

Solicitation Number: RFP-DCSEU-2021–SfA SF
Notice Type: Request for Proposals (RFP)
Title: Solar for All, Single Family Net Metered Systems

Posted Date: 10/09/2020
Webinar: 10/21/2020
Questions Due: 10/26/2020
Proposal Due Date:
11/12/2020 at 5:00pm EST
**PLEASE NOTE: There will be NO
extensions granted to this RFP**

I. OBJECTIVE

Vermont Energy Investment Corporation (VEIC), d/b/a the District of Columbia Sustainable Energy Utility (DCSEU), is issuing this Request for Proposal (RFP) for the DCSEU Solar for All (SfA) Program to retain one or more subcontractors to identify, design, install, commission, operate, and maintain fully integrated and operational photovoltaic (PV) electric generation systems on the roofs of single-family residences of income-qualified property owners or tenants located in the District of Columbia (District)¹. Each PV system will be required to operate and interconnect as a residential net metered system and designed to result in an expected 50 percent reduction to the property owner's or tenant's electricity costs based on the District's average residential electric bills for 2016 (which equates to a reduction of 4,200 kWh per year).² Successful bidders will be required to provide 100 percent of the electrical output from the PV system to the income-qualified property owner or tenant at no-cost for a minimum of 20 years from the date of interconnection ("Operating Period").

Bidders shall propose a price per watt incentive amount that does not exceed a cap of \$1.75 per watt. The incentive payment will be available upon timely completion of the milestones and DCSEU approval of all milestone documentation. The incentive payment available to bidder will be based on the anticipated capacity of the PV system(s), and will be adjusted based on the as-built system size, which will be determined by the DCSEU through a quality assurance/quality control inspection

¹ Income-qualified property owners or tenants are defined as households with total annual income equal to or below 80% of the Area Median Income (AMI) as listed by the U.S. Department of Housing and Urban Development (HUD).

² An overview and further references for net metering and PEPCO's Green Power Connection process can be found on its website at:

<https://www.pepco.com/MyAccount/MyService/Pages/DC/GreenPowerConnection.aspx>. General information on net metering and net metering bills is also found at:

<https://www.pepco.com/SiteCollectionDocuments/PepecoDCApplicationchecklist.pdf>

upon completion of the installed PV system(s). The incentive payment will be conditional upon bidder's completion of all milestones, strict adherence to the interconnection deadline established by the DCSEU, and bidder's commitment to provide the electrical output from the PV system(s) to low-income households at no cost for the Operating Period.

Successful bidders are expected to make a competitive return on their investment in the PV system(s) installed by monetizing available tax credits, such as the Investment Tax Credit (ITC), and participation in the solar renewable energy credit (SREC) market.

This RFP is for the provision of services further described in Section V (Scope of Work). Bidders must demonstrate the capacity and technical capability necessary to complete the services according to the deadlines established by the DCSEU. Bidders will also be required to submit financial statements from their company and/or their financier(s) to help DCSEU evaluate their financial solvency as further described in Section IX.N (Response Requirements, Proposal Elements, Part N: Financial Solvency).

Successful bidders will be awarded an Indefinite Quantity Subcontract (Subcontract). A Subcontract award does not guarantee work. Work will be awarded through issuance of a Work Order upon the DCSEU's review and approval of each PV system. A copy of the Fiscal Year 2020 (FY20) subcontract template is attached to this RFP as Exhibit A.

The DCSEU anticipates some changes to the subcontract template for the Fiscal Year 2021 (FY21) based on feedback from subcontractors who participated in the DCSEU SfA Program in FY20. A revised version of the subcontract template will be made available upon issuance of award notices. It is important for bidders to understand that many of the subcontract terms and conditions for FY21 will be non-negotiable. Bidders are strongly encouraged to list any exceptions to the subcontract terms and conditions in their proposal to help the DCSEU evaluate the ability of the parties to successfully negotiate a subcontract and to provide feedback to potential bidders.

Successful bidders will be required to use the approved homeowner agreement attached to the Subcontract. The approved form of homeowner agreement outlines the subcontractor requirements, including a copy of the operation and maintenance terms and conditions. A copy of the Fiscal Year 2020 (FY20) single-family subcontract template is attached to this RFP as Exhibit A (see Exhibit A, Attachment M for the approved form of homeowner agreement).

The DCSEU also reserves the right to a) reallocate funds after issuance of award notices if the DCSEU is unable to sign a subcontract with the successful bidders in a timely manner; and/or b) reduce the maximum limiting amount in its subcontract with successful bidders if the DCSEU is unable to issue work orders in a timely manner due to missing project documentation.

II. SUMMARY

The District of Columbia has established forward-looking targets for renewable energy and the growth of solar photovoltaics. The District is aiming for 100 percent of retail sales from renewable resources by 2032, with a 10 percent carve-out for District solar by 2041.³ The Solar for All program has identified a complementary target of reducing by 50 percent the electric bills of 100,000 low-income District households, by 2032.⁴ The District has made progress in creating programs and strategies to achieve these goals. However, if the goals are to be met, both the pace of market development and the size of project types coming online must increase.

