

COMMONWEALTH OF MASSACHUSETTS
ENERGY AND WATER CONSERVATION SERVICES FOR
EQUIPMENT, DESIGN, AND INSTALLATION
PERFORMANCE CONTRACTING PROGRAM
REQUEST FOR PROPOSALS

MOUNT WACHUSETT COMMUNITY COLLEGE, Gardner, MA
MWCC Wind Turbine Project
Project # MWC 0801 ES1

RFP Issued:	August 28, 2009
Pre-Proposal Conference:	September 11, 2009 1:30 PM
Written Questions Due from Interested Companies:	September 23, 2009 5PM
Target Responses to Questions Due:	October 2, 2009
Deadline for Addenda to RFP:	October 8, 2009 2PM
Proposals Due:	October 9, 2009 2PM
Target Questions to Selected Proposers:	October 23, 2009
Target Responses Due from Proposers:	October 30, 2009
Target Interview Date:	November 2, 2009
Target Project Award:	November 23, 2009

Please Note: This RFP is for the wind turbine project at Mount Wachusett Community College, the Gardner campus. There is also an RFP being issued concurrently by the Division of Capital Asset Management (DCAM) for the wind turbine project at the North Central Correctional Institute, Gardner (DOC0702EC1).

These are two separate RFP's and projects.

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REQUEST FOR PROPOSALS

I. INTRODUCTION

The Division of Capital Asset Management (DCAM) of the Commonwealth of Massachusetts, in accordance with MGL Ch. 25A, Section 11C, requests proposals from qualified contractors (herein called Interested Companies or Proposers) to provide comprehensive engineering design and construction services for the installation for two large (approximately 1.65 MW) wind turbines and associated systems at the following facility:

- Mount Wachusett Community College, Gardner (444 Green Street, Gardner, MA), herein (called “the Facility”)¹.

The Commonwealth is interested in proposals which include all design, engineering, permitting, equipment purchase, equipment removal, equipment installation, rigging, piping, wiring, startup, commissioning warranty and maintenance agreement and any other work required to install the wind turbine equipment. Services are also requested for training in preventive maintenance and operation of the new equipment and maintenance services. Proposers shall include details for a comprehensive service and maintenance agreement to be included with their proposal (see Attachment A, IV for details regarding two requested service and maintenance alternatives).

See Attachment B, Part III for a copy of the wind turbine feasibility report prepared by Jacobs Engineering (aka Jacobs), which analyzes the systems and provides a basis for a scope of work for the facilities. The Commonwealth shall not be responsible for the completeness or accuracy of this report.

A. Proposal Workscope:

Interested Companies should submit proposals that include turbine equipment that meets the parameters outlined in this Request for Proposals (see Attachment B for the site climatic conditions) and provides . Wind Data can be found in Appendix A of the project’s feasibility study.) and optimum performance as presented on Form B, -Turbine Cost Effectiveness. Proposals are to include sufficient detail as to clearly articulate the design and construction plans for a turnkey project and for a not to exceed lump sum price.²

As discussed further in Attachment A, Form for Proposal Submittal, the evaluation of proposals shall consider the prospective energy output of proposed turbine installations, the match between available wind resource and the likelihood of achieving proposed outputs. The total project costs detailed in proposals will be considered relative to the proposed turbine size and performance expectations. The Commonwealth of Massachusetts makes no predetermination as to the turbine size that best fits MWCC for technical or economic purposes other than the requirement that the maximum blade tip

¹ Collectively the Facility and DCAM are the Commonwealth of Massachusetts (the Commonwealth).

² Lump Sum price to assume no portion of the turbine cost will be paid until the wind turbine equipment is delivered to site and/or installed. Progress payments for project design, mobilization and other services may be made prior to the delivery of the turbine.

height shall not exceed FAA regulations as specified in Attachment B, Part III. The Commonwealth will select the Proposer whose proposal provides the best overall value to the Commonwealth at the site based on the evaluation criteria of this RFP (as detailed below in Item E, "Selection of Proposer to execute contract").

Proposers should submit proposals that include at least the Base Proposal as defined below and may include additional options as seen fit to propose. **Please note, though the feasibility study was conducted for a Vestas turbine, the Proposer does not need to propose this manufacturer or their turbine.**

Proposals are to include sufficient detail as to clearly and uncompromisingly articulate the design and construction plans for the turbine and are to include a lump sum, not-to-exceed price for the turnkey services required of all aspects associated with such turbine's design and construction. The Commonwealth recognizes that a turbine manufacturer may not be able to provide a firm delivery date. In this instance, lump sum pricing options for specified delivery periods of equipment will be allowed.

Base Proposal for One Turbine (required of all Proposers): The horizontal axis wind turbines are to be sited on the campus of MWCC at the specified location and must be suitable for the climatic conditions shown in Attachment B Part III, and the preliminary designs in Attachment C (Part I). Base proposals are to be for one turbine between the approximate size approximately 1.65MW range of 1.5 and 1.65 MW machines determined by the Proposer to be optimal but within the FAA's height restrictions with ancillary systems to allow power to be collected by a 25-kilovolt system. All turbine specifications must be in accordance with the requirements stipulated by permitting agencies.

Option 1 for Two Turbines (optional proposal): Two, new horizontal axis wind turbines may be proposed of different sizes than that proposed in the Base Proposal but the Proposer must demonstrate that the option also meets all other project criteria. All Option 1 proposals are to be for two turbines between the performance and climactic conditions in Attachment B. These options must also include approximate size ranges of 1.5 and 1.65 MW machines as determined by the proposer to be optimal but within the FAA's height restrictions with ancillary systems to allow power to be collected by a 25-kilovolt system. All turbine specifications must be in accordance with the requirements stipulated by permitting agencies.

Option 2 for Other Turbine Selection: Two, new horizontal axis wind turbines may be proposed of sizes different than those requested in EITHER the Base Proposal or Option 1. All Option 2 proposals are to be for two turbines in an approximate size range other than 1.5 and 1.65 MW machines. If a proposer selects Option 2, the turbines chosen must meet all the other specifications of this RFP and needs of the college and be within the FAA's height restrictions with ancillary systems to allow power to be collected by a 25-kilovolt system. All turbine specifications must be in accordance with the requirements stipulated by permitting agencies.

Project Costs and Economics: All proposals are to include a complete description of all costs associated with the design, construction, training, maintenance, operations, start-up, warranty and commissioning of the turbine (Please see Attachment A, Forms A and B, to this RFP). All proposals are also expected to present a project economics discussion that details the expected generation and availability of any turbine proposed. The generation estimation is not a performance guarantee and will not be binding on the Proposer except as outlined in Attachment E (I) Performance Guarantee. The proposal evaluation team may utilize various methods and expertise to validate the estimations posited by the Proposer.

IMPORTANT: All proposed costs should be provided in U.S. dollars and shall not fluctuate with the value of any foreign currencies. If Interested Companies wish to protect themselves against increased costs related to foreign currency fluctuations, insurance against exchange rate risk should be obtained. All turbine specifications must be in accordance with the requirements stipulated by permitting agencies.

Location: Details regarding the proposed locations are contained in Attachment B. The locations are not finalized, and Proposers will be responsible for choosing the final location. The site for the wind towers [or turbines] is an open field sloping to the west. Power transmission from the turbines site to the interconnection at the main meter room for the campus will be through underground cable. A transformer will be installed near the base of the wind turbine.

Proposals should include separate cost estimates for tie-in locations. The cost estimates should include cost per linear foot of all excavation and burying of power lines or placement of overhead line and poles and related conduit duct bank associated with the transfer of power from the turbine to either the tie-in or switching/inverter area (according to the plan found in Attachment B). Proposers are advised that they are required to obtain all required permits from the local authority having jurisdiction and to bear all related costs associated with obtaining the necessary permits.

A supervisory control and data acquisition (SCADA) system, including a personal computer (i.e. a human-machine interface) as manufactured or provided by the SCADA supplier, shall be installed which shall enable remote system evaluation, control, fault resets, collection of performance data and the ability to upload contemporaneous performance data to the NCCI Gardner information technology systems. The system shall be compatible with and conform to standards set forth by both the ISO NE forward capacity market program and **US Department of Energy (US DOE)** reporting requirements. These requirements are detailed further in Attachment I to the RFP.

The Interested Company awarded the contract will be responsible for the final design. The design-build proposal shall include both an outline scope-of-work and design criteria to be achieved. The final design must include construction documents prepared and stamped by a registered professional engineer (P.E.) licensed in Massachusetts for each discipline and includes construction control as required by 780 CMR 116.

B. Turnkey Energy Projects Developed under M.G.L. Ch. 25A. Sec. 11C

The Performance Contracting Program is an alternative means of financing the installation of energy conservation, energy management, cogeneration, and/or renewable energy equipment. This program uses the turnkey approach to construction whereby a Proposer is responsible for the purchase and installation of energy and water conserving and/or energy generating capital improvements. For this project, all necessary funds will be set-aside in a project budget by the Commonwealth. Proposers shall assume the payment schedule provided for in Attachment F to this RFP and under conditions set forth in Attachment E (the Energy Services Agreement).

Important note: This Project MWCC has received a US DOE grant of \$3 million. In addition, they have submitted a Clean Renewable Energy Bond (CREBs) application for \$2 million. The grant and bond funds will be used to pay for the capital costs of the project cost will be paid through a Tax Exempt Lease Purchase (TELP). The Proposer must meet and reduce the requirements of the grant (see Attachment F, Financing Information) payback period.

II. PROCESS

The procurement process for these services will proceed as follows:

A. Contact Person. All communication and questions pertaining to this RFP should be directed to:

John Crisley
Project Manager
Energy Efficiency & Sustainable Buildings Group
Division of Capital Asset Management
One Ashburton Place
Boston, MA 02108
John.crisley@state.ma.us
Phone: 617.-727.-4030 ext. 561
Fax: 617.727.4043

B. Advertisement and Changes.

This RFP has been distributed electronically using the Commonwealth Procurement Access and Solicitation System (Comm-PASS system, <http://www.comm-pass.com>). The project name is: **MWCC Wind Turbine Project** and the project number is **MWC0801ES1**. All correspondence should include the project name and project number.

Interested Companies are solely responsible for obtaining and completing required attachments that are identified in this RFP and for checking Comm-PASS for any modifications that are subsequently made to this RFP or attachments. The Commonwealth accepts no liability and will provide no accommodation to Interested Companies who fail to check for amended RFPs and submit inadequate or incorrect responses.

