

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE DCSS GSA			PAGE OF PAGES 1 12	
1. REQUEST NO. RQ657277	2. DATE ISSUED 12/15/2009	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY CODE 9625800	CAPTION Wind Energy Feasibility Study		
5A. ISSUED BY Office of Contracting and Procurement 441 4 th Street, NW., 700 South Washington, DC 20001			6. DELIVER BY (Date) 6 Months from Date of Award			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Terique Smith, Contract Specialist 202-724-5116 (o) 202-727-0245 (f) terique.smith@dc.gov			7. DELIVERY <input type="checkbox"/> FOB DESIGNATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO:			9. DESIGNATION (Consignee and address, including ZIP code) Office of Energy - Regulatory Division 2000 14th Street, NW, 3rd Floor Washington, DC 20009			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS January 11, 2010		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
	CLIN 1: Study of the viability of the District of Columbia developing a wind energy project				\$	
	CLIN 2: Guidance for the Development of a Wind Energy Project Request for Proposal (RFP)				\$	
	Total:				\$	
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**District Department of the Environment
Wind Energy Feasibility Study**

1.0 SUPPLIES OR SERVICES AND PRICE

The Office of Contracting and Procurement, on behalf of the District Department of the Environment (DDOE), seeks a contractor to conduct a study of the viability of the District of Columbia developing a wind energy project pursuant to Title VI of the Clean and Affordable Energy Act of 2008 (Act). Specifically, Section 601 of the Act states:

*“Sec. 601. Renewable energy study.
Within one year after the effective date of this act, the Mayor shall commission a study to determine the economic, legal, and technical viability of the District government pursuing a new large-scale wind energy project through public financing or private financing.”*

1.1 Contract Type

The District anticipates award of a fixed price contract.

1.2 Price Schedule

1.2.1 Base Year- Date of Award through sixth months thereafter.

Contract Line Item Number (CLIN)	Item Description	Price
0001	Study of the Viability of a Wind Energy Project	\$ _____
0002	Guidance for the Development of a Wind Energy Project Request for Proposal (RFP)	\$ _____

2.0 SPECIFICATIONS/WORK STATEMENT

2.1 Scope

The Office of Contracting and Procurement, on behalf of the District Department of the Environment (DDOE), seeks the services of a contractor to conduct a study of the viability of the District of Columbia developing a wind energy project pursuant to Title VI of the Clean and Affordable Energy Act of 2008 (Act).

2.1.1 Applicable Documents

Item No.	Type	Name	Version
1	DC Law	Title VI of the Clean and Affordable Energy Act of 2008 (Act).	2008

2.1.2 Definitions

The following terms when used in this procurement have the following meanings:

2.1.2.1 MW – Megawatt

2.1.2.2 **PJM Interconnection** – Regional transmission organization that coordinates the movement of wholesale electricity in all of parts of 13 states and the District of Columbia

2.1.2.3 **Renewable Portfolio Standard (RPS)** – Regulation that requires increased production of energy from renewable energy sources.

2.2 BACKGROUND

Title VI of the Clean and Affordable Energy Act of 2008 (Act) Section 601 of the Act states:

*“Sec. 601. Renewable energy study.
Within one year after the effective date of this act, the Mayor shall commission a study to determine the economic, legal, and technical viability of the District government pursuing a new large-scale wind energy project through public financing or private financing.”*

The purpose of this request for proposal (RFP) are:

1. To develop a detailed viability assessment with costs of developing a potential wind energy project for the District of Columbia, including an assessment of various options for ownership and partnership with other entities; and
2. To provide guidance to DDOE on the contents of a more detailed RFP, should the assessment referenced under 2.2.(1) indicate the viability of developing a wind energy project.

The Contractor shall have extensive familiarity with wind and renewable energy issues, wind sites, developers and ongoing or planned wind energy projects, and other matters related to this RFP as outlined below.

2.3 REQUIREMENTS

The contractor shall demonstrate the ability to complete the following required elements of the study:

2.3.1 ECONOMIC CONSIDERATIONS

2.3.1.2 Task 1: Project Assumptions

The contractor shall provide the assumptions on size and cost of site, cost and type of turbines, transmission availability, and interconnection feasibility, among other relevant factors necessary to fully assess economic, legal, and technical viability. The contractor shall also identify key technical or other barriers to development of a wind project.

The District envisions that this project may be 50 MW, with a range of approximately 20 MW to about 70 MW. The contractor, however, shall provide advice on appropriate project size, which may or may not be within the District's current conception of project size.

2.3.1.3 Task 2: Alternative Forms of Ownership or Partnership

The contractor shall identify and analyze options for type of ownership, including but not limited to the following:

1. District Government ownership, with project development by a qualified private developer, and operation of the project by a private or non-profit entity.
2. The District's purchase into an existing development of a wind project.
3. Private development with a District option to purchase and own the project during a specified range of years (for example, years 10 through 20 of the project, with a right to make a decision as to whether to buy annually within that time range). Such a strategy may be considered to take full advantage of financing and tax credit options; for example, the District could take ownership after expiration of a time period that is needed for private sector tax or grant advantages and expiration of debt service obligations.
4. Power Purchase Agreement, if it can be demonstrated that a power purchase agreement is better than ownership.
5. Partnership with other states, counties, local distribution companies, or other entities or some combination, to optimize economies of scale.