III. BACKGROUND

The Council of the District of Columbia enacted the Clean and Affordable Energy Act of 2008 (CAEA), which called for the creation of the DCSEU. The District Department of Energy & Environment (DOEE) contracted with (VEIC) to operate the DCSEU in 2011; the parties entered a new contract in 2017 for continued DCSEU operations.

The purpose of the DCSEU is to design and implement programs in the District to reduce energy consumption, increase renewable energy generating capacity, reduce the growth of peak electricity demand, improve the energy efficiency of low-income housing, reduce the growth of energy demand of the largest energy users, increase the number of green collar jobs in the District, and support businesses within the District (i.e. Certified Business Enterprises, see #E.9 in Table 4).

The DCSEU has been working with DOEE since 2011 to deliver comprehensive sustainable energy services to residents, commercial enterprises, and institutions. It has also supported targeted solar initiatives at DOEE's request throughout this period.

In June of 2018, the DOEE and DCSEU entered an agreement for the DCSEU to design and prepare to implement a new DCSEU SfA Single-Family Program (Single-Family Program). This new program complements existing DOEE SfA grants by using competitive solicitations as well as direct support and engagement with potential project hosts to further encourage and catalyze market growth of solar, thereby contributing to the long-term SfA goals.

³ Renewable Portfolio Standard and the DC Clean Energy Omnibus Amendment Act of 2018.

⁴ Further background on Solar for All see: <https://doee.dc.gov/solarforall>.

IV. RFP MILESTONES AND SCHEDULE

Table 1: Schedule. Below is a sample schedule for the FY21 DCSEU Single-Family Program. The DCSEU reserves the right to make adjustments to the schedule as needed.

Milestone	Deadline
RFP Issued	10/09/2020
Pre-bid webinar (optional)	10/21/2020
Questions submitted to the DCSEU (info@dcseu.com)	10/26/2020
Responses posted to the DCSEU website	10/30/2020
Deadline for Proposals and Financials	11/12/2020
Notices of Award/Letters of Intent issued	12/01/2020
Certificates of Insurance (COI) and copies of insurance policies, if requested, due to evidence compliance with insurance requirements.	01/06/2021
Subcontracts Issued and Signed	01/06/2021
Single-Family Project(s) Information Due (Note: This is required for the DCSEU to issue Work Orders)	02/01/2021
Milestone #1:	04/01/2021
Milestone #2:	06/01/2021
Milestone #3:	08/31/2021

V. SCOPE OF WORK

The primary objective is to install and maintain fully operational residential net metered PV system(s) that will provide 20 years of reliable electrical output to income-qualified property owners or tenants thereby reducing the household's annual electric costs by at least 50 percent based on the District's average residential electric bills for calendar year 2016 (the 50 percent reduction equates to a reduction of 4,200 kWh per year). Successful bidders will also be required to guarantee a minimum performance level of 90 percent of the weather-adjusted expected electrical output, on an annual per-home true-up schedule.

As noted above, both property owners and tenants are eligible to participate in the Single-Family Program. Successful bidders will be responsible for working with the property owner(s) or tenant(s) to complete a Solar PV Application and collecting all income documentation to verify eligibility for the Single-Family Program. The Solar PV Rebate Application and all income verification documentation will be considered highly sensitive information. Successful bidders will be responsible for strictly

adhering to all information security protocols established by the DCSEU, including using a DCSEU mobile device to collect and upload all highly sensitive information to a secure website portal managed by the DCSEU.

For rental properties, the homeowner agreement (Exhibit A: Attachment M) will require the property owner/landlord not to raise the rent on the property because of the benefit provided to the tenant from the PV system and make a good faith effort to continue to rent the property to an income qualified tenant(s) for the full duration of the Operating Period.

Bidders are strongly encouraged to carefully review this RFP (including the below Single-Family Program Incentive Milestone chart, which has been updated for FY21) and the Scope of Work in the Subcontract Template (see Exhibit A: Attachment B) to fully understand the fundamental requirements of the Single-Family Program before submitting a proposal. An updated version of the Subcontract Template, including the Scope of Work for FY21, will be made available after issuance of notices of award.

Table 2: Single-Family Program Incentive Milestones: Below is a sample incentive milestones for the FY21 DCSEU SfA program year. The DCSEU reserves the right to make adjustment to the milestones as needed. If bidder does not complete the solar PV system(s) by the final milestone, fails to interconnect by the deadlines established below, or fails to deliver 20 years of electrical system output, any milestone payments paid to bidder shall be promptly paid back to the DCSEU.