Interested Companies are advised to check the “last change” field on the summary page of RFPs for which they intend to submit a response to ensure that they have the most recent RFP files. Interested Companies may not alter the RFP language or any RFP component files.

Access to Comm-PASS (www.comm-pass.com) is available at any library in the state. In addition, Comm-PASS has an accessibility policy which can be found here: http://www.mass.gov/?pageID=osdutilities&sid=Aosd&U=osd_accessibilitypolicy

If any **Interested Company** is unable to access the website or is having difficulties with the website that **the website administrator** is unable to assist with, please get in touch with the Contact Person. There is also a copy of the RFP for reference located in the Bid Room, DCAM 16th Floor, One Ashburton Place, Boston, MA 02108.

C. Proposal Development.

Interested Companies should review the existing conditions and other facility information in Attachment B while preparing their proposals. In addition, the Commonwealth provides other opportunities to obtain information about the facility or the scope of work as set forth below.

MWCC will hold a Pre-Proposal Conference: September 11, 2009 1:30 PM at the college. Please make reservations with the Contact Person for the pre-proposal conference; attendance is strongly recommended. Minutes of the meeting will be posted on Comm-Pass after the meeting. Unless otherwise stated, all site visits should be coordinated with the college’s facility contact at least 36 hours in advance.

Interested Companies are prohibited from communicating directly with any employee of Mount Wachusett Community College or DCAM except as specified in this RFP or for purposes of gathering information for the RFP. All proposals will be evaluated based upon only information in the RFP, questions, and addenda. No other individual or Commonwealth employee or representative is authorized to provide any formal information or respond to any question or inquiry concerning this RFP, unless otherwise approved by DCAM. All questions must be forwarded to the Contact Person. All

questions must be submitted in writing (e-mail is preferred, but fax, or regular mail are also acceptable) to the Contact Person *no later* than 5:00 PM on September 23, 2009.

If the Interested Company has not previously submitted a proposal through the Energy and Water Savings Performance Contracting Program, the Commonwealth encourages the Interested Company to review formats of previous proposals on file at the Office of Facilities Maintenance within DCAM; written requests for review of previous proposals should be mailed to the Office of General Counsel at DCAM with a copy to the Contact Person.

Interested Companies are asked to present their proposed services and terms in Attachment A. All information necessary to enable the Commonwealth to select a firm must be included on these forms. The **only** supplemental information which will be considered in the selection process are the sample copies of specified materials from previously executed projects requested in Attachment A and an interview with the firm as requested by the Commonwealth and MWCC.

D. Certification of Eligibility.

DCAM will certify an Interested Company based on its Certification of Eligibility process, conducted in accordance with MGL Ch. 149, Section 44D (See Attachment G). Interested companies must be certified prior to submitting their proposal. If Interested Companies are submitting proposals as part of a joint venture, they must be certified as a joint venture. (See http://www.mass.gov/cam/dbwdcam/db_contractcert.html for more information on DCAM certification).

IMPORTANT NOTE: Interested companies must be appropriately certified by DCAM in the **Energy Management or Electrical category** by the proposal due date. It is highly recommended that Interested Companies submit certification forms at least four weeks prior to the due date.

Appropriate certification forms must be submitted to the following address:

Division of Capital Asset Management
McCormack Building
One Ashburton Place, 16th Floor
Boston, MA 02108
Attention: Natasha Bizanos, Contractor Certification Officer

E. Proposal Submission.

Any Interested Company (DCAM Certified) who wishes to submit a proposal must submit:

- Two original copies of the proposal unbound.
- Five hard copies of the proposal, bound.
- Two complete and accurate electronic copies on CD.
- Each copy noted above must include a copy of the Interested Company's Certificate of Eligibility issued by DCAM.
- Two copies of the Update Statement in a separately sealed envelope.

IMPORTANT:

The proposal must be submitted in a sealed packaged labeled, as shown below, by 2:00 PM

Proposals received later than the time and date specified will be rejected, deemed non-responsive and returned to the respective Proposer.

Your Name
Your Return Address

Bid Room, Room 1610
Division of Capital Asset Management, 16th floor
One Ashburton Place, Boston, MA 02108,
Attention: Hope Davis
Director, Office of Facilities Maintenance

Proposals not to be opened until 2PM on October 9, 2009

Proposers are cautioned to allow sufficient time for mailed proposals to be received. Faxed or Emailed proposals will not be accepted. Proposals will not be available for public review until the project is awarded. The Commonwealth has provided a checklist (Attachment A- Part I) to assist Interested Companies in their submission.

The proposals shall be opened at the Division of Capital Asset Management, One Ashburton Place, Rm. 1610, 16th Floor, Boston, Massachusetts at 2:00 PM on the Proposal Opening Date noted above. All Interested Companies who have submitted the appropriate information by the Proposal Opening date shall become Proposers.

F. Selection of Proposer to execute agreement.

The proposals will be evaluated against the following criteria:

- I.** Summary of Services Proposed at the Facility
- II.** Technical Approach and Feasibility
- III.** Financial and Energy Savings
- IV.** Proposer's Experience

Notwithstanding any other provisions of this RFP, DCAM reserves the right to waive any formalities not specifically required by law, to request that additional information be provided after the deadline for receipt of proposals, to negotiate with any and all Proposers, and to reject any and all proposals received if DCAM determines in its sole discretion that it is in the best interest of the Commonwealth to do so. It is strongly recommended that Proposers understand the requirements outlined in Attachment C.

DCAM may pose written questions to or request an interview with selected Proposers. The Contact Person will notify the Proposer to issue questions or to set up an interview. All responses to the interview will be incorporated as formal addenda to proposals.

DCAM shall accept proposals without alteration or correction, except as provided in this paragraph. A Proposer may correct, modify, or withdraw a proposal by written notice to DCAM at the address listed above, prior to the time and date set for the opening of proposals. After the opening of proposals, the Proposer may not change the proposal or any provision of the proposal in a manner prejudicial to the interests of DCAM or fair competition. DCAM shall waive minor informalities or allow a Proposer to correct such minor informalities. If a mistake on the intended proposal is clearly evident on the face of the proposal document, DCAM may correct the mistake to reflect the intended correct proposal and so notify the Proposer in writing and the Proposer may not withdraw the proposal. A Proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended corrected proposal is not similarly evident.

If after award it is determined that due to unforeseen circumstances, a Proposer cannot obtain the proposed turbine, the Commonwealth at its discretion may work with the Proposer to select an alternate turbine that meets the performance criteria outlined in this RFP. The alternate options will be reviewed based on "open book" pricing and in accordance with Schedule O of the Model ESA for Equipment, Design and Installation.

G. Award and Contract Execution

All Proposers will be notified in writing of the decision of the Commonwealth. The successful Proposer will execute an Energy Services Agreement (ESA) for Equipment, Design and Installation with the Commonwealth in the form attached hereto in Attachment E, Part I. Any changes or comments to Attachment E Part I must be noted in Attachment A-Form for Proposal Submission.

All Proposers should review the ESA for Equipment, Design and Installation and confer with an attorney prior to submitting a proposal in response to this RFP. The

Commonwealth reserves the right to reject any requested changes identified by the Proposer if not previously agreed upon during the proposal review and interview process. If an acceptable contract cannot be reached within 30 days of notification of selection, the Commonwealth may initiate negotiations with the second ranked firm.

III. Other Important Information:

All proposals and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26, with the exception of the Update Statement. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

The Commonwealth makes no guarantee that any services will be purchased from any contract resulting from this RFP. Proposers will be required to pay prevailing wages, as detailed in Attachment C, Section III.

DCAM will not consider any proposals submitted by Interested Companies which are comprised in whole or in part, directly or indirectly (e.g., without limitation, through ownership or control), of individuals or entities which have directly or indirectly had any involvement in the project which is the subject of this Request for Proposals ("involvement" means, without limitation, activity relating to engineering, planning, environmental or other consulting). However, DCAM will consider proposals from individuals or entities that have not been involved in the project which is the subject of this RFP, but that have been involved in the design and/or construction of other DCAM projects.

Architectural, engineering, cost estimating, testing or any other consultants or sub-contracting firms that participated in any way, as a direct consultant to DCAM or provided any services as a sub-consultant to DCAM's consultant, during the development of this project's RFP or provided any prior study, planning, environmental or other services with respect to this project are excluded from providing any services to firms submitting offers or to the successful Proposer on this project. DCAM will disqualify any proposal that lists such a firm to provide services on this project.

To the best of DCAM's knowledge, the following firms have provided prior services with respect to this project and, therefore, are precluded from providing services in response to this RFP. However, if a Proposer chooses a firm not listed below and DCAM determines that the firm participated in any way during the development of this project, then DCAM will immediately disqualify the Interested Company. Proposers are encouraged to obtain a signed affidavit from architectural, engineering, cost estimating, testing or any other consulting or sub-consulting or sub-contracting firms confirming that they have had no prior involvement with the RFP's development or study, planning, environmental or other services with respect to this project.

List of Firms:

- 1. Jacobs**
- 2. UMASS RERL**

- 3. Heartwood Group, Inc.**
- 4. E.F. McCarthy & Associates**
- 5. Endless Energy Corporation**
- 6. Sustainable Energy Advantage, LLC**
- 7. Northeast Ecological Services**
- 8. Stantec**

ATTACHMENT A
PROPOSAL SUBMISSION REQUIREMENTS
Part I: Checklist for Proposal Submission
Mount Wachusett Wind Turbine Project, #MWC 0801 ES1

This form is not a requirement for proposal submission, but is provided to aid companies that are submitting proposals for the above named project. Please note that this form does not supersede the requirements set forth in Chapter 25A or the RFP and any addenda to it.

- Date and Time Proposal must be received by DCAM (DCAM will date stamp it upon arrival) – Proposals Due: October 9, 2009 2PM
- 9 copies of the Proposal submitted:
 - 2 unbound original copy of the Proposal
 - 5 bound copies of the Proposal
 - 2 electronic copies of the Proposal on CD (Must be complete and accurate PDFs with supporting excel files)
- Current Certificate of Eligibility submitted with each copy of the proposal (see Att. G of the RFP).
- 2 copies of the Update Statement (see Att. G of the RFP) submitted, in a separately sealed, labeled envelope.
- Completed the cover page of Form A (Attachment A of the RFP, signed and indicating the number of addenda (-um) received/acknowledged.
- Project costs of all proposed alternatives are within the limits specified in Interested Company's Certificate of Eligibility.
- Proposal printed double sided on recycled paper.
- Total Project Cost Spreadsheet provided on Form B (see Attachment A).
- Cost Effectiveness Form C (see Attachment A)
- Model Warranty and Service Agreement included

Note: Companies are encouraged to contact the Contact Person, John Crisley (617-727-4030 ext. 561, e-mail john.crisley@state.ma.us), with any questions regarding the proposal submission process.

