

APPENDIX E: INSTRUCTIONS TO OFFERORS

I. ADMINISTRATIVE PROPOSAL REQUIREMENTS

1. Technical and Price sections of the Offerors proposals will be evaluated independently; therefore, the offeror shall submit the proposal in two (2) Volumes (Volume I: Technical and Volume II: Price). In order that the Volume I: Technical may be evaluated strictly on the merits of the material submitted, the contractor shall include **NO** price information in Volume I. The Offeror shall separately present Volumes I and II. Both Technical and Price volumes; therefore, must be labeled with the Offeror's organization, business address, and VA Solicitation Number.

The narrative descriptions per evaluation factor represent the key areas of importance and the emphasis to be considered in the source selection decision.

- A. Each offeror shall separately present the Technical and Price sections. Each section must therefore be labeled with the Offeror's organization, business address, VA project name.
- B. Carefully follow "Instructions, Conditions, and Notices to Offerors." Standard Form 1442 (Solicitation, Offer, and Award) shall be used for submitting offers. Offerors shall affix their names and return addresses in the lower left corner of the Offeror's envelope. Envelopes containing offers must be sealed.
- C. Offers shall be based on this solicitation. Offers will be in the format stipulated elsewhere in this section.
- D. Sealed Offers shall include; CD-ROM of Volume I Proposal and Volume II Proposal (see section II), a completed SF 1442 (Solicitation, Offer and Award) which acknowledges receiving all amendments by number, and a physical Bid Guarantee (FAR 52.228-1). Submit sealed offers to:

Attn: Justin C. Wilson, Contract Specialist
VA National Energy Business Center
6150 Oak Tree Blvd
Suite 300
Independence, OH 44131

Offers may be delivered by hand or by mail to the above address

- E. The offeror shall submit Volumes I and II in electronic format only via CD-ROM. The submittal shall consist of one (1) original and one (1) copy of each volume. The offeror shall submit a CD-ROM containing Volumes One (1) and Two (2) as two separate files. *Each volume* must be submitted as a single

application-generated (not scanned), searchable PDF document that is less than or equal to **15MB** in size.

- F. A page is defined as each face of an 8.5 X 11 inch sheet of paper containing information. All information (except for document numbers, page numbers, etc.) shall be provided in an image area of 7 X 9 inches. The background color of each page of the submission shall be white or ivory stock only. Text lines will be single-spaced. A smaller font size for any graphics presented in a proposal is permitted as long as the information is legible to the human eye. Fonts other than Arial are permissible in the presentation of graphic material only.
 - G. Technical Proposal Format (Volume I): Volume I shall not exceed 100 single-sided or 50 double-sided pages in Microsoft Arial size 12 font. Excess pages shall be removed from the proposal and not evaluated. Use graphic presentations where such use will contribute to the compactness and clarity of the proposal. Each Key Personnel resume shall not exceed two (2) single-sided pages or one (1) double-sided page in length, and will not be counted in the page limit. The Draft Quality Control Plan (QCP) and any Joint Venture (J/V) documentation will not be counted in the page limit. Include page numbers and the company name in the header and footer of each page.
- 2. Volume I Technical shall demonstrate corporate experience, ac energy delivery, mounting system, key personnel, technical capability, schedule and past performance relevant to the subject procurement. The offeror shall describe how they will perform the tasks against the statement of work.

II. PROPOSAL CONTENT REQUIREMENTS

Volume I: Technical Proposal Requirements

The offeror shall demonstrate the following, RELEVANT TO THE SUBJECT PROCUREMENT.

1. Corporate Experience:

The offeror shall demonstrate corporate experience with *solar PV projects completed as a prime or general contractor* within the last five years by a Design Installation Contract and/or contract similar in size and scope to this project. Scoring will be more favorable if both criteria are met.

The offeror shall provide their total bonding capacity, current available bonding capacity and expected available capacity in 2012.

