REQUEST FOR PROPOSAL

For: Renewable Energy Fund Project Inspector

The Rhode Island Commerce Corporation ("The Corporation") is soliciting a Request for Proposal from a firm or firms qualified to provide inspection and technical assistance for renewable energy technology projects for the Renewable Energy Fund (REF).

Project Overview

The REF has a primary goal of ensuring that grant-funded, renewable energy installations are safe, high quality, performing as expected, and in conformance with the specifications provided in project application and completion documentation. To accomplish this goal, the REF engages independent consultants to perform inspections of installed systems. The REF reserves the right to inspect any system to which we provide financial assistance.

We define an inspection as an on-site assessment and/or a live, remote, video inspection of the project by an approved inspector for PV and solar hot water projects to determine compliance with appropriate codes, including provision of required labeling and operating instructions, and to verify that the system components have been installed consistent with the program requirements and the specifications provided on the project application and completion documentation. For some experienced installers, they may be allowed to submit a self-inspection report, complete with pictures taken during the course of the installations, in lieu of an on-site assessment. The REF, in its discretion, determines which installers are eligible to use the self-inspection report. Inspections may also include, at the direction of the REF, a detailed review of a project at the design stage of an installation. The inspection concludes with a final report which is submitted to the REF detailing the inspection findings.

Through periodic solicitations, the REF accepts proposals for Small Scale solar projects and Commercial Scale projects. The Small-Scale program accepts applications for PV and solar hot water projects. The Commercial Scale program accepts applications for technologies that are not limited to solar PV. Both Small-Scale PV and Commercial Scale PV project may be paired with energy storage systems considered eligible under the Connected Solutions program administered by National Grid. Other renewable energy technologies could be in the form of wind, hydro, anaerobic digestion, geothermal, biomass, etc.

Background

The REF is dedicated to increasing the use of renewable energy throughout the state and provides an integrated organizational structure for Rhode Island and its citizens to reap the full benefits of cost-

effective renewable energy from diverse sources. The REF provides grants for renewable energy projects with the potential to create electricity in a cleaner, more sustainable manner, while stimulating job growth in the green technology and energy sectors of Rhode Island's economy. Using funds from the 'system benefit charge' on electric bills, Regional Greenhouse Gas Initiative (RGGI) Funds, and Alternative Compliance Payments, The Corporation helps offset the cost of renewable projects for businesses and homeowners.

Scope of Work

The REF seeks to secure the services of a technical consultant to provide onsite inspections and/or live, remote video inspections and review of self-inspection forms for PV, solar domestic hot water, energy storage and other renewable energy technology projects as needed. The REF may engage one or more vendors for services for different technologies. Proposers do not need to offer inspection services for all technologies. If the Proposer is applying to this Solicitation with a focus on only one of the required technologies, please indicate this in the application materials.

The REF team is seeking qualified Proposers to provide the following services and deliverables:

TASKS	Deliverables
1	Inspections of Small-Scale PV projects
2	Inspections of Small Scale solar hot water projects
3	Inspections of Commercial Scale Solar and Brownfield Solar or other renewable energy technology projects
4	Inspections of energy storage projects paired with Small Scale, Commercial Scale and Brownfield PV projects
5	Miscellaneous Special Projects
6	Trainings and Presentations to PV Stakeholder community
7	Meetings

1. TASK 1 – Inspections of Small-Scale Solar PV Projects

At the request of the REF, the selected Proposer will perform site inspections for PV projects after the installation has occurred. The evaluation items include, but are not limited to, onsite panel shading, National Electrical Code compliance, system design and layout and in the case of pre-installation activities such as design reviews or site condition assessments, such work will be included under Task5, Special Projects. All inspections must be scheduled within five (5) business days from notice of the REF and after contact with installer. All reasonable efforts must be made to conduct inspections in a timely manner.

Deliverables for inspections will be one (1) PV Site Inspection Report (see Attachment B sample) per project. REF staff will work with the selected vendor to create a Small-Scale inspection report. Inspection reports are due to the REF within thirty (30) business days after the inspection has been performed. All inspection reports are public documents and should be written in a professional manner.

2. TASK 2 – Inspections of Small-Scale Solar Hot Water Projects

At the request of the REF, the selected Proposer will perform site inspections for solar hot water projects after installation to evaluation items including but not limited to onsite panel shading, State Plumbing Code compliance, system design and layout, and. Each inspection will result in one, final inspection report. A sample template for the deliverable report is included below as Attachment C. All inspections must be scheduled within five (5) business days from notice of the REF and after contact with installer. All reasonable efforts must be made to conduct inspections in a timely manner.