ATTACHMENT A
PROPOSAL SUBMISSION REQUIREMENTS
Part II: Cover Letter

TO: Commonwealth of Massachusetts
Division of Capital Asset Management

FROM:* (Firm Name) _____
(Address) _____
(Phone/Fax) _____
(Website) _____
(Name of Person Who Prepared Response) _____
(e-mail) _____

* NOTE: Please enter name of firm and person principally responsible for preparing this proposal. This is the person through which all communication regarding this Proposal will be directed, unless noted below. If different individuals or firms were responsible for answers to a specific question, please indicate in the answer to that question.

Other Contact Person Information
(Name) _____
(e-mail) _____
(Phone) _____

I have read, understand, and agree to comply with the terms and conditions for providing conservation management services at _____ as stated in the Request for Proposals and as determined by the Division of Capital Asset Management.

If applicable, fill in the following:

I acknowledge receipt of Addendum No(s). _____, dated _____.

List Addenda and dates:

I have read Attachment E: Model ESA for Equipment, Design and Installation (Contract) and have noted any exceptions or comments in the Appendix in an attachment entitled Response to Attachment E I understand that the Commonwealth reserves the right to reject any changes that substantially change the Energy Equipment Installation Agreement or is prejudicial to fair competition.

(Signature) Date

ATTACHMENT A
PROPOSAL SUBMISSION REQUIREMENTS
Part III: Instructions

Please provide responses to all issues discussed below, if applicable. Please respond on numbered, double-sided 8½” x 11” sheets with the Proposer’s name printed on each page. When answering questions, do **not** include quotes or comments from previous customers or references. Number and title each answer, and please answer in the order posed here. Do not provide additional information, except where requested.

In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all proposals submitted must comply with the following guidelines:

1. All copies must printed double sided, unless unable.
2. All submittals and copies **must** be printed on recycled paper with a minimum post-consumer content of 20% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). All bids should note whether recycled paper or tree-free paper is being used, as well as the specific level of recycled content contained in the paper.
3. Unless absolutely necessary, all proposals and copies **must** minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials and staples are acceptable. No vinyl binders please.
4. Proposers should submit materials in a format that allows for easy removal and recycling of paper materials.
5. Proposers are encouraged to use other products which contain recycled content in their bid documents. (For a list of Environmentally Preferable Office Products – go to www.mass.gov/osd and look for the Commonwealth’s EPP Program page)
6. Unnecessary samples, attachments or documents not specifically related to the proposal should not be submitted. Proposers should avoid superfluous use of paper.
7. Please submit **nine (9) proposal** copies, five (5) of which are bound, two (2) of which is unbound and copy ready. Please submit two (2) copies of the full and complete proposal in PDF format on a CD with supporting excel files.
8. The Commonwealth may deduct points for unanswered questions, answers over the page limits, incomplete cd copies, or any mistakes in calculations or reporting.
9. The Commonwealth will reject any proposal that does not include the DCAM certification, update statements, Attachment A signed, or any proposal with a negative cash flow.
10. Please ensure that all tables are labeled and that all assumptions and back-up data are clearly referenced in the Proposal.

ATTACHMENT A
PROPOSAL SUBMISSION REQUIREMENTS
Part IV: Questions

Please note that unless Proposers state otherwise for each question, the Commonwealth will assume that responses to the questions in this section pertain to each option as discussed on pages 3, 4, and 5. For questions in Section III, all questions must be answered for each option proposed and labeled clearly.

Section I. Summary of Services Proposed at the Facility

(Limit 20 Pages- All parts weighted equally)

A. Executive Summary:

Describe the complete range of services being offered by your firm to the Commonwealth (design, equipment selection, equipment installation, equipment removal, electrical systems, including export transformers and meters, design and installation, SCADA system installation, equipment start up, hazardous waste management, commissioning, operation and maintenance program, training of facility personnel, interconnection and other permitting services, etc.) Include a description of how the construction site, including the roadway if disturbed, will be restored and/or replanted (grass seed to be stipulated by the Facility). Also, identify coordination with existing on-site activities and projects. Please label which option each response, described on page 4, references. Alternative designs or combinations should be labeled. These labels must remain consistent throughout the proposal.

B. Interconnection and Permitting:

1. Please describe Proposer's overall program for equipment testing, startup and training.
2. Please outline the specific commissioning relevant to the proposed Equipment. Describe your experience in working with utilities through the interconnection process, from the point of initial application up through witness testing and final signature of the Interconnection Agreement.
3. Please list all relevant permits (Proposer is responsible for presenting an exhaustive list and for obtaining all relevant permits).

C. Maintenance and Warranties:

Describe the expected routine maintenance and compliance with warranty that will have to be done to ensure proper operation of the Equipment beyond the preferred Equipment warranty terms as detailed in Attachment H. Proposers shall include the cost for training of facility staff for proper maintenance and operation. All maintenance functions must be clearly stated in the Operation and Maintenance Manuals delivered by Proposer upon substantial completion. Please see Attachment E, Schedule K for more information.

1. Explain the warranty and useful life for all proposed Equipment providing details on the services your company will provide during warranty period, the

warranty length, and what the warranty includes and does not include. A table format is recommended for the presentation of the information. DCAM reserves the right to award or subtract points from Proposers based on the terms of the warranty. Please see the minimum requirements for warranties in Attachment C, Part I: Scope of Services.

2. Please discuss how the Proposer will meet the requirements set forth in Schedule I of the ESA (Monitoring, Maintenance and Service Work). Please discuss cost, equipment proposed, services proposed, and any other relevant information.

Please refer to Attachment H of the RFP for acceptable maintenance terms on the proposed wind turbine equipment.

The Proposer shall describe the service contract and indicate the annual cost for each of two alternative service and maintenance contracts, requested (include a copy of the service agreement):

Alternative A: Five years of preventive maintenance and operations with an optional 3-year extension of the service and maintenance contract, to be executed upon mutual agreement between the Facility and the selected Proposer;

- a. Please note there is a minimum of 1 year warranty for all new Equipment installed. Explain how the warranties on the equipment will be transferred to the Commonwealth. Explain any relationship between the equipment warranty and service contract.
 - Support: Provide a narrative of how maintenance support will be provided. If the Proposer is planning on providing service and maintenance in house provide the plan and if not detail who will be providing turbine support.
- b. Please detail the maintenance that the Facility will be required to conduct over the life of all the major equipment.

Alternative B: Two years of preventive maintenance and operations with an optional 3-year extension of the service and maintenance contract, to be executed upon mutual agreement between the Facility and the selected Proposer and an additional option to extend again for another 3 years.

- a. Explain the pricing and scope of services. Provide pricing for an optional 3-year extension of the service and maintenance contract, to be executed upon mutual agreement between the Facility and the selected Proposer.
- b. Please note there is a minimum of 1 year warranty for all new Equipment installed. Explain how the warranties on the equipment will be transferred to the Commonwealth. Explain any relationship between the equipment warranty and service contract.
 - Support: Provide a narrative of how maintenance support will be provided. If the Proposer is planning on providing service and maintenance in house provide the plan and if not detail who will be providing turbine support.

- c. Please detail the maintenance that the Facility will be required to conduct over the life of all the major equipment.

D. Commissioning/Training:

1. Please describe Proposer's overall program for installing Turbine equipment, structural work, balancing systems, testing, startup and training. Describe your experience with equipment commissioning. State whether you plan to require your subcontractors to perform the commissioning, hire an outside commissioning agent, or perform the work using in-house staff. The Commonwealth reserves the right to hire its own commissioning agent who will work with the Interested Company's agent to verify proper equipment installation and performance.
2. Please outline the specific commissioning program relevant to the proposed Equipment. Please refer to Attachment C, part I and Attachment E, Schedule G.

E. US Department of Energy (DOE) Requirements or Other Reporting/Tracking Requirements:

1. Please discuss how the Proposer will meet the requirements set forth in Attachment J. Please discuss cost, equipment proposed, services proposed, and any other relevant information.
2. For the installation of educational kiosks, please discuss the two identified items, the kiosk and the monitoring system (also identified in Form B, Total Project Cost). (Please download the Proposers' specifics identified in Attachment B, Section IV from www.comm.-pass.com.)

Section II. Technical Approach and Feasibility.

(Limit 20 Pages- All subsections valued equally)

A. Detailed Equipment and Specification Information:

Provide detail for equipment and proposed system. Include any relevant manufacturing data for equipment that is being proposed. Include manufacturer, sizes, efficiency ratings, output, and other relevant technical details. Please place cut sheets in an Appendix to the proposal.

B. Technical Design and Feasibility:

Describe the technical approach for all the proposed options. The Proposer shall summarize its approach and explain how its design meets the design requirements of the Facility. The Proposer's submittal must include the following information in an Appendix to the Proposal:

1. Statement of turbine site suitability: Provide evidence that the turbine manufacturer has evaluated the site wind conditions and has determined that the proposed equipment is suitable for the site given the site conditions as outlined in the feasibility study.
2. Track record of proposed wind turbine: Provide a detailed list of commercial sales and installation history for the proposed wind turbine. Include quantities

installed, installation dates, locations and any available information on reliability, overall performance and warranty claims.

3. Prior to installation, the Proposer will be required to complete and receive approval on a 50%, 90%, and 100% design of all equipment and systems proposed. Please state any proposed exceptions to the detailed design process and requirements noted in Schedule D of the ESA for Equipment Design and Installation (Attachment E of the RFP) and indicate which items are not applicable.
4. Provide a summary of existing conditions that may affect the installation, commissioning, or operation of the proposed Equipment. Detail any issues that may have an impact on the proposed project. Please discuss which issues will be resolved or mitigated by the Proposer's services.
5. Discuss how the turbine will be delivered and stored. Please note: all project plans for turbine equipment delivery shall make use of existing access to and from the Facility.
6. Site Plan. Include a proposed site plan for the installation, based on the map included in Attachment B, Part I. Note that the Commonwealth will have ultimate approval of the site plan for the project, and that minimum site disturbance is included in the Technical Approach and Feasibility Component of the evaluation criteria.

