms or individuals to assist the Commission in the inspection and verification of commercial and industrial (C&I) solar project installations, as detailed in Commission [Order 25,878](#).<sup>1</sup> The Commission anticipates that up to \$24,000 will be available for services procured through this RFP through June 30, 2017. The Commission may issue a new RFP to procure similar consulting services for future fiscal years. Proposals are due March 22, 2017.

Pertinent Dates and Information:

1. Electronic Proposals must be received by the Commission prior to 4:30 p.m. EST on March 22, 2017. The electronic copy must be in PDF (portable document file) format.
2. Proposals must be submitted to:

Eunice Landry, Business Administrator  
New Hampshire Public Utilities Commission

21 S. Fruit Street, Suite 10  
Concord, NH 03301-2429

[RFP@puc.nh.gov](mailto:RFP@puc.nh.gov)

3. In addition to the electronic submission, prospective bidders must submit five (5) additional paper copies to the address above, which must be postmarked no later than March 23, 2017.
4. Prospective consultants may submit written inquiries about this RFP by email to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov) no later than 4:30 p.m. EST on March 9, 2017. Inquiries and responses will be posted on the PUC's website at: [www.puc.nh.gov/home/requestforproposal.htm](http://www.puc.nh.gov/home/requestforproposal.htm). The subject line of the e-mail must state the following: RFP #2017-002, C&I SOLAR CONSULTANT.
5. Follow-up conferences/interviews will be scheduled as needed.
6. An evaluation team consisting of Commission and/or other qualified personnel will be established to evaluate proposals submitted in response to this RFP (Proposals) submitted by prospective consultants (Proposers).

<sup>1</sup> See Order No. 25,878: <http://www.puc.nh.gov/Regulatory/Orders/2016orders/25878e.pdf>

## **I. BACKGROUND**

The Commission approved a C&I solar rebate program (Program), pursuant to RSA 362-F:10, VIII, by Order No. 25,151 (issued on October 1, 2010), as later modified by Order No. 25,764 (issued on February 20, 2015) and Order No. 25,278 (issued on April 6, 2016, with modifications effective as of May 6, 2016). The program provides incentive funds to C&I electric customers for solar photovoltaic and solar thermal energy projects. The program is funded by the renewable energy fund (REF) created by RSA 362-F:10.

The Commission is seeking a qualified third party consultant(s) who is able to provide technical inspection and verification consulting services solely at the request of the Commission, through June 30, 2017.

## **II. SCOPE OF SERVICES**

The consultant(s) chosen will be directed by the PUC Staff to assist with Program compliance verification, project audits, and installed system inspections. The PUC Staff will set the specifications and priorities for the consultant's services and any related reports or other work product produced by the consultant(s). The consultant(s) chosen will have demonstrable qualifications to provide consulting services in some, all, or portions of the following areas:

- Conduct a minimum of ten on-site project inspections and/or audits.
- Schedule inspections within a pre-approved period after receiving the inspection request and associated documentation from PUC Staff.
- Conduct detailed site inspections and audits of solar energy systems installed under the Program to ensure project compliance with:
  - Quality of installed equipment and project construction
  - Program eligibility requirements
  - Building, Electric, and Fire Code requirements
  - Permitting requirements and State environmental requirements
  - Project functionality, energy production, and other operating characteristics
  - Program technical requirements and overall Program terms and conditions
- Complete and submit a checklist for each inspection and/or verification audit.
- Develop and submit a detailed report of each inspection and/or verification audit, noting any material, technical, or administrative violations or discrepancies.

## **III. CONFIDENTIALITY**

Each Proposer agrees to maintain confidential all information to which it has access until such time as it is instructed otherwise by the Commission. A Proposal must remain confidential until the effective date of any contract resulting from this RFP. A Proposer's disclosure or distribution of Proposals other than as permitted by the Commission will be grounds for disqualification.

## **IV. WORKPAPERS**

At the conclusion of the work, the Consultant will make available to the Commission summaries of significant work papers and source documents as requested, including all inspection and verification documentation.

## V. COMPONENTS OF THE PROPOSAL

The following is a list of the information to be provided in the Proposal. Proposers should respond to all areas listed below, in the order listed, and conclude with a separate section on cost.

