



## REQUEST FOR QUALIFICATIONS

### ***Renewable Energy Generation for the City of Cincinnati's Electricity Load***

**DUE DATE:** Friday, January 25, 2019 at 3:00 p.m. ET

**RFQ NUMBER:** RFQ668OESSOLAR

**ACCEPTANCE PLACE:** Bobbi Hageman  
Interim Chief Procurement Officer  
City of Cincinnati, Purchasing Division  
805 Central Avenue, Suite 234  
Cincinnati, OH 45202

**Requests for information related to this solicitation should be directed to:**

Lyndsay Harvey, Buyer, at: [lyndsay.harvey@cincinnati-oh.gov](mailto:lyndsay.harvey@cincinnati-oh.gov)

Issue Date: 12/14/2018

**NOTE:** The City publishes information on the City of Cincinnati Internet web site at [www.cincinnati-oh.gov](http://www.cincinnati-oh.gov), which includes the Cincinnati Municipal Code (CMC) and the information concerning the rules and regulations governing the City's Small Business Enterprise (SBE) Program and Minority/Women Business Enterprise (M/WBE) Program. Offerors may register as a City vendor online at <https://www.cincinnati-oh.gov/purchasing/vendor-registration/vendor-registration/>.

**REQUEST FOR QUALIFICATIONS  
FROM THE CITY OF CINCINNATI**

**Renewable Energy Generation for the City of Cincinnati's Electricity Load**

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**EXHIBITS**

All exhibits are available on the Open Data Cincinnati web site at <https://data.cincinnati-oh.gov>. Once there, click on the piggy bank icon, select "Business Opportunities 5/10/2018 to Present," and click "View Data." The exhibits are available in the "Supporting Doc 1-4" columns of the solicitation row.

<b>EXHIBIT A</b>	<b>Scope of Work</b>
<b>EXHIBIT B</b>	<b>Technical Specifications</b>
<b>EXHIBIT C</b>	<b>Sample PPA Agreement</b>
<b>EXHIBIT D</b>	<b>Technical Submission</b>

## **APPENDICES**

Appendices 1-15 are available on the Open Data Cincinnati web site at <https://data.cincinnati-oh.gov>. Once there, click on the piggy bank icon, select "Business Opportunities 5/10/2018 to Present," and click "View Data." The appendices are available in the "Supporting Doc 5" column of the solicitation row.

**APPENDICES 1-14 contain the following where available.**

- 1) Environmental and Social Desktop Review**
- 2) Estimated Production of Proposed Solar Array**

Appendix 1	Fire Station 35, 2487 Harrison Ave
Appendix 2	Fire Station 51, 5801 Hamilton Ave
Appendix 3	Richard Miller Treatment Plant, 5651 Kellogg Ave
Appendix 4	Winton Rd Reservoir, 5935 Winton Ridge Lane
Appendix 5	Millvale Health Center, 3301 Beekman St
Appendix 6	Police Department Spinney Field, 800 Evans Street
Appendix 7	Regional Operations Center, 2000 Radcliff Drive
Appendix 8	Police District 4, 4150 Reading Rd
Appendix 9	Highway Maintenance, 3300 Colerain Ave
Appendix 10	Public Services- Sanitation, 3320 Mill Creek Road
Appendix 11	Evanston Recreation Center, 3204 Woodburn Ave
Appendix 12	Fire Station 18, 478 Wilmer Ave
Appendix 13	Center Hill Landfill, 5700 Center Hill Rd
Appendix 14	Cincinnati Municipal Airport – Lunken Field
Appendix 15	City of Cincinnati Electric Accounts

## I. REQUEST

### INTRODUCTION

The City of Cincinnati, Ohio, (hereinafter referred as “City”) is issuing this Request for Qualifications (hereinafter "RFQ") pursuant to the provisions of the Cincinnati Municipal Code (CMC), Chapter 321 and City Manager Administrative Regulation 23 for Professional Services, from parties (hereinafter "Offerors). The Offeror shall provide services and deliver solar energy installations to the City to offset the City electrical consumption and to provide clean energy to those facilities. This requirement may be met with a combination of on-site and off-site solar installations. The City does prefer solar installations located within the City of Cincinnati; however, it recognizes that a project of this scale may require the development of solar outside of Cincinnati. The primary focus of this RFQ is to select a qualified team(s) that will assist the City in developing renewable resources that will serve City Facility load; however, should pricing come in favorable, the City may elect to secure additional generation to serve additional electricity load that the City controls which includes streetlight, traffic light, Greater Cincinnati Water Works, and the Metropolitan Sewer District. The City of Cincinnati Community Choice Aggregation Program is another electricity load that may be further investigated as part of this project. While this RFQ is structured around solar energy, other forms of renewable energy and energy storage may be considered as well, should it prove to be most advantageous to the City.

<b>City of Cincinnati Annual Electricity Purchase</b>			
Buying Groups	Annual Consumption (MWH)	Estimated MW Solar	Current Average Generation Rate (MWH)
City Facilities	35,000	25	\$50
City Streetlights	22,500	16	\$34
Traffic Lights	5,500	4	\$44
GCWW Fixed Price	660	0.5	\$43
GCWW Indexed	123,000	88	\$35
MSD Fixed	2,500	2	\$44
MSD Indexed	106,500	76	\$35
Community Choice Electric Aggregation Program	750,000	535	\$54
<b>Total</b>	<b>1,045,660</b>	<b>746.5</b>	<b>N/A</b>

The City anticipates the terms of this contract to be structured to allow additional Cincinnati community partners, such as the University of Cincinnati, Cincinnati State, Cincinnati Public Schools, or Hamilton County, to participate in securing their electricity consumption to the renewable asset should additional capacity be available.

The overall goal of this project is to utilize the City of Cincinnati’s annual electricity purchase to ensure additional renewable generation assets are placed on line, all at no additional cost to the tax payer. Through this process, the City will entertain a variety of contracting structures and electricity delivery mechanisms. Through this process, the City will reduce its carbon footprint, improve air quality, and create jobs.

## **GENERAL BACKGROUND AND INFORMATION**

The City has committed to transitioning to 100% renewable electricity for all City government by 2035. The City, with the assistance of Bloomberg Philanthropies and their partners, will be looking to make this transition in a fiscally sound manner that does not raise the cost of electricity the City annually purchases. Cincinnati's current contract for firm full requirements electricity supply is through Dynegy. Indexed accounts are served through IGS. Both contracts run through January, 2021.