The plan should indicate the location of all wind turbine components, interconnection point, access routes, and temporary construction areas. As a minimum, the proposed site plan should include the following elements:

- a. the area to be cleared;
- b. proposed site grading;
- c. the wind turbine location (per Attachment B, Part I);
- d. location of the crane pad;
- e. location of the transformer pad;
- f. location of electrical and communications conduits;
- g. all proposed access roads from the existing facilities to the wind turbine location;
- h. a proposed location for fencing that is erected in a manner that encloses the tower, tower foundation; mounted transformer and the crane pad (note fencing should be galvanized green plastic coated eight (8) foot chain link with a gate that allows for manufacturer's access requirements);
- i. sedimentation and erosion controls; and
- j. wetland boundaries.

Important Note: DCAM has included a site plan completed as of August of 2009 as part of this RFP.

D. Existing Conditions:

1. Provide a summary of existing conditions that may affect the installation, commissioning, or operation of the proposed Equipment. Please discuss coordination with the Facility. Detail any issues that may have an impact on the proposed project. Please discuss which issues will be resolved or mitigated by the Proposer's services.
2. Are there relevant existing code violations that the Interested Company's proposal will address? Please discuss. Are there code violations that the Interested Company's proposal will not address? If so, why?

C. Schedule:

Provide your proposed work plan for this project. This plan shall at minimum, address the following:

1. Include a proposed project implementation schedule for installing the Equipment.
2. Project Team: please discuss how the "team" (identified in Section IV of the RFP) will organize and approach this project.
3. Please refer to the requirements and fill out the template schedule in Attachment E. Please base the schedule upon an estimated start date (Effective date of the ESA for Equipment Design and Installation) of **December 3, 2009** and include major milestones. Please note Schedule will be relative to the actual ESA Effective Date. Please provide an estimate of milestones for all other ECMs.
4. Please identify critical path issues such as equipment ordering, operating hours, or seasonal constraints.
5. Provide a project schedule to demonstrate a practical plan to complete the work within the project parameters. The schedule document shall be created with Critical Path Method (CPM) software (compatible with Microsoft Project preferred). Proposers will be required to provide the schedule in CPM and PDF format. Preconstruction activities will be broken down by ECM based on the Proposer's work plan. Construction activities will be grouped by ECM. The activities will be sufficient to demonstrate adequate planning of the work with regard to Design durations, procurement and installation durations, facility operations, seasonality, and working hours. This schedule will be required for all ECMs prior to signing an ESA for Equipment Design and Installation for those ECMs.
6. Please provide examples of similar projects (size, scope, etc.) that were completed successfully on a similar implementation schedule to the proposed project.

Section III. Financial Cost and Energy Savings

(Limit 10 Pages- Sub-section A is valued more than B and C.)

A. Total Project Cost Limit:

1. Please fill out Form B entitled "Total Project Cost Spreadsheet" attached separately on Comm-Pass as file [AttAFormBTotalProjectCosts.xls](#). All pricing is to be "Open Book."

2. For each major piece of Equipment or system, specify the Total Project Cost, on the Total Project Cost Form- Form B. Include all information including; turbine equipment, labor and installation, engineering design, project management, and payment/performance bonds. Under the supporting investment category, identify the costs for items such as training, maintenance, warranty, etc., and any other project related expenses, site work, optional fencing, electrical tie in and supporting investment including design and commissioning.
 3. Provide information concerning any other factors that the Commonwealth may wish to consider to best gauge the value of the project once installed.
 4. Proposers should break out costs into three (3) major ECMs:
 - a. ECM #1: Structural and interconnection
 - b. ECM #2: Turbine
 - c. ECM #3: Kiosk/Monitoring System – should include real-time power output tracking, ability to calculate useful comparisons such as the equivalent number of Massachusetts households’ electricity the wind turbine system generates per day, current weather conditions and others agreed upon by the Proposer and college.
- B. **Project Funding:** These projects will be funded through a combination of **US Department of Energy grant funds, a low interest Clean Renewable Energy Bond (CREBs) and MWCC funds. At the time of the release of this RFP, the college has secured approximately \$5 million in project funding.** Proposers will be paid Progress Payments as noted in schedule M of Attachment E (I). In accordance with Section 15.2 of the ESA for Equipment Design and Installation, progress payments will be made for work completed and approved by the Commonwealth. **NO PAYMENTS WILL BE MADE FOR EQUIPMENT UNLESS INSTALLED OR STORED AND SECURED ONSITE.** At least 10% and up to 20% retainage will be held from all progress payments. The Commonwealth reserves the right to negotiate the payment schedule and will not pay for more than 80% prior to Final Project Notification.
- C. **Site-Specific Annual Electrical Energy Calculation:** Proposers shall provide a calculation of the total annual electrical energy generation of each option proposed using energy curves (manufacturers’ guaranteed performance) and estimated annual energy output based on the wind data provided.
- D. **Savings/Life Cycle Cost Analysis (LCCA):** Anticipated electrical savings for the wind turbine shall be reported on the Cost Effectiveness Form (Form A). Please provide back-up calculations or supporting documentation in the appendix verifying the information provided
- E. **Project Changes:** The ESA for Equipment Design and Installation contains provisions that allow the Commonwealth and the Proposer to modify the contract price to account for unforeseen conditions additions or deletions after the contract has been executed. Section 12 and Schedule O of Attachment E detail the process for changes to scope. The Proposer is limited to a 20% mark-up for overhead and profit to be shared with any subcontractor. Please state acceptance of these terms (please provide mark-ups for engineering and training in Schedule O; which should be the same as or better than those on Form B). Mark-ups for engineering and training will only be applied as applicable.

- F. Provide information concerning any other factors that the Commonwealth may wish to consider to best gauge the value of the project once installed.

Section IV. Proposer's Experience

(Limited to 20 Pages, excluding resumes. All subsections valued equally. This is in addition to DCAM Certification, which is a minimum requirement.)

A. Overview Questions:

1. Please provide an overview of the Interested Company, including a company history, organization, structure, etc.
2. Please detail experience with wind projects, or other similar projects, i.e. those requiring large equipment and the use of cranes.
3. If Interested Company is not Massachusetts based, discuss the mechanism that will guarantee the local support services necessary for fulfilling the contract terms.
4. The Proposer, or any company on its team, shall have continuously and regularly engaged in the business of installing wind turbines of similar type, size, scope, nature and level of complexity as the wind installation under this contract for a period of at least the last five (5) consecutive years, and during such time period shall have successfully installed at least two (2) wind turbines. Preference will be given to Proposer teams that have at least one design and one construction staff member who has the experience noted above.
5. Please discuss all projects in the last 2 years, highlighting those that are similar in scope, size, or complexity. Please provide cost, schedule, scope, and contact for reference purposes.
6. Please note that the Proposer will be held to the M/WBE goals as set forth in Attachment D of this document. All letters of intent and the schedule of participation outlined in the ESA for Equipment Design and Installation will be required to be submitted prior to contract signing. Please state all known M/WBE subcontractors, suppliers, or other applicable entities.

B. Design Component:

1. Please detail design experience of the proposed team with wind turbines and associated structural and electrical work. Please detail design experience of the proposed team with wind turbines and associate structural and electrical work.
2. The Proposer will be the Engineer of Record for this project. Include the names and resumes of the Design Professionals on your project team. Resumes (1/2 page each) should include each participant's background, specific areas of expertise, professional certifications, and previous experience with projects of this type and size. Please discuss any direct wind experience of the company or its personnel.
3. Explain what design work the Proposer plans to subcontract, and what work the Proposer plans to perform in-house.

4. Discuss who is responsible for permitting. Please discuss in detail the proposed project team and their experience of the design team, including structural, permitting, wind turbine selection and associated systems.

C. Construction Component:

Please provide specific information concerning the construction component of Proposer's project team.

1. Include the names and resumes (one-half page each) of team members and the project manager who will work on the project. Resumes should include each team member's background, specific areas of expertise, and previous experience with projects of this type and size. Please provide the Project Manager's resume.
2. Explain what construction experience with wind turbines or other similar projects.
3. Discuss experience with the delivery of large equipment.

Appendices:

(Limit 10 pages- All parts weighted equally)

Interested Companies should only include information that provides back-up or supplements information provided in the Form for Proposal Submission. All information included in the Appendices should reference the page and section of the Form for Proposal Submission that is relevant. Information that the Commonwealth may consider useful in its evaluation are calculations for various Equipment demonstrating the savings, specific equipment information, more detailed project experience, etc.

The Commonwealth reserves the right to request additional back-up information.

ATTACHMENT A

Part V: Forms

The Proposer must use the attached Forms for Proposal Submission

Form A: Cost Effectiveness Spreadsheet

Please download a copy at www.comm-pass.com

File: Form A – “[AttA_FormA_CostEff.xls](#)”

Form B: Total Project Cost Spreadsheet

Please download a copy at www.comm-pass.com

File: Form B – “[AttA_FormB_TotalProjectCosts.xls](#)”

ATTACHMENT B
FACILITY PROFILE

The following information is provided to the best of the Commonwealth's ability. The Commonwealth takes no responsibility for the completeness and/or accuracy of the information. Proposers are responsible for confirming the accuracy of any information required for its proposal preparation and successful completion of the proposal in accordance with the ESA for Equipment Design and Installation.

- I. Facility Description
- II. Facility Maps/Directions
- III. House Doctor Feasibility Study
- IV. List of Available Facility Plans and Other Reports
- V. Permits and Approvals

ATTACHMENT B **Part I: Facility Description**

Mount Wachusett Community College, Gardner

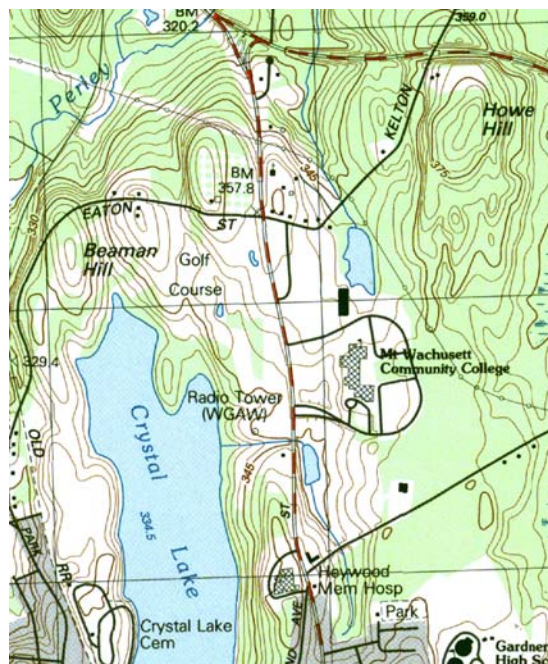
Mount Wachusett Community College (aka “The Mount” or MWCC) is located on a 300 acre state owned site in Gardner, Massachusetts. The college plans to install one or two turbines on campus. The project will be funded in part by a grant from the U.S. Department of Energy.