2. AC Energy Delivery:

Offeror shall provide Estimates of AC energy delivery of the system. The PV module power ratings are for Standard Test Conditions (STC) of 1000 W/m² solar irradiance and 25°C PV module temperature. Estimated energy delivery shall be provided for each month of the year and total for the year. The site location and STC power value will be entered into PVWATTS

(http://redc.nrel.gov/solar/codes_algs/PVWATTS/version2/) to determine estimated energy delivery in kWh. The PVWATTS default DC to AC de-rate factor is 0.77 as detailed at that website, however more efficiently engineered and designed systems are encouraged. Support the de-rate factors used.

Contractors shall propose a minimum system size of 100 kW (DC) for all sites combined. However, due to unforeseen site conditions, inaccurate estimation, new developments, or technology improvements, the actual energy delivered by solar systems at the various proposed sites may vary considerably from the estimated amounts listed in Appendix B. These estimates are not given as targets which are to be met for each individual site, but rather as order-of-magnitude estimates.

Therefore, the offeror is asked to design a technically superior system according to the specifications given in this document, which will be evaluated according to the evaluation criteria listed in the paragraph "Evaluation Factors."

3. Mounting System

- A. Offeror shall provide the Mounting System it intends to utilize.
- B. Offeror shall provide a detailed description and schematics of the mounting system.

4. Key Personnel

The offeror shall demonstrate relevant Solar PV experience of key personnel to be involved in this procurement. Supply a resume biographical data including; name of individual, company position, years with the company, Solar PV project work / experience and educational background, tasks to be assigned on this project, percentage of work week to be committed to this project:

- A. Key personnel shall include as a minimum, but are not limited to the following:
 - 1. Project Manager;
 - 2. Electrical Engineer;
 - 3. Design Engineer
 - 4. Structural Engineer
 - 5. Installation Project Manager;
 - 6. Leads/ Supervisors for Installation

B. Project Organizational Chart and Narrative - Include team members submitted under Personnel Qualifications. Clearly describe the prime responsible firm (or firms if a J/V) and individuals as well as the roles and responsibilities of individuals proposed as consultants and sub contractors. Provide a list all consultants and all proposed major subcontractors, including telephone number, address, and name of contact.

C. Indicate which individuals are used for the design phase and which are used during the installation phase. Indicate what percentage of each individual's time would be committed to the project during both the design and installation phases.

5. Technical Capability:

The offeror shall provide the following:

- A. A narrative description of the proposed Solar PV system or Technology.
- B. System Height.
- C. Capacity in kW.
- D. One line diagram of proposed system with all major components delineated (PV panels and array, disconnects, inverters, transformers, meters, etc).
- E. Describe the Type of Solar PV system the offeror intends to utilize.
- F. Specify the orientation proposed for each of the major sub-arrays.
- G. Weights and dimensions of proposed invertors and panel systems.
- H. Detailed description of contractor's on-site equipment testing program, including pre-installation checklists, installation checklists and individual panel performance testing.
- I. Description of provisions for mitigation of potential for additional snow loads due to snow entrapment between panels.
- J. Detailed Provisions for roof protection.
- K. Provisions for reasonable access paths to existing roof top equipment and drains for maintenance.
- L. A description of the operation and maintenance required for the proposed system.
- M. Quality Assurance/Quality Control Plan
- N. The offeror shall demonstrate techniques for maintaining workmanship and material quality control.
- O. Project Delivery Philosophy - Include expectation statements concerning:
 - (1) Elements for Successful Partnering: Communication, Commitment and Conflict Resolution.
 - (2) Proposed Design Period Peer Review technical/administrative by VA & offeror.

6. Schedule:

- A. The offeror shall provide a preliminary project schedule with narrative:

- (1) Design Period.
 - (2) The design period and provisions for Government reviews.
 - (3) A list of drawings to be included with each design submittal for VA reviews.
 - (4) A phasing plan for coordination of interruptions to the utility service due to relocation site utility work.
- B. Installation Period: The offeror shall provide the following with narrative:
- (1) Mobilization.
 - (2) Sequencing.
 - (3) Procurement and installation of equipment.
 - (4) Provisions for overtime or shift work.
 - (5) Timing of relocation of existing equipment. (list any existing equipment to be relocated).
 - (6) Site utilities, temporary stairs, and roadway realignment.
 - (7) Final inspection.
- C. The offeror shall provide a detailed schedule and narrative, indicating specific dates where applicable, for each step of the process:
- (1) Contract progress schedule: The progress schedule will be in a time scaled bar graph format. The horizontal axis will be scaled for time beginning with the Notice to Proceed and concluding with contract completion. The vertical axis will show the milestones and major portions of the contract work. All schedule items will show a start date and a completion date;
 - (2) The offeror shall describe in a written narrative its plans for phasing the work so that the Medical Center remains operational while utilities and access roadways are realigned. The narrative will also detail how the contractor intends to prepare the site, disassemble, relocate, reassemble, and reactivate utility services to the Medical Center within the specified time limits. The narrative shall detail provisions for rigging the panels and inverter(s) to the roofs. (The use of helicopter lifts shall not be allowed if local crane service equipment exists to perform the work).
 - (3) The offeror shall clarify its intended uses of portions of the site for Materials staging, temporary trailer offices, employee parking, and other activities.
 - (4) The offeror shall specify how much allowance has been made for bad weather in the schedule;
 - (5) The offeror shall specify the days of the week and the hours of operations during each phase of the work; and

(6) The offeror shall specify the percentage of contract completion that will be achieved at the completion of design and thereafter at each month of installation.

(7) The offeror will provide a written commitment as to the time frame (number of days after receipt of the notice to proceed) within which the offeror will guarantee completion. Shorter schedules, if obtainable, may receive more favorable scoring. The offeror time frame will establish the contract performance period.

D. The offeror shall demonstrate techniques for maintaining on-time schedule performance; Installation methods and materials; and Design process.

E. The offeror shall provide an estimated installation schedule in calendar days, showing significant milestones.

F. The offeror shall provide their current workload and availability of adequate staff listed under Key Personnel to manage the project. Include project schedules for current and pending projects, as well as the anticipated impact of this project on those schedules and staffing plans.

7. Past Performance:

Contractor shall provide Past Performance information and descriptions of at least three (3) similar grid-tied photovoltaic systems installed in the last three (3) years (Attachment 3). At a minimum the description shall include the reference project name, type of contract, contract number, location, contact person, project manager, company name or Government agency, telephone numbers and brief description of the project (Attachment 3). The offeror **is required** to submit a past performance questionnaire (Attachment 4) to all references. The contact reference is required to complete the questionnaire (Attachment 4) in its entirety and return it directly to the Contracting Office for validation at justin.wilson3@va.gov by the closing date. In the event the company itself does not have relevant past performance, past performance questionnaires (Attachment 4) may be submitted on contracts performed by the key personnel of the company that will also be performing on this requirement. In the event the above mentioned reference does not complete the questionnaire (Attachment 4), the Government reserves the right to contact the references for validation of past performance information. The VA reserves the right to contact all the references that the offeror lists.

Volume II: Price Proposal Requirements

1. The offeror shall complete & sign the “OFFER” section of the SF 1442. Carefully follow, “Instructions, Conditions, and Notices to Offerors.” Standard Form 1442

(Solicitation, Offer, and Award) shall be used for submitting offers. Submit one copy of Standard Form 1442 as stipulated in the Section “Instructions, Conditions, and Notices to Offerors”.

2. The offeror shall submit separate prices for all Optional Items (If Applicable). The Offeror shall complete the pricing schedule located within the solicitation. Offerors shall submit separate prices for Architect-Engineer Design Services and Construction to include an attachment showing detailed price breakdown including the estimated cost per kilowatt-hour (kWh) that the proposed system produces.
3. Under Section 304(b) of the Federal Property and Administrative Services Act, VA is not authorized to obligate funds or pay for architect-engineer services that exceed 6 percent of the estimated project cost, exclusive of fees and construction period services. The total maximum for all A-E services shall not exceed 10 percent per the above act. Provide the monthly and annual prices for the option task for operation and maintenance required for the proposed system.
4. The offeror shall complete their representation and certifications or indicate that the offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>.
5. The offeror shall furnish a bid guarantee (FAR 52.228-1).