The REF will work with the selected vendor to finalize an inspection template report. Once finalized, the REF will require the agreed upon template be used for all solar hot water inspections. Inspection reports are due to the REF within thirty (30) business days after the inspection has been performed. All inspection reports are public documents and should be written in a professional manner.

3. TASK 3 – Inspection of Commercial Scale Solar PV, Brownfield PV, or other Renewable Energy Technology Projects

At the request of the REF, the selected Proposer will perform site inspections for PV or other renewable energy technology projects, in most cases, after the installation has occurred. The evaluation items include, but are not limited to onsite panel shading, National Electrical Code compliance, system design and layout and customer satisfaction. In the case of pre-installation activities such as design reviews or site condition assessments, such work will be included under Task 4, Special Projects. All inspections must be scheduled within five (5) business days from notice of the REF and after contact with installer. All reasonable efforts must be made to schedule inspections in a timely manner.

Deliverables for inspections will be one PV or other renewable energy technology Site Inspection Report (see Attachment B sample) per project. REF staff will work with the selected vendor to create a Commercial Scale inspection report. Inspection reports are due to the REF within thirty (30) business days after the inspection has been performed. All inspection reports are public documents and should be written in a professional manner.

4. TASK 4 – Inspection of Energy Storage projects paired with Small Scale Solar PV and Commercial Scale PV Projects

The selected Proposer will perform site inspections for Small Scale Solar PV and Commercial Scale PV paired with energy storage after the installation has occurred. The evaluation items include, but are not limited to, National Electrical Code compliance, system design and layout, and possibly verification of the project's enrollment in National Grid's Battery-Enabled Demand Response program.[1]

In the case of pre-installation activities such as design reviews or site condition assessments, such work will be included under Task5, Special Projects. All inspections must be scheduled within five (5) business days from notice of the REF and after contact with installer**.** All reasonable efforts must be made to schedule inspections in a timely manner.

[1] https://www.nationalgridus.com/media/pdfs/resi-ways-to-save/ri-program-materials-for_-connectedsolutions-for-small-scale-batteries-v16.pdf

Deliverables for inspections will be one Energy Storage Site Inspection Report per project. REF staff will work with the selected vendor to create an energy storage inspection report. Inspection reports are due to the REF within thirty (30) business days after the inspection has been performed. All inspection reports are public documents and should be written in a professional manner.

5. TASK 5 – Special Projects

The REF may request work from selected vendor to assist with special projects. These could include devising post-installation protocols, pre-installation screening of technical designs for PV and/or energy storage projects, (one- or three-line electrical diagrams, structural analysis, etc.), updating guidance documents for energy storage projects, or providing guidance on shading analyses. All special projects will be requested in writing. Deliverables associated with special projects will be determined at the time of request. All special projects will be billed according to the agreed upon hourly rate.

6. TASK 6 – Trainings/Miscellaneous Technical Services

The REF may request the vendor to conduct trainings on electrical, building or fire code to the solar and energy storage industry, first responders, municipal inspectors and/or state inspectors. If the selected vendor has demonstrated the ability to perform these trainings and the REF is conducting such an event, the vendor will be notified in writing and arrangements made regarding topics, curriculum, and other planning process will be determined at the time of the request. All trainings will be billed according to the agreed upon hourly rate.

In consultation with the REF, the vendor may be asked to change or update the Renewable Energy Fund program's Minimum Technical Requirements[2] .

7.TASK 7 – Meetings

The REF may request the vendor to attend regularly occurring meetings, for the purpose of reviewing performance, discussing inspection process changes, or discussing communication with installers. Vendor may also be asked to plan, prepare for and host meetings with prospective subcontractors, renewable energy system owners or installers if necessary. All meetings will be billed according to the agreed upon hourly rate.

The number of inspections performed each month will vary based on projects completed, installer availability and weather. In 2021, an average of 44 self-inspections, 6 virtual inspections and 1 in-person inspection has been performed each month. We expect a slight increase in this volume for all three types of inspections in 2022.

[2] https://commerceri.com/wp-content/uploads/2019/05/MTR-2017.pdf

Qualifications

Please note that the individuals performing the inspections must hold professional licenses or certifications in the appropriate fields, as applicable. Preference will be given to those with a licensed electrician and/or plumber licenses and/or NABCEP PV System or Solar Heating Inspector Board certifications[3]. The REF will give preference to Proposers who are not actively installing systems in Rhode Island. Inspectors with the following backgrounds should have desired experience, if accompanied by appropriate formal training in the relevant technologies:

- Professional Engineers
- Retired or inactive master tradesman
    - Electricians
    - Plumbers
- Home Inspectors
- Vocational School/community college instructors

Another core requirement the Proposer must demonstrate is the ability to provide technical assistance on an as needed basis on subjects such as shading, Rhode Island State electrical code, fire safety, and other relevant topics to the REF programs.