MWCC is a recognized pioneer in clean energy technology. On a campus once entirely electrically heated, the college has installed a biomass fired heating system, a biomass gasification and cogeneration system, a solar PV system on the roof of the Haley building, and numerous energy conservation measures. In keeping with its history of sound financial and environmental planning, the college is proposing to erect one or two grid connected megawatt scale wind turbine electric generators (WTGs) on the campus.

Important Note: Interested companies are strongly encouraged to thoroughly review the Mount Wachusett Community College Wind Turbine Feasibility Study (March, 2008) for all available information on the facility and site characteristics.

SITE CHARACTERISTICS

During the feasibility study it was determined that the field in which the existing meteorological tower is located would be the most favorable and cost effective for development due to its open exposure to prevailing winds, its easy access and lack of obstructions for construction, its proximity to the primary electric load center for the college and its maximum distance from any neighboring residences.



Site Location

Gardner lies 30 miles northwest of Worcester and 60 miles northwest of Boston. MWCC is located at 444 Green Street, Gardner, MA 01440 (referred to herein as the "Site") the degree, minute and second (DMS) coordinates for each of the two proposed turbines are:

- **Turbine 1:** 71 degrees 59' 1" West ; 42 degrees 35' 26.4" North
- **Turbine 2:** 71 degrees 59' 3.1" West; 42 degrees 35' 18.9" North

Site Characteristics:

At the time that the geotechnical exploration was completed, the area of the proposed wind turbines was undeveloped and sloped from elevation (El) 1175 to El 1130 moving from east to west across the Site over a span of approximately 850 feet. A small pond is located on the western end of the site and the majority of the west end of the area is marked as wetlands. The proposed tower locations are beyond the limits of the wetland buffer zone.

Important note: a complete geotechnical assessment was completed in May, 2009 for the college. The report is referenced in Attachment B, Part IV of this RFP.

Site Electricity Use:

National Grid provides electricity at the Site. The feasibility study team obtained monthly electric bills from the College for the period July 2006 through August, 2007. Each monthly bill includes a meter reading of the actual peak kW and kVA demand, as well as the monthly kWh energy usage. This data is summarized in the Campus Electrical Load section of the feasibility study (page 35).

Electrical Load Evaluation

The electrical demand profiles recorded by both National Grid and Enernoc show a consistent pattern of energy use. Per the National Grid demand records, the peak demand of 1568kW in January 2007 represents a significant electric heating load. The peak demands of 1,176 kW recorded in the summer months represent cooling load. More recently, Enernoc indicates a peak demand of 1,068 kW on January 23, 2008 and 1,072 kW on February 20, 2008.

The hourly demand recorded by Enernoc shows a consistent pattern with the lowest demand and energy consumption occurring during the very early morning hours and the peak demand in hot weather in early afternoon. Peak demand in November often occurs in late morning. Peak demands drop off on Saturdays, Sundays and Holidays.

Turbine Site Selection:

There are many factors that affect the siting of a wind turbine, such as topography, soils, setbacks, access, construction considerations, and electrical interconnection, among others. The specific turbine model has not been identified but will be between approximately 1,5 to 1.65 MW each. The project feasibility study specifically analyzed the Vestas V-82 turbine and the GE 1.5 turbines. Other manufactures being considered include Suzulon, AAER, Furlander, DeWind, RePower, EWT Emergya, Nordex, Gamesa, Nordic Windpower, and Samsung.

The proposed turbines will be installed on steel monopole towers with a total height to the top of the blade arc a maximum of 415 feet above ground level (AGL). It is expected that the towers will be 65 to 80 meter towers that come in sections suitable for road transport and are assembled on site. Final height and blade diameter determination and manufacturer decisions will be made through an evaluation of optimized turbine power output and cost/availability.

Wind Resource: A complete wind resource analysis is contained in Chapter 6, Wind Resource Analysis, on page 16 of the feasibility study. MWCC collected approximately one and a half years of site wind data. Wind resource analysis by the project meteorologist is shown in the feasibility study and summarizes wind speed data, wind shear, hub height wind speeds, wind speed distributions, mean wind speed, wind direction distribution, turbulence, peak wind speed and other important factors.

Mean Wind Speed

The mean wind speed at the 20-meter level for the entire period of record is 8.9 mph (4.2 mps); the mean wind speed for the 30-meter level for entire period of record is 9.2 mph (4.3 mps); the mean wind speed for the 157-foot level for the 1-year period of record is 11.0 mph (5.1 mps). The data are summarized in the form of mean hourly values and are presented in the table in the attachment. These tables include the monthly average values for wind speed in meters per second (mps) and wind direction, as well as the data recovery for each month and the entire period of record.

ATTACHMENT B
Part II: Facility Maps Directions

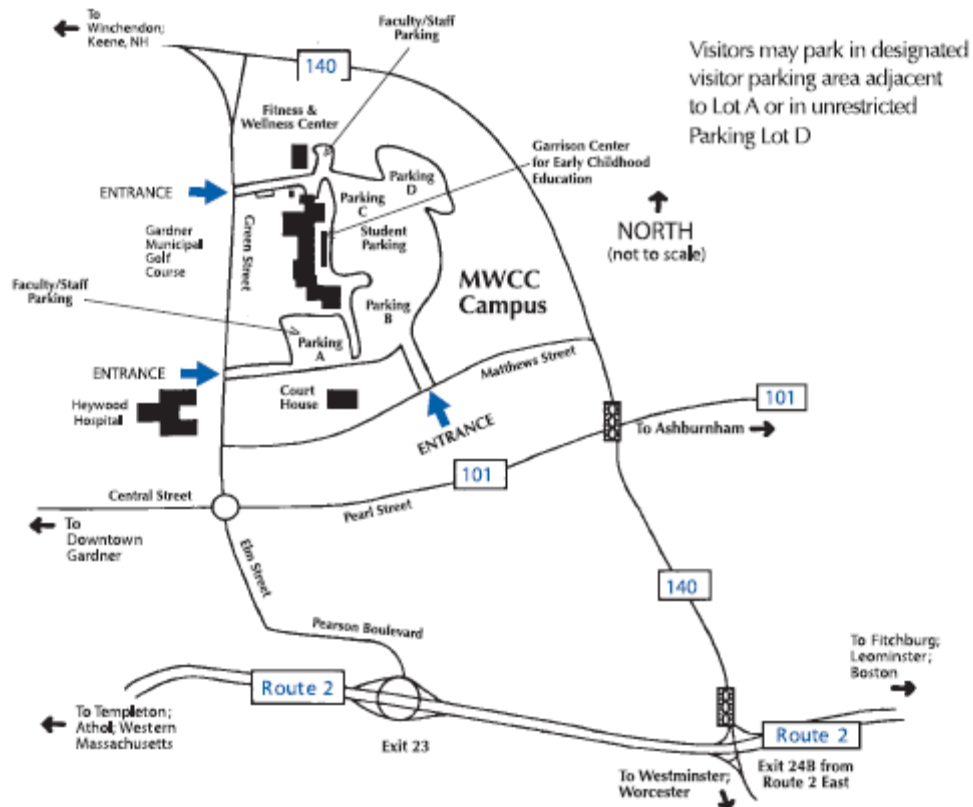
444 Green Street, Gardner, MA 01440

General Office hours: Monday - Thursday, 8:00 am - 6:30 pm;

Friday, 8:00 - 4:00 pm

(978) 632-6600

Suggested Routes to MWCC's Gardner Campus



For directions and a map of the college campus please refer to the “Mount Wachusett Community College – Gardner Campus Guide and Map”. This is available on the MWCC web site at: www.mwcc.edu/PDFs/CampusGuideMap.pdf

ATTACHMENT B
Part III: House Doctor Feasibility Study

Mount Wachusett Community College Wind Turbine Feasibility Study - March 11 2008.
Feasibility study completed by the college and Division of Capital Asset Management (DCAM).

**Please download a copy at www.comm-pass.com search for the
filename: MWCCWindFeasibility.pdf**

ATTACHMENT B

Part IV. List of Available Facility Plans and Other Reports

Please see the list of reports and permits below required for this project. Additional information may be found in Attachment B, Part III. The Commonwealth is not responsible for the accuracy or completeness of the reports and permits listed below. The Proposer is responsible for identifying and obtaining all permits.

- 1) **Mount Wachusett Community College Wind Turbine Feasibility Study** - March 11 2008
Feasibility study completed by the college and Division of Capital Asset Management (DCAM).
File name: MWCCWindFeasibility.pdf
- 2) **Geotechnical Engineering Report** – May 14, 2009
Geotechnical analysis for MWCC wind project completed May 14, 2009 by Stantec (formerly Jacques Whitford) on contract to Jacobs Engineering
File name: MWCCreportgeotech.pdf
- 3) **Mount Wachusett Community College: Shadow Flicker Analysis** - May 19, 2009
A shadow flicker analysis uses geometry and site-specific data inputs to determine an estimated number of hours per year that a flickering shadow can be cast on a given site.
File name: MWCCShadowFlickerAnalysis.pdf
- 4) **Mount Wachusett Community College Wind Turbine Visualizations** - April 30, 2009
Visualizations of the two, proposed turbines from eight (8) selected points in and around the town of Gardner.
File name: MWCCFinalTurbineVisualization.pdf
- 5) **Mount Wachusett Community College Turbine Sound Analysis** - August 27, 2009
The University of Massachusetts Wind Energy Center performed a sound analysis for the proposed two turbine wind installation at MWCC.
File name: MWCC TurbineSound AnalysisAugust2009.pdf
- 6) **Phase I Avian Risk Assessment – Mount Wachusett Community College Wind Energy Project** - October, 2008
The report details a Phase I Avian Risk Assessment and a breeding bird census conducted for the Mount Wachusett Community College Wind Energy Project.
File name: AvianStudyPhase1.pdf
- 7) **Phase I Bat Risk Assessment – Mount Wachusett Community College Wind Energy Project** - December 5, 2008
The purpose of this risk assessment was to determine the potential for habitat loss and collision mortality to bats from the construction and operation of the MWCC wind project.
File name: BatStudyPhase1.pdf

ATTACHMENT B

Part IV. List of Available Facility Plans and Other Reports (continued)

- 8) **Pre-Construction Acoustic Monitoring Report** – February 2, 2009
Pre-construction acoustic monitoring was conducted as part of the overall environmental assessment to determine the potential impact of project construction and operation on bats.
File name: PreConstructionAcousticalMonitoring.pdf

- 9) **Radiofrequency (RF) Impact of Mt. Wachusett Community College Wind Turbines** – February 3, 2009
This report reviewed the electric-and-magnetic field (EMF) aspects of the College's proposed wind turbine installation with regard to the proximity of the 2 turbines to the nearest radio station antenna.
February 3, 2009
File name: RadioFrequencyImpactReport.pdf

Additional documents to be issued

- 10) Preliminary Design on Electrical Power Distribution – September 2009
- 11) Site Plan and Specification Updates – Road profiles, specifications etc. – September 2009
- 12) Construction Drawings of Preliminary Sediment and Erosion Control Plan – September 2009
- 13) Draft Environmental Assessment – US Department of Energy - September 2009
- 14) Final Environmental Assessment – US Department of Energy - Expected November 2009
- 15) DOE – Finding of No Significant Impact – Expected November 2009
- 16) FAA Revised Form 7460-1 – Approval expected October 2009

ATTACHMENT B
Part V- Permits and Approvals

US Department of Energy

Environmental Assessment – Comprehensive NEPA permitting efforts have been ongoing for over one and a half years. A draft Environmental Assessment is expected to be issued by DOE in September 2009. No significant environmental issues are expected to result. It is anticipated that a Finding of No Significant Impact (FONSI) will be issued in November 2009.

