

**TOWN OF MAMARONECK, NEW YORK
REQUEST FOR PROPOSALS
COMMUNITY SOLAR PROJECT
HOMMOCKS ICE RINK**

1. PROJECT OVERVIEW

1.1 Project Goals and Background

The Town of Mamaroneck, New York, located in Westchester County, hereinafter the “Town”, seeks to lease the roof of the Town owned ‘Hommoicks Ice Rink’ for a “Community Solar” photovoltaic project (“Project”). The Town’s goals for the Project are:

- a) provide Town residents, primarily low and moderate income Town residents, an opportunity to reduce their energy bills with clean energy;
- b) provide revenue to the Town from roof lease payments;
- c) educate Town residents of the benefits of solar; and
- d) help the Town meet its goals to reduce its carbon footprint.

1.2 Project Description

The Town of Mamaroneck, through this RFP, intends to identify a project sponsor/developer that will be responsible for all aspects of developing and managing a community solar project located on the roof of the Hommoicks Ice Rink located at 140 Hommoicks Road, in the Town of Mamaroneck, New York, Section 4 Block 413 Lot 1. The area of the building roof is approximately 30,000 square feet. The sponsor will:

A. Enter into a lease and/or lease option agreement with the Town for use of the roof of the Hommoicks Ice Rink to prepare and process any necessary permit applications to the Town and any other Local, County or State agencies, and/or any other approval authority related to the development of the Project, at the sponsor’s sole cost and expense.

B. Negotiate and obtain authority from Con Edison Utility (Con Ed) to interconnect with the electric grid and construct the solar facility and all improvements necessary to achieve such interconnection at the project sponsor’s sole cost and expense.

C. Solicit and sign up members who will be customers for the electricity produced for the project with a special emphasis on securing customers within the Town of Mamaroneck and taking steps to ensure that low and moderate income households will be encouraged to sign up as members.

D. Negotiate all financial arrangements required for development of the Project and for participation in a Community Solar program, with residents participating in the program.

E. Manage billing and all other interactions with Con Ed.

F. Provide ongoing members management throughout the project lifetime, including interfacing with Con Ed regarding charges to customers of the facility, as well as credentials from any organization involved in subscriber management.

G. Maintain the solar facility in compliance with all Federal, State, County or local regulations regarding such facility.

H. Provide plan to decommission and remove the solar facility at the end of this contract, if Town determines it is necessary.

1.3 Site Description

The site is the roof of the Hommocks Ice Rink located at 140 Hommocks Road Town of Mamaroneck, Westchester County. This facility is used year round for ice skating and Recreation Programs. The Town of Mamaroneck's zoning code permits large scale solar facilities in the zoning district in which the ice rink is located, which may be subject to site plan review by the Town of Mamaroneck Planning Board.

1.4 Proposed Customers

The Town seeks the project sponsor to provide a priority process of enrollment, to the extent allowable by law, to ensure the maximum number of Town of Mamaroneck residents will have the first opportunities to participate as customers of the project.

The Town also seeks that the project sponsor provide a program and criteria to ensure that the maximum percentage of customers from the Town of Mamaroneck will be low to moderate income ("LMI") households pursuant to the New York Community Solar Program. The Town has identified the following potential LMI households that might like to participate in the program.

a) Hommocks Park Apartments, 54 units. The Town has spoken to the housing authority board of this complex as well as the managing agent and both parties would like to assist with offering a community solar program to its residents.

b) Other identified LMI households.

1.5 Member Recruitment

The project sponsor shall provide its plans for recruiting such Town residents and low to moderate income residents of the Town for solar and should identify those activities the Town of Mamaroneck can undertake to assist in those efforts.

2. **CONTRACT TERMS AND REQUIREMENTS**

The response must demonstrate the respondent's willingness and ability to comply with the following expected contract requirements.

2.1 Surety Bond

The selected bidder will be required to provide the Town of Mamaroneck with 100% payment and performance bonds from a surety company licensed to do business in the State of New York and whose name appears on United States Treasury Department Circular 570.