1. Letter of Transmittal: Include name of Proposer, contact information for, and signature of, proposed consultant.
2. Corporate/Company Information: Information concerning its corporate/company history; i.e., how many years in business, corporate officers or company principals, location of branch offices, professional and business association memberships, etc., including current or prior engagements involving substantive areas similar to those described in this RFP, the parties it represented in such engagements, the scope of work it performed in such engagements, and the conclusion and recommendations it made publicly in connection with such engagements.
3. Relevant Qualifications and Experience: Detailed description of the Proposer's relevant experience with respect to the proposed scope of services.
4. Personnel Assigned: A list of all personnel who will be assigned to this engagement, including the project manager (if applicable), and detailed resumes and summaries of each individual reflecting their relevant experience and the nature of their specific responsibilities. During the course of the work, the Commission must approve in writing any substitutions or changes in personnel assigned to perform the work.
5. Detailed Program Budget: A detailed cost proposal that specifies the fees to be charged, including any relevant hourly rate for personnel, and any associated expenses.
6. References: A list of up to three references for work performed which is similar in scope or content to that proposed, preferably within the past 3 years.
7. Statement of Disclosure: Identification and description of any existing or potential conflicts of interest, including those that arise as a result of relationships or affiliations with utility companies under the jurisdiction of the Commission, other industry participants, trade associations, or advocacy organizations or groups that participate in or represent active stakeholders in the commercial and industrial solar equipment manufacturing, sales, or installation industries.

## VI. SELECTION CRITERIA

Cost is a consideration but may not be the determining factor in the selection. In addition to cost, the Commission will also consider the following criteria, and assign a corresponding point score, where a maximum score for all criteria would be 100 points and any proposal with a total aggregate point score of less than 65 points will not be considered for selection.

1. Qualifications, technical expertise, certifications, knowledge and practical experience that the organization or individual possesses, including that of the staff and any subcontractors assigned to the engagement, providing services directly relevant to the specified scope of services. **(Maximum Point Score: 25)**

2. General experience and qualifications in providing similar services in New Hampshire as well as other states and to other utility commissions or regulatory agencies, including similar current or prior engagements. **(Maximum Point Score: 25)**
3. Cost of consulting services and expenses, including the competitiveness of the proposed fees and/or hourly rates and any proposed discounts or other benefits. (The Commission reserves the right to negotiate lower fees or a different hourly rate structure than proposed, with any selected firm(s) or individuals.) **(Maximum Point Score: 20)**
4. Ability to work effectively in New Hampshire, including accessibility and proximity to, and familiarity with New Hampshire. **(Maximum Point Score: 20)**
5. Overall responsiveness to the requirements of the RFP, including completeness, clarity, and quality of Proposal, including proposed allocation of resources and time to critical tasks. **(Maximum Point Score: 10)**

## **VII. TERM of CONTRACT**

The term of the contract will be for a time period ending on June 30, 2017.

## **VIII. GENERAL PROPOSAL CONDITIONS**

1. Proposals must be typed and double-sided. Proposals that are incomplete or unsigned will not be considered. Electronic Proposals must be received by the Commission prior to 4:30 p.m. EST on March 22, 2017. The electronic copy must be in PDF (portable document file) format. In addition to the electronic submission, prospective bidders must submit five (5) additional paper copies which must be postmarked no later than March 23, 2017. Proposals must be addressed to Eunice Landry, Business Administrator, New Hampshire Public Utilities Commission, 21 S. Fruit Street, Suite 10 Concord, NH 03301-2429, and to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov).
2. Proposers may submit written inquiries about this RFP by e-mail to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov) no later than 4:30 p.m. EST on March 9, 2017. Inquiries and responses will be posted on the PUC's website at [www.puc.nh.gov/home/requestforproposal.htm](http://www.puc.nh.gov/home/requestforproposal.htm). Please note that answers to questions are carefully considered and may require several days before they are posted. It is strongly recommended that Proposers review the RFP in its entirety as soon as possible to allow the PUC time to answer questions and to allow the Proposer time to complete the Proposal. The subject line of the e-mail must state the following: RFP #2017-002, C&I SOLAR CONSULTANT.
3. The Commission reserves the right to cancel or withdraw this RFP, to reject or accept any or all Proposals, to reject or accept all or any part of any Proposal, to determine what constitutes a conforming Proposal, to waive irregularities that it considers not material to the Proposal, to award the Proposal solely as it deems to be in the best interest of the State, to contract for any portion of the Proposals submitted and to contract with more than one Proposer if deemed necessary. Notwithstanding any other provision of this RFP, this RFP does not commit the Commission to award a contract.
4. This RFP and all information relating to this RFP (including, but not limited to, fees, contracts, agreements and prices), are subject to the laws of the State of New Hampshire regarding public information and state procurement of goods and services.