Federal Aviation Administration

A Notice of Proposed Construction or Alteration is required by the Federal Aviation Administration, Part 77 and form 7640-1 (Notice of Proposed Construction or Alteration) has been submitted.

The FAA Form 7460-1 was filed to request a determination if a wind turbine would pose a hazard to air navigation at two locations at the MWCC site. The FAA has made a Determination of No Hazard to Air Navigation for machines with an overall height up to 415 feet above ground level.

Any proposed wind turbines up to these heights would therefore not exceed obstruction standards. The FAA Determination of No Hazard letters are included in Appendix H as relevant correspondence.

FAA Compliance

The turbines will be within the airspace for the Gardner Airport. During the preparation of the Feasibility Study for the project, the Federal Aviation Administration (FAA) was asked to review the project. FAA issued a Determination of No Hazard to Air Navigation for the 415-foot maximum height. Based on subsequent survey and evaluations completed during the preparation of the Draft Environmental Assessment (EA), the proposed location for the turbines has been shifted approximately 100 feet east. This location is approximately 8 feet higher in elevation. As part of the ongoing preliminary design effort, the revised location is being submitted to FAA to update the Determination. The structures will be lighted in accordance with the FAA Advisory Circular on Obstruction Marking and Lighting.

Important note: please refer to Section 17 of the feasibility study regarding FAA permits.

Town of Gardner Conservation Commission

A notice of intent is being filed with the local conservation commission for wetlands permitting relative to the access road and conduit installation. Approval is anticipated in October 2009.

Massachusetts Department of Public Safety

Being a project on state owned property, the winning bidder will be responsible for applying for building permits from the Massachusetts Department of Public Safety

ATTACHMENT C **PROJECT REQUIREMENTS**

This Attachment describes certain conditions the Commonwealth will require from Interested Companies:

- **Part I** of this Attachment discusses the Scope of Services to be performed.
- **Part II** contains the non-negotiable contract terms which must be included in the final Energy Services Agreement (ESA) for Equipment Design and Installation. Interested Companies may propose to provide additional services or offer more attractive terms than those described in Part II. However, no proposal from a Proposer will be considered if the minimum conditions cannot be met by the Proposer.
- **Part III** is the list of Prevailing Wage Rates that are required.

PART I: SCOPE OF SERVICES

The Scope of Work for this project shall be to design and install wind powered electric generating turbine(s) on property owned and designated by MWCC of size and output as described by the Proposer according to the guidelines published herein and agreed to by the Commonwealth. This scope of work shall include all necessary design, construction, and start-up of such turbine, and shall include the design and installation of the turbine's tower and necessary ancillary equipment, including necessary inverters, switchgear, and related equipment to tie-in and synchronize the equipment with either of the two potential tie-in points.

Important note: Proposers should clearly state whether they are submitting under the Base Proposal, Option 1, or Option 2 as described in Part I. Introduction of this RFP.

All proposals must comply with terms and conditions established by the National Environmental Policy Act (NEPA) project determination for this project including all permits needed for the design and installation of the turbines. The construction contract for this project will not be awarded until a Finding of No Significant Impact (FONSI) is issued by the US Department of Energy (US DOE). The turbines proposed must allow for full compliance with all adaptive management measures and commitments established by US DOE, MWCC and the Commonwealth.

Proposals should include all commissioning, maintenance, and warranties associated with such equipment and interconnection. The new wind turbine(s) will be sited on the campus of MWCC at the designated location.

Proposer is responsible for all design, engineering, equipment removal, removal of asbestos containing materials related to existing systems, management and disposal of all other hazardous materials, equipment installation, rigging, piping, wiring, startup, and commissioning work required to install the new equipment. Services are also requested in preventive maintenance and operation of the new equipment. Proposer is to obtain all utility rebates available to the Facility for installation of new equipment, and to prepare all

necessary paperwork required. Proposer is also responsible for obtaining all necessary permits. Be aware that filing of necessary permits from the Department of Environmental Protection should be initiated during the design phase of the project.

Commissioning: Commissioning of the Wind Turbine shall be in accordance with the manufacturer's instructions and specifications. It is expected that Commissioning activities will include the following at a minimum:

- A. Verification and documentation demonstrating that all fastener torque requirements have been attained. Mark all fasteners as visual proof that torque has been applied.
- B. Inspection and testing of all electrical connections and signal wires to ensure proper communication within the turbine's control system.
- C. Testing of all motors for proper rotation direction, current draw, and performance.
- D. Lubrication of all bearings, drive units, sliding surfaces, and gears.
- E. Energize and verify that all systems function normally without faults.
- F. Check assembly tolerances and alignments.
- G. Ensure all computer based systems are operating with the most current software versions available from the manufacturer.
- H. Ensure proper functionality of all turbine subsystems.
- I. Test all safety sensors to ensure proper activation including emergency stop.
- J. Energize turbine and ensure all systems report Status OK.
- K. Test manual control of appropriate systems (yaw, blade pitch, brake, etc).
- L. Place turbine in run mode, verify sustained operation without faults.

The selected Interested Company will be expected to submit a 50% and 90% design package 6-8 weeks after contract execution, according to directions in Schedule D of the ESA. The Commonwealth will require sufficient time for review and approval of the design packages, a minimum of 10 business days. The Proposer will then be expected to submit the 100% design package in sufficient time to guarantee equipment installation by the dates indicated in their proposed implementation schedule.

In addition to the Proposer's responsibilities for commissioning, the Customer may, at its choosing, hire a commissioning agent to review any aspect of the proposed project or of its design, construction and commissioning. The Proposer shall make reasonable accommodations to DCAM and its commissioning agent, including, but not limited to, providing copies of requested documents, providing notice in advance of the scheduling of commissioning activities, and facilitating the coordination of any reviews desired by the commissioning agent relative to the design and construction articulated by the Proposer.

Design Engineer: The Proposers' Registered Massachusetts licensed professional engineers for all applicable disciplines must review, approve, and stamp design work done under this contract from design through final acceptance.

Changes in Scope: Both the Proposer and the Commonwealth may propose changes to the scope of work if such changes are agreed upon by both. The procedures to be followed for changes in the project scope are found in Section 12 and Schedule O of the ESA

(Attachment E to this RFP). The Proposer is limited to a 20% mark-up on Change Orders, to be shared with the subcontractor(s).

Coordination with Facility Maintenance Staff: The Proposer will be required to work with current operating and maintenance personnel, training and overseeing their work on a pre-planned and programmed basis. If a maintenance contract is signed with the Proposer, the facility maintenance responsibilities will be clearly delineated in Schedule J of the ESA; however, Proposer shall perform maintenance, beyond routine items, on all new equipment installed for this project during the warranty period.

Construction Debris: Disposal plans must be documented and appropriate transportation and disposal documents prepared before disposal. Actual disposal must be documented immediately after disposal. The Proposer must comply with all state and federal solid waste laws, including DEP's Solid Waste Ban. See Section 13, Waste Management in the ESA (Attachment E of this RFP) for more information.

Massachusetts and U.S. Manufacturers: The Proposer is encouraged to give preference in the purchase of supplies and material, other considerations being equal, in favor, first, of supplies and materials manufactured and sold within the Commonwealth, and second, of supplies and materials manufactured and sold elsewhere within the United States in performing the work.

List of Equipment Used: Upon project completion, the Proposer shall provide a list of all major equipment installed, including the manufacturer, brand name, model (if applicable), equipment components, and recommended maintenance procedures for each piece of equipment. Two digital copies shall be provided on CD in Windows compatible spreadsheet format. Two printed copies shall be provided to DCAM. This data shall be in a format, provided by DCAM that is compatible with the Commonwealth's CAMIS system.

List of Products Used: Upon project completion, the Proposer shall provide a list of all major products installed, including, as applicable, lights, insulation, ductwork, and other products. The list shall include the manufacturer, brand name, model (if applicable), materials contained in the product, and approximate amount of product installed. Two digital copies shall be provided on CD in Windows compatible spreadsheet format: one copy shall be furnished to DCAM, one to the facility. Two printed copies shall be provided to DCAM. This data shall be in a format, provided by DCAM that is compatible with the Commonwealth's CAMIS system.

Resident Engineer Field Office: An office will be provided for the Resident Engineer (RE) at the Facility. The Proposer will be responsible for equipping the office as detailed in the ESA, Schedule R (Attachment E. of this RFP). DCAM is awarding contracts for two, separate wind turbine projects both located in Gardner, MA. . One project is at MWCC and the second is at the North Central Correctional Institute (NCCI) in Gardner. The resident engineer's office will be located at NCCI-Gardner and therefore, Proposers responding to the MWC0801ES1 RFP will not need to figure these costs into their

proposal. DCAM will assign their own project manager and project engineer to both projects that are located in the same community.

Mercury: The Proposer shall install only mercury-free thermostats. In addition, the Proposer shall install mechanical and electrical equipment and appliances that have switches and/or gauges that do not contain mercury. If mercury free items are not available, the Proposer must ensure that all mercury containing parts must be clearly labeled with durable labels as to the mercury content.

CFC Contaminants: If applicable, the Proposer shall consider the current and possible future federal and state requirements in regard to uses of and maintaining equipment utilizing CFC refrigerants.

All Services: Proposer is to provide all services necessary to complete the Project except as otherwise clearly specified in the Energy Services Agreement.