In addition, the REF will consider Proposers who can provide trainings to the solar industry, municipal inspectors and/or state inspectors. These trainings may include electrical, building code, or other technical topics as needed. Proposers who have experience to conduct such trainings should be able to provide experience with National and RI codes and past course curriculum as part of the application.

The selected vendor will need to demonstrate:

a) Experience and technical knowledge necessary to perform residential and commercial scale PV project inspections
b) Experience and technical knowledge necessary to perform a broader scope of commercial scale renewable energy technology inspections such as wind, hydro, anaerobic digestion, geothermal, biomass, etc.
c) Experience and technical knowledge necessary to perform residential scale solar domestic hot water project inspections
d) Experience and technical knowledge necessary to perform inspections of PV projects paired with energy storage.
e) Ability to provide technical assistance
f) Ability to use equipment and software necessary to perform independent shading analyses
g) Experience with writing reports
h) Demonstrated understanding of the Small-Scale Solar and Commercial Scale program and their respective program requirements.

[3]http://www.nabcep.org/wp-content/uploads/2018/02/NABCEP-Certification-Handbook-V2018.compressed.pdf

i) Demonstrated understanding and/or experience with the National and Rhode Island Building and Electrical Codes.
j) Ability to climb ladders to inspect roof-mounted systems
k) Sufficient flexibility in their schedule to respond to requests for site inspections within one week's time

Solar PV Inspectors

Preference will be given to inspectors of PV systems that are licensed electricians or have a NABCEP PV System Inspector Board Certification and should have the following experience and credentials:

- Significant experience with PV system installations
- Expert working knowledge of the National Electric Code
- Expert knowledge in all major shading software including ability to review, analyze and summarize shade reports.
- Ability to educate program participants in proper use of shading software for the purpose of accurately meeting minimum technical requirements[4].
- Minimum of forty (40) hours of formal training in PV system design and installation

Solar Hot Water Inspectors

Preference will be given to inspectors of solar hot water system that are licensed plumbers or have a NABCEP Solar Heating System Inspector Board Certification and should have the following experience and credentials:

- Significant experience with solar thermal hot water system installations, including pressurized closed-loop and drain back systems
- Expert working knowledge of Rhode Island plumbing codes
- Ability to use and understand a Solar Pathfinder and respective software to generate detailed reports
- Minimum of forty (40) hours of formal training in solar thermal system design and installation

Energy Storage and other Renewable Energy Technology Inspectors

Inspectors of other renewable energy technologies such as energy storage ranging in size from residential to large commercial, wind, hydro, anaerobic digestion, geothermal, biomass, etc. systems. Inspectors familiar with these technologies should have the following experience and credentials:

- Significant experience with listed system installations
- Expert working knowledge of the National Electric Code
- Ability to use and understand respective software to generate detailed reports
- Minimum of forty (40) hours of formal training in listed system design and installation

Project Timeline

[4] https://commerceri.com/wp-content/uploads/2019/05/MTR-2017.pdf

The successful Proposer(s) will enter into a contract for services with the Corporation. The duration of the initial contract between the Corporation and the successful Proposer is expected to begin upon the date of contract approval. A proposed timeline for the RFP process and program is outlined below. The REF reserves the right to modify this schedule as needed. Please note that this an estimated timeline and dates are subject to change.

2021 REF Project Inspector Schedule	Tentative Timeline
Request for Proposals for Inspection Vendor: Released	Monday, September 27, 2021
Questions Due	Monday, October 4, 2021
Answers Posted	Friday, October 8, 2021
RFP Deadline	By 2pm on Friday, October 15, 2021

Budget

Inspectors will be paid by the hour for time spent on each project. Mileage will be invoiced at the federal travel reimbursement rate using the Corporation mileage template; tolls are reimbursable. Expenses for indirect costs such as meals, entertainment and lodging will be the responsibility of the Inspectors. If the REF selects multiple vendors, the amount of work assigned to any one vendor will be at the sole discretion of the REF. While we recognize that the Inspectors will have other demands on their time, factors affecting the frequency of assignments will include:

- Ability to respond promptly to requests for inspection
- Completeness and clarity of inspection reports
- Ability to uphold the rules of the program and applicable Rhode Island codes
-

The cost proposal must include:
Task 1 - Applicants must include in the cost proposal an estimated amount of time it may take, on average, to inspect a Small-Scale PV system and provide the cost for each inspection.
Task 2 – Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a Small Scale solar hot water project and provide the cost for each inspection.
Task 3 - Applicants must include in the proposal an estimated amount of time it may take, on average, to inspect a Commercial Scale PV system for the following size ranges and provide the cost for each inspection:

50kW PV system 100kW PV system
200+ kW PV system

Task 4 – Applicants must include in the proposal an estimated amount of time it may take, on average, and the cost for an inspection for:

A residential PV system (under 10kW) paired with storage
Commercial PV and Brownfield PV systems (under 500kW) paired with storage

Task 5 & 6 and 7 – the hourly rate and travel estimate for personnel assigned to these tasks

Criteria for Selection

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. Proposals that do not include all of the requirements will not be considered.

Only Proposers submitting a Proposal in accordance with the criteria set forth above shall be eligible for evaluation. Each submitted Proposal meeting the administrative requirements will be evaluated by the REF and ranked from highest to lowest. Upon completion of the initial evaluation, Proposers may be invited to participate in an interview phase of the selection process. However, the REF Project Team reserves the right to make a selection and award the contract based on evaluation of the proposals without conducting formal interviews.

The REF will evaluate and score all proposals. Responses from qualified Proposers will be reviewed and evaluated according to the criteria outlined below:

EVALUATION CRITERIA	Scoring Matrix
Executive Summary/Technical Proposal	25
Qualifications and Experience	35
Overall Quality of Proposal	20
Cost Proposal	20
TOTAL	***100***
MBE/WBE/DisBE Participation (additional potential points)	***6 pts***

Designated Corporation staff or selected advisors will evaluate the written proposals. The Corporation may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations. Any attempt by a Proposer to contact a member of Corporation staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

1. ISBE Participation Evaluation (see below for scoring)

    a. The Rhode Island Commerce Corporation encourages MBE/WBE/DisBE participation in this Request. In accordance with Title 37, Chapter 14.1, and Title 37, Chapter 2.2 of the Rhode Island General laws, the Corporation reserves the right to apply additional consideration to MBE/WBE/DisBE up to six (6) additional points in the scoring evaluation as provided below:

    b. Calculation of ISBE Participation Rate
        i. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for nonISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For

example, if the non-ISBE's total contract price is $100,000.00 and it subcontracts a total of $12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.

ii. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is $100,000.00 and it subcontracts a total of $12,000.00 to ISBEs and will perform a total of $8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

c. Points for ISBE Participation Rate:

i. The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive (12% ÷ 20%) x 6 which equals 3.6 points.

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation

Technical Proposal Elements

In order to be considered responsive, proposals must at a minimum contain the following:

Subject Title
1) Title Page
2) Executive Summary
3) Technical Proposal
4) Qualifications & Experience
5) Cost Proposal + Rate Table (Attachment A)
6) RFP Response Certification Cover Form (attached)

1. TITLE PAGE

Rhode Island Commerce Corporation Renewable Energy Fund, "Renewable Energy Fund Project Inspector" Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

2. EXECUTIVE SUMMARY

The Executive Summary will highlight the contents of the Technical Proposal and provide the review team with a broad understanding of the Proposer's technical approach and ability.

3. TECHNICAL PROPOSAL

Discuss your approach to the proposed scope of work. If you are applying to this Solicitation with a focus on one or more technologies, please indicate this. Provide information on your experience and ability to perform inspections with one or more relevant technologies. Indicate your ability to complete the scope of work within the established timeframe. Provide a description of the outcome monitoring and evaluation plan including a list of tools to track process, output and outcome measures for each component of the application. Include a timeline of major tasks and milestones.