2.2 Insurance

The selected bidder(s) shall be required to list the Town of Mamaroneck as an additional insured. The selected bidder shall purchase and maintain for the term of the lease or longer as required by the lease, from a company or companies lawfully authorized to do business in New York State and having a rating no lower than A- from A.M. Best's Key Rating Guide (latest edition in effect at the date of the lease execution and at the time of renewal of any policies required by the lease) the following minimum insurance coverages:

A. Commercial general liability insurance in limit not less than \$1,000,000 for any one person per occurrence, \$1,000,000 per occurrence for personal injury liability, \$5,000,000 general aggregate (applied per job) and \$2,000,000 products and completed operations aggregate written for a period of three years beyond final payment. Commercial general liability insurance shall also include broad form property damage liability and broad form contractual liability.

B. Minimum additional \$1,000,000 umbrella for excess liability coverage with terms and conditions that are at least as broad as the underlying liability policies and for concurrent terms with the underlying commercial general liability insurance.

C. Professional liability insurance covering errors and omissions, \$1,000,000 each occurrence and \$2,000,000 aggregate limit.

D. Commercial automobile liability with limits of not less than \$1,000,000 for any one person and \$5,000,000 for bodily injury including death, and \$1,000,000 for property damage covering: a) all owned vehicles, b) hired cars and trucks and c) all other non-owned vehicles. Personal automobile liability coverage will be acceptable in lieu of commercial automobile coverage only if the vehicle used at the job site is not commercially insured. Limits for personal auto must be at least \$1,000,000 property damage per accident with an endorsement that the policy covers business related use with an additional \$1,000,000 personal umbrella policy.

E. Worker's Compensation coverage as required by New York State Workers' Compensation Law §57 or proof of respondent not being required to secure same.

F. Disability Benefits Insurance if/as required by New York State Workers' Compensation Law §220, or proof of respondent not being required to secure same.

G. A certificate of insurance shall be provided naming the Town as an additional insured on all policies required herein.

2.3 Subcontracting

Except as to the extent contemplated in the response and permitted in the contract, the contract will prohibit the assignment or subcontracting without the Town of Mamaroneck's express prior written approval.

2.4 Indemnification

The contract will require that the contractor hold harmless and indemnify the Town of Mamaroneck and its officers, agents and employees against all claims, demands, actions and suits (including all attorneys' fees and costs) brought against any of them arising from the contractor or any subcontractor or by anyone who supplies materials for the Project.

2.5 Compliance with Laws

The contract will require compliance with all federal, state and municipal laws, ordinances, rules and/or regulations, including labor laws and laws against employment discrimination.

2.6 Prevailing Wage

Prevailing wage must be assumed unless the developer can provide evidence from the New York State Department of Labor that prevailing wage does not apply to this project.

2.7 Governing Law, Venue

All contracts entered into by the Town of Mamaroneck shall be governed by the Laws of the State of New York, without effect to its conflict of laws provisions. Any disputes shall be resolved within the venue of the State of New York.

2.8 Respondent Due Diligence

Information provided in the RFP is for general information purposes only. It is the Respondent's responsibility to conduct due diligence on the Site. Submission of a response shall be conclusive evidence that the respondent has examined the Premises and is familiar with all the conditions of this procurement.

2.9 Pre-Contractual Expenses

All proposals prepared in response to this RFP are at the sole expense of the Proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the Town of Mamaroneck for the expense of preparation. The Town of Mamaroneck shall not be liable for any expenses incurred by the Proposer prior to the date of award and commencement of contract services.

2.10 Permitting

The project will be subject to a building permit to be issued by the Town of Mamaroneck. The selected respondent will be responsible for preparing the permit. The selected respondent shall

prepare a short form environmental assessment form to be presented to the applicable Municipal Board for review and determination pursuant to SEQR. Permit fees will be waived for all permits issued by the Town of Mamaroneck.