As the next phase of this transition, the City will select one or more teams to procure a minimum, combined amount of 25 MW of renewable energy

The City has partnered with RINA Consulting to serve as the City's Solar representative and assist with site exploration and the procurement process.

This project will likely be a combination of on-site, distributed generation, behind meter at City Facilities and large (5+MW) off-site solar arrays. The City has identified Lunken Airport and the closed Center Hill Landfill as potential sites for these large off-site arrays as the City currently owns the property and both are within the City of Cincinnati. Other off-site options are anticipated to be needed to meet the City's goals of deploying renewable energy.

The selected Offeror will be a firm with expertise in renewable energy project development, engineering, large scale solar installations, project management, renewable energy financing, and the operation and maintenance of renewable energy systems.

The areas of expertise currently being solicited related to renewable energy development, installation, and operation include the following:

- 1) Demonstrated experience developing renewable energy projects. Special emphasis on markets and energy regulations within Ohio, PJM ISO and the Duke Energy Ohio Service Territory.
- 2) Complete comprehension of the construction of renewable energy facilities both at on-site and off-site facilities. This includes but is not limited to design, engineering, permitting, interconnection, and long-term operation/maintenance of said facility.
- 3) Knowledge of renewable energy financing and ownership structures for public-private ownership structures of both on-site, behind meter and off-site renewable generating facilities for large businesses and municipalities.

The City is open to several contractual arrangements provided the City can retain environmental claims and is able to meet its electricity needs with no negative impact to the City's overall electrical spend. Given these parameters, the City is likely to enter into a contractual arrangement with a third-party Offeror that will take responsibility for development, design, implementation, operation and ownership of the solar systems. The City will purchase the produced electricity or guarantee a price the electricity would receive on the electricity market should the power be sold directly to the market. Typical contractual arrangements the City anticipates entering into include: Power Purchase Agreement (PPA), Virtual Power Purchase Agreement (VPPA), Solar Lease, or a sleeved PPA within a full requirements electricity contract. A sample PPA agreement has been provided as Exhibit C.

All City facilities will remain connected to the utility grid to provide power when the assets are not generating. For solar, during the day, the array(s) will produce more power than the City facilities use, and at night the City facilities will still rely on the electric grid to provide electricity. Over the course of a year, renewable generation will produce as much as the selected load consumes.

Energy storage systems to back-up city facilities or to provide services to residents in instances of long-term power failure, while not the primary focus of this project, will be considered. If energy storage is to be proposed, the City anticipates sharing in the current and future revenue opportunities such as frequency and voltage regulation, time of use bill management, demand response, and any additional ancillary services.

The City may choose to select multiple Offerors should it determine that it is in its best interest.

## **SCOPE OF SERVICES/SPECIFICATIONS**

As part of an effort to complete a minimum of 25 MW of renewable energy generation to serve City electricity accounts in the Duke Energy Ohio service area under the current rules and regulations in Ohio, we are seeking knowledgeable, experienced and independent renewable energy development firms who can provide a turnkey solution and meet the City's renewable energy goals. Work efforts of this developer are outlined in the detailed scope of services below and shall include the following areas of service:

- 1) The selected Offeror(s) will develop solar generation facilities energy to serve, at a minimum, the City Facility load of 35,000 MWH annually and may develop additional project(s) to serve other City load provided it is financially feasible. Construction of the solar arrays under 3 MW are to be completed by December 31<sup>st</sup>, 2019. Solar installations above 3 MW must be completed by December 31<sup>st</sup>, 2020.
- 2) The Offeror will structure a renewable energy development contract so that the City of Cincinnati pays no more for electricity than is currently being spent.
- 3) Offeror will design, provide, install, own and maintain the solar PV system(s). The City will purchase electricity produced by the PV system through a PPA or similar contractual mechanism. (A sample PPA agreement has been provided as Exhibit C.) The scope of this project is all inclusive and includes project financing, planning, engineering, labor, materials, delivery, installation and commissioning, as well as all warranties and maintenance as described below. The Offeror shall include in its Statement of Qualifications all elements necessary for a turn-key project, including rebate applications, grid connection agreements, all permits and approvals from governing agencies and all labor, taxes, services and equipment.
- 4) The Offeror will be responsible for all operation and maintenance over the life of the renewable generation asset. This includes equipment replacement and grounds maintenance (including but not limited to equipment preventative and corrective maintenance, replacements due to defects, failures and storm damage, vegetation management and cleaning).
- 5) The Offeror will be required to keep the solar PV system compliant with all current and future local, state, and federal requirements. As such, it is encouraged that all systems proposed contain smart inverters for potential controllability to comply with Recent IEE 1547-2018 standards.
- 6) One the project is installed, the Offeror will make available remote monitoring of the installed solar installation to the City. The monitoring is required to be self-sufficient and may not rely on the City's IT system. This monitoring will allow us to view all City locations, displaying in graphic or numerical displays the instantaneous KW, historical

KWH (hourly, daily, monthly, yearly, etc.), Peaks (min and max), cumulative totals, and other data for each individual location.

- 7) Once selected, the Offeror will be expected to propose an ownership arrangement (such as build/sell/operate, PPA, VPPA, or other alternative ownership structures) inclusive of the following:
  - a. 10, 15 and 20 year term
  - b. Buyout options at year 5, year 10 and year 15 by the City or another entity on behalf of the City
  - c. Full no cost decommissioning at year 20
- 8) Should a VPPA be selected by the City, it is anticipated that all settlements will be determined by the closest electricity market hub to reduce price risk and volatility to the City. Further, the City will examine the potential of requiring a minimum market price or price floor to further reduce risk.
- 9) Provide the services for the projects set forth in Exhibit A – Scope of Work, attached hereto.
- 10) Provide all work in accordance with Exhibit B – Technical Specifications.
- 11) For City property, all required facility upgrades (electrical, structural or roof improvements) shall be able to be rolled into the price of the Power Purchase agreement if deemed necessary. Please describe on a site-by-site basis your recommendations and requirements (including cost estimates) for roof replacements, warranty issues and other maintenance needed to make this solar installation successful.
- 12) The Offeror will make available to the City for review all necessary documents pertaining to the construction, engineering, and installation of the solar facilities if requested by the City. The Offeror will make all necessary accommodations to City Departments and occupants to ensure minimal disruption to operation during construction operation and maintenance of the solar installation.
- 13) The Offeror shall apply for and obtain all necessary permits and approvals required by the City and all regulatory agencies including Federal, State, and Local jurisdictions. This includes but is not limited to the City, State of Ohio, Duke Energy Ohio, PUCO, PJM, OEPA and the FAA. All fees required by other jurisdictions shall be the responsibility of the applicant. The Offeror shall obtain a City contractor's permit.
- 14) The Offeror will develop an ownership structure that allows the solar project to utilize all available financial incentives including but not limited to: federal tax credits, advanced depreciation, clean energy bonds, and Renewable Energy Credits.
- 15) Offerors of individual projects with greater than 3MW AC capacity will provide long term electricity pricing and analysis on future energy pricing to ensure the City is executing a deal in its best financial interest.
- 16) The Offeror will execute with the City the necessary contractual structure to allow the

City to claim the development and additionality of the solar installations as well as the environmental attributes including Renewable Energy Credits (RECs) and/or carbon credits, though the City will consider alternatives if they are necessary to make the project economics work.

