

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager  
Operations & Engineering Committee (Barker, Capps)  
Tim Holmes, Kenwood Energy

**DATE:** November 6, 2019

**SUBJECT:** Request to receive presentations and interview companies that submitted proposals for the Photovoltaic System Project.

#### **Recommendation**

It is recommended that the Board of Directors:

1. Receive report from staff; and
2. Receive presentations and interview companies that submitted proposals for the Photovoltaic System Project.

#### **Background**

Your Board has approved proposed Contract Documents and Request for Proposals (RFP) for the Photovoltaic System (PVS) project. The proposed Contract Documents and RFP were published on September 20<sup>th</sup>. There were four proposals submitted by the October 22<sup>nd</sup> deadline:

1. CalCom Energy
2. Calsun
3. REC Solar
4. Stockman's Energy

The scope of work for the District's consultant Kenwood Energy includes evaluating all proposals with the intention of narrowing them down to a shortlist of three that would then continue to the next step. Since there were only four proposals received the Operations & Engineering Committee recommended the District interview all of them.

All proposals are required to address the two primary sites as the Base Proposal; the Water Treatment Plant, Pump Station 1, Pump Station 4 site, and the Sewer Treatment Plant, Office site. Each proposer may choose to provide Add-Alternate options for six other small array sites, and maintenance and cleaning services. Proposals will be

evaluated by the District based on overall merits and meeting project objectives, with consideration of overall cost. The basis of award of the project will be based on the Base Proposal items of work.

### **Discussion**

Each company presentation / interview is scheduled for forty minutes with five minutes between each company, and will follow the format below:

- Presentation - 20 minutes
- Questions & Answers - 20 minutes

Staff has requested that presentations include what each company would like to emphasize, but also include the following key points the District would like to hear:

1. Team. Describe your team; we expect the Project Manager to be present and to lead the presentation.
2. Overall Schedule.
3. Sequencing of construction work for Base Proposal.
4. Highlights on Base Proposal costs.
5. Product selection.

Staff will also be prepared to ask supplemental questions specific to each proposal based on review, the presentation, previous answers, etc.

### **Next Steps**

- Today – The District’s consultant Tim Holmes will provide further discussion and lead the interview process.
- Next week – The Operations & Engineering Committee will convene and determine a recommendation.
- November 21<sup>st</sup> – The Board will receive and consider the recommendation at the regular Board meeting.

FILE: PVS Project