



AMERICAN VALLEY COMMUNITY SERVICES DISTRICT

**REQUEST FOR PROPOSAL  
ENERGY CONSULTING SERVICES**

**900 Spanish Creek Road  
Quincy, CA 95971  
(530) 283-0836 FAX: (530) 283-0838**

**December 18, 2023**

AMERICAN VALLEY COMMUNITY SERVICES DISTRICT  
REQUEST FOR PROPOSALS

PROPOSAL MUST BE RECEIVED NO LATER THAN: **February 23, 2024**

**AMERICAN VALLEY COMMUNITY SERVICES DISTRICT**

**REQUEST FOR PROPOSALS (RFP)  
ENERGY CONSULTING SERVICES**

**PUBLIC NOTICE IS HEREBY GIVEN** that the AMERICAN VALLEY COMMUNITY SERVICES DISTRICT (the “District”) is soliciting Statements of Qualification and Fee Proposals from qualified energy consulting firms (“Consultant”) to perform an assessment of the electric energy usage at District metered sites as set forth in more detail in Exhibit “A,” attached hereto and incorporated herein, to identify appropriate systems and modalities – including solar photovoltaic installations – to address those facilities electric energy needs, and to evaluate financing mechanisms for the proposed systems including purchase, lease, power purchase agreement, and any other financing approaches that would maximize the electric energy cost-savings to the District.

The District is seeking a Consultant to assist the District in taking the Project from the feasibility stage through design and installation of the Project. The applicant must be legally empowered to undertake and perform all actions in this Request for Proposals (the “RFP”).

The RFP and scope of services will be available at the AMERICAN VALLEY COMMUNITY SERVICES DISTRICT counter, 900 Spanish Creek Road, Quincy, California, online at the District website, [www.americanvalleycsd.com](http://www.americanvalleycsd.com), by fax, or via email by contacting Katie Nunn at [katie@americanvalleycsd.com](mailto:katie@americanvalleycsd.com)

Five (5) copies of the proposal, one copy of the fee proposal, and one CD shall be submitted for consideration in a sealed envelope plainly marked on the outside:

**“SEALED PROPOSAL FOR ENERGY CONSULTING SERVICES– DO  
NOT OPEN WITH REGULAR MAIL”**

Proposals will be received up to the hour of **2:00 p.m. on February 23, 2024**, at 900 Spanish Creek Road, Quincy, CA. 95971, at which time they will be opened and forwarded to the General Manager for review. Notice of Award to the successful Consultant will be forwarded as soon as practical thereafter.

**Dated this 18<sup>th</sup> day of December, 2023, at Quincy California.**

## **AMERICAN VALLEY COMMUNITY SERVICES DISTRICT**

### **REQUEST FOR PROPOSALS (RFP) PROFESSIONAL SERVICES ENERGY CONSULTANT**

#### **PURPOSE**

The purpose of this RFP is to obtain statements of qualification and fee proposals from qualified Consultants to perform an assessment of the energy usage at the District sites identified in Exhibit “A” (the “AVCSD Metered Sites”), identify appropriate systems and modalities – including solar photovoltaic installations, to address the Sites’ energy needs, and to evaluate financing mechanisms for the proposed systems including purchase, lease, power purchase agreement, and any other financing approach that would maximize the electric energy cost-savings to the District (the “Energy Consulting Services”).

From the responses that are submitted to this RFP, the best qualified Consultant that would provide the best value to the District will be selected by the American Valley CSD Board of Directors for a contract to conduct the Energy Consulting Services (the “Energy Consulting Services Contract”). It is likely that the top three firms from whom a proposal is received will also be asked to participate in an oral interview as part of the selection process. It should be explicitly understood that the responding Consultant will be ineligible to submit a proposal or bid on the Project management, equipment procurement construction of any solar photovoltaic, battery storage, or energy efficiency Projects defined or recommended under the Energy Consulting Services Contract.

#### **PROPOSAL FORMAT**

Five copies of the proposal, one copy of the fee proposal, and one CD shall be submitted for consideration. Proposals shall be no more than 13 double-sided pages or 26 single-sided pages in length and shall be 8 ½ x 11 inches in size without ornate covers or binding. Pre-printed glossy colored marketing materials are neither required nor desired. Font size shall be at least 12 point. The CD shall include a digital copy of the proposal in its entirety in PDF format, including the fees. The fee proposal shall be submitted in the same package as the proposal.

## **I. PROJECT BACKGROUND**

The District owns and operates the water and wastewater services for the communities of Quincy and East Quincy, California. The water system consists of eleven (11) wells that are served by Pacific Gas and Electric (“PG&E”). The wastewater system consists of five (5) lift stations that are served by PG&E, one (1) lift station that is served by Plumas Sierra Rural Electric (“PSREC”) and the wastewater treatment plant that is also served by PSREC.