<p style="text-align: center;">SINGLE-FAMILY PROGRAM INCENTIVE MILESTONES <i>(ALL MILESTONE DELIVERABLES, DEADLINES, AND PAYMENTS ARE SUBJECT TO CHANGE)</i></p>			
Milestone	Deliverables	Deadline	Incentive Payment
1	<ul style="list-style-type: none"> • Stamped engineering design documents, including: <ul style="list-style-type: none"> ○ Equipment Specification sheets; and ○ Final system design description. • Letter(s) of commitment from financing partner(s). • DCRA building and electrical permit(s) and any other permits or approvals required (Historic, Zoning, DDOT) to commence construction of the PV system. • Pepco Approval of Interconnection Application & Agreement Part I (“Approval to Install” or “ATI”). • Signed homeowner agreement using the pre-approved form included as Attachment M to the Subcontract. 	04/01/21	0%

SINGLE-FAMILY PROGRAM INCENTIVE MILESTONES
*(ALL MILESTONE DELIVERABLES, DEADLINES, AND PAYMENTS
 ARE SUBJECT TO CHANGE)*

Milestone	Deliverables	Deadline	Incentive Payment
	<ul style="list-style-type: none"> • Income qualification documentation. • Recent PEPCO bill (if available). 		
2	<ul style="list-style-type: none"> • Purchase of the major materials required to complete the project according to the permitted design, including modules, inverters, and racking. • Acceptable documentation includes paid receipts/invoices for all materials. Inverters must be compatible with DCSEU tracking software. Proof of payment is not required as part of Milestone 2; however, proof will be required for Milestone 3. 	06/01/21	0%
3	<ul style="list-style-type: none"> • Documentation evidencing procurement of the equipment necessary to stage and install the PV System, including modules, inverters, and racking. Acceptable documentation must show the equipment has been completed paid for. Purchase orders and other documentation that do not show payment will not be accepted to satisfy this requirement. • DCSEU QA/QC inspection (substantial completion report). • Any final or revised DCRA permit(s) or as-built drawings. • Pepco notification and Permission to Operate (PTO) from PEPCO. • System connection information from inverters to enable the DCSEU to track system output. • DCRA Approval of the installed system. • O&M documents and manufacturer warranties. • Documentation that the projects has been registered with the Public Service Commission (PSC). 	08/31/21	100%

VI. CONTINGENT ON FUNDING APPROPRIATION

The Single-Family Program operates according to the District Government's fiscal year (October 1 to September 30) and is subject to the availability of funding under VEIC's prime contract with DOEE to operate the DCSEU. The prime contract is subject to annual appropriation of funds, and there is no assurance of funding availability past September 30, 2021. Therefore, all projects must be completed no later than 8/31/2021, as outlined in the Subcontract.

VII. GENERAL INFORMATION FOR BIDDERS

The DCSEU is the sole point of contact for this solicitation. The DCSEU will score proposals received according to criteria listed below and will negotiate with the highest scoring bidder(s) to reach a final subcontract for the proposed PV systems.

An online webinar is scheduled on October 21, 2020. To register for the webinar please email proposals@dcseu.com and instructions will be sent. All prospective bidders are encouraged to participate; however, participation is not mandatory. The DCSEU will be bound only to the DCSEU's written answers to questions. Questions arising during the bidder's webinar or in subsequent communications with the DCSEU will be documented and answered in written form. A recording of the webinar and a copy of the questions and answers will be posted on the DCSEU's website at www.dcseu.com.

Proposals must be submitted by the prime bidder or a single bidder and must include a detailed description of the bidder's team, including a detailed description of any financing partners or lower-tier subcontractors, if applicable, and the local business status of bidder's team (e.g., small business enterprise (SBE), certified business enterprise (CBE), or local non-profit). Proposals will be evaluated and scored based on the roles and responsibilities of the bidder's team.

The DCSEU is committed to supporting and utilizing certified business enterprises (CBEs). Accordingly, there are eight individual subcategories for which the prime bidder may earn CBE preference points. The prime bidder will be required to comply with all CBE Agreement compliance reporting requirements as provided by the DCSEU from time to time, unless compliance has been waived by the DCSEU (see Exhibit A: Subcontract Agreement, Section 24, Subcontract; Assignment and Delegation). The prime bidder also must notify and obtain prior approval from the DCSEU before any changes are made to the prime bidder's team, so the DCSEU can ensure any new team members comply with program requirements.

The total dollar amount of the awards for the Single-Family Program solicitation are expected to be between \$800,000 and \$1 million, depending on the strength of the responses. A qualified and highly competitive bid may be awarded a significant fraction of the total award pool.

Eligibility

This solicitation is open to all bidders, including grantees of the SfA innovation and expansion grants from DOEE. Bidders that were awarded subcontracts in prior fiscal years must submit a proposal to this solicitation in order to be considered for FY21 funds. Bidder's past performance will be considered and evaluated as a part of the scoring criteria.

The following projects are not eligible for the Single-Family Program and should not be included in bidder's proposal response:

- A) Projects that cannot achieve the milestone deadlines and interconnection by August 31, 2021;
- B) Projects that have already received or will receive other District Government support, including projects incentivized by the DCSEU SfA Program awards or DOEE SfA innovation and expansion grants;
- C) Projects with production value below 1200 kWh/kW
- D) Projects that have already received ATO from Pepco; and
- E) Projects located outside of the District of Columbia.