ATTACHMENT C
PROJECT REQUIREMENTS
PART II - MINIMUM CONTRACT TERMS

This part delineates the non-negotiable provisions of the ESA for Equipment Design and Installation. Please pay particular attention to both the Insurance and Bonding Sections.

Subject to Appropriation Clause: Obligations of the Commonwealth are subject to annual appropriations by the Legislature. No exceptions or exclusions will be granted.

Equipment Installation: The Proposer shall commence Installation of the turbines in accordance with the Construction Schedule detailed in Schedule C of the ESA for Equipment Design and Installation.

Ultimate Approval: The Commonwealth retains ultimate approvals over scope of work, choice of subcontractors, equipment installed, design, and end use conditions. No work can proceed without the prior written consent of DCAM. However, such consent shall not be unreasonably withheld.

Submission and Approval of System Modifications: DCAM will review all proposed modifications to the building and systems and must approve of same prior to commencement of any work. Such approval shall not be unreasonably withheld.

Prevailing Wage Rates: Proposer is required to pay minimum wage rates for all employees involved in providing contract services, as determined by the Commissioner of Labor and Industries. Current prevailing wage rates for categories of labor that are likely to be involved in this contract are attached in Attachment C, Part III. All apprentices must be registered with the Division of Apprentice Training in accordance with M.G.L. c. 23 §11E-1L.kl. Further inquiry and clarification of prevailing wage laws can be obtained from the Division of Occupational Safety, 300 Washington Street, 5th Floor, Boston, MA 02108-5223, (617) 727-3492.

Minority Business and Women Business Enterprise Goals: The minority business enterprise (MBE) participation goal for this project shall be 7.4% and the women business enterprise (WBE) participation goal for this project shall be 4%. Compliance with these goals will be monitored by the Compliance Office of DCAM. A complete listing of all MBE and WBE firms certified by SOMWBA can be obtained on the SOMWBA website at: <http://www.state.ma.us/somwba> . Information on the SOMBWA list of firms is also available on cd. Further inquiry and clarification of MBE/WBE certification can be obtained from SOMWBA, Ten Park Plaza, Suite 3740, Boston, MA 02116, (617) 727-8692 x:192. The MBE/WBE percentages shall apply to the Total Capital Investment costs shown on Form B: Total Project Cost spreadsheet.

Equal Employment Opportunity, Anti-Discrimination and Affirmative Action Program: Proposer must develop and implement an Affirmative Action Plan. Please see Section 51 and 52 of the ESA.

Massachusetts Building Code: All work shall meet the minimum standards of ASHRAE, NEC (NFPA 70) and the Massachusetts Building Code (780CMR).

Insurance: Proposer must carry an appropriate level of insurance for the term of this contract. For information on the required levels of insurance, see Section 26 of the ESA (Attachment E. of this RFP).

Miscellaneous Certificates: The Proposer will be required to file a Disclosure Statement listing all its public contractors; a Financial Interest Statement as described in G.L. Ch. 7, section 14A; and a Tax Certificate as described in G.L. Ch. 62C, section 49A. Certificate of Eligibility and Update Statement.

Access and Inspection: DCAM, NCCI Gardner and their designated representatives must have access to inspect both the work conducted at the Facility during construction and operations phases, and to the books, records, and other compilations of data, which pertain to the performance of the provisions and requirements of this agreement. Records shall be kept on a generally recognized accounting basis, and calculations kept on file in legible form.

Methods for Accommodating Changed Conditions: Contract shall include a “mutually agreeable clause” whereby unanticipated changes in occupancy or use can be accommodated in a fair manner for both parties.

Assignment of Contract: Assignment of any portion of the work by subcontract (other than that specified in the ESA for Equipment Design and Installation (Attachment E.)) must be approved in advance by the Commonwealth. The Proposer will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any monies hereunder, or its claims thereto, without the prior written consent of the Commonwealth.

Ownership of Documents: All drawings, reports and materials prepared by the Proposer specifically in performance of the contract shall become the exclusive property of the Commonwealth, and shall be delivered to the Commonwealth as needed or upon contract termination.

Bonds: Prior to the ESA for Equipment Design and Installation execution, the Proposer shall provide the Commonwealth with Payment and Performance bonds to cover the full term and value of the Agreement during the construction phase.

Immigration/Naturalization: The Proposer must comply with the Immigration and Naturalization requirements in Section 50 of the ESA for Equipment Design and Installation (Attachment E.)

Health, Safety, and Accident Prevention: The Proposer must comply with the safety procedures in Section 46 of the ESA for Equipment Design and Installation (Attachment E.)

Permits: The Proposer is required to apply for and receive all applicable permits for work prior to installation, including building and other permits.

Laws: Contract terms required by law must be included in the ESA for Equipment Design and Installation.

ATTACHMENT C
PROJECT REQUIREMENTS
Part III: PREVAILING WAGE RATES

The minimum wage rates provided in the following pages have been provided by the Division of Occupational Safety of the Massachusetts Department of Labor and Workforce Development. The Awarding Authority is not responsible for errors or omissions in such wage rates.

M.G.L. c. 149, s. 26 and 27 provide as follows:

" . . . Payments by employers to health and welfare plans, pension plans and supplementary unemployment benefit plans under collective bargaining agreements or understandings between organized labor and employers shall be included for the purpose of establishing minimum wage rates as herein provided.

. . . The aforesaid rates of wages in the schedule of wage rates shall include payments by employers to health and welfare plans, pension plans and supplementary unemployment benefit plans as provided in said section twenty-six, and such payments shall be considered as payments to persons under this section performing work as herein provided. Any employer engaged in the construction of such works who does not make payments to a health and welfare plan, a pension plan and a supplementary unemployment benefit plan, where such payments are included in said rates of wages, shall pay the amount of said payments directly to each employee engaged in said construction "

Mass General Laws c. 149, section 27 as amended on August 8, 2008 requires annual updates to prevailing wage schedules for all public construction projects lasting longer than one year. The Contractor is required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The Contractor and all subcontractors are required to anticipate such annual updated prevailing wage schedules and neither the Contractor nor any subcontractors shall be entitled to claim additional compensation for base contract work due to updated prevailing wage schedules.

Please go to www.comm-pass.com and download the PDF documents titled:
"WageRates.pdf"

WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c149, section 27B, a true and accurate record must be kept of all persons employed on the public works construction project for which the enclosed rates have been provided. The *Weekly Payroll Report Form* includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the project.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. This is required to be done on a weekly basis. Once collected, the awarding authority is also required to preserve those records for three years.

In addition, each such contractor, subcontractor or public body shall furnish to the Executive Office of Labor within fifteen days after completion of its portion of the work a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

STATEMENT OF COMPLIANCE	
Date: ____ / ____ / 20__	
I, _____,	_____
(Name of signatory party)	(Title)
do hereby state:	
That I pay or supervise the payment of the persons employed by	
_____	_____
(Contractor, subcontractor or public body)	(Building or project)
and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.	
Signature _____	
Title _____	

WEEKLY PAYROLL REPORT

FORM

THE COMMONWEALTH OF MASSACHUSETTS
DIVISION OF CAPITAL ASSET MANAGEMENT

DCAM Project No. _____ Project Name _____ Project

Location _____

Name of General Contractor _____ Check here

if this is a final report

Name of Contractor Filing Report _____

Address _____

Week Ending _____ Report No. _____ Date Work Began _____ Date

work completed _____

Employee Name & Address	Work Classification	Hours Worked							(A) Total Hours	(B) Hourly Base Wage	Employer Co	
		S	M	T	W	T	F	S			(C) Health & Welfare	(D) Pens

NOTE: Every contractor and subcontractor is required to submit a copy of their weekly payroll records to DCAM.

The undersigned states under the pains & penalties of perjury that the above provided and attached information is a true and accurate record of each person employed on the project and the hours worked and wages paid to each such employee, including payments to the referenced benefits. M.G.L. c. 149 §27B.

Authorized signature _____ Print Name _____
Print Title _____

Mail to: Division of Capital Asset Management
Compliance Office
One Ashburton Place, 15th Floor
Boston, MA 02108

Weekly Payroll Report - Revised 10/01

ATTACHMENT D

Goals for Participation by Minority and Women Business Enterprises (Executive Order 390, M.G.L. c.7, s. 40N)

1. Goals

A. The minority business enterprise (MBE) participation goal for this project is **7.4%**, and the woman business enterprise (WBE) participation goal for this project is **4%**. Review Schedule Q of DCAM Energy Services Agreement for M/WBE participation requirements. These goals will apply to the Total Project Capital Cost of the Project, as defined in Form B of Attachment A of this RFP.

B. The Proposer and all subcontractors, sub-subcontractors and materials suppliers shall comply with all of the terms and conditions pertaining to M/WBE participation set forth in the ESA in order to meet the M/WBE participation goals for this Contract. The Proposer may be a Company that is certified through the State Office of Minority and Women Business Assistance “SOMWBA” (<http://www.somwba.state.ma.us/>), may subcontract design, installations or other services under this Project to certified MBE/WBEs, or may use 10% of the value of the equipment purchased from certified MBE/WBEs. All MBE/WBEs must be certified by SOMWBA.

C. The Division of Capital Asset Management reserves the right to reduce or waive the MBE or WBE (M/WBE) participation goals established for this project upon written request of the Proposer. The written request must demonstrate to the satisfaction of DCAM that it is not feasible for the Proposer to meet the goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of the work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors, including a documented inability by the prospective bidder to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so, provided that all such documentation shall accompany the Proposer’s request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

1. A list of all items of work under the Contract that the Proposer made available for subcontracting to M/WBEs. The Proposer shall identify all items of work that the Proposer did not make so available and shall state the reasons for not making such work available for subcontracting to M/WBEs. The Proposer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
2. Evidence that the Proposer sent written notices soliciting bids or proposals to perform the items of work made available by the Proposer for subcontracting to M/WBEs to all M/WBEs qualified to perform such work. The Proposer shall identify (i) each M/WBE, and (ii) each M/WBE listed in the SOMWBA directory under the applicable trade category who was not solicited and reasons therefore. The Proposer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

3. Evidence that the Proposer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
4. A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a bid or proposal.

The Proposer may also submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, including without limitation, evidence that the bidder placed advertisements in appropriate media and trade association publications announcing the Proposer's interest in obtaining bids or proposals from M/WBEs and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organization notifying them of the Project and the work to be subcontracted by the Proposer to M/WBEs. The Proposer also shall submit any other information reasonably requested by the Compliance Office to show that the Proposer has taken all actions which could reasonable be expected to achieve the M/WBE participation goals.

