



**Request For Statements of Qualifications (RFSQ)  
for  
100% Renewable Energy**

**RFSQ Number:**

10088487-18-A

**Closing Date and Time ("Closing Date"):**

2:00 p.m., July 12, 2017

**City Contact:**

Maureen Medvedyev,  
Supervising Procurement  
Contracting Officer,  
1200 Third Avenue, Suite 200  
San Diego, California 92101  
MMedvedyev@sandiego.gov  
(619) 236-6154

**To Apply:**

Download, complete, and upload  
through PlanetBids, the City's online  
portal, or submit paper responses to  
the City Contact above, as described  
herein (see section II.B).

## REQUEST FOR STATEMENT OF QUALIFICATIONS NUMBER 10088487-18-A

### I. INTRODUCTION

#### A. BACKGROUND

The City of San Diego (“City”), with a total population of approximately 1.3 million and a land area of approximately 324 square miles, is the eighth largest city in the nation and the second largest city in California. The City offers a wide range of cultural and recreational services to both residents and visitors. Major components of the City’s diversified economy include defense, tourism, biotechnology/biosciences, financial and business services, software, and telecommunications. In December 2015, the City took a landmark step towards a cleaner and greener future with the adoption of a CAP, which calls for reductions in greenhouse emissions and aims for all electricity used in the city to come from renewable sources by 2035.

The City seeks qualifications from interested parties to support the City’s goal to provide electricity entirely from renewable generating sources by 2035 to the residents, businesses, and government operations within the City of San Diego. The purpose of this Request for Statements of Qualifications (“RFSQ”) is to enable the City to engage in discussions with qualified organizations that can provide a pathway to procure and deliver power that will ensure timely and cost effective mechanisms and programs to help reach the City’s 100% renewable electricity goal as detailed in the City’s Climate Action Plan (“CAP”; found at [www.sandiego.gov/sustainability/climate-action-plan](http://www.sandiego.gov/sustainability/climate-action-plan)).

There are many concepts that arose from previous requests for information; the City will continue to explore potentially viable opportunities. This request is to build upon specific information gathered to date and gather further, more specific qualifications and concepts.

The City seeks qualified responses describing renewable energy opportunities as described in this request. The information and instructions set forth herein are intended to solicit responses that will demonstrate each organization’s capability, approach, and commitment to satisfying the City’s requirements. Each organization is encouraged to submit a detailed and competitive response.

#### B. REQUEST FOR STATEMENT OF QUALIFICATIONS

This RFSQ is issued for purposes of determining the interest of potential bidders or proposers, hereinafter referred to as “Respondents,” or to shortlist or prequalify the field of Respondents eligible to submit bids or proposals. The City does not intend to award a contract on the basis of information received in response to this RFSQ. The City may, in its sole discretion, consider the information submitted in response to this RFSQ during the development of a competitive solicitation.

#### C. SCOPE OF SERVICES

Submittals shall clearly identify a detailed description of the demonstrated experience and ability of the respondent (or joint respondents that establish a multi-venture) to help achieve and maintain the City’s 100% renewable electricity CAP goal by 2035, including:

1. The ability of the respondent to integrate with existing electrical transmission and distribution infrastructure;

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2. The ability and experience of the respondent to participate in the electricity market through the California Independent System Operator (CAISO);
3. A detailed description of a strategy or strategies to significantly expand the renewable electricity content for all residents, businesses, and government operations in San Diego;
4. The ability and experience of the respondent to procure renewable sources of electricity, including identification of local sources and potential of local sources;
5. A detailed schedule/timeline of implementation of the program demonstrating an increase in renewable electricity over time;
6. A detailed description of the estimated costs of the proposed program (including administrative, implementation, and etc. costs) expressed in terms of bundled and unbundled retail electric rates (in \$/kWh) for all customer classes benchmarked to the current renewable energy portfolio mix;
7. An analysis of the greenhouse gas emission reductions that will be achieved as related to the goals of the CAP;
8. Analyses of potential risks and roadblocks and potential solutions or mitigations, including any anticipated regulatory issues or risks;
9. Specify additional benefits associated with the proposed program which may include: local job creation, business development, environmental benefits in addition to greenhouse gas reductions, etc.

## II. RFSQ SUBMITTAL PROCESS

### A. TIMELINES, QUESTIONS, OPENING, AND DISCLOSURE

1. Timely Submission. Qualifications must be submitted as described herein to the Purchasing & Contracting Department (P&C).

1.1 Reserved.

1.2 Paper Responses. The City will accept paper responses in lieu of electronic responses. Paper responses must be submitted in a sealed envelope to the Purchasing & Contracting Department (P&C) located at 1200 Third Avenue, Suite 200, San Diego, CA 92101. The Solicitation Number and Closing Date must be referenced in the lower left-hand corner of the outside of the envelope. Faxed responses will not be accepted.