Limitation

This solicitation does not commit the DCSEU to awarding subcontracts, or to procuring or subcontracting for services or supplies. The DCSEU reserves the right to accept or reject any or all proposals received, to waive any informality or irregularity in any proposals received, to be the sole judge of the merits of the respective proposals received, to negotiate with all qualified sources, to determine the timing of the start of the services, not to proceed with some or all of the work, or to cancel in part or in its entirety the RFP, if any of these actions is deemed by the DCSEU, in its sole discretion, to be in the DCSEU's best interest. The DCSEU will not reimburse costs incurred by bidders in preparing a proposal to this RFP.

VIII. PREPARING AND DELIVERING A PROPOSAL

For ease and efficiency of review, the DCSEU has specified the requirements for submitting a proposal to this RFP. **Bidders must follow exactly, and be responsive to, ALL requirements of this RFP.** The proposal should be clear and concise, presented in the form of a written response with sections and sub-headings. Resumes, drawings, and specification sheets are not counted toward page limits and should be included as appendices. It is the bidder's responsibility to provide all specified materials in the required form and format. **Proposals that are not in the required format or incomplete may be disqualified at the DCSEU's sole discretion.**

Proposals to this RFP must be submitted through the DCSEU Contractor Web Portal and Financials must be emailed as outlined below no later than 5:00 p.m. EST on November 12, 2020. See Section X (Response Submission) below for more information about submitting a proposal through the DCSEU Contractor Web Portal.

IX. PROPOSAL REQUIREMENTS (MINIMUM REQUIREMENTS)

Bidders are required to propose and will be scored upon nine individual criteria summarized in Table 4. **Every bidder is required to include a Bid Summary Table based on Table 4 below** with the specific value or information they propose for each of the nine listed criteria. The Bid Summary Table shall be presented as part of the proposal’s executive summary.

The total proposal shall not exceed 25 pages, not including appendices that may contain resumes, site information, or certificates and licenses. Limits for some of the individual sub-sections are also listed below.

Table 4: Response Summary, Evaluation Criteria, and Points

Category/Criteria	Description	Points
A. Households, Capacity and Costs		Total of 35 Points
1. Total SfA residential net metered PV systems proposed (minimum of 20 Households) for the minimum Operating Period.	<ul style="list-style-type: none"> Number of single family residential net metered PV systems proposed to be installed; Total kW capacity for each PV system, which shall not exceed 5 kW per PV system. 	Up to 15
2. Solar for All Single-Family Program incentive requested per Watt	<ul style="list-style-type: none"> Incentive price per watt included in proposal for the Scope of Work (Not to exceed \$1.75/Watt). 	Up to 20
B. Qualifications and Team Experience		Total of 30 Points
3. Operating capacity deployed and documentation of system performance	<ul style="list-style-type: none"> Total capacity of solar developed by bidder that is operational in Washington, DC and across the country. Method and documentation of the performance of capacity listed above that has operated and delivered at 90%+ of expected output. 	Up to 10

Category/Criteria	Description	Points
<p>4. Prior Experience</p>	<ul style="list-style-type: none"> • Bidder’s years of experience designing and building PV systems that meet or exceed industry standards and bidder’s past performance in the SfA programs (DCSEU SfA Program or DOEE SfA innovation and expansion grants) will be considered as a part of this scoring criterion. Bidder must provide: <ul style="list-style-type: none"> ○ A minimum of three (3) references for similar work performed within the past three (3) years. The DCSEU will contact bidder’s references to obtain or validate information about bidder’s past performance. Bidder shall include the following information for each reference: customer name, contact information, location of project, total capacity, project timeline and any other relevant information. ○ A completed past performance evaluation form (Exhibit B) 	<p>Up to 10</p>
<p>5. Project Team</p>	<ul style="list-style-type: none"> • Composition of bidder’s team. As noted above, bidders must include a detailed description of bidder’s team, including a detailed description of any financing partners or lower-tier subcontractors and their local business status with supporting documentation. • Contribution of bidder to the DCSEU SfA Program. Bidder must include a description of any portions of the scope of work that will be subcontracted to lower-tier subcontractors. Prime bidders are expected to contribute in a meaningful way to the DCSEU SfA Program (i.e. installation or operation 	<p>Up to 10</p>