2.11 Net Metering

This project will utilize <remote> net energy metering. The selected respondent will be responsible for meeting all net metering requirements, including interconnection with the local distribution grid. Respondents should be aware that by pursuing interconnection with the utility, utility fees and/or costs to upgrade portions of the local utility infrastructure may be incurred.

2.12 NYSERDA Incentives

It is expected that respondents are familiar with the NYSERDA Incentives for Solar Photovoltaic installations. If NYSERDA incentives are included in the calculation of the bid price, bidders are required to understand the NY Sun program requirements and must agree to construct the system in accordance with NY Sun program requirements (e.g. energy efficiency audit, data acquisition requirements).

2.13 Roof Repairs and Roof Maintenance

Respondents are required to propose a lease provision or discuss their approach to roof maintenance and possible roof repairs required over the term of the lease for both emergency and non-emergency repairs including access by the local fire department. The provision should delineate landlord versus tenant responsibilities and any circumstances that would require an abatement of rent.

3. **RFP PROCESS AND SUBMISSION INFORMATION**

3.1 Submission Deadline and Instructions

Proposals from respondents, as required in accordance with all terms and specifications contained herein, will be received until 4:00 PM, July 12, 2018 and are to be sent to:

Stephen V. Altieri, Town Administrator,

Town of Mamaroneck

740 West Boston Post Road, Mamaroneck, NY 10543

Responses must be submitted in a sealed outer package. Within each envelope or package, the respondent shall enclose a cover letter with the signature, name, and title of the person authorized to submit the response on behalf of the respondent.

Within a sealed envelope within the outer package, respondent shall enclose one (1) original and seven (7) hard copies and one (1) single-file electronic version (in Adobe Acrobat (pdf) format and on a CD-ROM or thumb drive) of the proposal. The sealed envelope shall be marked with the respondent's *company name*, and plainly marked in the lower left hand corner:

“Response to Town of Mamaroneck, NY
Community Solar RFP”

All proposals should be written in ink or typed. If there is any correction with whiteout, the person signing the proposal must initial the correction.

A respondent filing a proposal thereby certifies that (1) no officer, agent, or employee of the Town of Mamaroneck has a pecuniary interest in the proposal; (2) the proposal is made in good faith without fraud, collusion, or connection of any kind with any other prospective respondent for the same RFP, and (3) the prospective respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

The right is reserved, as the interest of the Issuer may require, to reject any or all proposals, to waive any technical defect or informality in proposals received, and to accept or reject any proposal or portion thereof. Furthermore, prospective bidder acknowledges that the awarding of this lease is subject to permissive referendum.

3.2 Proposed Timeline

Request for Proposals Issued	June 13, 2018
Inquiries and Questions in the RFP Due to Town	June 26, 2018
Responses to Inquiries/Addenda Issued by Town	July 2, 2018
RFP Submission Deadline	July 12, 2018
Anticipated Interviews (1)	Week of August 7, 2018
Anticipated Selection of Selected Respondent	August/September 2018
Final Lease Approval by Town	October/November 2018

3.3 Inquiries

All questions and inquiries regarding this RFP must be submitted via email to saltieri@TownofMamaroneckNY.org no later than June 26, 2018.

Inquiries will not be answered directly. The Town will issue an addendum to address the written questions submitted by the aforementioned deadline. Any addenda will be **posted online at www.TownofMamaroneck.org**. *(If answered by email: It is the responsibility of the Respondent to contact saltieri@TownofMamaroneckNY.org by email prior to the submittal deadline to ensure that the Respondent has received all addenda issued by the Town.)*

3.5 Amendments and/or Cancellation of this RFP

If this RFP requires an amendment, written notice of the amendment will be given to all prospective respondents that have received this RFP. The Town reserves the right to modify, amend or cancel this RFP if the Town determines, that it is in the best interest of the Town to do so.

3.6 Withdrawal and Modification

Any respondent may withdraw or modify its response by written request at any time prior to the RFP submission deadline. Telephone responses, amendments or withdrawals will not be accepted.

