

DESIGN-BUILD SOLAR DEVELOPER FOR PV PROJECT AT THE WASTEWATER TREATMENT PLANT

RFQ 19-20-05

DATE: May 7, 2020
PRESENTED BY: Dale Lyons
TIME: 10:00 AM, local time
LOCATION: Video Conference via Microsoft Teams

Brief Overview of the Meeting/agenda:

To avoid any technical issues I suggest that you turn off your microphone and speaker. When we get to questions later you can turn your microphone's back on.

This is an unusual meeting during an unusual time. Usually we would have a meeting on site and tour the facilities, but given the current conditions with the pandemic and trying to maintain social distancing this is what we have come up with for right now. Hopefully this will give you a good overview of the project, the site and the requirements for the procurement. You can follow-up questions at the end of the meeting or you have until May 14th to submit questions.

1. Welcome/Introductions:

The people in attendance today are the following:

- a) Dale Lyons, Project Manager, Souder Miller & Associates (SMA).
 - SMA has been hired to serve as the town's project manager, leading development of this project.
- b) Paul Kennedy, PE, Souder Miller & Associates.
 - Paul is the Certifying Engineer for the project.
- c) Andrea Telmo, PE, Project Manager, New Mexico Environment Department / Construction Programs Bureau
 - Mrs. Telmo is available to answer any questions regarding funding requirements and any particulars about the forms that are required to be completed and submitted with your proposal.
- d) Rick Bellis, Town Manager, Town of Taos
- e) Francisco "French" Espinoza, Public Works/Utilities Director/Project Manager, Town of Taos Project Manager
- f) Miranda Quintana, Public Works/Utilities Department, Town of Taos
- g) Sharon Voigt, Chief Procurement Officer, Town of Taos
- h) Tami Concha, Procurement/Assets Officer, Town of Taos
- i) Potential Offerors in attendance

2. Attendee Pre-Proposal Microsoft Teams Video Conference List

- a) Registration/Attendees list will be emailed to individuals that registered for the conference and posted on the town's website. (Via Vendor Registry).

3. General Information: The purpose of this voluntary Pre-Proposal Conference is to allow interested firms, the opportunity to review the solicitation process, site orientation/video tour

for clarification regarding this Project. The scope of the Pre-Proposal Conference will include questions from potential Offerors to this RFQ.

- a) All answers by Town representatives to potential Offerors questions are considered **Informal** and non-binding to the Town of Taos.
- b) All potential Offerors requiring a **Formal** answer to their questions, or requests for clarification or change **must submit their questions in writing to the Purchasing Contact listed on the cover page of the RFQ.**
- c) **Purchasing Contact Email Address: svoigt@taosgov.com**
- d) All **Formal** answers to **written** Offerors questions, or requests for clarification or changes shall be by issuance of an Addendum to the RFQ 19-20-05 by the Purchasing Contact.
- e) Following this meeting, all communications will be with the Purchasing Contact via email.

4. Schedule

- a) Deadline for Questions, Requests for Clarification or Change is Thursday, May 14, 2020 at 10:00 a.m. **Formal** response will be via issuance of an Addendum to RFQ 19-20-05
- b) Proposal Due Date and Time: May 21, 2020, 12:00 pm, local time; those will be submitted through to the town's Procurement website, which we will get to shortly. Late proposals will not be accepted.
- c) Procurement timeline: see page 12 of the RFQ for more detail. Award is contingent on Approvals, Council, etc.
- d) The evaluation process and the scoring is more detailed in the RFQ, however if anybody has any questions we can go over that later.

5. Project Overview

What the town is seeking to do is build a 1 megawatt (MW) solar photovoltaic system at a site just south of the Wastewater Treatment Plant (WWTP) located in Taos County. That system will be interconnected with Kit Carson Electrical Cooperative under a Power Purchase Agreement (PPA) between the Town and Kit Carson Electric. In addition to that the town intends to build a smaller net metered photovoltaic project with battery storage, which will be interconnected on the town's side of the meter for the MBR facility at the town's WWTP. The battery storage is intended to do two (2) things – further reduce the town's demand charges and also address voltage issues that the town experiences being at the tail end of Kit Carson Electric's feeder. There has been issues in the past that are ongoing where the voltage fluctuations at that site are causing problems with some sensitive electrical components in the MBR facility. The combination of additional net metered solar and storage at that site for the MBR building is intended to resolve those issues and reduce the town's electric bill. There is already 77 kilowatts of solar on top of the MBR building. This would be an additional amount of net metered solar at that site.

6. Project Funding: Clean Water State Revolving Fund

- This project is wholly or partially funded with United States Environmental Protection Agency funds, and therefore must comply with all federal cross cutter requirements. Neither the United States nor its department's agencies or employees is or will be party to this invitation for bids or any resulting contract. This procurement will be subject to regulations contained in Uniform Administrative Requirements, Cost Principles and Audit Requirements, 2 CFR Parts 200 and 1500 and the Davis Bacon Act requirements.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion,

sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended.