Category/Criteria	Description	Points
	<p>and maintenance) and will be scored based on the portion of the work performed by them.</p> <ul style="list-style-type: none"> Bidder should provide documentation, such as partner agreements or contracts, that demonstrate the relationships between the bidder and the various team members, and the work to be performed by each member of bidder's team. 	
C. Project Readiness		Total of 25 Points
6. Single-family Sites Identified	<ul style="list-style-type: none"> Pipeline of interested and/or pre-qualified homeowners; Homeowner recruitment/outreach plan. 	Up to 15
7. Proposed completion schedule	<ul style="list-style-type: none"> Comprehensive project plan for completion and interconnection of net metered PV system(s). 	Up to 10
D. Innovation		Total of 10 Points
8. Open ended to encourage to proposers to propose favorable innovations	<ul style="list-style-type: none"> Examples include job training, system ownership transferred to the homeowner after the Operating Period, or roof repair. SREC ownership transferred to the homeowner after 10 years. 	Up to 10
E. Certified Business Entities		Total of 12 Points
9. Categories for Certified Business Enterprises (CBE) in the District	<ul style="list-style-type: none"> CBE and SBE points for the prime bidder (see below). Based on certification by the Department of Small and Local Business Development (DSLBD) 	Up to 12
	TOTAL POINTS AVAILABLE	112

There are eight individual subcategories for which the prime bidder may earn DC based Certified Business Enterprise (CBE) preference points. These are:

- Small business enterprise (SBE) and/or Woman owned business enterprise (WBE) certified by the DC DSLBD (3 points);
- Resident-owned business (ROB) certified by DC DSLBD (5 points);
- Longtime resident business (LRB) certified by DC DSLBD (5 points);
- Local business enterprise (LBE) certified by DC DSLBD (2 points);
- Local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DC DSLBD (2 points);
- Disadvantaged business enterprise (DBE) certified by DC DSLBD (2 points);
- Veteran-owned business (VOB) certified by DC DSLBD (2 points); and
- Local DC manufacturing business enterprise (LMBE) certified by DC DSLBD (2 points).

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a CBE is entitled to is twelve (12) points. As outlined in Table 4, Criterion E.9, there will be points awarded to companies that compile a team with CBE representation.

EVALUATION CRITERIA

This is a competitive solicitation. Proposals will be assessed and scored in accordance with the criteria outlined in Table 4 above. Each proposal should contain the bidder's most favorable costs and output commitment terms. The DCSEU reserves the right to evaluate proposals on criteria not listed above.

The DCSEU will evaluate all proposals to determine which bidders are best suited for providing the desired services. The DCSEU may request additional information from one or more bidders and may request personal interviews with the highest-ranked bidders.

PROPOSAL ELEMENTS

- A. Company Info:** Name of the business, contact person, and contact information, including full legal name, address, telephone, mobile telephone number, fax number, e-mail address, and website address, as applicable.
- B. Company Profile:** Provide a brief company profile, not exceeding 500 words.
- C. Statement of Ownership:** Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.

- D. **Bid Summary Table:** Include proposed values or summary information for each of the nine scoring criteria listed in Table 4 above. (The values that a bidder provides in the bid summary table are its proposed values, which will not be binding on the DCSEU. The DCSEU in its sole discretion will determine the final values to be awarded to the proposal for each criterion.)
- E. **Binding Transmittal Letter (1-page maximum):** Each proposal must include a binding transmittal letter signed by a party authorized to obligate the bidder to the services described in the proposal. The letter must clearly identify the person authorized to serve as the prime bidder representative for future communications regarding the proposal. **The letter must state that the proposal is valid for 90 days.**
- F. **Project Financials (5 pages maximum):** Each proposal must include for the projects a high-level budget and pro forma for the Operating Period (i.e. 20-years) and a narrative for the project financials: This section of the proposal must include:
- Anticipated term and value for SRECs;
 - Estimate of total installed cost per watt (DC);
 - Estimate of module price per watt (DC); and
 - Statement of whether the projects expect to monetize the investment tax credit and modified accelerated depreciation.

The project financials narrative should explain each budget and pro forma line item. The explanation should allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list the principal assumptions made in the project financials.

- G. **Households, Capacity, and Costs (3 pages maximum):** This section of the proposal must clearly explain:
- The number of single family net metered PV systems proposed to be installed;
 - The total kW capacity for each PV system, which shall not exceed 5 kW per PV system; and
 - Price per watt incentive proposed for completion of the Scope of Work.
- H. **Qualifications and Team Experience (5 pages maximum):** This section of the proposal must demonstrate the team experience and quality of the prime bidder and any other team members to successfully design, install, and have PV systems operational as outlined above. Bidder must provide details on the roles and responsibilities of key personnel and team members, including subcontractors. Bidder is required to disclose all lower-tier subcontractor(s), and must notify DCSEU, in writing, if there are changes to bidder's team. Bidder must obtain DCSEU approval in writing prior to making any changes to

its team. Experience includes a listing of contractor licenses, certifications, and trainings.

For the prime bidder the qualifications shall indicate the total capacity of PV systems placed in operation, descriptions of most recent installations, and at least three references from projects with systems of similar type and/or size to what is being proposed for this solicitation. Include projects in the District particularly and also note projects serving single family income-qualified households.

For the reference projects, please include:

- Project capacity;
- Total installed cost;
- Location and year completed;
- Estimated and actual output kWh/kW/year; and
- Reference's contact name, email, and phone number.