5. The Commission reserves the right to amend or modify this RFP at its discretion, prior to the Proposal submission deadline. In the event of an amendment or modification of this RFP, the State, at its sole discretion, may extend the Proposal submission deadline, as it deems appropriate.
6. Proposals must be valid for sixty (60) days following the deadline for submission of Proposals.
7. By submitting a Proposal, a Proposer agrees that in no event shall the Commission be either responsible for or held liable for any costs incurred by the Proposer in the preparation of or in connection with the Proposal, or for work performed prior to the effective date of any resulting contract.

**IX. CERTIFICATES**

Proposers 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 organizations 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 will be specified in the contract.
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).

**X. FORM OF CONTRACT**

1. The terms and conditions set forth in Form P-37 (v. 5/8/15) General Provisions Agreement (available at: <http://www.puc.nh.gov/Home/requestforproposal.htm>) are part of the proposal and will apply to any contract awarded to the Proposer.
2. Any contract resulting from this RFP shall not be deemed effective until it is signed by the Commission.
3. Any contract awarded through this RFP will expire on June 30, 2017. The Commission at any time, in its sole discretion, may terminate the contract, or postpone or delay all or any part of the contract, upon written notice to the engaged consultant.

4. When responding to this RFP, please include your ability to comply with Paragraph 14 of the Form P-37 General Provisions Agreement, "Insurance", referenced in subparagraph X.1 above. Please note that the Commission will allow substitution of professional liability insurance for part or all of the per occurrence comprehensive general liability insurance coverage. In addition, excess liability insurance in an equal amount may be substituted for up to \$1,000,000 of the per occurrence comprehensive general liability or professional liability insurance coverage. The State reserves the right to further waive or modify the insurance requirement in Paragraph 14 based on Proposals submitted.

## **XI. FINANCIAL INFORMATION AND PUBLIC POSTING REGARDING RFPs**

1. Pursuant to the relevant statutes and regulations, all responses to this RFP shall be considered confidential until the award of a contract. At the time of receipt of Proposals, the State will post the number of responses received with no further information. No later than five (5) business days prior to the final approval of the proposed contract, the Commission will post the name and the rank or score of each Proposer on the PUC website (<http://www.puc.nh.gov/Home/requestforproposal.htm>).
2. The content of each Proposal will become public information upon the effective date of any resulting contract. Any information submitted as part of a response to this RFP may be subject to public disclosure under RSA 91-A. In addition, in accordance with RSA 9-F:1, any contract entered into as a result of this RFP will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). Accordingly, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas, may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to a request for proposal, bid, or information should be kept confidential as financial or proprietary information, you must specifically identify that information in a letter to the Commission, and should mark/stamp the materials as such. Marking of the entire Proposal or entire sections of the Proposal (e.g., pricing) as confidential will neither be accepted nor honored.
3. Notwithstanding any provision of this RFP to the contrary, contractor pricing will be subject to disclosure upon approval of the contract by the Commission. The State will endeavor to maintain the confidentiality of portions of the Proposal that are clearly and properly marked confidential. If a request is made to the State to view portions of a Proposal that the contractor has properly and clearly marked as confidential, the State will notify the contractor of the request and of the date upon which the State plans to release the records. A designation by the contractor of information it believes exempt from disclosure does not have the effect of making such information exempt. The State will determine the information it believes is properly exempted from disclosure. By submitting a Proposal, contractors agree that, unless the contractor obtains a court order, at its sole expense, enjoining the release of the requested information, the State may release the requested information on the date specified in the State's notice without any liability to the contractor.