- To ensure that Disadvantaged Business Enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance, all Bidders shall make the six good faith efforts as outlined by EPA at https://www.epa.gov/sites/production/files/2013-09/documents/six_good_faith_efforts.pdf. The Bidder must make a good faith effort to solicit and hire Disadvantaged Business to meet the goals outlined in EPA XP-215. A good faith effort requires that the Contractor: 1) Complete the affirmative steps outlined in XP-215, 2) Submit XP-215 with the bid proposal, 3) Submit with the bid proposal proof that affirmative steps have been taken and this should include copies of advertisements and letters of solicitation. A Proposal that omits XP-215 or does not support that a good faith effort was made will be considered non-responsive and the Bid Proposal rejected.

7. Required Forms

- a) Transmittal Letter on company letterhead signed by authorized representative (refer to RFQ for Statement of Interest, Statement of Response Life, Statement of Acceptance, Contact Person and Authorized Signature).
- b) Response to Minimum Qualifications
- c) Response to Evaluation Criteria a) through g).
 - Provide four (4) references (Section 3-c).
- d) Section 6 Response Form pages 23-24 – signed by authorized representative, notarized. Acknowledge all Addendums on this form.
 - There will be an addendum to address the submittal requirements and in response to questions submitted today and/or by the deadline to submit questions.
 - Campaign Disclosure Form - We just need to know and document if there have been any contributions to the Mayor and/or Town Council
- e) Required Federal Forms (pages 72 - 92 of the pdf RFQ document), U.S. Environmental Protection Agency Region 6 NMED Construction Program s Bureau Supplemental Conditions)
 - XP-211 Certifications Regarding Contract under Equal Opportunity Clause & Non-Segregated Facilities.
 - XP-215 MBW/WBE/SBRA Utilization Form along with proof of solicitation (i.e. newspaper advertisement, letters of solicitation).
 - XP-315 Davis Bacon Certification (does not apply to non-point source projects).
 - 5700-49 Certification Regarding Debarment, Suspension & Other Responsibility Matters.
 - NMED FORM DBE-3
 - NMED FORM DBE-4

- AIS CWSRF 314 American Iron and Steel Certification (which does apply to this project).

Form to be provided with every construction pay application:

- XP-214 Labor Standards Certification (does not apply to non-point source projects).
 - AIS Pay Application Certification (does not apply to non-point source projects).
- f) Conditions or Exceptions to the Draft Contract Agreement or Supplemental Conditions in both the Draft Contract and U.S. Environmental Protection Agency Region 6, NMED Construction Programs Bureau (pages 72-125 of the pdf RFQ document).
- If you have any conditions or exceptions, those will also have to be submitted with your proposal.

8. Site Orientation/Video Tour

Part of the point of this is to get you oriented with the project and what the town intends to do but also talk about through the lay of the land and where the town's project will go.

Photos (see attached)

- 1 Photo view of the access road and WWTP from the top of the hill
- 2 Photo view of KCEC 4 MW from top of hill
- 3 Photo view of WWTP from top of hill
- 4 Photo view of KCEC junction box along Los Cordova's Road

This big field is west of the WWTP and is within the larger perimeter area. The town used this area to land farm their sludge as part of the wastewater treatment process. They have not used that process for well over ten (10) years and this area was just an open field.

The town entered into a lease agreement for part of this site with Kit Carson Electric Coop (KCEC). KCEC has been in the process of developing a 4 MW on this site. There is an access road coming off of Los Cordova's into the 4 MW site. The entire area to the north of this fenced in 4 MW, that's near in completion is where the town is able to build their 1 MW system. There is room for the town to pick the best spot in the final layout of the system. However, that is up to the selected firm to propose the optimum layout that provides the best cost benefit for the town. This whole area is available for development. The most plausible access route is through the access gate. The Town of Taos WWTP Operator's still maintain and utilize monitoring wells that are located throughout this field plus on the perimeter. So this access road is used by the Operator's to access those monitoring wells.

The point of interconnection for the 4 MW system is to a junction box that is along Los Cordova's Road. What makes the most sense is for the town's 1 MW system to also interconnect at that same location. It is our understanding that fiber optics has been brought to that same point.

The MBR building with 77 KW of solar on the roof and was built fairly recently, as a result some of the wastewater treatment process has changed so some of the smaller aeration basins are no longer used. The smaller net metered system can go next to the MBR building and potentially where the battery storage can go. There is another access gate to the MBR building, so the solar developer can drive right up to the site without having to go through the

WWTP. Those are the two development locations for the 1 MW system and the smaller net metered system.

Video clips of the site will be presentation

We will start by looking at the 1 MW development site, then go into the plans and look at the smaller net metered site. We will also look at the electrical components in the MBR building, just to give people the opportunity to get oriented with what is onsite.

We do have a geotechnical report that will be provided to the short-listed proponents that are selected for the second phase of this procurement and it covers the entire site. After we wrap up the videos we will go over the procurement process and discuss how this is a two phase procurement.

During second phase we will be able to provide shortlisted developers we will provide a data set that is at least one month of voltage and current of the 3-phase data at the meter.