After the RFP submission deadline, a respondent may withdraw, but may not modify, its response except in a manner that is not prejudicial to the interest of the Town or to fair competition. Negligence on the part of the respondent in preparing the response confers no rights for the modification of the response after it has been opened.

3.7 Proposals as Public Records

All materials submitted in response to this RFP become the property of the Town of Mamaroneck and become public records after the award of contract, except for information not subject to disclosure pursuant to New York State Public Officers Law, Article 6 ("FOIL").

During the evaluation process, the content of each Proposal will be held in confidence and details of any Proposal will not be revealed (except as may be required under FOIL, other state and federal laws or which may be required by judicial decree). FOIL provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of the Proposer. This exception would be effective both during and after the evaluation process. Should the Proposer's Proposal contain any such trade secrets or other confidential or proprietary information, a request to exempt such information from disclosure must be submitted with the Proposal. Such request must be in writing, must identify the trade secrets specifically, must state the reasons why the information should be exempt from disclosure and must be provided at the time of submission of the subject information. Requests for exemption of the entire contents of a Proposal from disclosure have generally not been found to be meritorious and are discouraged. Limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of the Proposer. The selected respondent shall be responsible for providing legal counsel for the Town in any litigation brought to require disclosure under FOIL at the selected respondents trade secrets. The Town shall have the right to approve such counsel which approval shall not be unreasonably denied.

4. **PROPOSAL REQUIREMENTS**

Submitted proposals should include:

4.1 Bidder Information Form

Each proposal should include a signed and completed Bidder Information Form, found in Attachment 2.

4.2 Transmittal Letter

Each proposer's response should include a transmittal letter signed by a party authorized to make a formal bid on behalf of the proposer. The letter shall clearly indicate that the proposer has carefully read all the provisions in the RFP and should include a brief overview of the respondent's proposal using and including the items as set forth on the pricing template found in Attachment 3.

Transmittal letters should also acknowledge receipt and understanding of any Addenda associated with the project.

4.3 Company Overview

Provide a document providing the following company information:

- (a) Year founded and number of continuous years in business.
- (b) Ownership status (publicly or privately held) and name of ultimate parent company if applicable.
- (c) Corporate Office location.
- (d) Local Office location.
- (e) Number of employees in local branch office at time of submittal (full time employees, excluding contractors).
- (f) A description of any ongoing or previous litigation your firm has been involved in and a statement that the respondent is not debarred, suspended or otherwise prohibited from practice by any federal, state, or local agency.
- (g) Your firm's Experience Modification Rate (EMR) for each of the past three years, as well as your firm's OSHA ratings (Recordable Incidence Rates and Lost Workday Incident Rates) for the past three years.
- (h) A list of state-specific contracting licenses held, including classification and number.
- (i) Evidence of certification and participation in NYSERDA NY-Sun Incentive Program for greater than 200 kW programs.
- (j) Federal Tax Identification Number.
- (k) Financial Statements. Please submit a detailed financial report prepared in accordance with generally accepted accounting principles (GAAP) reflecting the most current (as of the most recent financial statement date) financial condition of the firm. Such report must include a balance sheet, income statement and statement of cash flows, along with applicable footnotes dated concurrently for at least each of the last preceding three years ending on the most recent fiscal quarter such statements were prepared. Public entities or subsidiaries should attach SEC form 10-K along with, as applicable, detailed unaudited statements for the submitted firm. Non-public firms may attach either unaudited financial statements or copies of tax forms and schedule that are filed with the Internal Revenue Service where applicable.
- (l) Bond capability. Respondent shall provide evidence of bond capacity of at least the value of the construction from the construction company licensed to do business in the State of New York and whose name appears on the U.S. Treasury Department Circular 579. Please provide the cost of the fee respondent will include in its electricity pricing for the performance and payment bonds as a percentage of the construction costs.