Statements of Qualifications must offer development of at least 3 MW of generating capacity (AC) through a combination of the listed on-site rooftop, car port, ground mount and/or off-site installations, specifying the proposed optimal contractual arrangement. The City may contract with more than one Offeror in order to meet a combined generating capacity of at least 25 MW. The City has a preference for on-site solar installations but recognizes the special limitations to meet the City's overall energy load. Offerors may submit more than one siting option or combination as part of a single Statement of Qualifications, though this is not required.

The selected Offeror(s) will be required to pay, upon approval of the City, the following: \$2,000 per MW of alternating current solar capacity for all associated project legal fees and \$5,000 per MW of alternating current solar capacity for RINA Consulting, who serves as the City's Owner's Representative. The final value is to be established based on the total generating capacity to be contracted. Total compensation to RINA Consulting is not to exceed \$150,000.

The City is to pay no up-front fees to the selected Offeror and will not be financially responsible should the proposed solar array underproduce.

## **TERM**

The term of this Agreement shall commence on the effective date of the Agreement. Delivery of equipment and associated services shall be complete by December 31<sup>st</sup>, 2019 for solar arrays under 3 MW. Solar installations above 3 MW must be completed by December 31<sup>st</sup>, 2020. Terms of the power purchase agreement or similar contractual mechanisms are anticipated to last 10-20 years.

## **TIMETABLE**

Milestones for the process are:	Date
1. Release of RFQ	12/14/2018
2. Initial Deadline for Written Questions	01/04/2019
3. Date of Pre-Submission Meeting/Site Visits	01/08/2019
4. Deadline for Written Questions on Selected Sites	01/11/2019
<b>5. OFFERORS SUBMIT STATEMENTS OF QUALIFICATIONS</b>	<b>01/25/2019</b>

## **QUESTIONS CONCERNING THE RFQ**

All initial questions or requests for clarification must be submitted in writing via email no later than 11:00 a.m. ET on Friday, January 4, 2019 to Lyndsay Harvey at [lyndsay.harvey@cincinnati-oh.gov](mailto:lyndsay.harvey@cincinnati-oh.gov). Site-specific questions may be submitted until 11:00 a.m. ET on Friday, January 11, 2019. Please reference "RFQ668OESSOLAR – Renewable Energy" in the subject field of the message. Questions received after the designated period may not be considered. Any response made by the City will be provided in writing via Addendum.

Offerors are **strictly prohibited** from contacting any other City employees or any third-party representatives of the City on any matter having to do with this RFQ. All communications regarding this RFQ must be made to the City's contact person or any other City representatives designated by the Chief Procurement Officer in writing.

The City will hold a non-mandatory pre-submission meeting on Tuesday, January 8, 2019. Additional meeting information such as time and location of the meeting will be communicated via an addendum.

## **PREVENTING UNFAIR COMPETITIVE ADVANTAGES**

Fairness and transparency in the procurement process require that Offerors competing for a specific project do not derive a competitive advantage from having provided services related to the project/contract/work assignment in question. To that end, pursuant to Administrative Regulation No. 62 and the City's RFP Manual, a firm, and each of its affiliates, hired to provide services for the preparation or implementation of a project shall be disqualified from any subsequent procurement solicitation to provide goods, works, or services resulting from or directly related to the firm's services for such preparation or implementation, unless an exception is made by the City Manager in writing.

## **RFQ SUBMISSIONS (Public Records Requirements)**

The Offeror shall develop a written response to this RFQ structured to comply with Section II of this RFQ.

While each Statement of Qualifications will be considered objectively, the city assumes no obligation to accept to take action on any Statement of Qualifications. The City assumes no liability for any costs incurred in preparing or submitting any Statements of Qualifications.

An original, five (5) copies, and an electronic copy (on USB or CD) of the Statement of Qualifications must be submitted to:

Bobbi Hageman  
Interim Chief Procurement Officer  
City of Cincinnati, Purchasing Division  
805 Central Avenue, Suite 234  
Cincinnati, OH 45202-1947

All Statements of Qualifications must be submitted in a sealed package. The following notation should be on the sealed package:

**RFQ668OESSOLAR – Renewable Electricity Generation, due 01/25/19 @ 3:00 p.m. ET**

The **deadline** for responding to this RFQ and for submitting all related materials is:

**Friday, January 25, 2019 @ 3:00 p.m. ET**

**Late Statements of Qualifications will not be accepted.**

Statements of Qualifications can be withdrawn at any time, if requested *in writing*, until the deadline date, at which time Statements of Qualifications will be considered firm and become the property of the City and will not be returned. By responding to this RFQ, Offerors waive any challenge to the City's decisions.

By submitting this Statement of Qualifications, the Offeror acknowledges that the City is governed by the Ohio Public Records Laws. Notwithstanding any statement to the contrary, the

City's handling of any confidentiality obligations are subject to the limitations of this paragraph. Offeror's Statement of Qualifications may be subject to disclosure under the Ohio Public Records Laws. The City shall have no duty to defend the rights of Offeror or any of its agents or affiliates in any records requested to be disclosed. The City can only hold as confidential information in the Statement of Qualifications marked as such. If the Offeror has marked information in the Statement of Qualifications as confidential, upon receipt of a public records request, the City will notify Offeror of its intent to release records to the requestor. The Offeror shall have a maximum of five (5) business days beginning with the date it receives notification to respond to the City by either accommodating the requestor, providing redacted copies of the documents, or pursuing legal remedies to stop the City's release of requested information. Said notification shall relieve the City of any further obligation under any claim of Offeror or any of its agents or affiliates in any jurisdiction in connection with the disclosure of such records. Offeror and its agents and affiliates may pursue legal and/or equitable remedies to stop or limit disclosure at their sole expense.

