



**Request For Proposals (RFP) for  
100% Renewable Energy**

**Solicitation Number:** 10089288-18-F

**Solicitation Issue Date:** September 7, 2017

**Mandatory Pre-Proposal Conference** September 12, 2017

**Questions and Comments Due:** 2:00 p.m., September 13, 2017

**Proposal Due Date and Time ("Closing Date"):** 2:00 p.m., September 21, 2017

**City Contact:** Veronica Ford,  
Senior Procurement  
Contracting Officer,  
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(619) 236-6032

**Submissions:** Proposer is required to provide two (2) originals, four (4) copies, and one (1) electronic copy (e.g. thumb drive or CD) of their proposal, as described herein.

Note: Emailed submissions will not be accepted.

**REQUEST FOR PROPOSAL NUMBER 10089288-18-F**  
**EXHIBIT A**  
**PROPOSAL SUBMISSION AND REQUIREMENTS**

**A. PROPOSAL SUBMISSION**

**1. Timely Proposal Submittal.** Proposals must be submitted as described herein to the Purchasing & Contracting Department (P&C).

**1.1 Reserved.**

**1.2 Paper Proposals.** The City will accept a paper proposal in lieu of an eProposal. A paper proposal 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. A faxed proposal will not be accepted.

**1.3 Proposal Due Date.** A proposal must be submitted prior to the Closing Date indicated on the eBidding System. An e-mailed and/or faxed proposal will not be accepted.

**1.4 Pre-Proposal Conference.** Pre-proposal conference information is noted on the eBidding System. Proposers are required to attend the pre-proposal conference.

**1.4.1** Proposers are required to attend the pre-proposal conference. Proposer's failure to attend will result in disqualification.

**1.5 Questions and Comments.** Written questions and comments must be submitted electronically via the eBidding System no later than the date specified on the eBidding System. Only written communications relative to the solicitation shall be considered. The City's eBidding System is the only acceptable method for submission of questions. All questions will be answered in writing. No oral communications can be relied upon for this RFP. Addenda will be issued addressing questions or comments that are determined by the City to cause a change to any part of this RFP.

**1.6 Contact with City Staff.** Unless otherwise authorized herein, the proposer, if considering submitting a proposal in response to this RFP, or who submits a proposal in response to this RFP, is prohibited from communicating with City staff about this RFP from the date this RFP is issued until the RFP process is concluded, except as provided in Section 1.5.

**2. Proposal Format and Organization.** Unless electronically submitted, a proposal should be securely bound and must include the following completed and executed forms and information presented in the manner indicated below:

**Tab A - Submission of Information and Forms.**

2.1 Exceptions and/or conditions requested by proposer, if any. The proposer must present written factual or legal justification for proposed conditions and for any exception requested to the Scope of Work or the Exhibits thereto. The City, in its sole discretion, may accept some or all of proposer's exceptions or reject proposer's exceptions and deem the proposal non-responsive. The City will not consider exceptions addressed elsewhere in the proposal.

2.2 The Contractor Standards Pledge of Compliance Form.

2.3 Equal Opportunity Contracting forms including the Work Force Report and Contractors Certification of Pending Actions.

2.4 Additional information as required by Exhibit B.

**Tab B - Executive Summary and Responses to Specifications.**

2.6 A title page.

2.7 A table of contents.

2.8 An executive summary, limited to one typewritten page, that provides a high-level description of the proposer's ability to meet the requirements of the RFP and the reasons the proposer believes itself to be best qualified to provide the identified services.

2.9 Proposer's response to the RFP.

**Tab C - Cost/Price Proposal (required).** The City understands that the Proposer's Price Proposal is an estimate based on a variety of assumptions. These underlying assumptions may be influenced by changes in energy markets, regulatory or legislation action at the State and Federal level, and other factors which customarily impact utility rates. The City intends to use this information for the purpose of comparing the Proposer's response to the RFP to alternative mechanisms the City could use to achieve its 100% renewable energy goals.

**3. Proposal Review.** Proposer is responsible for carefully examining the RFP, the Specifications, and all documents incorporated into this RFP by reference

before submitting a proposal. If selected for development of an agreement, proposer shall be bound by same unless the City has accepted proposer's conditions and/or exceptions, if any, in writing.