4. QUALIFICATIONS & EXPERIENCE

Please provide the following:

a) **Company Profile**: Provide information on history, length of time in business, organizational capacity & staff, core competencies. Include staff capacity and any other resources and capacity uniquely suited to the Proposer to complete the scope of work outlined in the RFP.

b) **Reference Information**: Provide names, addresses, telephone numbers and permission to contact two former or current clients for which your organization has performed similar work outlined in the Scope of Work in the last two years.

c) **Past Experience**: Describe your experience with similar work for governmental agencies and/or businesses in the New England region. Also, include details of any trainings your company has offered in the past to the solar and energy storage industries, municipal inspectors, and/or building inspectors, including curriculum.

d) **Examples of Prior Work**: If possible, reference two or three examples of previous projects that best display your work and outline the role your firm played in each project.

e) **Staffing & Administration**: Please identify all staff and/or subcontractors proposed as members of the project team and the tasks they will perform on the account. Describe their duties, responsibilities, and concentration of effort applying to each (as well as resumes, curricula vitae or statements of prior experience and qualification). Please also include the estimated availability of staff and subcontractors to carry out the required Scope of Work in a timely manner.
Vendors are expected to demonstrate flexibility in seeking out and coordinating subcontractors for renewable energy inspections if needed.
The REF reserves the right to investigate and review the background[5] of any or all personnel assigned to work under agreement for services and based on such investigations, to reject the

[5] Including the requirement of a National Background Search by the Attorney General's BCI Division.

use of any persons within the REF's discretion. Bids will be accepted from teams, but management of subcontractors will be the responsibility of the primary Proposer, not the REF. Any changes to personnel require formal written approval by the REF and as such the REF reserves the right to terminate the contract if changes are not approved.

5. COST PROPOSAL

Please provide detailed information on rates of all team members associated with work referenced in tasks one through five outlined in the Scope of Work section. No indirect costs will be allowed, including, without limitation, printing, film developing, phone charges, meals, lodging or entertainment. The hourly rates for staff that will or could potentially be associated with work on this effort must be included in the response to this Solicitation. Please include the rate table (Attachment A).

Instructions and Notifications to Offerors

1. Potential agencies are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the agency. The Corporation assumes no responsibility for such costs.

4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of agency proposals.

5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

6. Proposals misdirected to other locations, or that are otherwise not present at the Rhode Island Commerce Corporation by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Rhode Island Commerce Corporation.

7. All proposals should identify the agency's proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant credentials. Agencies should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

8. All proposals should include the agency's FEIN or Social Security number as

evidenced by a W9, downloadable from www.purchasing.ri.gov

9. All proposals should include a completed **RFP Response Certification Cover Form**, included in this document.

10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.

11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.

12. Interested parties are instructed to peruse the Corporation's website (www.commerceri.com) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at www.purchasing.ri.gov.

13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful agency.

15. The agency should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all procurements. For further information, visit the website www.mbe.ri.gov.

16. The Corporation reserves the right to award to one or more Proposers.

Proposal Submission

Responses to this RFP are due **by Friday, October 15, 2021 by 2:00pm ET**. One (1) electronic (PDF) version emailed to ref@commerceri.com.and two (2) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
Attention: **Renewable Energy Fund Project Inspector** RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

Note: No phone calls and late responses will be accepted, and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to ref@commerceri.com no later than 2:00 pm on Monday, October 4, 2021.Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and https://www.ridop.ri.gov/ on
Friday, October 8, 2021to ensure equal awareness of important facts and details.

The Rhode Island Commerce Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Rhode Island Commerce Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.

ATTACHMENT A – RATE TABLE

Proposer Instructions: Fill out the grey shaded cells for proposed budget below

Note: These proposed budgets are based on an assumed one year of Technical Services. Please feel free to add additional lines/columns to accommodate estimated expenses and line items over the 1-year contract.

Budget Template:
Personnel Salaries- Staff detail
(Maximum Project Management Budget)

BUDGET	Year 1	Year 2 (If applicable)	Year 3 (If applicable)	Per Budget Element:
(example) Analyst Hourly Rate				**$/hour**
(example) Consultant Hourly Rate				**$/hour**
(example) Director Hourly Rate				**$/hour**
				$/hour
				$/hour
				$/hour
				$/hour
				$/hour
				$/hour
				$/hour

ATTACHMENT B – (SAMPLE)
REF SOLAR PV INSPECTION REPORT TEMPLATE

REF SOLAR PV SYSTEM POST INSTALLATION INSPECTION REPORT

Project or Application #	
Inspection Date:	
System Inspector:	
System Quality Assurance Score:	
System Status:	

Site Information	
REF Project #:	
Customer Name:	
Company:	
Site Address:	
City:	
State:	
Zip:	

System Installer Information	
Installer Name:	
Contractor	
Site Address:	
City:	
State:	
Zip:	

Scope and Purpose

The purpose of this report is to present the findings of a post installation inspection conducted on the PV system described in the REF Small Scale or Commercial application and supporting documentation. This review will, to the extent possible, attempt to ascertain the system's compliance with the REF program Rules and Regulations as well as:

- Compliance with appropriate edition of Rhode Island Electric Code requirements
- Accuracy of shading/energy production analysis
- Use of UL listed new equipment