Confidential or proprietary material must be clearly identified by the Offeror and easily separable from the rest of the Statement of Qualifications. Such a request must provide written justification as to the basis for proprietary or confidentiality treatment.

The Offeror recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Offeror may suffer from the disclosure of information or materials to third parties.

Offerors submitting Statements of Qualifications in response to and consistent with this RFQ shall submit the required or miscellaneous forms in accordance with Section IV of the RFQ.

## **SELECTION PROCESS AND AWARD CRITERIA**

Selection of a preferred Offeror and subsequent award of contract will comply with City Administrative Regulation No. 23 and the Cincinnati Municipal Code (CMC). The City will award a contract to the successful Offeror considering the total requirements for this procurement and what is "Most Advantageous to the City" in accordance with CMC Chapter 321.

The City's Selection Committee will review and evaluate all properly submitted Statements of Qualifications that are received on or before the deadline. The Selection Committee will submit its finding to the Chief Procurement Officer as to which Statement(s) of Qualifications is/are "Most Advantageous" to the City, taking into consideration the price and evaluation factors set forth below. The Chief Procurement Officer will review the Selection Committee's findings and will then submit a recommendation to the City Manager who will make the award for the City pursuant to CMC Section 321-65.

Interviews with some Offerors may be scheduled. The interview provides the opportunity for the Offeror to address questions and to more fully describe how the approach to this project satisfies the evaluation criteria. Offeror representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, engineering and design, construction management and follow-up monitoring.

The criteria listed below will be used to evaluate written Statements of Qualifications and the subsequent interviews.

These criteria will be applied and interpreted solely at the discretion of the City. Submitted Statements of Qualifications should include all necessary information that is pertinent to these evaluation criteria. Clarification and additional information required for proper assessment of Statements of Qualifications may be requested from the Offeror at the discretion of City. The City

reserves the right to reject any or all Statements of Qualifications.

***The criteria are not ranked in order of importance.***

- 1. Responsiveness/Completeness.** Level to which the Offeror has demonstrated understanding of the project and the needs represented by the RFQ. Statement of Qualifications contains all required components identified in this RFQ, including compliance with all items listed in the Scope of Services and Section II. Statements of Qualifications.
- 2. Financial Strength and Stability.** Information provided indicates the Offeror has the financial strength in terms of capital and liquid assets sufficient to successfully complete the projects listed in this RFQ. Stability of the Offeror in terms of services, professional capabilities, construction experience and overall capabilities.
- 3. Solar Photovoltaic Development Experience/References.** Offeror's project team qualifications and recent and related experience developing, owning, operating, and maintaining similar solar PV projects that meet power production specifications over significant terms. Offeror's relative experience in Ohio or the Midwest with similar climate as Cincinnati and experience of property owner's representatives for Solar Power Purchase Agreements for similar type of government / municipal facilities in similar metropolitan locations managed by firm over the last five years. Offeror's experience in delivering contracts and projects on time and on budget. Ability to meet required construction and regulatory approval milestones. Offeror's approach to encouraging investment in solar PV systems by industries and businesses within the region.
- 4. Offeror Customer Services/Maintenance Capabilities.** The ability of the Offeror to respond quickly, efficiently and cost effectively to service calls so the photovoltaic systems are operating at optimum output.
- 5. Technical Strength of Site-Specific Proposals.** Project engineering analysis information provided detailing the estimated kWh generated by the proposed photovoltaic systems, design detail and equipment selection, warranties, development and installation schedule, including all necessary assumptions (e.g., Solar resource, system performance and availability, maintenance down time, permitting status and timeline, connection status and timeline MTBG – mean time between failures, efficiency of the proposed system, efficiency losses, net metering, etc.).
- 6. Proposed PPA terms and arrangement.** Proposed generation site and PPA type (on-site direct/sleeved/virtual/other), PPA price (\$per KWH), term, buyout cost, commencement deadline, guaranteed generation, exclusions, cost for routine maintenance, cost for other services such as removal and reinstallation of panels for roof work, etc.
- 7. Economic Inclusion.** Offeror is a City of Cincinnati-certified SBE/MBE/WBE or is partnered/subcontracting with a City-certified SBE/MBE/WBE.

The City reserves the right to ask for additional information and clarification from or about any or all of the Offerors. The City may require selected Offerors to make an oral presentation of their Statements of Qualifications.

## **PROCESS FOR ENTERING INTO AGREEMENT**

The Offeror(s) whose Statement(s) of Qualifications is/are found to be the "Most Advantageous" to the City of Cincinnati will be offered the opportunity to enter into an Agreement with the City. The scope, terms and conditions of that Agreement shall be in substantial conformance with the terms, conditions and specifications described in this RFQ and with the Statement of Qualifications that is submitted by the Offeror whose Statement of Qualifications is found to be the "Most Advantageous" to the City.

The Offeror should be prepared to begin contract negotiations upon submitting a Statement of Qualifications. If the Offeror is not able to begin contract negotiations, the City may disqualify that Offeror.

The City reserves the right to negotiate the Agreement to include any portion or portions of the services covered by this RFQ. The City reserves the right to reject any and all Statements of Qualifications in total or by components.

The City reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more Statements of Qualifications, the terms of any resultant agreement(s), and the determination of which, if any, Statement of Qualifications(s) is Most Advantageous to the City, as a result of this RFQ process.

## **ADDITIONAL INFORMATION REQUIRED BY THE CITY**

The City reserves the right to inquire with any or all references furnished to the City and to consider any and all responses received in response to such inquiries in determining whether to select any Offeror or grant any award. The City reserves the right to perform investigations as the City may deem necessary or appropriate to assure that competent and/or qualified persons or entities will be utilized in the performance of the Agreement, and to verify that responses to this RFQ are, in whole or in part, truthful and accurate.

## **CHANGES AND ADDENDA TO RFQ DOCUMENTS**

Offerors shall be solely responsible to inquire as to any changes or addenda to this RFQ. Any and all such changes or addenda will be deemed to be incorporated into this RFQ and all offerors shall be expected to know about such changes or addenda.

Offerors may view and download all changes, addenda and other RFQ documents from Open Data Cincinnati. Offerors should frequently return to the site to monitor for project-specific updates, changes, addenda and other RFQ documents. The link to Open Data Cincinnati is as follows: <https://data.cincinnati-oh.gov>. (Once there, click on the piggy bank icon, select "Business Opportunities 5/10/2018 to Present," and click "View Data.")