2. Questions and Comments. Written questions and comments must be submitted electronically via the eBidding System no later than the date specified in the eBidding System. Only written communications relative to the procurement shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. The City will distribute questions and answers without identification of the inquirer(s) to all bidders who are on record as having received this RFSQ, via its eBidding System. No oral communications can be relied upon for this RFSQ. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFSQ.

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3. Future Competitive Solicitations. Respondents are not prohibited from submitting one or more proposals should the City competitively bid the goods or services described herein. Respondent should familiarize itself with the City's General Terms and Conditions, available on the City's website, as such terms and conditions will be incorporated by reference into any resulting contract between City and Respondent.

4. Contact with City Staff. Unless otherwise authorized herein, Respondents who are considering submitting a response to this RFSQ, or who submit a response to this RFSQ, are prohibited from communicating with City staff or evaluation committee members about this RFSQ from the date this RFSQ is issued until a contract is awarded.

5. RFSQ Opening and California Public Records Act. Submittals to this RFSQ will not be opened in public. Note, however, that any information submitted in response to a RFSQ is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If a Respondent submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the Respondent to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. If the Respondent does not provide a specific and detailed legal basis for requesting the City to withhold the Respondent's confidential or proprietary information at the time a submittal is submitted, the City will release the information as required by the CPRA and Respondent will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the Respondent's obligation to defend, at Respondent's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the Respondent's request. Furthermore, the Respondent shall indemnify and hold harmless the City, its elected officials, officers, and employees from and against any claim or liability, and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at Respondent's request.

## **B. SUBMITTAL FORMAT AND CONTENT**

1. To be considered responsive, Respondents' submission must address all questions and provide all information requested in this RFSQ. Failure to provide a thorough and complete submittal may render the submittal non-responsive.

2. The contents of the submittal must be clear, concise, and complete. Respondents must submit one "high quality" digital PDF file (e.g. thumb drive, CD, etc). Respondents must also submit two (2) bound originals and four (4) copies of the original. All printed materials must be double-sided to the maximum practicable extent.

3. Each section of the submittal must be tabbed according to the letter system shown below to aid in expedient information retrieval.

a. If submitting a paper response, respondents must complete and sign the RFSQ with an original signature acknowledging any addenda. Failure to submit this signed document may result in rejection of the qualification.

b. Table of Contents. Include a complete and clear listing of headings and pages to allow easy reference to key information.

c. Qualifications. The format and requirements as specified in Section D must be followed and included for this item in the same order as they appear in this Section.

d. Additional Forms. This includes the Contractor Standards Pledge of Compliance Form.

**C. MINIMUM REQUIREMENTS**

In order to be considered, Respondents must meet certain minimum requirements which are summarized below:

The Respondent must hold and at all times maintain current all Federal and State licenses to perform the required services in the State of California

**D. QUALIFICATIONS**

1. Cover Letter. Include a brief letter detailing qualifications and indicating the name, address, and telephone number of the person(s) authorized to sign for and make representations on behalf of Respondent. The cover letter should describe the type of services Respondent seeks to provide.

2. Minimum Requirements. The Respondent must hold and at all times maintain current all Federal and State licenses to perform the required services in the State of California. Provide proof of required licensures.

3. Respondent's Qualifications and Experience

a. Describe Respondent's ability to perform the desired services.

b. Describe any special characteristics, limitations, exceptions, or requirements Respondent may have in providing the requested services.

c. Describe any attributes that distinguish Respondent from others offering similar services.

d. Describe Respondent's commitment to supporting the achievement of the City's 100% renewable electricity goal.

4. Provisos or Conditions

a. If respondent's statement of qualifications is subject to any provisos, conditions, or consents of other parties or agencies, the statement must clearly identify such conditions and describe how those conditions would be met.

5. Staff Qualifications and Experience

a. List by name and title the team that would be involved in the proposed projects supporting the achievement of the City's 100% renewable electricity goal. Provide office location,

phone number, and email address for each. Identify the contact person who will have primary responsibility and summarize this person(s) background, expertise, and authority to represent Respondent.

b. Provide a description of the expertise and qualifications of these professionals including brief summaries of experience related to supporting the achievement of the City’s 100% renewable electricity goal. Provide as an exhibit to your submission brief resumes of each individual.

6. Financial Capacity

7. Other Considerations and Requirements

Respondent shall complete and submit a Contractor Standards Form.

**E. SELECTION PROCESS**

The Purchasing Agent will establish an Evaluation Committee to review and evaluate responsive submittals.

**F. EVALUATION CRITERIA**

The following elements represent the evaluation criteria that will be considered during the evaluation process. Written submittals provided pursuant to this RFSQ will be evaluated using the following criteria to select Respondents for a pool of qualified Respondents (Pool) that best meet the needs of the City.