Table 1: Overview of Application Compliance		
Requirement	**Satisfactory (Y/N)**	**Comments**
Energy Output Estimate Accurate		
Compliant with electrical requirements (as installed)		
Compliant with electrical code requirements (as modified)		
Installation Meets REF Program Requirements		
Application accurately reflects equipment installed		

Over Findings:	
Overall Findings and Recommendations:	
System Description:	
Design Review Findings:	
Inspection Findings:	
Output/Shading Analysis Review:	

Table 2: System Output/Shading Analysis Review		
Requirement	**Satisfactory (Y/N)**	**Comments**
Shading Analysis Complete		
Energy Production Estimate Accurate		
Calculation Method Reasonable		
Information in application matches what was installed		

Electrical Design Review[6]

Table 3: Electrical Design Review Findings		
Component/Criteria	**Value**	**Comments**
PV Modules		
Manufacturer		
Model		
Quantity		
UL listed		
Series Fuses Present/Sufficient		
DC Wiring		
Wire Used		
Ampacity Sufficient		
Color Code Correctly Followed		
Rated for Application		
DC Disconnect		
Sufficient Rating for Application		
Wired Correctly?		
Labeling Requirement Met		
Inverter		
Manufacturer		
Model		
Quantity		
Sufficient for Application		
Labeling Requirement Met		
AC Disconnect		
Labeling Requirement Noted		
Sufficient Rating for Application		

[6] This table may be amended when Rhode Island adopts the 2020 National Electrical Code standard.

Table 3: Electrical Design Review Findings		
Component/Criteria	**Value**	**Comments**
Back feed Breaker		
Labeling Requirement Noted		
Within Limits of Main Bus Bar		
Sufficient for Application		
Grounding		
DC System Ground Correct		
Equipment Ground Correct		

ATTACHMENT C – (SAMPLE)

PROPOSED TEMPLATE FOR SOLAR HOT WATER INSPECTION REPORT

Proposed Template: REF Solar Hot Water System Inspection		
Installation owner:	**Address:**	**Date:**
	Back-Up Fuel Source (Gas or Electric):	**Inspector:**

Inspection Item	**Explanation**	**Inspection Findings: Pass or Fail (Explanation required for failure)**
Operating Limits	Means shall be provided to protect the Solar Hot Water ("SWH") system within the design limits of temperature and pressure. Limit tank temperatures to a value not to exceed the tank supplier's specified high temperature limit (*unless using emergency stagnation prevention cycling.*) The pressure/temperature relief valve shall not be used for this purpose under normal operating circumstances. *Emergency stagnation prevention cycling is when the controller cycles the solar loop pump on and off during the day to allow the tank temperature to rise above the high temperature limit in order to prevent stagnation in the collector.* The system shall be able to withstand prolonged periods of stagnation (high solar flux, no hot water demand) without significant system deterioration and with no maintenance. This includes conditions during loss of electrical power to the system. *Acceptable overheat control mechanisms are:* *Controller with "Vacation Mode" or with stagnation prevention cycling mode,* *Steam Back Heat dump radiator or convector,* *Pressure Stagnation Protection,* *Integral Stagnation Temperature Control,* *Hartgard Thermosiphon Protection*	
Freeze Protection Measure	Protection from freeze damage under the most severe environmental conditions that can be expected in actual use shall be provided for all system components containing heat transfer fluids. The supplier of each system shall specify the limit ("Freeze Tolerance Limit") to the system's tolerance of freezing weather conditions. At least one freeze protection mechanism, in addition to manual intervention, shall be designed to protect components from freeze damage, even in the event of power failure. At the time of installation, a conspicuously placed label explaining how the system is	