## **CONTRACTOR REGISTRATION**

The Offeror awarded the contract shall be a registrant under Vendor Self Service (VSS) at time of award. Go to <https://www.cincinnati-oh.gov/purchasing/vendor-registration/vendor-registration/> to register.

## **VENDORS INELIGIBLE TO CONTRACT OR SUBCONTRACT WITH THE CITY**

The City maintains a list of Vendors Debarred from Contracting or Subcontracting with the City may be accessed at: <http://www.cincinnati-oh.gov/purchasing> or may be furnished in other form upon request to the Chief Procurement Officer. The City will not contract with any firm or person on the list. It is Offeror's responsibility to verify that each subcontractor it proposes to use is an eligible firm or person. The City will not approve a subcontractor whose name appears on the list.

## II. STATEMENTS OF QUALIFICATIONS

### CONTENT AND FORM OF STATEMENTS OF QUALIFICATIONS

The Offeror shall sufficiently address each item presented in the RFQ in accordance with the directions found herein. Each item shall be addressed or the response may be judged as “non-responsive.” Answers shall be clear, sufficiently detailed and specific to the City. Responses shall be based only on the material contained in the RFQ.

The Statement of Qualifications must be signed by a person who has legal authority to contractually bind the Offeror.

The Statement of Qualifications shall include, but is not limited to, the following and must be presented in the following order:

#### 1) BINDING TRANSMITTAL LETTER (TWO PAGES MAXIMUM)

The Offeror shall submit a formal letter of transmittal on official company letterhead signed by a person who has the legal authority to contractually bind the Offeror. The letter should include:

- The Offeror’s general interest and capability to complete tasks outlined in the Scope of Services.
- A brief summary of any information the Offeror feels may be especially important to the City.
- The name, title, address, telephone number, fax number and e-mail of the key contact person able to respond to any questions regarding its response and authorized to negotiate with the City.

#### 2) COMPANY BACKGROUND & INFORMATION

This section should give a brief overview of the company and provide the following information:

- Company name and local business address (include any regional offices and/or headquarters).
- Year established (include former names and year established, if applicable). Number of employees and their abilities (main and local offices).
- Type of ownership and parent company, if applicable.

If a joint venture or subcontracts are contemplated, Offeror shall provide the same information as above for any subcontractors and explain their role in the contract. The Offeror must assume all responsibility for the work, including the work of any subcontractors.

If there are services identified in this RFQ that your firm cannot provide, please indicate these exceptions.

#### 3) QUALIFICATIONS

The Offeror’s response must speak clearly to the qualifications outlined in this RFQ and provide information that clearly demonstrates the ability of the Offeror to fully deliver the Scope of Services required for a successful project. Given the potential investment, the City is interested in establishing a relationship with a firm or team of firms that has:

- Demonstrated extensive experience in the successful installation and management of multiple, large commercial or public solar electric systems, preferably in Ohio, PJM system and/or Duke Energy Ohio system.
- Worked with a public entity on a solar PV program.
- Relevant licenses or special qualifications pertaining to renewable energy technologies (i.e. NABCEP, licensed professional engineer, certified energy manager, project management professional, certified by State of Ohio as CRES, etc.).
- Established a local office or project manager (or intends to, if selected).
- Security used in screening personnel used to enter government facilities to construct or service installation of new equipment.

#### 4) TEAM INFORMATION

If a team of firms submits a Statement of Qualifications, the following information shall be supplied:

- Names of Project Team for this project and key personnel proposed (include name of project manager) to be available for assignment. Include identification of in-house or outside legal counsel and capabilities with Ohio subject matter training and experience as related to PUCO, Duke Energy Ohio, PJM ISO, OEPA or FAA requirements and contract negotiations.
- Include experiences of staff in analyzing the electricity market in PJM ISO and in Duke Energy Ohio to determine and project future electric prices to ensure that long term renewable energy development/procurement deal that is entered into by the City will be financially viable in 10, 15, or 20 years.
- Evidence of current expertise in energy procurement which may include experience in utility rate making, real-time purchasing of utility power, or other regulated / unregulated energy programs.
- Status of relevant licenses or special qualifications pertaining to energy technologies (i.e. NABCEP, licensed professional engineer, certified energy manager, project management professional, certified CRES in State of Ohio, etc.).
- Roles and responsibilities of each team member, and the relationship between team members. Include an organizational chart.
- A brief description of each team member's firm and their ability to contribute to successful solar PV program implementation (history, performance of similar scope of services, etc.).
- History of past projects that the team members have worked on together.
- Identify any subcontractors the Offeror intends to employ in execution of the program. Discuss their role and provide information on subcontractors' experience performing similar work.

#### 5) PERSONNEL INFORMATION

Offerors shall include resumes for key personnel involved with the City program, including any subcontractors.

#### 6) PAST-PROJECT EXPERIENCE

Offeror shall include a brief description of past solar PV projects/programs that are similar in nature as those expected to result from this RFQ. The description of each project/program should include:

- The project name.
- Location.
- Project size (total cost and project capacity in kW).
- Project type – turnkey or third party energy sales.
- Year completed.
- Name of project manager.
- Name of client contact.
- Brief physical description of the project (equipment manufacturer, model, etc.).
- A brief discussion of any specific challenges and how they were overcome.
- Cost savings and cash flow realized by Customer (host) each year along with electric cost rate information (\$/KWH) at the facility where new installations were installed.

#### 7) REFERENCES

Offeror shall include at least three recent (within the past 5 years) references for power sales solar PV projects/programs. The information noted above in the Past-Project Experience section should be included and can be used as references. Also provide the customer's contact name, title, address, phone number, and email address. Preference would be for larger Government/Municipal projects located in Ohio, PJM and / or Duke Energy Ohio Service area. Please list all projects currently underway.

#### 8) MARKET PENETRATION SUPPORT

Discuss your firm's interest in supporting the City in encouraging investment in solar PV systems by industries and businesses within the region. Specifically discuss any pricing incentives or other mechanisms your firm is willing to employ to enhance investment in solar PV.

#### 9) FINANCIAL CAPACITY

Statements of Qualifications shall include audited financial statements for the past three years for the Offeror or, if a team SOQ, the lead/prime firm. Offerors shall also demonstrate bonding capacity to accommodate the potential magnitude of the City's program. Offerors should

describe their bonding capacity and name the relevant sureties or insurance companies that serve as your performance bonding agent.

Statements of Qualifications shall identify the source of capital to be used to finance the proposed work and shall include documentation demonstrating that funds will be available from that source. Also include statement and financial documentation (i.e. annual reports, 10-Ks, audited financial statements) describing financial stability of Offeror.