4.4 Project Team

Provide information about the key personnel to be assigned to this project, including:

- (a) Full contact information for the project manager.
- (b) An organization chart including all key personnel.
- (c) For all key personnel (including subcontractors), professional experience, certifications, project role, and office location.
- (d) Resumes of key personnel, provided in an appendix to the proposal
- (e) Evidence of NABCEP, Professional Engineer (P.E.), or Master Electrician certification where applicable, provided in an appendix to the proposal

4.5 Qualifications and References

Describe previous solar installation experience, drawing particularly attention to projects done on behalf of municipalities and other governmental entities (and any projects reflecting project-specific attributes, such as community solar, work with LMI residents, projects of a given size, etc.)

In addition to this description, provide references for at least three completed and currently operating non-residential grid-connected PV systems, including:

- (a) System size (kW DC)
- (b) Host Customer and/or Owner contract information (name, email, address, phone).
- (c) Location and Utility Company name.
- (d) Date completed.
- (e) Any other relevant installation-specific information.
- (f) For projects completed within Con Edison's territory, Respondent's direct experience interconnecting to Con Ed's distribution system for projects of similar size.
- (g) Experience providing educational resources to communities and/or schools.

4.6 Project Plans

Provide a detailed plan of the proposed project. Project plans must include the following:

- (a) Proposed Project Timeline

The following table contains key milestones for the Project. Expected dates for their

completion should be provided in the response to this solicitation.

Milestone	Milestone Date (to be provided by respondent)
Interconnection Application submitted	
Completion of System Design	
Permitting	
Secure System Equipment and Assets	
Commence Construction	
Substantial Completion	
Interconnection	
Final Completion	

(b) Typical System Design and Components

System Design and Components are not binding at the proposal stage, but this information will be used to evaluate respondent price proposals.

Components: Include an overview of the proposed photovoltaic system, including brief descriptions of the main components (at a minimum, modules, inverters and mounting system). Respondents are encouraged to provide specification sheets for any proposed technologies as an appendix.

Design: Include Preliminary Drawings for the proposed PV system that include (at a minimum):

- System size (in kW DC and kW AC)
- Location of modules (including tilt)
- Location of inverters
- Any other site-specific information that will aid in overall evaluation.

Warranty: Describe any warranties associated with the installation, including full system coverage and/or warranties associated with individual components, including warranties from the Proposer and manufacturers.

(c) Expected System Generation

Provide expected annual system generation in kilowatt-hours, and a proposed production guarantee.

(d) Permitting & Utility Interconnection Approval Plan

Respondents must demonstrate a firm understanding of the permitting and utility interconnection requirements for successfully executing the Project. The selected respondent will be responsible for all necessary permitting and compliance including structural review. To the extent possible, respondents should identify the regulatory and permit conditions relevant to their proposals, potential conflicts between the project and existing permit conditions, and variances that might be

required.

(e) Construction Plan

Provide a detailed narrative description of the approach taken in installing the proposed project, including how the respondent will work with subcontractors, municipal agencies, and other relevant stakeholders.

(f) Financing Plan

Provide a description of how the respondent will finance the proposed project and its ability to meet its obligations under the proposed lease. Identify any financial partners that will be involved in the project, and note whether there will be a guarantor standing behind any specific financial obligations, including security on project milestones. Indicate whether the respondent is proposing to make option payments to the Town until interconnection approval is secured from Con Ed and prior to lease execution. Indicate whether respondent will provide a commitment letter from their anticipated funding source prior to the Town's selection of most qualified respondent. Describe in this Plan all available tax credits, incentives, environmental attributes, and subsidies that will be used to finance the project, and how these will be utilized in the financing of the project.

(g) Measurement and Verification Plan

Indicate if and how the respondent will provide system performance monitoring via a data acquisition system (DAS). Provide a detailed description of the DAS system and the end-user interface. The proposed system should also include an option for a public system performance display that could be located in the Town of Mamaroneck.

(h) Operations and Maintenance Plan

The selected respondent will provide Operation & Maintenance (O&M) services for the full term of the Agreement. Please describe the proposed O&M procedures for the system, detailing duties performed and if the contract will be maintained with the Proposer or a third-party provider. Please briefly describe the respondent's experience providing such services for similar installations and name the key personnel in charge of handling O&M services.