- I. **Project Readiness (5 pages maximum):** Proposals may include installation sites that are already identified and/or installation sites that will be identified and developed during the construction period ending August 31, 2021. Proposals containing a higher proportion of project capacity that is already identified, with specific households, system design, and letters of commitment from homeowners or financial partners will receive a higher score.

Proposals must also include completion schedules for all capacity proposed. This requirement includes a detailed approach description and a project timeline. Provide a detailed description of your approach to the management and completion of the projects within the required FY21 milestone deadlines. Identify possible barriers, and identify contingencies and strategies for overcoming possible issues, including delays that may be caused by weather, procurement, permitting, and interconnection. Provide a timeline (Gantt chart), including the principal tasks and time required for project execution. The timeline shall include, at a minimum, the milestone deliverables.

- J. **Proposal Exceptions Summary Form:** Bidders are strongly encouraged to review the FY20 subcontract template (see Exhibit A) and return the Proposal Exception Summary Form (see below) with their proposal listing any exceptions bidder anticipates requesting to the Subcontract. Failure to note exceptions on the Proposal Exception Summary Form will not disqualify potential bidders; however, this may delay the subcontracting process and could result in a reallocation of awards if the DCSEU is unable to negotiate and execute a subcontract with a successful bidder in a timely manner.

Table 5: Proposal Exceptions Summary Form

RFP/ Subcontract Reference	Bidder's Proposal Reference	Brief Explanation of Exception
(Reference specific outline point to which exception is taken)	(Page, section, items in bidder's proposal where exception is explained)	(Short description of requested exception)
1.		
2.		

K. Innovation (2 pages maximum): This category is open to bidders to identify and offer innovative elements favorable to the District and its residents and ideas that support sustained progress towards SfA targets and general solar market development. Examples include, but are not limited to, job training, siting where there are grid benefits, inclusion of efficiency or onsite storage as part of the overall project, and the continued provision of net metering credits at no cost to the homeowner at the end of the Operating Period.

L. Evidence of CBE (SBE) Status: Provide a current copy of your DC DSLBD certification, if any. Preference will be given only to businesses certified by DC DSLBD, as described in Table 4, Criterion E.9.

M. Licenses: Proof of Basic Business license(s) and/or all applicable license(s) required to perform the services, including a DC Business License and a DC Clean Hands Certificate. Licenses must be current. Bidder should also provide the same information for any lower-tier subcontractors.

N. Financial Solvency: Before awarding subcontracts, the DCSEU will evaluate financial statements to determine a selected bidder's financial solvency. Determination will be made on a "qualified or not qualified" basis at the sole discretion of DCSEU. Points will not be awarded for this criterion. Those bidders who are determined "not qualified" based on financial solvency may be required to submit additional documents.

Assurance of bidder's financial solvency:

- a. **Must be emailed to ajohnson@dcseu.com and received by the DCSEU no later than November 12, 2020 at 5:00pm EST.**
- b. Must include one (1) balance sheet and profit loss summary for the last calendar or fiscal year. Financial documents submitted will not be returned, so bidders should retain duplicate original documents. **Financial documents must be signed and dated by a company representative.** This is required information.

- O. Certificate of Insurance:** Bidder must supply a current Certificate of Insurance showing evidence of General Liability and Workers Compensation Insurance. If awarded a subcontract, bidder will also be required to provide a final certificate of insurance evidencing compliance with the minimum insurance requirements outlined in their subcontract. Neither the District nor VEIC will make any separate measure or payment for the cost of any required insurance. Subcontractor will include all of the costs of such insurance in Subcontractor's price per watt. The DCSEU anticipates the minimum requirements to be as outlined in Exhibit C, but will confirm final insurance requirements prior to issuance of a subcontract.
- P. Disclosure of any Pertinent Litigation:** A bidder must disclose any past or pending judgments, lawsuits, actions, bankruptcies, or regulatory decisions or information that may adversely affect the bidder's ability to meet any requirements of this RFP, the subcontract, or the bidder's proposal. A bidder agrees to provide a detailed description of any of the above events and the applicable case number in its proposal. This disclosure obligation is an ongoing material obligation that applies from the date of proposal submission through the expiration of any resulting subcontract award. Failure to disclose pertinent litigation may result in the disqualification of a bidder's proposal.
- Q. New Project(s)/Funding Sources:** Each proposal must include a statement by the bidder confirming and certifying that:
- a. The proposed project(s) have not and will not receive District of Columbia Government funds from another source;⁵ and
 - b. The proposed project(s) have not already received an PTO from Pepco.
- R. Confidentiality:** All proposals and information submitted by bidder ("bidder's response") to this RFP will be subject to disclosure under the District of Columbia Freedom of Information Act. ("FOIA Act").⁶ A bidder's response may be released pursuant a freedom of information request, with redactions based on exemptions from disclosure pursuant to the FOIA Act. Therefore, if bidder's response includes information or materials considered by bidder to be confidential, bidder shall clearly mark such sections and provide a written explanation for each marked section. The written explanation must address the confidential nature of each marked section and an explanation of the harm that would occur if disclosed. **Under no circumstance can the entire response or price information be marked confidential.**

⁵ Funding from the DC Green Finance Authority (DC Green Bank) or the DC Property Assessed Clean Energy (PACE) Program is not subject to this prohibition on other District Government funds.