#### 10) CONTRACTUAL

Offerors shall provide a statement indicating commitment to the minimum warranties outlined.

Offeror shall provide copies of the firm's proposed contracting mechanism and as associated draft contract. The City reserves the right to define certain standard terms and conditions for the proposed mechanism. Offeror shall clearly state, in plain language, how the proposed contract allows the City to meet its financial and environmental goals for this project. A draft PPA contract is provided as Exhibit C for reference.

#### 11) LITIGATION

Indicate whether the Offeror, any team member, or any officers or principals have been party to any lawsuit, administrative complaint, or investigation involving the performance of any equipment it has installed or the proposer's work, including environmental litigation, and provide a summary of the issues and status of lawsuits, complaints, or investigations.

#### 12) CUSTOMER SERVICE/MAINTENANCE CAPABILITIES

Provide description of Offeror's capabilities to respond for services, maintenance and system failures. Include name and address of support groups that will provide services. Recommend service intervals and tasks that need to be performed to optimize the benefits of these installations.

#### 13) SOLAR PV TECHNICAL PROPOSALS

Proposed locations and building details for possible SPPAs are as follows. Each Offeror is expected to include a preliminary proposal for each of the sites it intends to develop and deliver power from. These buildings are expected to be included in the site tour on 01/08/2019. No single site is required to be included in any proposal, but the sites collectively represent the public property that has been identified by RINA as potentially suitable for solar development.

Number	Name	Location	Type	Capacity estimate (kW AC)
1	Fire Station 35	2487 Harrison Ave	Roof	75
2	Fire Station 51	5801 Hamilton Ave	Roof	35
3	Richard Miller Treatment Plant	5651 Kellogg Ave	Roof and Ground	2,445

4	Winton Rd Reservoir	5935 Winton Ridge Lane	Roof	1,170
5	Millvale Health Center	3301 Beekman St	Roof	60
6	Police Dept Spinney Field	800 Evans St	Roof	100
7	Regional Operation Center	2000 Radcliff Dr	Roof and Carport	295
8	Police District 4	4150 Reading Rd	Carport	190
9	Highway Maintenance	3300 Colerain Ave	Roof	220
10	Public Services - Sanitation	3320 Mill Creek Rd	Roof	415
11	Evanston Recreation Center	3204 Woodburn Ave	Roof	70
12	Fire Station 18	478 Wilmer Ave	Roof	35
13	Center Hill Landfill	5700 Center Hill Rd	Ground	12,000
14	Lunken Airport	262 Wilmer Ave.	Ground and carport	10,670
15	Off-site option	Ohio Preferred	Not defined	TBD

Further information on these sites can be found in Appendices 1-14. See the Table of Contents for information on how to obtain the appendices.

It is anticipated off-site generation will be required to meet the overall goals of the project. Please provide detailed information on the timeline, state of project development and achievement of key milestones for off-site generation. This may include but is not limited to land acquisition, regulatory approvals, interconnection agreements, and equipment procurement.

Proposals shall include the following details at each of the proposed locations where available.

- Confirmation that the specific building/location is suitable for solar development and/or description of necessary modification, improvement or further assessment.
- Proposed timeline/Project schedule.
- Project team, including efforts to consider subcontracting with local SBE, MBE and/or WBE requirements of the City of Cincinnati.
- Anticipated Contract terms, including proposed operating and contractual arrangements between the Offeror and the City.
  - PPA pricing of electricity considering:10, 15 and 20-year term
  - Buyout options at year 5, year 10 and year 15
  - Full no cost decommissioning at year 20
- PPA pricing of electricity.
- System description.
- Equipment details and description. All equipment shall be UL listed.
- Specifications for equipment procurement and installation. All installers must possess the NABCEP (North American Board of Certified Energy Practitioners) certification. All installations shall comply with the Ohio Building, Mechanical and Plumbing Codes (Ohio

Administrative Code, Chapter 4101:1 through 4101:3) and the National Electric Code (as referenced in 4101:1-35-1 of the Ohio Administrative Code).

- All engineering associated with structural and mounting details.
- Electrical grid interconnection requirements.
- Controls, monitors, and instrumentation. Net metering will be included, if practical, at all locations.
- System performance monitoring. Solar production shall include web-based monitoring and shall monitor the electrical use of the facilities in real time. Both the solar productions and the City's electrical use shall be electronically displayed for public viewing via a monitor at multiple locations.
- The City requires full roof warranties on each facility included in scope of work. For roof systems with SPPA durations within existing warranties, Offeror will be required to submit written certification that installation does not violate existing warranties. For installations outside of existing warranties, Offeror shall provide own warranty. In some cases, the existing roof at the City facility is at or near the end of its useful life. On the facilities where this is noted, the Offeror is expected to include in their proposal the best value solution to replace the existing roof prior to installation of the solar PV system. Details about how short- and long-term roof repair and replacements would be handled in a final contract and whether the Offeror would consider providing a warranty for both the roof and solar installation as a single system must be included in the response.
- Guaranteed minimum output from the system as a percentage of the expected performance output from the system. The quality of the electrical output shall meet or exceed Duke Energy Ohio standards or should include power conditioning equipment (filters, surge devices, electrical protection and proper switching) that meets Duke's system requirements.
- Security measures taken to protect new equipment and to allow shared access to authorized maintenance personnel (between the Offeror and City personnel) to monitor, disconnect or service equipment as necessary.
- Installation details that will ensure the safety of firefighting personnel.

#### 14) ECONOMIC INCLUSION

- This section must describe the Offeror's strategy for economic inclusion. If subcontracting is expected, the Offeror shall provide a description of the distinct element(s) of work to be subcontracted.
  - If the City proceeds with a project as a result of this RFQ, the City may establish economic inclusion goals or requirements for the project
- This section must also contain a statement as to whether the Offeror is a City-certified MBE, WBE or SBE. If so, the SOQ must include a copy of each such certification as an exhibit or appendix.

#### 15) OPTIONAL EXTRAS

- Exceptions, extras or alternate proposals to be considered. Describe in sufficient detail so that City can decide if suggestions are warranted and acceptable. Cost differences

are to be shown in Section 16 as Optional Extras.