(i) Implementation Plan

The proposal should outline a detailed and solid strategy that should at a minimum address the following items:

- A clear solar project development timeline;
- A clear plan for the management of ongoing operations and maintenance of the facility throughout the life of the solar project;
- Specification of the amount of solar capacity and estimated annual production both of the solar project as a whole and that is available for purchase by members.

(j) Customer Enrollment and Management

- A clear description of the customer sign-up process, including the terms of the agreement that customers will sign with the installer (the customer agreement itself should be provided as an appendix);
- A clear description of the ongoing customer management process, including identification of the party that will be responsible for managing customer termination, address change, and turnover for the life of the project.

(m) Decommissioning Plan

The selected respondent will provide information regarding the proposed approach to system decommissioning. This Decommissioning Plan should include a description of respondent's approach to providing financial assurance that funding will be available to decommission the system at the end of the contract term including the possible establishment of a sinking fund at some point during the term of the lease.

(n) Curriculum Tie-In

Include a proposal plan for a web interface that allows students, residents, and the general public to see the current production and the production over time. Additional consideration will be given to proposals that include a curriculum tie-in to the schools. Respondents are encouraged to think creatively and propose curriculum tie-ins that do not add significantly to project cost.

4.7 Pricing Proposal

Bidders are free to propose what they believe to be the most attractive, economical and understandable lease payment, pricing terms and conditions for the prospective member/customers. Bidders are free to propose alternatives that they might offer to member/customers – rather than one set offering (such as offering both a per-kW up-front-cost plan as well as PPA or several different forms of PPA). There could also be special terms and conditions for low to mid-income member/customers. The Town wants to provide flexibility so that bidders can use their expertise and creativity to construct the best possible offerings for our community, as generally set forth in Section 5.2(e) below.

4.8 Sample Customer Agreement

Bidders should provide a sample of the customer agreement that participating members would sign with the selected bidder. The customer agreement should lay out all contractual terms relevant to project participation, including conditions of contract termination and any associated fees.

4.9 Insurance Requirements

Please provide evidence that the firm meets the minimum insurance requirements listed in Section 2.2 above.

5. EVALUATION PROCESS

5.1 Overview of Evaluation Process

The Issuer will utilize an evaluation system to rank the qualified respondents. It is the responsibility of each respondent to provide information, evidence or exhibits that clearly demonstrate the respondent's ability to satisfactorily respond to project requirements and the factors listed in this RFP. The evaluation process may include verification of references, confirmation of financial information and may include examination of other information as the Town of Mamaroneck deems appropriate. The Town of Mamaroneck will conduct interviews to evaluate the respondents. The Town of Mamaroneck may require public presentations by respondents. The Town of Mamaroneck reserves the right to request or obtain additional information about any and all responses.

Each response from a qualified respondent will be evaluated and ranked solely according to the criteria set forth in this RFP. The Town of Mamaroneck will enter into negotiation with the respondent whose proposal yields the highest score. If the Town of Mamaroneck and the most competitive qualified respondent are unable, within sixty (60) days following the Town of Mamaroneck's notice of commencement of negotiations with a respondent (or such longer period of time as the Town of Mamaroneck may deem appropriate), to negotiate a satisfactory contract and lease the Town of Mamaroneck determines to be fair, and reasonable, the Town of Mamaroneck shall continue negotiations with the next most competitive respondent.

The Town of Mamaroneck may cancel this procurement when it determines that cancellation serves the best interests of the public. The Town of Mamaroneck may reject, in whole or in part, any and all planned or proposed project measures, when it determines that rejection serves the best interests of the public.