The annual electricity used for the water wells is approximately 446,856 kWh. The annual electricity used for the wastewater treatment plant is approximately 981,754 kWh and the annual usage for the lift stations is approximately 165,818 kWh.

## **II. PROJECT DESCRIPTION**

The American Valley Community Services District is considering the installation of ground-mounted solar photovoltaic panels and possible batteries, intertied to either (or both) electric utilities supplying the District to offset electricity consumption by the District’s metered sites. The District seeks a Consultant to assist it in determining optimized cost effectiveness for infrastructure to reduce electricity costs. We expect this consultant to take the project from feasibility through design and installation.

## **III. SCOPE OF SERVICES**

Submitted proposals should include specific language identifying how the Consultant will provide the following services:

- ❖ The Consultant will be responsible to analyze the past four years of electric utility billing from each of AVCSD’s utility providers as a baseline, to produce a forecast of costs over the next fifteen (15) years.
- ❖ With the District’s assistance, the Consultant will identify the acreage available for infrastructure development, and access for maintenance and repair of renewable infrastructure.
- ❖ The Consultant will contact AVCSD’s two provider utilities to determine their preferences within applicable regulations for an inter-tied PV array, including (in the case of PG&E) whether they would agree to a secondary transmission line’s extension from Gansner Airport to reach District property.
- ❖ The Consultant will determine the optimized monetary value to the District of exporting power to either utility or power split between both utilities over a fifteen (15) year period.

- ❖ The Consultant will recommend an infrastructure development site plan that will ensure year round maintenance vehicle access inside of security fencing. The plan shall include all surface and underground conduits, the inter-tie(s) to the two potential utilities, any safety-related equipment, and proposed maintenance procedure intervals for panel cleaning and weed abatement. The lower edge of any PV panel should not rest closer to the ground than 36”.
- ❖ The Consultant will produce a feasibility report that includes a potential project completion timeline to complete testing and commissioning of the project. The report should conform to industry standards for similar projects of this kind, including what lending institutions might prefer to see.
- ❖ The Consultant will accept responsibility to research all regulatory needs, and various permits required by nearby or distant agencies. Being adjacent to an active airport, there is a natural consideration for pilot distraction and interference with the approach to Gansner Airport’s Runway 24. A 2015 FAA Glare Study which recognized that glare sources at 90 degrees (perpendicular) to a runway create the lowest possible problem for pilots is available by request.

#### **IV. PROPOSAL CONTENT**

Responses to this Request for Proposals shall be organized into six categories as follows:

1. Information on the Consultant – In this section the respondent should address the size of the firm, the number of years in business, the resources available, and the history of the firm with any sub-consultants who are proposed to be used for this Project.
2. Key Personnel – Provide a brief resume for each of the key persons proposed to work on this Project including the length of time they have been employed by your firm. Credentials of corporate executives or firm principals are not necessary or desired unless these individuals will play an active role in the proposed Project. Any proposed sub-consultants should be identified, and their background information should be included.
3. Past Experience – In this section, the respondent should list and describe at least five previous cases in which they have provided energy-consulting services to a public District. These agencies will be used as references. The Projects listed should be as similar in character and nature as possible to what is intended at American Valley CSD.

Please provide the following information for each case in which Consultant has provided energy-consulting services to a public District:

Name

Location  
Nature of Work Performed  
Total Project Costs  
Contact Reference for the Project  
Photographs, brochures, collateral materials, or renderings of the Project  
Name of the public entity(ies) involved.

4. Fee Proposal and Rates – For this section, the respondent should include a current hourly rate schedule for each job classification of personnel that will be used on this Project. Rates shall be fully burdened and inclusive of overhead and profit, if any. Reimbursable costs not included in the hourly personnel rates shall be broken out, specifically identified and priced.
5. Special Considerations – In this section, proposers are requested to include any information that they believe makes them particularly well suited for the subject Project. Of special interest to the District are:
  - Experience working for governmental agencies and school districts;
  - An energy modeling tool of proven accuracy;
  - Knowledge of and/or experience with the applicable utility tariffs and tariff modeling capabilities

6. Non-Collusion Declaration – The respondent must complete, execute and return the attached “Non-Collusion Declaration” with its proposal. If the “Non-Collusion Declaration” is not returned as a part of the proposal, respondent’s proposal may, in the District’s sole discretion, be deemed non-responsive.