**4. Addenda.** The City may issue addenda to this RFP as necessary. The proposer is responsible for determining whether addenda were issued prior to a proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

**5. Quantities.** The estimated quantities of electricity should be reflective of existing and projected electricity demand and use in the City of San Diego by City operations, residents and businesses based on publicly-available information, analyses, and/or knowledge of the proposer. These quantities should be in a format that can be shared publicly (e.g., not include customer privacy-sensitive information). Quantities of electricity should be estimated by the proposer and apportioned among customer classes according to service needs, including residential, small commercial, large commercial, and agricultural retail customers.

**6. Modifications, Withdrawals, or Mistakes.** Proposer is responsible for verifying all price estimates before submitting a proposal.

**6.1 Modification or Withdrawal of Proposal Before Proposal Opening.** Prior to the Closing Date, the proposer or proposer's authorized representative may modify or withdraw the proposal by providing written notice of the proposal modification or withdrawal to the City Contact via the eBidding System. E-mail or telephonic withdrawals or modifications are not permissible.

**6.2 Proposal Modification or Withdrawal of Proposal After Proposal Opening.** Any proposer who seeks to modify or withdraw a proposal because of the proposer's inadvertent computational error affecting the proposal price shall notify the City Contact identified on the eBidding System no later than three working days following the Closing Date. The proposer shall provide worksheets and such other information as may be required by the City to substantiate the claim of inadvertent error. Failure to do so may bar relief and allow the City recourse from the bid surety. The burden is upon the proposer to prove the

inadvertent error.

**7. Incurred Expenses.** The City is not responsible for any expenses incurred by proposers in participating in this solicitation process.

**8. Public Records.** By submitting a proposal, the proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the proposer 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 proposer 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. General references to sections of the CPRA will not suffice. Rather, the proposer must provide a specific and detailed legal basis, including applicable case law, that clearly establishes the requested information is exempt from the disclosure under the CPRA. If the proposer does not provide a specific and detailed legal basis for requesting the City to withhold proposer's confidential or proprietary information at the time of proposal submittal, City will release the information as required by the CPRA and proposer will hold the City, its elected officials, officers, and employees harmless for release of this information. It will be the proposer's obligation to defend, at proposer'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 proposer's request. Furthermore, the proposer 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 proposer's request. Nothing in the documentation from this proposal creates any obligation on the part of the City to notify the proposer or obtain the proposer's approval or consent before releasing information subject to disclosure under the CPRA.

**9. Right to Audit.** Any agreement resulting from a proposal will contain a right for City to audit the proposer's records as described in San Diego Charter section 39.2 to confirm compliance.

## **B. EVALUATION OF PROPOSALS**

**1. Award.** The City shall evaluate the proposal to determine if it is responsive and provides sufficient information for the City to make an informed decision. If sufficient, the city may decide to move forward with an agreement with the proposer.

### **2. Evaluation Process.**

**2.1 Process for Award.** A City-designated evaluation committee (Evaluation Committee) will evaluate and score the proposal. The Evaluation Committee may require proposer to provide additional written or oral information to clarify responses. Upon completion of the evaluation process, the Evaluation Committee may recommend moving forward with an agreement.

**2.2 Mandatory Interview/Oral Presentation.** The City may require proposers to interview and/or make an oral presentation. Interviews and/or oral presentations will be made to the Evaluation Committee in order to clarify the proposals and to answer any

questions. The interviews and/or oral presentations will be scored as part of the selection process. The City will complete all reference checks prior to any oral interview. Additionally, the Evaluation Committee may require proposer's key personnel to interview. Interviews may be by telephone and/or in person. Multiple interviews may be required. Proposers are required to complete their oral presentation and/or interviews within five (5) workdays after the City's request. The proposer should be prepared to discuss and substantiate any of the areas of the proposal submitted, as well as proposer's qualifications to furnish the subject goods and services. Proposer is responsible for any costs incurred for the oral presentation and interview of the key personnel.

**2.3 Discussions/Negotiations.** The City may negotiate the terms of an agreement with the winning proposer based on the RFP and the proposer's proposal, provided the terms are substantially consistent with the objectives of this RFP.