- 16) COST OF SERVICES (one copy submitted in a sealed envelope)
- Work separated into scope tasks with associated efforts (hours and cost) estimated for each task. **Provide using Exhibit D – Technical Submission.**
  - Clear description of how the Offeror will be compensated. The City of Cincinnati anticipates energy pricing to follow current pricing trends. Bidders should present anticipated costs, to include:
    - A flat rate energy price over the project lifetime.
    - A variable energy price over the project lifetime, if preferred by the Offeror.
    - The Offeror's methodology for development of pricing in the form of a financial model, which should include as a minimum:
      - i. Development cost
      - ii. Capital expenditure
      - iii. Operational expenditure
      - iv. Decommissioning cost
      - v. Financing costs
      - vi. Pricing variations due to siting or other factors
      - vii. Performance and generation expectations
  - Estimated terms for payment showing contract length, cost per KWH, Operation and Maintenance scope tasks (i.e. periodic calibrations, major equipment replacement, annual maintenance, grass service, etc.), dates of completion and compensation schedule for completed tasks.
  - Estimated hours, names and titles for those expected to work on this project.
  - Follow-up services and Optional Extra Costs and Credits - describe your firm's standard fee structure for future work efforts (employee work classifications, range of fees for each work classification, and the multiplier utilized as well as other miscellaneous fees such as add-ons for computers, travel or other items of this nature).
  - Utilize City resources in data gathering and for other information to the maximum extent possible to control costs. Describe services expected from City resources.
  - Offerors must certify in their fee proposal that they will not earn additional income such as, but not limited to, commission or fees from developers of renewable energy projects directly or indirectly related to the procurement of this renewable energy development project unless disclosed and agreed upon by the City.
  - Tasks that should have estimated pricing are as follows:
    - A. Turn-key installation of solar installations for either on-site and off-site from project concept to energy delivery to the City.
    - B. All operation and maintenance of the solar array over the entire term of the contract with the City. This includes but is not limited to securing the solar

facility, the maintenance of the immediate solar grounds, any required equipment replacement such as inverters.

- C. Any ongoing expenses for follow up services needed to ensure the successful completion and production of the solar array over the terms of the contract.

### **EXCEPTIONS**

The Statement of Qualifications shall include a statement indicating compliance with the Terms and Conditions presented in Section III of this RFQ or a statement indicating any exceptions thereto subject to negotiations.

### III. CITY STANDARD CONTRACT TERMS AND CONDITIONS

Any contract will require that the contractor maintain compliance with all applicable laws and City policies at all times. These laws and policies can be found at <http://cincinnati-oh.gov/purchasing/renewable-energy-generation-for-the-city-of-cincinnati-s-electricity-load>, and include, without limitation, the following:

- **Equal Employment Opportunity:** Any contract or contractor will be subject to all applicable provisions in the City's Equal Employment Opportunity (EEO) Program. More information about the EEO Program can be found in the Cincinnati Municipal Code Chapter 325.
- **Minority, Small, and Women-Owned Business Enterprise:** Any contract or contractor will be subject to all applicable provisions in the City's Minority and Women-Owned Business Enterprise (M/WBE) or Small Business Enterprise (SBE) Program. More information about the M/WBE and SBE Program can be found in the Cincinnati Municipal Code Chapter 324 and Chapter 323, respectively.
- **Non-Discrimination:** The City is committed to non-discrimination policies, and specifically in its purchasing and contracting policies. Any contract will require the contractor to covenant, warrant and represent that it will not discriminate in its purchasing and contracting policies.
- **Living Wage:** Any contract or contractor will be subject to all applicable provisions in the City's Living Wage provisions. More information about Living Wages can be found in the Cincinnati Municipal Code Chapter 317.
- **Prevailing Wage:** Any contract or contractor may be subject to all applicable provisions in the State of Ohio's Prevailing Wage provisions. More information about Prevailing Wages can be found in the Ohio Revised Code Chapter 4115.
- **Performance Surety:** Any contract or contractor may be required to provide performance surety. More information about performance surety can be found in the Cincinnati Municipal Code Chapter 321.

#### ***Evaluation, Reports, Information and Audits***

Any contract with the City will require that the contractor consent to any and all evaluations and audits by the City or its representatives. The City may also require the contractor to submit various written reports from time to time, which includes without limitation reports submitted online to the Vendor Compliance and Certification System (VCCS), and to maintain financial and other pertinent records for at least three years after the contract is completed.

#### ***Assignment and Subcontracting***

Given the highly technical subject matter in this RFQ, the City desires to ensure that any Offerors to this RFQ selected by the City for their creativity, financial capability, technical expertise or specialized knowledge or experience actually perform the work. Accordingly, any contract will contain strict limitations on assignment, subcontracting or other transfers that might

defeat the City's desire and intent to work with the successful candidate.

All assignments or other transfers will be subject to the City's prior written consent, which the City may withhold or condition in its sole discretion. Any assignment without the City's prior written consent will render the contract voidable at the City's sole option.

All subcontractors must be approved in advance by the City, which the City will not unreasonably withhold, and will be subject to all provisions in the contract with the City. More information about the City's subcontractor policies, including forms and other documents, can be found on the City's website at <http://www.cincinnati-oh.gov/inclusion/forms/>

### ***Hold Harmless, Indemnification and Insurance Requirements***

Any contract with the City will require the contractor to consent to certain indemnification and insurance provisions for the City's benefit. These requirements will need to be tailored to meet the proposed project and its associated risks. However, the City anticipates that the contractor may be required to obtain and maintain Comprehensive General Liability Insurance, Automotive Liability Insurance, Builder's Risk Insurance, Professional Errors and Omissions Insurance, Technology Errors and Omissions Insurance and Workers' Compensation Insurance.

### ***Confidentiality and Proprietary Materials***

The work contemplated in this RFQ would necessarily expose any contractor and its personnel to the City's confidential and/or proprietary information. The contemplated work may also result in work product that will belong to the City. All such information must be kept in the strictest confidence, and the contractor will be required to agree to confidentiality and proprietary materials provisions as a condition on any award.

#### IV. REQUIRED AND MISCELLANEOUS FORMS

##### REQUIRED AND MISCELLANEOUS FORMS TO BE EXECUTED BY OFFEROR AND SUBMITTED WITH STATEMENT OF QUALIFICATIONS OR TO BE REQUIRED AT CONTRACT EXECUTION

- ATTACHMENT 1 – Offeror Corporate and Contact Information
  - Required with Statement of Qualifications Submission.
- ATTACHMENT 2 – Affidavit of Accuracy and Signature Page
  - Required with Statement of Qualifications Submission.
- City of Cincinnati Living Wage Affidavit
  - Informational Use Only. The successful Offeror may be required to complete this Affidavit at contract execution. A copy of the form is available at the following webpage: <http://cincinnati-oh.gov/inclusion/forms/living-wage-forms/>.
- Equal Employment Opportunity (EEO) Form (DEI147)
  - Informational Use Only. The successful Offeror may be required to complete this form at contract execution. A copy of the form is available at the following webpage: <http://cincinnati-oh.gov/inclusion/forms/subcontractor-inclusion-goal-packages-for-bids-rfps/>.

