



Village of Leipsic, Ohio

Request for Qualifications: Pump Station Microgrid

Issue Date: 6/11/2018
Submission Due: 7/5/2018

Contact Person:
Justin Barnhart
419-943-2009
Justin.barnhart@leipsic.com



I. OVERVIEW

The Village of Leipsic, Ohio will receive sealed Request for Qualifications (RFQ/RFP) from Energy Services Companies (ESCOs) interested in the identification and installation of a comprehensive microgrid solution to power a new pump station being constructed to provide additional pumping capacity. The new pumps will be responsible for pumping water from the Blanchard River, to the existing Leipsic Upground Reservoir, approximately 7 miles to the north. Leipsic's goal is to select a partner that will provide the design, implementation, project management, financing, performance monitoring and verification, and ongoing first party performance guarantee of a microgrid energy solution to power 100% of the pumping station's needs. This project is completely separate from the construction of the pump station, it is focused completely on supplying its energy needs. The selected firm will design and implement a microgrid solution to meet the energy needs of the station based on water consumption projections for the year 2024. Selected firm will be required to coordinate design with Poggemeyer Design Group, based in Bowling Green, Ohio.

Leipsic intends to evaluate and, if deemed appropriate, award a PDA, Project Development Agreement, to the selected firm. This RFQ/RFP is the first step in working towards implementation of a subsequent design; subsequent steps will be completed prior to initiating a contract with Leipsic. Leipsic intends to enter into a multi-year contract with the selected respondent, where energy needs of the pumping station will be re-evaluated and supplemented every 5 calendar years, beginning in 2024.

A. LEIPSIC OBJECTIVES:

The Respondent shall provide Leipsic with the following

- (a) Cost analysis of new pump station on AEP Ohio Power rate tariff.
- (b) Review and presentation of proposed microgrid concept, including a cost per KWH, which includes all fuel costs (including X% cost escalation), construction cost, maintenance, and operating costs for a system to provide sufficient energy to meet the projected water consumption over 25 years (See Appendix A) utilizing one of the proposed 500 HP pumps.
- (c) Ability to integrate a controls system that will allow reservoir levels, microgrid generation, and pumps to be integrated.
- (d) Sample construction schedule for implementation by June 2019
- (e) A guarantee that total program costs, including required services, may be one hundred percent (100%) covered by program energy production and associated cost savings.

This RFQ/RFP requests the services of a qualified firm to provide Leipsic with the means to realize maximum utility savings, including financing without the requirement of upfront capital funds.

The goals of this microgrid project include (but not limited to):

- Cost savings
- Achieve a guarantee for energy production



B. Any firm interested in responding to this RFQ/RFP, or otherwise receiving additional information, must register with Leipsic by emailing Justin Barnhart at justin.barnhart@leipsic.com (the RFQ/RFP contact listed in Section III (D) below) no later than June 27, 2018. All respondents shall provide a valid email address as part of the registration process.

C. NO COST TO LEIPSIC:

ALL RFQ/RFP RESPONSES WILL BE PREPARED AND SUBMITTED AT NO COST TO LEIPSIC.

D. SUBMISSION DATE:

All RFQ/RFP responses must be delivered to Leipsic on or before July 5, 2018 at 4:30pm. Any responses received by Leipsic after that date will not be considered. Responses shall be submitted in writing to the contact person listed in Section III (D) below.

E. QUESTIONS IN WRITING:

All questions regarding this RFQ/RFP shall be submitted in writing to Justin Barnhart (the contact person listed in Section III (D)) by June 28, 2018. Leipsic will reply to all properly submitted questions in writing, and the reply will be sent by email to all firms who have registered with Leipsic pursuant to Section I (B).

II. EXPERIENCE AND QUALIFICATIONS

The following are the minimum qualifications required to respond to this RFQ/RFP:

1. Respondents must employ at least one professional engineer licensed in the State of Ohio from the date of issuance of this RFQ/RFP.
2. Respondents must have completed a comprehensive project of similar size and scope in the last year.
3. Respondents must be a member of a reputable trade organization or similar group providing confirmation of expertise and professionalism.



III. TERMS AND SUBSEQUENT CONTRACT

A. REQUIRED DOCUMENTS:

The following information must be included in the RFQ/RFP response:

1. Certificate of insurance and copy of additional insured endorsement (Leipsic reserves the right to request a certified copy of an insurance policy);
2. Name and State of Ohio Professional Engineer (PE) License number for at least one State of Ohio PE employed by your firm that will have responsibility for this project;
3. The printed name and original signature of an officer or principal of the firm (all signatures must be original) as part of a statement attesting that the Respondent has reviewed and understands the requirements included in this RFQ/RFP document. The same procedure shall apply to the submission of a joint venture, except that the signature and title of an officer or a principal of each member firm of the joint venture shall be required. If an individual other than an officer or principal has been granted signature authority on behalf of the responding firm, the Respondent shall submit a delegation of authority statement with their response.

B. STANDARD CONTRACT INFORMATION:

LEIPSIC RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, THE MERITS AND ADVANTAGES TO LEIPSIC OF EACH SUBMITTAL AS OUTLINED IN SECTIONS III, IV, AND V SHALL BE THE BASIS FOR FINAL SELECTION.

C. LEIPSIC UNDER NO OBLIGATION TO PERFORM:

The issuance of this RFQ/RFP, and any responses thereto, shall in no way create an obligation on behalf of Leipsic to perform. Leipsic shall not be responsible for any costs incurred by Respondents related to the preparation and/or submission of their RFQ/RFP response. Leipsic shall not be responsible for work done, even in good faith, prior to approval of a Project Development Agreement, contract or other like document. The selected Respondent will be required to assume total responsibility of the project. The selected Respondent will be considered the prime contractor and the sole point of contact about all contractual matters.



