

## **Request for Qualifications for Technical Advisory Services Related to the Joint Procurement of Renewable Energy by the Northern Virginia Regional Commission (NVRC)**

### **Project Description:**

NVRC is seeking technical assistance for the joint procurement of renewable energy for its member local governments. The technical assistance provider will work with NVRC to identify a “shovel-ready”, large-scale, renewable energy project or portfolio of renewable energy projects. The technical assistance provider will issue an RFP to project developers to identify a suitable project or portfolio of projects. Once such project or projects have been identified, the technical advisor will work together with NVRC to present such project or projects to NVRC’s members who will have the opportunity to enter into offtake and Renewable Energy Certificate (“REC”) purchase agreements directly with the project developer(s). All offtake or REC purchase agreements will be executed by NVRC members and NVRC will not be a party to those agreements.

### **Key details to be considered for the RFP:**

- 1.LOI/Signed Term Sheet by January 2, 2018 at 5pm
- 2.Project or project portfolio must be greater than 10MW
- 3.Additionality- the project results in new renewable energy capacity
- 4.Customer must retain and retire the RECs
- 5.Preference placed on projects in the Commonwealth of Virginia/PJM ISO

### **Role of The Northern Virginia Regional Commission:**

NVRC will serve as central contact and facilitator of the project but will not take part in any contract negotiation on behalf of its members. NVRC will receive a development services fee in exchange for its role in the transaction.

Once the technical advisor has fulfilled its role to identify one or more suitable renewable energy projects, NVRC will work with the technical advisor to introduce its members to the project or projects and provide forums for members interested in pursuing the opportunity to enter into long term power purchase and REC purchase agreements with the project developers to discuss the various steps of the project and the associated challenges they face. NVRC's role will be limited to facilitating introductions between its members and the designated technical advisor(s) and project developer(s). NVRC will not offer any representations or warranties with respect to either the designated projects identified by the technical advisor, nor will NVRC make any representations or warranties with respect to its members' interest in, pursuit of, investigation and/or due diligence with respect to, or financial or other ability to enter into long term power purchase or REC contracts with the project developer(s). NVRC will have no fiduciary role in the transactions between its members and the project developer(s).

**Tasks:**

The successful firm will lead/assist NVRC with:

- Facilitating an in-depth workshop to help stakeholders understand the large- scale renewable energy project opportunity
- Facilitating periodic check-in conversations with participating organizations
- Developing and executing an RFP for renewable energy project developers and coordinating with NVRC to develop and apply a clear scoring criteria to select a project or portfolio of projects
- Perform technical due diligence, financial analysis, risk assessment, tradeoff analysis on prospective bidders and offers, and recommendations
- Negotiations with third parties e.g. project developers and electric service providers
- Achieve NVRC member buy-in to obtain project approval

### **Selection Process and Criteria:**

The selection of the TA provider will be made by NVRC. All submittals and decisions under this RFQ are final. Each response to the questionnaire below will receive a score between 1 and 5 with 1 being 'unsatisfactory' and 5 being 'superior.' All questions are weighted based on importance to the success of the project. Anticipated Schedule:

Responses due: November 3, 2017 at 5:00pm

Selection and Notification of TA: By November 16, 2017

NVRC Project Kickoff with TA provider: December 4, 2017

Project Workshop: December 11, 2017

RFP Due: January 2, 2018 at 5pm

### **Questionnaire for Technical Assistance Services Purpose:**

This questionnaire is intended to evaluate firms proposing to provide technical assistance services for the project.

### **Instructions:**

The questionnaire can be submitted in typewritten, 8 1/2 by 11 inch format, in either word document or excel spreadsheet format. Supplemental material (if required) must also meet these specifications. Please send responses directly to [rlazaro@novaregion.org](mailto:rlazaro@novaregion.org)

### **Questionnaire on Firm's Qualifications**

1. Provide a general background of your firm (e.g. history, leadership team background, years in service, etc.)
2. Provide background and qualifications of the team that will be supporting us directly with specific expertise in:

- a. Renewable energy project development
  - b. Power markets
  - c. Grid operations
  - d. Negotiations with utilities
  - e. Transmission issues
  - f. GHG Accounting & Sustainability
3. Describe unique expertise and/or any additional services that your firm provides beyond that of a traditional energy project broker.
  4. Share examples of renewable energy projects your team has helped clients move forward. Please include the type of and location of project, status of project and your team's role in moving the project forward, key terms (including price per kWh if applicable) and structure of offtake agreements. Specific examples of the following are of interest:
    - a. Identifying and aggregating multiple projects into a market-ready portfolio;
    - b. Presenting participation opportunities to multiple offtaker customers negotiating as a collective but executing individual contracts
    - c. Aggregating projects to suit requirements of various clients
    - d. Large scale projects the firm has executed
  5. Describe your experience working on renewable energy projects with clients in the Commercial Real Estate sector.
    - a. Knowledge of lease structures

- b. Passing on savings to tenant
- 6. Describe your experience with regulatory approvals for renewable energy projects including federal, state, and local permits or other approvals;
- 7. Describe your experience working with any project financing entities with respect to projects you have been involved with.
- 8. Provide references for past-completed projects, especially collaborative projects.

### **Approach**

9. Describe the process you will use to support successful project completion with a short timeline:

- a. Strategy development
- b. Project structuring/selection
- c. Negotiation
- d. Post project completion support

10. Describe how you help clients determine the best projects:

- a. What are the specific criteria the project must meet for you to define it as 'shovel-ready'?

11. Describe how you will work with NVRC over the course of the project.

12. Outline a detailed schedule and approach to this project.

- a. Weekly goals
- b. Key milestones/ meetings

- c. Ongoing tasks
  - d. Responsibilities for each party
13. Describe how you engage with client organizations to ensure decision makers participation.
  14. Describe the due diligence process you perform when vetting developers and specific projects once bids have been received.
  15. Describe if you have existing contractual relationships with developers/suppliers:
    - a. Is your agreement with such developer/supplier exclusive?
    - b. How does the agreement work?
    - c. What are the economic incentives to both parties?
    - d. Do these relationships take precedence?
  16. Describe what differentiates your service offerings from that of your competitors.

### **Pricing**

17. Describe how you will get compensated by our members for your services and how is the compensation calculated.
18. Describe if there are other fees/expenses that our members would be responsible for and, if so, the level and how they are determined.
19. Describe if there are any fees/expenses that you expect NVRC will be responsible for.
20. Describe if you would receive any other sources of revenue that would

be associated with this project and, if so, how they are calculated.

**Additional Information:**

Please provide any additional information that you feel will be useful for us in evaluating responses.

Robert W. Lazaro, Jr.  
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**Cooperative Rider Clause**

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments (“MWCOCG”) and the Baltimore Metropolitan Council (“BMC”) to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region (“region”).

**Format**

A lead agency format is used to accomplish this work. The Lead Agency in this procurement, the Northern Virginia Regional Commission, has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms

1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.

1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

## 2. Other Conditions - Contract and Reporting

2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;

2.2 To provide to MWCOCG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;

2.3 Contract obligations rest solely with the participating entities only;

2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region.