**2.4 Evaluation Criteria.** The following elements represent the evaluation criteria that will be considered during the evaluation process:

	MAXIMUM EVALUATION POINTS
<b>A. Responsiveness to the RFP.</b>	<u>5</u>
1. Requested information included and thoroughness of response	
2. Ability and willingness to deliver as exhibited in the Executive Summary	
3. Technical Aspects	
<b>B. Scope of Services.</b>	<b>55</b>
1. Response to all items (#1-8) as listed in the Scope of Services Section A. Specifications	
<b>C. Cost.</b>	<b>25</b>
1. Demonstrated clear, detailed cost estimates for power procurement, administration, power charge indifference amounts, implementation of programs, and ability to reduce cost exposure to San Diego ratepayers	
<b>D. Mandatory Interview.</b>	<b>15</b>
1. Presented a clear, detailed overview of all information requested in the RFP	
2. Addressed all follow up questions thoroughly	
SUB TOTAL MAXIMUM EVALUATION POINTS:	<u><b>100</b></u>
<b>F. Participation by Small Local Business Enterprise (SLBE) or Emerging Local Business Enterprise (ELBE) Firms*</b>	<b>12</b>
FINAL MAXIMUM EVALUATION POINTS INCLUDING SLBE/ELBE:	<u><u><b>112</b></u></u>

\*The City shall apply a maximum of an additional 12 percentage points to the proposer's final score for SLBE OR ELBE participation. Refer to Equal Opportunity Contracting Form, Section V.

**C. OUTCOME**

**1. Award of Agreement.** The City may negotiate an agreement conforming to the terms of Exhibit B (Scope of Work) with the respondent.

**2. Obtaining Proposal Results.** No solicitation results can be obtained until the City announces the proposal meets the City's requirements and/or the RFP process is concluded. Proposal results may be obtained by: (1) e-mailing a request to the City Contact identified on the eBidding System or (2) visiting the P&C eBidding System to review the proposal results. To ensure an

accurate response, requests should reference the Solicitation Number. Proposal results will not be released over the phone.

**D. PROTESTS.** The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (SDMC). These procedures provide unsuccessful proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

The City may find the proposer to be non-responsive and conclude this RFP process without an agreement or further negotiation.



## **EXHIBIT B SCOPE OF WORK**

### **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 Climate Action Plan (“CAP”; found at [www.sandiego.gov/sustainability/climate-action-plan](http://www.sandiego.gov/sustainability/climate-action-plan)), 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 a proposal 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.

### **B. OBJECTIVE**

The purpose of this Request for Proposals (“RFP”) is to enable the City to evaluate a detailed proposal from a selected respondent that can directly deliver increasing proportions of renewable-fueled electricity to all retail customers within the City of San Diego. Building on publicly-available information (see: [www.sandiego.gov/sustainability/clean-and-renewable-energy](http://www.sandiego.gov/sustainability/clean-and-renewable-energy)), the City seeks a proposal that provides additional, more detailed information than previously collected in the preceding Request for Information and Statement of Qualifications regarding renewable energy opportunities, with a focus on cost information. The information and scope of services set forth herein are intended to solicit a specific, thorough proposal that allows the City to evaluate in a transparent manner all of its options for moving towards 100% renewable electricity citywide by 2035 in a cost-competitive and feasible manner.

### **B. SPECIFICATIONS**

In order to be deemed responsive, a proposal must address the intent of this RFP in as much detail as possible, including the following:

1. The physical and legal ability of the respondent to directly access existing electrical transmission and distribution infrastructure and to sell electricity to retail customers via that infrastructure;
2. 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 towards 100% renewable electricity citywide by 2035, including any relevant potential renewable electricity scenarios;
3. A strategy to procure and deliver renewable sources of electricity, including identification of new local sources and the potential to maximize local distributed energy resources;
4. A detailed schedule/timeline of implementation of the program demonstrating an increase towards 100% renewable electricity citywide by 2035, including all customer classes;
5. A detailed description of the estimated costs of the proposed program (including administrative, implementation, estimated rate recovery needs/impacts, etc.) expressed in terms of bundled and unbundled retail electric rates (in \$/kWh) for all

customer classes benchmarked to the current renewable energy portfolio mix, including any and all potential exit fee impacts;

6. An analysis of the greenhouse gas emission reductions that will be achieved with the proposal as related to the goals of the CAP;
7. Analyses of potential risks and roadblocks and potential solutions or mitigation, including any anticipated regulatory issues or risks, departing load expense risks, etc.;
8. Specific and detailed additional benefits associated with the proposal which may include: local job creation, business development, environmental benefits in addition to greenhouse gas reductions, etc.