⁶ D.C. Official Code § 2-531 *et seq.*

X. RESPONSE SUBMISSION

The DCSEU welcomes all qualified bidders to respond to this RFP. All proposal must be submitted through the DCSEU Contractor Web Portal (<https://portal.dcseu.com>) by the deadline specified above. Bidders may request a copy of the DCSEU's Solicitation Guide for the Contractor Web Portal by emailing proposals@dcseu.com.

In order to submit a proposal, new bidders must request an account by completing the username account request form available at <http://www.dcseu.com/about/rfq-profile-request-form>. The DCSEU will process the request within two business days or sooner, when possible. Returning bidders may use their existing account. If you have forgot your username, please contact WebPortalHelp@DCSEU.com.

Proposals that are not in the required format, incomplete, or not submitted by the proposal deadline may be disqualified. The DCSEU reserves the right, in its sole discretion, to waive any non-substantive administrative or technical irregularities in any non-conforming responses.

Bidders that fail to submit financial statements to ajohnson@dcseu.com outlined in Section IX.N, Response Requirements: Evaluation Criteria, Financial Solvency above will be automatically disqualified.

Contracting Office
Attn: Angle Ly
DC Sustainable Energy Utility
80 M Street SE, Suite 310
Washington, DC 20003
E-mail: proposals@dcseu.com
Web: www.dcseu.com

[RFP Exhibit List:](#)

[Exhibit A:](#) Fiscal Year 2020 (FY20) Single-Family subcontract template

[Exhibit B:](#) Past Performance Evaluation Form

[Exhibit C:](#) Minimum Insurance Requirements

[Exhibit A](#)
[FY20 SF Subcontract Template](#)

[Exhibit B](#)
[Past Performance Evaluation Form](#)

PAST PERFORMANCE SELF EVALUATION FORM

Summarize performance in each of the rating areas:

- 0 (Unacceptable)
- 1 (Poor)
- 2 (Acceptable)
- 3 (Good)
- 4 (Excellent)
- 5 (Outstanding)

Performance Elements	Rating	Notes
Quality of Services/Work <ul style="list-style-type: none"> • Compliance with contract requirements • Accuracy of milestone documentation • Technical Excellence • Delivery of turnkey services resulting in fully operational project(s) 		
Timeliness of Performance <ul style="list-style-type: none"> • Meet interim milestones • Reliable • Responsive to technical directions • Completed on time, including wrap-up • On-time submissions 		
Cost Control <ul style="list-style-type: none"> • Within budget • Current, accurate, complete billing 		
Business Relations <ul style="list-style-type: none"> • Effective Management • Responsive to contract requirements • Prompt notification of problems • Reasonable/cooperative • Flexible and Pro-active • CBE subcontracting program 		
Customer Satisfaction		

Name of Project: _____

Location of Project: _____

Name & Title of Evaluator: _____

Signature of Evaluator: _____

Name of Organization: _____

Evaluator E-mail and Phone: _____

[Exhibit C: Insurance Requirements](#)

a. Minimum Insurance Requirements

- i. **Commercial General Liability Insurance.** Subcontractor shall provide evidence satisfactory to VEIC with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; bodily injury and property damage including, but not limited to: premises-operations; broad form property damage; products and completed operations; personal and advertising injury; and contractual liability and independent contractors. The policy coverage will be primary and non-contributory with any other insurance maintained by the District and VEIC, and will contain a waiver of subrogation, as set forth in Section f. below. Subcontractor will maintain completed operations coverage for five (5) years following the Subcontract Operating Period.
- ii. **Automobile Liability Insurance.** Subcontractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this Subcontract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage. The automobile liability insurance must be held by Subcontractor, and not its individual employees.
- iii. **Workers' Compensation Insurance.** Subcontractor shall carry Workers' Compensation insurance, and with respect to such insurance shall comply with the statutory mandates of the District of Columbia and any other jurisdiction in which the Subcontract is performed.
- iv. **Employer's Liability Insurance.** Subcontractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
- v. **Crime Insurance (3rd Party Indemnity).** Subcontractor shall provide a 3rd Party Crime Policy to cover the dishonest acts of Subcontractor's employees which result in a loss to the District. The policy shall provide a limit of \$1,000,000 per occurrence.
- vi. **Cyber Liability Insurance.** Subcontractor shall provide Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000, aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Subcontractor in this Subcontract and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