	protected from freezing and what actions the homeowner should take to protect the system is required.	
Glycol systems: pressure gauge	*A pressure gauge showing minimum acceptable collector loop pressure shall be provided.*	
Drain back: water level gauge	*A water level gauge or a properly installed transparent in-line flowmeter shall be installed.*	
Protection from UV Radiation	Components or materials shall not be affected by exposure to sunlight to an extent that will significantly deteriorate their function during their design life. *Insulation must be protected from UV by jacketing or at least two coats of the insulation manufacturer's recommended UV coating.*	
Back Thermosyphon Prevention	Means shall be provided to prevent undesired escape from storage through thermosyphoning action. *Acceptable means are check valves, solenoid valves, and/or 18" heat traps.*	
Protection from Leaks	All potable water sections of a solar water heating system shall not leak when tested in accordance with the codes in force at the installation site. All non-potable sections of a solar water heating system shall be tested for leaks in accordance with the supplier's instructions.	
Shade	No more than 90% annual shading is allowed on the solar collectors between the hours of 9am and 3pm.	Shading %:
Collector Flow Rate	In multiple collector arrays the instantaneous flow rate variation between collectors shall not exceed 10% of the array average flow. When an array of collectors is connected by manifolds to form a parallel flow configuration, provision shall be incorporated in the manifold and/or collectors to maintain the proper design flow rate of the heat transfer fluid through each collector.	
Water Damage	Collectors and support shall be installed in such a manner that water flowing off the collector surface *or from the pressure relief valve* shall not damage the building or cause premature erosion of the roof. Water tanks located in or above the living space shall be installed on a drip pan with a drain line to a waste or outside or have other means to safely remove any excess liquid.	
Solar Tank	Both pressurized and non-pressurized tanks shall meet the requirements set by a nationally accepted standard setting organization. Non-pressurized tanks shall be vented to atmospheric pressure.	Capacity: Manufacturer: Model:
Waterproofing	Underground and above ground unsheltered storage tanks shall be waterproofed to prevent water seepage. *Storage tanks used outdoors shall be rated for outdoor use.*	

Collector Circulation Control	The collector subsystem control shall be designed to be compatible with control requirements of the system.	
Control Line and Sensors	All wires and connections, sensors, pneumatic lines, hydraulic lines or other means for transmitting sensor outputs to control devices shall be sufficiently protected from degradation or from introducing false signals as a result of environmental influence such as wind, moisture, temperature or other factors which may alter their intended sensing function. Weather-exposed wiring must be rated sunlight and moisture resistant and comply with NEC Articles 340 and 690. *Sensor wiring shall be separated from hot collector piping and shall be protected from UV.*	
Temperature Control/Mixing Valve	The system shall be equipped with a mixing valve to limit scalding temperature water to the end-users. *Acceptable means are:* *Properly installed mixing valves or ASSE anti-scald valves with a set point option appropriate for use.* *Other ASSE rated anti-scald valves such as point-of-use anti-scald valves*	
Insulation	*All interconnecting hot water piping and the final 5 feet of metallic cold water supply pipe leading to the system, or the length of piping which is accessible if less than 5 feet, shall be insulated with R-2.6 °F-ft2-hr/Btu or greater insulation. All exterior piping insulation shall be at least 3/4" thick wall*, rated for the temperatures expected, and protected from UV or moisture damage. Systems with recirculation loops must insulate all accessible piping with a minimum of R2.6 value insulation. This includes the hot supply line from the auxiliary water heater to the farthest accessible point of use and the return line from the farthest accessible point of use back to the auxiliary water heater.	
Owner's Manual	An owner's manual or manuals shall be provided with each SHW system. The manual shall contain the name, phone number and address of the system supplier, the system model name or number and shall describe the operation of the system and its components and the procedures for installation, operation and maintenance. The manual shall include a comprehensive plan for maintaining the specified performance of the SHW system. The plan shall include a schedule and description of procedures for ordinary and preventive maintenance including cleaning of collector exterior surfaces. The manual shall include minor repairs and give the projections for equipment replacement.	
Glycol Systems	*Glycol Systems Owner's Manuals shall, among normal matters, recommend the next date when the glycol should be tested.*	
Drain Back Systems	*Drain Back Systems Owner's Manuals shall recommend regular checking by the homeowner of the water level.*	