- 1 Video of site from access road on top of hill
- 2 Video middle of site top of hills
- 3 Video access road bottom of hill
- 4 Video MBR net metered site
- 5 Video MBR transformer meter generator
- 6 Video MBR transfer switch
- 7 Video MBR view from transformer to
- 8 Video inverters
- 9 Video PLC and blowers

***FTP Site Information**

<https://www.soudermiller.com/account>

username: RFQ19-20-05

password: Dla2020!

Once you login, go to "My Files". There you will find the photos and video (including audio) presented during the conference.

Please Note:

The first round of the procurement is the qualifications based round. The second round the selected shortlist proponents will be providing technical and cost proposals. For the second round, to help those shortlisted developers prepare their technical and cost proposals, more detailed information will be provided regarding electrical components, building design, etc.

9. Procurement

Refer to RFQ (page 15-17)

Two phase procurement. We are now in the first phase of the procurement. Our intention now is to solicit proposals from developers to evaluate qualifications. The evaluation committee will evaluate the proposals to evaluate the proponent's qualifications and select shortlisted qualified proponents for Phase II. The Phase II proponent's will be provided information (as mentioned before), the 3-phase data from the WWTP, geotechnical information, electrical design information, and other information that's required for them to develop their technical and cost proposals. In Phase II the shortlisted firms will be invited to submit more detailed

specific technical proposals or solutions, costs and scheduling. The shortlisted firms will be required to present their Phase II proposals to the selection committee followed by the interview by the selection committee. During the interview the firms will respond to questions posed by the evaluation committee. The firms' responses will allow the evaluation committee to make final evaluations based on Phase II evaluation criteria. After evaluation of these submissions, selection shall be made and the contract awarded to the highest-ranked firm.

Just to recap the deadline for submitting formal questions is May 14, 2020 at 10:00 AM local time. Response deadline is May 21, 2020 at 12:00 PM local time. The Responses need to be submitted to the Town's online bidding system, Vendor Registry. In the RFQ there is a link to Vendor Registry.

10. Technical Questions

Reminder: Responses that we will be providing to any questions that you have now, will be Informal. To get a Formal/documented response to your question(s), please follow the process outlined in the RFQ.

[10:30 AM] Chris McKenna

Does City of Taos or KCEC have an electronic survey for the site?

Answer: As part of the interconnection process, KCEC will evaluate the impact of both planned systems on their grid. The Town has not commissioned a survey at the site, but the Town does have 3-phase electric data at the MBR building meter.

[10:45 AM] Chris McKenna

Can you show the KCEC interconnect box?

Answer: A photo of the junction box along Los Cordovas Rd. will be included on the FTP site.

[10:50 AM] LAJOIE Isaac (ENGIE Services U.S. Inc.)

Are there any equipment requirements? Module type, inverter type, etc.?

Answer: As part of Phase II of the procurement, selected proponents to provide technical and cost proposals for the PV systems that they think provide the best value to the Town. The only material requirement is related to American iron and steel (see the RFQ pages 89-92 for details).

[10:51 AM] LAJOIE Isaac (ENGIE Services U.S. Inc.)

Are there any requirement for the manufacturing location of equipment?

Answer: The only material requirement is related to American iron and steel (see the RFQ pages 89-92 for details).

[10:52 AM] NOLAN Luke (ENGIE Services U.S. Inc.)

Are the good faith efforts required as a part of the submittal due May 21st, or is that intended to be a part of phase II?

Answer: Yes, all forms are to be completed and returned with the Phase I proposal.

[10:53 AM] Dylan Connelly

when is phase II estimated to be required by?

Answer: Per the RFQ on page 12, Phase II of the procurement (selection of top-ranked firm) will be completed by the end of June 2020.

[10:53 AM] John Brown

Has the 4 MW system been turned on?
Answer: No.

[10:54 AM] LAJOIE Isaac (ENGIE Services U.S. Inc.)

Is there a required setback from the 4MW array?
Answer: No specific set back is required, but the location and layout of the 1 MW system will need to accommodate possible future solar systems on site and allow access to the existing 4 MW system owned by KCEC.

[10:55 AM] Dylan Connelly

To clarify - when would the phase II submission likely be due?
Answer: Probably by mid-June. Procurement schedule can be shifted if necessary.

[10:56 AM] John Brown

Does the town of Taos want 1MW AC or 1MW DC?
Answer: The PPA between the Town and KCEC specifies 1 MW AC (1.2 MW DC).

[10:58 AM] Hunter, Daniel

Are there any requirements for extended warranties or ongoing O&M on any of the equipment?
Answer: The Town will request that phase II selected developers provide costs for extended warranties and O&M services.

[10:59 AM] Chris McKenna

Will you post videos/photos on FTP site?
Answer: Yes.

*FTP Site Information (also provided on page 5)

<https://www.soudermiller.com/account>

username: RFQ19-20-05

password: D1a2020!

Once you login, go to "My Files". There you will find the photos and video (including audio) presented during the conference.

If there is any remaining questions, they can be submitted to Sharon Voigt with the Town of Taos and they will be included in an addendum.

Thank you for bearing with us today. As you all know, normally we would do this onsite. Hopefully you all got a good feel for the site, understand the layout and what we are trying to accomplish with this project.

Adjourned 11:07 AM