## **V. EVALUATION OF THE PROPOSALS**

A subcommittee of District will evaluate the proposals received in response to this RFP. Evaluations will be based on each of the following criteria:

1. Previous relevant firm experience including extensive experience working with public agencies and school districts
2. Qualifications of key personnel
3. Firm history and resources
4. Rates including hourly costs
5. Special considerations
6. Estimated fees and expenses
7. Responsiveness to the proposal

The subcommittee will make a recommendation to the American Valley Community Services District Board. As part of the evaluation process, the respondents may be asked to participate in an oral interview with the evaluating subcommittee.

## **VI. GENERAL INFORMATION**

The Consultant is required to carefully and fully investigate all of the requirements of this RFP. As part of the investigation, if the Consultant wishes to visit or inspect the AVCS Metered Sites, such visit or inspection (other than street visual) must be coordinated by the District.

The Consultant is required to make all arrangements needed to fulfill the terms and preparation of the proposal. By submitting a proposal, the Consultant represents and certifies to the District that such investigation has been completed and that it fully understands the Scope of Services and requirements.

This RFP, its addendums, and answers to requests for information related to the RFP constitute the entire RFP.

The successful Consultant will be required, at its sole expense, to obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses. The District may require proof of such prior to entering into any agreement.

The District will not reimburse respondents to this RFP for any costs involved in the preparation and submission of said proposals.

During this RFP process, firms submitting or considering submitting proposals, and their directors, officers, employees, subconsultants, and subcontractors, are prohibited from communicating about this RFP or the Project with District Board members and Staff. The District reserves the right to disqualify from this RFP process any firm attempting to communicate with District Board members or Staff regarding this RFP or Project. The General Manager shall be the sole contact throughout the RFP process.

The District reserves the right to request any Consultant submitting a proposal to clarify its proposal or to supply additional material deemed necessary to assist in the selection process. All submitted proposals and information included therein or attached thereto shall become public records upon contract award.

The District reserves the right, at its sole discretion, to accept or reject any or all proposals submitted in response to this RFP, to alter the selection process, to waive any defects in any of the proposals or to request further proposals. Neither this request, nor any of the proceedings relating thereto, shall in any way create a binding contract or agreement of any kind between the District and any Consultant submitting a proposal. Selection of a Consultant, if any, is within the sole discretion of the District.

The contract(s) resulting from this solicitation may be awarded to the qualified Consultant whose proposal has been determined by the District to provide the best value and is the most advantageous to the District. The District reserves the right to award a contract to a Consultant other than that of the Consultant that offers the lowest overall cost.

### **PROPOSAL SUBMISSION**

Proposals will be received up to the hour of **2:00 p.m. on February 23, 2024**, at 900 Spanish Creek Road, Quincy, California 95971, at which time they will be opened and forwarded to the General Manager for review. Notice of Award to the successful Consultant will be forwarded as soon as practical thereafter.

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Please direct questions regarding this RFP to American Valley Community Services District, Jim Doohan, General Manager.



## EXHIBIT "A"

### AVCSD ELECTRICAL METERED SITES INFORMATION

#### WATER WELL SITES –

Bellamy Well – PG&E – 78 Meadow Way

High School Well – PG&E – 6 Quincy Junction Road

Coburn / Alder – PG&E –

Sunset – PG&E – 1152 Sunset

Well #1 – PG&E – 1301 Lee Road

Well #2 – PG&E – 179 Rogers Ave.

Well #4 – PG&E – 540 Bell Lane

Well #7 – PG&E – 1293 Industrial Way

Well #8 – PG&E – 425 N. Mill Creek Rd.

Well #9 – PG&E – 1201 Industrial Way

#### LIFT STATION SITES –

Airport Lift Station – PG&E –

Spanish Creek Lift Station – PG&E –

Church Street Lift Station – PG&E –

West Lift Station – PG&E –

East Lift Station – PG&E –

North Lift Station – Plumas Sierra Rural Electric Cooperative

WASTEWATER TREATMENT PLANT:

Spanish Creek Diffuser – Plumas Sierra Rural Electric Cooperative

Clear Stream - Plumas Sierra Rural Electric Cooperative

Spanish Creek Pump / USGS - Plumas Sierra Rural Electric Cooperative

Wastewater Treatment Plant #1 - Plumas Sierra Rural Electric Cooperative

Wastewater Treatment Plant #2 - Plumas Sierra Rural Electric Cooperative

EXHIBIT "B"

This Non-collusion Declaration shall be executed by the respondent and shall be submitted with its proposal.

The undersigned declares:

I am the \_\_\_\_\_ [title] of  
\_\_\_\_\_ [Bidder's name], the party making the  
foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is

true and correct and that this declaration is executed on  
\_\_\_\_\_ [date], at \_\_\_\_\_ [City], \_\_\_\_\_ [State].

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\*\*\* END OF NONCOLLUSION DECLARATION \*\*