	<u>MAXIMUM EVALUATION POINTS</u>
A. Format of Submittal	5
1. Conformance with the specified RFQ format.	
2. Organization, presentation, and content of the submittal.	
B. Experience	20
1. Experience, knowledge and competence of the respondent considering the types of services required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to the project.	
C. Scope of Services	75
1. Proposed methods to accomplish the work in a timely and competent manner.	
2. Demonstrated increase in renewable electricity significantly beyond current regulatory Renewable Portfolio Standards.	
3. Details of proposed program and benefits through 2035.	

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MAXIMUM  
EVALUATION  
POINTS

4. Detailed responses demonstrating qualifications related to Section I. C titled "Scope of Services". I.C.6 will be evaluated qualitatively only and not assigned evaluation points.

D. Costs

N/A

1. Demonstrated clear, detailed cost estimates for power procurement, administration, implementation of programs, and ability to reduce cost exposure to San Diego ratepayers.

MAXIMUM EVALUATION  
POINTS:

100

**G. PLACEMENT IN POOL**

Based on the number of points received by means of the evaluation criteria as stated in this RFSQ, qualified Respondents will be placed in the Pool.

**H. SELECTION FROM THE POOL; TERM OF POOL**

City may apply additional criteria to determine the successful Respondent for the specific project at the time Respondents are chosen from the Pool for a specific project. These criteria may include, but are not limited to, project specific considerations, negotiations, evaluation criteria, and Equal Opportunity Contracting business status criteria. The Pool is active for five years from the RFSQ Closing Date.

**I. MATERIAL CHANGE**

Subsequent to being selected to participate in the Pool, a consequential change in a Firm's operational and/or financial condition ("Material Change") is to be construed to include the following:

1. An addition or removal of any staff identified in Respondent's submittal to this RFSQ;
2. An improvement or deterioration in Respondent's financial condition, including net capital and legal underwriting capacity;
3. Any change in Respondent's underwriting approval procedure or underwriting policies subsequent to the initial disclosure provided in Respondent's submittal to this RFSQ;
4. Any legal action brought against Respondent subsequent to the initial disclosure provided in Respondent's submittal to this RFSQ; and
5. Failure to continue to meet the minimum requirements listed under Section

II, paragraph C (“Minimum Requirements”).

**J. NOTIFICATION REQUIREMENT DURING THE CONTRACT PERFORMANCE PERIOD**

All Firms selected to participate in the Pool are required to promptly notify the City of any Material Change, as defined in Section II, paragraph I (“Material Change”), within three weeks (21 days) of occurrence throughout the term of the Pool including any extensions thereto.

Notifications for material changes are to be addressed to the Technical Advisor listed in the Notice of Inclusion in the Pool.

Approval of any material changes shall be issued in writing by the Purchasing Agent.

**K. REMOVAL FROM POOL**

A Respondent that has been selected to participate in the Pool may be considered for removal from the Pool at the City’s discretion under the following circumstances:

1. Failure to follow the notification requirements under Section K.
2. Any adverse material change which, in the City’s opinion, significantly reduces Respondent’s experience, expertise, capitalization, and/or ability to provide underwriting services.
3. Unacceptable performance providing similar services as determined by the City.

**L. ADDITIONS TO POOL**

A Respondent that was not selected to participate in the Pool may re-submit its Statement of Qualifications and justification for re-examination. Justification is to be provided via an addenda to Respondent’s original submittal to this RFSQ describing one or more beneficial Material Change(s) possibly meriting addition into the Pool.

Additionally, a firm that did not initially submit a Statement of Qualifications may submit a submittal to this RFSQ at any time during the term of the Pool. If such Respondent is notified that it has not been selected to participate in the Pool based on the same criteria used to establish the Pool, Respondent may re-submit its Statement of Qualifications in accordance with this Section M.

Notifications for requests for additions to the Pool are to be addressed to:

City of San Diego  
Purchasing & Contracting Department  
Attn.: Maureen Medvedyev, Supervising Procurement  
Contracting Officer  
1200 Third Avenue, Suite 200  
San Diego, CA 92101-4195



**M. ACCEPTABILITY OF SUBMITTALS**

The City shall determine which Respondents have met the requirements of this RFSQ. City's determination that Respondent has failed to comply with any mandatory requirement will render the submittal non-responsive. The City may waive or permit to be cured minor irregularities or minor informalities in submittals that are immaterial or inconsequential in nature, whenever it is determined to be in the City's best interest. The City may reject in whole or in part any and all submittals if such is in the City's interest.

**N. CITY'S UNILATERAL RIGHT**

The City reserves the unilateral right to: cancel this RFSQ, in whole or in part, or reject all submittals submitted in response to this RFSQ when City determines such submittal is in the City's best interests; select a Respondent's submittal in whole or in part; select one or more Respondents; waive or permit cure of minor irregularities; and conduct discussions with Respondents in any manner necessary to serve the City's best interests.

**RESPONDENT SIGNATURE IS REQUIRED**

Respondent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. and E-Mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

Authorized Representative Name and Title: \_\_\_\_\_

Representative's Original Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_