# ATTACHMENT 1 TO RFQ

## OFFEROR CORPORATE AND CONTACT INFORMATION

The Offeror shall use this document **ONLY** and not substitute another format.

Submittals for this RFQ are accepted from single legal entities (e.g., corporation, partnership, sole proprietorship, limited liability company, limited liability partnership). The Offeror's legal entity type, as identified in Attachment 1, **must be in effect at the time of submittal** (as documented in the Affidavit of Accuracy & Signature Page and accompanying documentation of signatory authorization) **and shall be evident if awarded a contract from this competition.**

**Instructions:** Provide the following information about the Offeror to this RFQ.

Date: \_\_\_\_\_  
(month, day and year)

LEGAL NAME OF OFFEROR \_\_\_\_\_

**Offeror's City of Cincinnati SBE/MBE/WBE Certification Status** (mark all applicable categories with an X):

- (     )   City of Cincinnati SBE           (     )   City of Cincinnati MBE           (     )   City of Cincinnati WBE
- (     )   City of Cincinnati ELBE           (     )   City of Cincinnati SLBE

**Offeror's Corporate Office** Business Address and Telephone Number

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**Offeror's Local Office** Business Address and Telephone Number

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**Offeror's contact person** who can respond authoritatively to any questions about this submittal:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel.: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: (if different than above) \_\_\_\_\_

**Type of organization** (mark with an X):

- ( ) Corporation            ( ) Sole Proprietor            ( ) Limited Liability Company
- ( ) Limited Liability Partnership            ( ) Other (Specify): \_\_\_\_\_

**1. Organization**

- A. How many years has Offeror been in business performing the work as described in this RFQ?
- B. How many years has Offeror been in business under its present business name?
- C. Under what other or former names has Offeror operated?
- D. If Offeror is a corporation, please indicate:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President's name: \_\_\_\_\_

Vice-President's name(s): \_\_\_\_\_

Secretary's name: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_

- E. If Offeror is a partnership, please indicate:

Date of organization: \_\_\_\_\_

Type of partnership (if applicable): \_\_\_\_\_

Name(s) of general partners: \_\_\_\_\_

\_\_\_\_\_

F. If Offeror is a sole proprietorship, please indicate:

Date of organization: \_\_\_\_\_

Name of owner: \_\_\_\_\_

G. If Offeror is a limited liability company, please indicate:

Date of organization: \_\_\_\_\_

Name(s) of managing members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. If the form of Offeror is other than those listed above, describe it and name the principals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Is the Offeror related to another entity as a parent, subsidiary or affiliate?

*(Please indicate answer with an "X")*

Yes ( ) No ( )

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

J. List the type of work the Offeror customarily performs with its own workforce.

K. List the type of work customarily subcontracted to others.

L. List of geographic area(s) in which the Offeror does business.

**2. Judgments**

A. Has the Offeror or any officer, director or owner thereof had any judgments entered against it/him/her within the past ten (10) years for breach of contracts for governmental or non-governmental work?

Yes ( ) No ( )

B. If yes, provide details on any such judgment.

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**3. Contract Compliance**

A. Has Offeror been found to be in substantial noncompliance with the terms and conditions of any prior contract(s) with the City of Cincinnati?

Yes ( ) No ( )

B. If yes, provide details on any such instance.

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C. Only answer the following question if Offeror has not contracted with the City in the past five (5) years.

Has Offeror been found to be in substantial noncompliance with the terms and conditions of prior contracts with another public body?

Yes ( ) No ( )

D. If yes, provide details on any such instance.

**4. Convictions**

A. Has the Offeror or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting?

Yes ( ) No ( )

B. If yes, provide details on any such conviction.

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**5. Debarment**

A. Is the Offeror or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government?

Yes ( ) No ( )

B. If yes, provide details.

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**6. Contract Execution History**

A. Has the Offeror ever failed to enter into a contract in the past ten (10) years when the Offeror was the selected applicant?

Yes ( ) No ( )

B. If yes, give complete circumstances for each occurrence on a separate sheet(s) of paper.

**ATTACHMENT 2 TO RFQ**

**AFFIDAVIT OF ACCURACY & SIGNATURE PAGE**

The undersigned swears or affirms under the penalty of perjury that the Offeror, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror to gain an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of any contract resulting from this REQUEST FOR QUALIFICATIONS ("RFQ").

The undersigned further swears or affirms, to the best of his or her knowledge and belief, that the information contained in the submittal to this RFQ ("Submittal"), all attachments, exhibits and forms, is true and complete, and that the Offeror has not omitted any fact necessary to make the information contained in the submittal to this RFQ not misleading.

The Offeror's submittal shall constitute a representation on its part that the Offeror (a) has reviewed and thoroughly understands the scope of work, terms and conditions set forth in this RFQ and draft agreement; (b) has made due inquiry to the City as to the existence of any addenda issued in connection with this RFQ; (c) is satisfied that it has received any and all such addenda and has taken the contents thereof into consideration when preparing and submitting the Submittal; (d) understands all addenda will be issued via the City website and (d) accepts full and complete responsibility for the receipt of any and all such addenda and waives any claim of mistake or error in this Submittal based upon its failure, in fact, to have received any one or more addenda. The Offeror's failure to receive any addenda shall in no event relieve the Offeror from any responsibility for incorporating the provisions of the addenda into its Submittal. Addenda, upon issuance by City, shall be deemed to have become a part of this RFQ to the same extent as if set forth fully therein.

\_\_\_\_\_  
Full, Legal Name of Offeror

\_\_\_\_\_  
Name of Authorized Representative<sup>1</sup>

\_\_\_\_\_  
Title of Authorized Representative<sup>1</sup>

\_\_\_\_\_  
Signature of Authorized Representative<sup>1</sup>

\_\_\_\_\_  
Date

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by

\_\_\_\_\_.

My commission expires: \_\_\_\_\_

Notary Public

<sup>1</sup>Offeror **must** attach documentation of signatory authorization appropriate to the Offeror's legal entity type, as identified in Attachment 1. Such documentation includes: corporate resolution (for corporations); operating agreement indicating authorized signatory(ies) (for LLCs); partnership agreement setting out who can act for the partnership (for partnerships).