Solar Loop Isolation	Isolation/bypass valves must be installed to allow the system owner to bypass the solar storage tank in the case of a 2-tank system, or to shut off the cold water supply to the solar tank in a 1-tank system. All isolation valves shall be labeled with their normal operating position indicated.	
Entrapped Air	Suitable means of air or gas removal from all high points in the piping system and any other location where air is most likely to accumulate shall be provided. The method of removal shall be appropriate for the system type.	
Pressure Relief	Each portion of the system where excessive pressures can develop shall have a pressure relief device to ensure that no section can be valved off or otherwise isolated from a relief device. Automatic pressure relief devices shall be set to open at not more than maximum design pressure, *or as limited by code*.	
Operating Indicators	The SHW systems shall include means for an observer to determine readily that the system is operating properly and providing solar heated water. *As a minimum, a temperature indication is required for the solar storage tank.*	
Fluid Safety Labeling	Labels shall mark all drain and fill valves in the SWH system. Each label shall identify the fluid in that loop. The location of fluid handling instructions shall be referenced. The label shall list the heat exchanger type and heat transfer fluid class as defined by the American Water Works Association, Cross Connection Control Manual. *(Water is Class I. Propylene Glycol is Class II.)* The label shall include a warning that fluid may be discharged at a high temperature and/or pressure. The label shall contain the following warning: "No other fluid shall be used that would change the original classification of this system. Unauthorized alterations to this system could result in a hazardous health condition."	
Rain and Snow on Collector	The location, orientation, and position of the collector surface relative to nearby objects and surfaces shall be such that water run-off from the collector surface is not impeded nor is excessive build-up of snow on lower portions of the collector glazing permitted to occur.	
Expansion Tank	Expansion tanks shall be sized in accordance with *manufacturer's instructions or* ASHRAE methods.	
Pumps and Control	Pumps and controllers shall be those listed in the Installation Manual.	
Water Shut-Off	The SWH system shall be valved to provide for shut-off from the service water supply without interrupting normal cold water service to the residence.	
Service Connections and Permanent	Suitable connections and permanent maintenance accessories shall be provided at readily accessible locations for filling, draining and flushing liquid systems.	

Maintenance Accessories		
Buried Components	Solar components and materials that are intended to be buried in soils shall be protected from degradation under in-service conditions to ensure that their function shall not be impaired. *Use proper jacketing and flashing to prevent rain penetration.*	
Pipe and Component Supports	Hangers shall provide adequate support and correct pitch of pipes. Hangers or supports for insulated pipes or components shall be designed to avoid compressing or damaging the insulation material.	
Pitch or Angle of Piping Installation	Piping should be sloped toward drain ports with a drainage slope of no less than 1/4 inch per foot.	
Thermal Expansion	The system design, components and subassemblies shall include adequate provisions for the thermal contraction and expansion of heat transfer fluids and system components that will occur over the design temperature range.	
Building Penetrations	Penetrations of the building through which piping or wiring is passed shall not reduce or impair the function of the enclosure. Penetrations through walls or other surfaces shall not allow intrusion by insects and/or vermin. Required roof penetrations shall be made in accordance with applicable codes and also practices recommended by the National Roofing Contractors Association.	

Rhode Island Commerce Corporation

RFP/RFQ RESPONSE CERTIFICATION COVER FORM

Instruction: To fulfill your RFP/RFQ response, this form must be completed, printed, signed and included with your submission.

SECTION 1 - RESPONDENT INFORMATION

RFP/RFQ Number:

RFP/RFQ Title:

RFP/RFQ Respondent Name:

Address:

Telephone:

Fax:

Contact Name: Contact Title:

Contact Email:

SECTION 2 —DISCLOSURES

RFP/RFQ Respondents must respond to every statement. RFP/RFQ Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

____ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been fined more than $5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

____ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

Disclosure details (continue on additional sheets if necessary):

SECTION 3 —OWNERSHIP DISCLOSURE

Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.

If the Respondent is publicly held, the Respondent may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

SECTION 4 —CERTIFICATIONS

Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE RESPONDENT CERTIFIES THAT:

____ 1. The Respondent will immediately disclose, in writing, to the Rhode Island Commerce Corporation any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

____ 2. The Respondent possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Respondent shall immediately notify the Rhode Island Commerce Corporation in writing.

____ 3. The Respondent will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Respondent will immediately notify the Rhode Island Commerce Corporation in writing.

____ 4. The Respondent understands that falsification of any information in its RFP/RFQ response or failure to notify the Rhode Island Commerce Corporation of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

____ 5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Rhode Island Commerce Corporation or the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Respondent further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___ 6. This RFP/RFQ response is not a collusive RFP/RFQ response. Neither the Respondent, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Rhode Island Commerce Corporation or the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

____ 7. The Respondent: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

____ 8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Rhode Island Commerce Corporation.

Certification details (continue on additional sheet if necessary):

Submission by the Respondent of a response pursuant to this solicitation constitutes an offer to contract with the Rhode Island Commerce Corporation on the terms and conditions contained in this solicitation and the response. The Respondent certifies that: (1) the Respondent has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the response is based on this solicitation; and (3) the information submitted in the response (including this Respondent Certification Cover Form) is accurate and complete. The Respondent acknowledges that the terms and conditions of this solicitation and the response will be incorporated into any contract awarded to the Respondent pursuant to this solicitation and the response. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this response and has been duly authorized to execute and submit this response on behalf of the Respondent.

RESPONDENT

Date:_____

_____
Name of Respondent

_____
Signature in ink

_____
Printed name and title of person signing on behalf of Respondent