- vii. **Professional Liability Insurance (Errors and Omissions)**. Subcontractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Subcontract. The policy shall provide limits of \$1,000,000 per occurrence for each wrongful act and \$2,000,000 annual aggregate.
 - viii. **Sexual/Physical Abuse and Molestation**. Subcontractor shall provide evidence satisfactory to VEIC and the Contracting Officer with respect to the services performed under this Subcontract that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate written. This insurance requirement will be considered met if the general liability insurance includes sexual abuse and molestation coverage as a separate endorsement for the required amounts as evidenced on its Certificate of Insurance.
 - ix. **Umbrella or Excess Liability Insurance**. Subcontractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$3,000,000 per occurrence. All liability coverage must be scheduled under the umbrella and that the combined limits of the above required policies should be no less than \$3,000,000 aggregate. However, for subcontracts under \$100,000, Subcontractor may instead provide evidence satisfactory to VEIC with respect to the services performed that it carries \$1,000,000 in Umbrella and Liability Insurance.
- b. **Certificates of Insurance Requirements**. The Certificate(s) of Insurance shall name VEIC and the Government of the District of Columbia as additionally insured parties as their interests may appear on all liability policies and provide a waiver of subrogation in favor of the additional insured to the fullest extent allowable under all policies and under the law. In no event will any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to and accepted by VEIC. All insurance will be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher.
- c. **Cancellation Notice; Duration**. All policies will provide that VEIC and DOEE will be given thirty (30) days prior written notice from the insurance carrier in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown in the certificate. It is the responsibility of Subcontractor to maintain current Certificates of Insurance on file with VEIC and DOEE through the Performance Period of this Subcontract. Subcontractor will provide VEIC and DOEE with ten (10) days prior written notice in the event of non-payment of premium. Subcontractor will maintain these insurance policies during the term of this Subcontract and for a period of five (5) years following the Subcontract Construction Period. Notwithstanding the aforementioned, Subcontractor shall maintain Commercial General Liability Insurance for a period of five (5) years following the Subcontract Operating Period.
- d. **Liability**. These are the required minimum insurance requirements established by the District and VEIC. However, the required minimum insurance requirements provided above will not in any way limit Subcontractor's liability under this Subcontract.

- e. **Subcontractor's Property.** Subcontractor is solely responsible for any loss or damage to its personal property and its subcontractors, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment.
- f. **Waiver of Subrogation.** To the fullest extent allowable under all policies and under law, Subcontractor and its insurers hereby waive all rights of subrogation against the District and VEIC, and each of their respective directors, officers, employees, agents and representatives. Subcontractor shall include a waiver of subrogation in favor of the District and VEIC on its Certificate of Insurance and, if requested, furnish copies of endorsements as further evidence of a waiver of subrogation.
- g. **Measure of Payment.** Neither the District nor VEIC will make any separate measure or payment for the cost of any required insurance and bonds. Subcontractor will include all of the costs of such insurance and bonds in Subcontractor's fees.
- h. **Notification and Stop Work.** Subcontractor shall immediately provide VEIC with written notice if its insurance coverage will be substantially changed, canceled or not renewed, and shall immediately cease Services if its insurance coverage is cancelled or reduced below the minimum insurance coverages required under the Subcontract. Subcontractor may resume Services once Subcontractor (i) provides an updated certificate of insurance to VEIC and DOEE in compliance with the minimum insurance coverages under this Section or (ii) the Parties execute a Subcontract amendment modifying the minimum insurance requirements.
- i. **Submission Requirements.** Subcontractor will submit a Certificate(s) of Insurance to VEIC and DOEE as part of the electronic execution process for this Subcontract giving evidence of the required coverage as specified in this Section prior to commencing work. Unless and until a Certificate(s) of Insurance is submitted to VEIC and DOEE that complies with the requirements of this Section, Subcontractor shall not commence work and Services hereunder, and VEIC shall be under no obligation to pay any invoices submitted by Subcontractor for work and Services performed before the required Certificate(s) of Insurance is submitted.
- j. **Disclosure of Information.** Subcontractor agrees that the District Government and VEIC may disclose the name and contact information of its insurers to any third party presenting a claim for any damages or claims resulting from or arising out of Services performed by Subcontractor, its agents, employees, or authorized subcontractors under this Subcontract.
- k. **No Warranty as to Coverages; Failure to Maintain Insurance.** No warranty is made by VEIC or the District Government that the coverages and limits listed herein are adequate to cover and protect the interests of Subcontractor for Subcontractor's operations. The required coverages are solely minimums that have been set to protect the interests of VEIC and the District Government. None of VEIC's or the District Government's insurance coverage will apply to Subcontractor. IN NO EVENT WILL VEIC OR THE DISTRICT GOVERNMENT BE LIABLE TO SUBCONTRACTOR FOR SUBCONTRACTOR'S FAILURE AND/OR ITS SUBCONTRACTOR'S FAILURE TO MAINTAIN ADEQUATE INSURANCE.

- I. Broader Coverage; Higher Limits. If Subcontractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown above, VEIC and the District shall be entitled to the broader coverage and/or the higher limits maintained by the Subcontractor and its subcontractors.