5.2 Evaluation Criteria

At a minimum, respondents shall meet the following requirements:

1. Timely submission of response
2. Submission of all required elements found in Section 4 of this RFP
3. Certification of Non-Collusion (Attachment 4)
4. Certification that the respondent, if ultimately awarded a contract, will guarantee completion of all work required within due dates or the time periods needed.
5. Evidence of appropriate insurance

The qualified proposers providing completed responses will be evaluated based on the following points system:

Criteria	Points
Overall Developer Experience & Project Team	20
Specific Developer Experience with Con Ed	5
Project Approach	20
Price Proposal	35
Financial Resources	20

Local Economic and Social Impact	5
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(a) Developer Experience and Project Team

Proposals must clearly demonstrate the capability, academic background, training, certifications, including evidence of certification and participation in NYSEDA NY-Sun Incentive Program for projects greater than > 200 kW and experience of the proposed personnel (not just of the respondent). If sub-contractors will be employed, similar information must be provided and the portions to be sub-contracted must be identified. **Three references** will be contacted for each proposer to determine the quality of past projects.

(b) Specific Developer Experience with Con Ed

The Town believes that experience with securing approval from Con Ed for interconnection will be important to the timely completion of the Project. Proposals should describe respondent's experience with securing interconnection approval from Con Ed, if available.

(c) Project Approach

The response shall include an explanation of how the respondent will approach the various tasks, including scheduling, methods and sources. A preliminary system design should also be provided. Responses will be evaluated on the adequacy of their proposed system design, project schedule, and construction, financing, measurement and verification, operations and maintenance, and decommissioning plans.

(d) Price Proposal

Price proposals will be evaluated on the amount of lease payments to the Town, as well as a net present value basis using reasonable discount rates and reasonable electricity price escalation rates, for prospective Town of Mamaroneck and area residents. The price proposals will also be evaluated based upon the Town's view of any risk associated with non-performance of respondent's financial obligations during both the lease and possible lease option terms.

(e) Financial Resources

The ability to fund and finance the development of the Project including permitting, design, and construction of the PV system is critical to the proposer's ability to complete the project. Proposers should provide in their responses a clear discussion of how they intend to fund and finance the Project and what financing partners will be involved in the project.

(f) Local Economic and Social Impacts

The Town recognizes that there are local and social benefits that are associated with this proposal. The Town would like to capture as many of those potential benefits as possible and will reward projects that seek to do so:

- Outreach to Town of Mamaroneck residents to maximize benefit of the project to Town residents

- Implementation of a program to provide cost savings to low and moderate income Town and County residents
- Educational opportunities to local schools

ATTACHMENT 1: SITE DESCRIPTION

1. As-built drawings of Ice Rink

ATTACHMENT 2: BIDDER INFORMATION FORM

TO: Town of Mamaroneck in Westchester County

The undersigned has read the Request for Proposal (RFP) and has carefully examined all specifications/evaluation criteria therein. The undersigned certifies that he/she has visited the site and that there are no known obstacles to prevent the execution of an agreement with the Town of Mamaroneck. The undersigned acknowledges that the Town of Mamaroneck may reject all proposals, or waive portions of the RFP for all proposals, if it deems it in the best interests of the public.

Signature: _____

Name: _____

Title: _____

Respondent Information

Name of Respondent: _____

Address: _____

Name of Primary Contact: _____

Title of Primary Contact: _____

Primary Contact Phone Number: _____

Primary Contact Fax Number: _____

Primary Contact Email Address: _____

Signature: _____

ATTACHMENT 3: DEVELOPMENT PROPOSAL TEMPLATE

Development of Solar Photovoltaic System Proposal:

Annual Lease Payment	\$/year
Estimated Annual Electric Output	kWh/year
Guaranteed Annual Electric Output	kWh/year
Annual System Degradation Factor	_____ % per year
Electricity Price (or discount) to be offered to residents in the Utility service area (1)	_____ \$/kwh/year or \$/year
Electric Price Increase Factor	_____ % per year
Town Purchase Option (of solar system)	Indicate if possible and if so, time frame and basis for determining option price.
(1) Please provide an example to show how the electric price or discount is calculated.	

ATTACHMENT 4: CERTIFICATION OF NON-COLLUSION

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature)

(Name of person signing proposal)

(Name of Business)