Each of the above options is not necessarily exclusive of the others and combinations of the options listed above may be possible. There are many variations on these options, and contractor should provide his or her own analyses of the better options.

Pros and cons of the different approaches should be discussed, including any complexities or challenges that may accompany specific ownership options.

2.3.1.4 Task 3: Project Cost and Financing Alternatives

The contractor shall identify and compare the overall cost of different ownership options, taking all major tax, financing and other incentives into consideration, and identify the overall lowest cost options.

Costs of financing should be outlined, including (1) potential for tax-exempt financing associated with some forms of ownership, and (2) various types of municipal bonds, including revenue bonds or general obligation bonds. Contractor shall take fully into account the availability of tax and other incentives, especially relative to various types of ownership considered. These advantages include, but are not limited to, federal stimulus grants and tax payments, investment tax credits, and production tax credits. The contractor shall note where certain types of tax-exempt financing would have the effect of reducing other kinds of federal, state and local benefits offered.

2.3.1.5 Task 4: Cost/Benefit Projections

The contractor shall develop cost/benefit projections based on contractor's recommendation as to the site, ownership, financing, and other characteristics of a

wind energy project, and also provide a comparison of the costs and benefits of other significant options analyzed by the contractor.

The District is not requesting a fully detailed cost/benefit analysis, as it is too early to have an actual project in mind. Approximations and assumptions will be necessary; the contractor shall state all assumptions used in conducting this analysis. Elements of the cost/benefit analysis should include, but are not limited to, approximate benefits of fossil fuel generation reduction, costs of construction, costs of maintenance and management, the cost of electricity for wind power versus fossil fuel, transmission costs, ability to sell wind-generated electricity into the PJM grid, reliability considerations, cost of financing, cost of insurance, benefits of renewable energy credit (REC) sales and federal, state and local tax and other incentives, and other factors as appropriate. This analysis should take into account that that wind power is not always fully available during high-cost peak times; for example, wind speed is generally lower during summer peaking season. Daily wind variations produce cost considerations as well.

2.3.2 TECHNICAL REQUIREMENTS

2.3.2.1 Task 5: Wind Energy Project Site

Drawing upon contractor's knowledge of existing wind projects and of wind project development in this region, contractor shall provide a description of the type of site, general locations, project size and power potential, including supporting wind speed analysis. Sites may include those within the PJM interconnection region; adjacent states to the PJM region will also be considered. It is not necessary to identify a specific project site, as that is a task for a future stage.

2.3.2.2 Task 6: Health Improvement and Carbon Reduction Benefit

The contractor shall provide a summary of health and environmental benefits of a District wind project in comparison with fossil fuel and other existing power generation sources. Health analysis should examine whether a site in a state closer to the District may have greater health benefits compared to a site farther away, among other considerations. The contractor shall estimate greenhouse gas emission and pollution reduction impacts of a wind project, relying on accepted and available modeling software.

2.3.2.3 Task 7: Impacts on Renewable Portfolio Standard

In January 2005, the District of Columbia Council enacted a RPS that applies to all retail electricity sales in the District. In October 2008, the Act increased the RPS percentages, the number of benchmarks utilities must meet, and the alternative compliance payments. A minimum of 20 percent of retail electricity sales must come from eligible renewables by 2020, with other benchmarks between now and 2020. District utilities must meet the RPS by obtaining renewable energy credits (RECs) or by paying alternative compliance fees.

The contractor shall analyze the affect the development of a wind energy project will have on compliance with the District's renewable portfolio standard (RPS) requirement and payment of alternative compliance payments under the Act.

2.3.2.4 Task 8: Transmission Interconnection

The contractor shall identify and analyze relevant transmission interconnection issues that a wind energy project in this region is likely to encounter, potential transmission constraints, and the cost implications of such interconnection issues and transmission constraints.

2.3.3 LEGAL

2.3.3.1 Task 9: Environmental, Community, Legal, Regulatory and Permitting
Contractor shall identify and analyze the following:

1. Environmental issues the District could expect to encounter when developing a wind project.
2. Issues of concern to local communities in the geographic areas of potential wind energy projects.
3. Legal, regulatory and permitting issues the District could expect to encounter at the federal, state and local levels.
4. Relative to numbers 1-3 above, a preliminary assessment of the potential for legal, administrative or other challenges and the likelihood of overcoming such challenges (particularly given regional precedent for wind energy project development).

2.3.4 REPORTING REQUIREMENTS

2.3.4.1 Task 10: Contractor's Overall Recommendation

Given all of the elements and options analyzed for this contract, as outlined above, the contractor shall provide an overall recommendation for a viable wind energy project (if any) and summarize the reasons supporting the recommendation.