If the Proposer intends to request from DCAM a reduction or waiver of the MBE or WBE participation goals, such request shall be submitted to the DCAM Compliance Office via the Contact Person for the RFP prior to the Question and Answer deadline for the RFP as shown on the front cover. **The DCAM Compliance Office will not consider any request for reduction or waiver of the M/WBE goals that is submitted after the Question and Answer deadline.** If the M/WBE goals are waived or reduced, an addendum will be posted.

D. After Award, but prior to signing the ESA for Equipment Design and Installation, the Proposer shall submit the following documents to the Contact Person as defined in the RFP (for Comprehensive Projects that include and IGA, these forms must be included in the final IGA):

1. A properly completed Schedule of M/WBE Participation (see Schedule Q and Exhibit VIII of the Model ESA for Equipment Design and Installation (Attachment E of this RFP) showing M/WBE participation in an amount equal to or exceeding the M/WBE participation goals for this project or for the portion of work associated with the Notice to Proceed if a phased approach is taken, and
2. A properly completed Letter of Intent (see Schedule O of the Model ESA for Equipment Design and Installation) for each M/WBE listed in the Schedule of M/WBE participation, and
3. A current SOMWBA certification letter for each M/WBE listed in the Schedule of M/WBE Participation.
4. Within five (5) working days after receipt of the Schedule of M/WBE Participation, Letters of Intent, and SOMWBA certification letters, DCAM shall review and either approve or disapprove the Proposer's submissions.

Each Letter of Intent shall identify and describe the work to be performed by the named M/WBE (the “M/WBE Work”) with enough specificity to permit DCAM to identify the particular items of contract work that the M/WBE will perform for M/WBE participation credit. DCAM reserves the right to reject the Letter of Intent of any M/WBE who is to perform work in a category that is not listed in its SOMWBA certification.

The Proposer’s attention is called to the prohibition against subcontracting or assigning the M/WBE Work, or the performance of M/WBE Work by others. The Proposer shall not perform with its own organization or subcontract or assign to any other contractor or subcontractor work designated for the named M/WBE on the Schedule of Participation or Letter of Intent required to be submitted without the written approval of the Office of Compliance. **Both the Proposer and the named M/WBE shall be responsible for obtaining the prior written approval of the DCAM Compliance Office for any sub-subcontract or assignment by the M/WBE of labor or of both labor and materials which the Letter of Intent or Schedule of Participation had designated for the M/WBE. The Compliance Office will not credit any sums attributable to such unapproved assignments, subcontracts or sub-subcontracts toward the project goals.** During Construction, Section 53 and Schedule Q of the ESA for Equipment Design and Installation outline the process for M/WBE.

ATTACHMENT E
Model Energy Services Agreement

Please download a copy at www.comm-pass.com, file name: **“Att. E -- Equipment Only
ESA Model”**

The final contract will incorporate requirements set forth in Attachment C Part I and Attachment I of this RFP and information from the proposal. Proposers are strongly encouraged to review this Contract, as successful Proposers that cannot reach a signed Contract within 30 days of the notice of award may be rejected. Proposers may comment on the Contract in their Proposal, but the Commonwealth reserves the right to reject any and all requested changes, particularly those that do not meet the minimum requirements in Attachment C. Part II.

ATTACHMENT F
Financing Information

This project has received funding from the US Department of Energy (US DOE). The Proposer will be required to meet the Design and Construction Grant requirements.

Please review US DOE reporting guidelines for the project. These can be found in the document called “Federal Assistance Reporting Instructions” and is found in the file called “USDOEReportInstruct.pdf” that is included as part of this RFP.

A portion of this project may be funded by a Tax Exempt Lease Purchase and MRET Commonwealth Grant. The Proposer will be required to meet the Design and Construction Grant requirements, and the Facility will sign TELP payments.

For any portion of the project funded by the Tax Exempt Lease Purchase Agreement, the selected Proposer will be paid approved progress payments by the Commonwealth’s lender upon direction from the Commonwealth.

ATTACHMENT G

Application for Certificate of Eligibility Contractor Qualification Statement

To be eligible to offer a proposal for the Energy and Water Performance Contracting Program, Interested Companies must be certified by the Division of Capital Asset Management's Office of Contractor Certification. Interested Companies must be certified in the Standard Category of Energy Management or Electrical. DCAM certifies all companies carrying out work for the Commonwealth based on its Certification of Eligibility process. Detailed below is the application process for submittal of proposals for this project.

A. APPLICATION PROCESS-reference the proper category; Electrical or Energy Management, for certification here:

The application process for Standard Category has two parts:

1.) Standard Contractor Qualification Statement (CQS)

Interested Company's that have not been issued a Certificate of Eligibility in the Energy Management Systems or Electrical category of work within the previous twelve (12) months must submit a standard CQS to the DCAM Certification Office. Companies who are not currently certified or who are seeking changes to their certification should get appropriate forms to the certification office at least five weeks prior to bid date. There is a processing time associated with certification. Companies who are not certified by the proposal bid date are not eligible to bid. Interested Companies expecting to submit proposals in this category will apply to be certified under Standard category of Energy Management Systems.

2.) Update Statement:

Certified Interested Companies submitting proposals in response to the RFP must include with their proposal their Update Statement and Certificate of Eligibility. With the Update Statement, Interested Companies notify the Office of Construction Services of any changes in projects, company organization, or other items in their CQS since the most recent CQS was filed with the Office of Contractor Certification.

B. OTHER INFORMATION:

Please note: the estimated capital investment proposed for this project may not exceed the Single Maximum Project Limit for either certification category as approved by the Office of Certification. Proposals exceeding this limit will be deemed non responsive and will be returned to the Proposer. The required forms are attached. **No proposals will be accepted unless the firm has been certified through this process.**

Questions about any of the attached forms or about what form(s) to submit should be directed to Natasha Bizanos, Contractor Certification Office, One Ashburton Place, 15th Floor, (617) 727-9320. Information and forms for certification are also located at: <http://www.state.ma.us/cam/DCPCERT.htm>.

ATTACHMENT H

Model Warranty and Service Items to Be Included

Proposers should address these key points for the warranty and maintenance sections applicable to the project.

Warranty Agreement

- Warranty term shall commence on final acceptance (Date of Commercial Operation).
- Identify serial defects protection.
- “Availability” as defined term in warranty, 95% availability is acceptable. There should be an Exhibit showing an example calculation. Clearly indicate downtime events that count against availability and identify the Five year warranty with option for extension. If continuous monitoring by an up wind MET tower to validate a power curve guarantee, please identify.
- Owner access to all SCADA data (in supply agreement).
- A copy of the commissioning plan and Cx to be condition of substantial completion.
- Agreement terms shall define wear and tear. Maintenance schedule for replacement of critical parts.

Maintenance Agreement:

- Term of five years (or same as Warranty coverage).
- Warranty and maintenance agreement have to go together – link supply agreement to maintenance.
- Define in agreement what the specific consumables are. This is to be handled within the maintenance agreement.
- Identify maintenance crews response time of 24 to 72 hours and remote diagnosis through the SCADA.
- Add liquidated damages clause in this agreement (in addition to a liquidated damages clause in the warranty agreement, as noted above).
- Provide an option for gear box inspection with video endoscope and vibration analysis should be done every 6 months.
- Repaired or overhauled components can be used provided they meet original specifications or better. Replacement with used components that have not been refurbished is not allowable.
- Copy of inspection report.
- Use CPI or GDPIPD as the inflation index.

Warranty

- Manufacturer shall warranty their maintenance work for a minimum of one (1) year. This would be applicable to work that is done during the last year of service, prior to expiration of the service agreement.

To be filled out by DCAM, not Proposer

ATTACHMENT I

EVALUATION CRITERIA

Energy and Water Conservation Services Equipment Only Performance Contracting Program, # MWC 0801 ES1

Proposer _____

The evaluation of proposals will be based on the general criteria categories outlined in the Request for Proposals. The points will be allocated based on the response to the entire sections. The following point system will be applied to the responses and graded on a poor to outstanding ranking as detailed below:

	Available Points	Rating	Points Received
I. Comprehensiveness of Services	15 (w/ maintenance)		
II. Technical Approach & Feasibility	30		
III. Financial Cost & Energy Savings	35		
IV. Proposer's Experience	20		
Total	100		

The above criteria will be weighted using the grading system below:

- 0% The Proposer did not address the criterion and several mistakes were made (poor rating).
- 20%-40% The Proposer addressed the criterion minimally. The detail was insufficient and/or little understanding for the subject was exhibited. Some mistakes were made (low rating).
- 40-60% The Proposer addressed the criterion adequately ranging from some capability to basic capability for the subject. Information provided was either inconsistent or was missing critical detail where needed. Few mistakes, not significant (average rating).
- 80% The Proposer addressed the criterion well, had a thorough understanding of the subject and provided a solid presentation of the information requested in the category and its subsections (high rating).
- 100% The Proposer addressed the criterion thoroughly and explicitly, exhibited a superior understanding of the topic and the information supplied demonstrated an outstanding capability in this area (highest rating-outstanding).

ATTACHMENT J

US Department of Energy Federal Assistance Reporting Instructions and/or other Reporting Requirements

1.) US Department of Energy – Federal Assistance Reporting Instructions (12/04)

Interested companies are responsible for ensuring that their proposals meet all of the management reporting, scientific / technical reports, and financial reporting requirements required by the US DOE.

Important Note: Please download a copy of the US DOE Reporting Instructions from the www.comm-pass.com web site. Search for the file: **USDOEReportInstruct.pdf**

2.) Mandatory ISO-NE Forward Capacity Market Performance Hours reporting.

In addition to the US Department of Energy minimum reporting requirements, the Production Tracking System(s) must be capable of reporting output data in performance hours of the ISO-NE forward capacity market. The ability to report interval data has been incorporated in the MRET Automated Reporting sample code. The production tracking systems should track Interval data as follows:

The data monitoring system shall report the system parameters and fault conditions using hard wired outputs to a point specified by the control system design. At a minimum the system parameters shall include:

Mandatory Interval Data (15 minute)

- i) Timestamp for interval data (same format as monthly)
- ii) Registry Reading (kWh)
- iii) Average Ambient Temperature (Fahrenheit) near the array
- iv) Back of module surface temperature (Fahrenheit)
- v) Average AC power over 15 minute interval (kW)
- vi) Average plane of array (POA) Irradiance (watt/m²) This project is wind, not PV
- vii) instantaneous kW and totalized power output (kWh)