2.3.5 Task 11: RFP Guidance for the Development of a Wind Energy Project

Relative to the contractor's recommended option for a viable wind project, contractor shall recommend how to structure a more detailed, follow-up RFP for potential offerors to develop a wind energy project. The District does not need wording of an entire RFP, but seeks an outline of the main elements that an RFP would cover, based on contractor's work under this contract.

2.3.6 TECHNICAL CAPACITY

The Contractor shall provide the technical capacity as necessary to successfully perform the required services.

2.3.7 Staff and Organization

The Contractor shall provide the staffing, organization, and expertise required to perform the required professional services.

3.0 DELIVERIES AND PERFORMANCE

3.1 Term of the Contract

The term of the contract shall be from date of award through six (6) months thereafter.

3.2 Deliverables

The Contractor shall perform the required services and provide the COTR:

No.	Description	Method	Due
1	Project Plan	1 electronic copy; 3 hard copies in word/excel format	2 weeks from date of award
2	Progress Report describing status of review	1 electronic copy; 3 hard copies in word/excel format	Monthly, every 15 th day of each month of the contract
3	Final Recommendation Report	1 electronic copy; 3 hard copies in word/excel format	5 months from date of award
4	Guidance for the Development of a Wind Energy Project Request for Proposal (RFP) (if necessary)	1 electronic copy; 3 hard copies in word/excel format	6 months from date of award

4.0 CONTRACT ADMINISTRATION

4.1 Contracting Officer

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

James H. Marshall
441 4th Street, NW, #700 south
Washington, DC 20001
Telephone: 202-724-4197

4.2 Authorized Changes by the Contracting Officer

4.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

4.2.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

4.2.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

4.3 Contracting Officer's Technical Representative (COTR)

4.3.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Sylvia Jones (DDOE)
Office of Energy
2000 14th Street, NW, Suite 300 East
Washington, DC 20009
202-673-6715
Sylvia.Jones@dc.gov

4.3.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

4.3.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

5.0 PAYMENT

5.1 Payment Schedule

The District will pay the Contractor monthly in accordance with the Price Schedule as described in Section 2.0 upon presentation of a properly executed invoice and authorization by COTR.

5.2 Invoice Submittal

5.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in duplicate and submitted to the agency with a concurrent copy via e-mail to the Contracting Officer's Technical Representative (COTR) specified in 4.3.1. The address is:

Office of the Chief Financial Officer
Government Services Cluster - Accts Pay Div
2000 14th Street, NW, 6th Floor
Washington, DC 20009
Phone: 1(202)671-2741

5.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- a. Contractor's name, Federal tax ID, DUNS number and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- b. Contract number, block number two (2) and Purchase Order number, Assignment of an invoice number by the Contractor is also recommended;
- c. Description, price, quantity and the date(s) that the supplies/services were actually delivered and/or performed.
- d. Other supporting documentation or information, as required by the contracting officer;
- e. Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- f. Name, title, phone number of person preparing the invoice;

- g. Name, title, phone number and mailing address of person (if different from the person identified in above to be notified in the event of a defective invoice); and
- h. Authorized signature

6.0 INSTRUCTIONS TO OFFERORS

6.1 Award

The District intends to award a single contract resulting from this solicitation to the responsible Contractor whose offer conforming to the solicitation will be the most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered. A description of how the District will evaluate offers is found in Section 7.

6.2 Proposal Submission

The contractor shall provide and submit electronically a technical proposal and a price proposal under separate cover to terique.smith@dc.gov no later than 2:00 pm **Monday, January 11, 2010**. The subject line of the e-mail shall state "Proposal in Response to Solicitation DCKG-2010-R-7277 Wind Energy Feasibility Study."

6.2.1 Technical Proposal

The Contractor's Technical Proposal shall include at a minimum the following:

a. Technical Approach and Methodology

1. A statement of experience and/or qualifications indicating expertise and knowledge in order to perform the tasks as described in described in Section 2.3
2. Narrative to describe the contractor's approach and methodology to successfully complete the required services as described in Section 2.3 including the contractor's understanding of the scope and the District's objectives.

b. Past Performance

1. A listing of contracts and subcontracts that the Contractor has performed services similar in size and scope as those described in Section 2 in the past five (5) years, listing two references from previous clients in which the Contractor has performed services similar in size and scope as those described in Section 2.

6.2.2 Price Proposal

- a. Completed Section 1.2 Price Schedule. Please indicate a **fixed price** for deliverables as described in Section 3.2.

7.0 EVALUATION FOR AWARD

EVALUATION FACTORS 0 – 100 POINTS	
EVALUATION FACTOR	POINT VALUE
Technical Approach and Methodology	0 - 50
Past Performance	0 - 30
Price	0 - 20

$$\begin{array}{l} \text{Lowest Price Proposal} \\ \text{Price of Proposal Being Evaluated} \end{array} \times (20) = \begin{array}{l} \text{Evaluated} \\ \text{Price Score} \end{array}$$