D. POINT OF CONTACT

As of the date of issuance of this RFQ/RFP, Respondent shall have no direct contact with Leipsic employees other than contact with the individual listed in this section. Respondents that do not follow this requirement shall be considered in breach of the RFQ/RFP requirements and their response will be rejected for lack of compliance to RFQ/RFP requirements. All communications shall be provided in writing to the contact listed in this section and all communications, and resulting Leipsic responses, will be provided to all firms that are properly registered per the requirements of Section I (B) of this RFQ/RFP document. Leipsic's point of contact for all communications from date of RFQ/RFP issuance shall be:

Justin Barnhart
Village Administrator
Justin.barnhart@leipsic.com

IV. SUBMITTAL REQUIREMENTS

A. GENERAL:

Respondent shall submit an original and 2 copies of its written RFQ/RFP response. The sealed RFQ/RFP response shall include a statement signed by an official with the authority to contractually bind the Respondent attesting that the Respondent has reviewed and understands the requirements included in this RFQ/RFP document. The name and title of the individual signing the transmittal should be typed immediately below the signature.

Sealed submissions must be received on or before July 5, 2018 4:30PM. Sealed submissions should be delivered to the following address:

Leipsic Village Hall
Attn: Justin Barnhart
142 East Main Street
Leipsic, Ohio 45856

Submittals should be clearly marked on the package "Request for Qualifications/Proposals: Microgrid". Submissions that are incomplete, do not follow the requested format, or are otherwise contrary to the guidelines of this RFQ/RFP may be rejected as non-responsive.

B. PREPARATION OF SUBMISSIONS:

RFQ/RFP submissions must be complete and correct as to format. Clear and concise submissions are preferred in lieu of elaborate promotional materials. Respondents should address each item, in order, as described in Section V of this RFQ/RFP and clearly reference the respective section being addressed.

Respondents are expected to respond to *all* items in only as much detail as necessary for Leipsic to make an objective evaluation of the RFQ/RFP. Respondents should respond in a concise direct manner to the issues within the RFQ/RFP.



C. PROPRIETARY DATA:

Submissions and any other information submitted in response to this RFQ/RFP shall become the property of Leipsic; however, Respondent may identify any proprietary information that it does not want disclosed to the public and Leipsic will act in good faith to protect it accordingly. Disclosure of any proprietary information by Leipsic shall be in accordance with the laws and regulations regarding disclosure in force in the State of Ohio. These submissions will be considered a public record and all or parts may be released as part of a qualifying public records request.

V. SUBMISSION FORMAT AND CONTENTS

A. GENERAL:

All RFQ/RFP responses must follow the format outlined below. Each submission will be reviewed to determine if it is complete prior to evaluation by the selection committee. Leipsic reserves the right to eliminate from further consideration any response deemed to be substantially or materially nonresponsive. The intent is that all RFQ/RFP's follow the same format in order to evaluate each fairly.

All RFQ/RFP responses shall be submitted in a three-ring binder (or spiral-bound binding) with specific tab sections as listed below:

- Table of Contents
- Executive Summary
- Section I: Background and Qualifications
- Section II: Technical Approach
- Section III : Financial Information
- Section IV : Performance Documents

B. SUBMISSION FORMAT:

- a. **Table of Contents:** The RFQ/RFP response shall include a table of contents properly indicating the section and page numbers of the information included.
- b. **Executive Summary:** Optional. Respondent to provide a summary of key firm qualifications, offerings or approaches as part of this optional Executive Summary. Executive Summary shall be limited to a maximum of five pages.
- c. **Section I: Background and Qualifications:** Section I of the RFQ/RFP response should provide an overview of your firm's organizational philosophy for approaching this project. It shall include the following sections:
 - i. **Firm Profile:** Provide general information on your firm, including the firm's name, business address, local telephone number, officers and/or contact person(s) for the project, the year the firm was founded, a description of the type of products and/or



services offered by the firm, and former firm names (if any). If your firm is a wholly owned subsidiary of any other firm or corporation, or has substantial ties or an affiliation with another firm or entity, that should be listed as well.

- ii. **Team Information:** Provide an organizational chart for the project identifying the employees and/or agents who would be working on Leipsic's microgrid PV project, including each team member's name, job title, and training. A one-page resume including education, experience, and any other pertinent information should be included for each member of your firm's project team.
- iii. **References:** Provide a minimum of three references for projects of similar size, scope, and complexity. Each reference shall describe the services provided, project cost, and cost savings benefit to the client.

d. **Section II: Technical Approach:**

- i. **Project Management:** Briefly describe your project management philosophy. Include any specific responsibilities, lines of communication, authority of your firm's management team to control projects, typical procedures for identifying problems and preventing schedule setbacks and cost overruns. Include a sample timeline showing the necessary activities and schedules for development and implementation of the project.
- ii. **Microgrid Projections:** Your submission must describe your approach to projecting and guaranteeing energy production of the microgrid to meet pumping needs.
- iii. **Cost Savings Projections:** Your submission must describe your approach to projecting cost savings, such as associated utility savings and cost avoidance.
- iv. **Microgrid Experience:** Respondent must describe experience designing, facilitating financing, and implementing microgrids.
- v. **Service and Training:** Describe your approach to energy guarantee tracking and notification, operations and maintenance, including your capabilities procedures for handling emergencies and monitoring capabilities. Provide detailed information on training programs available to Leipsic staff.

e. **Section III: Financial Approach:**

- i. **Financing Approach:** The Respondent shall develop and implement a microgrid program for Leipsic. Describe the financing mechanisms, including sources and types of financing, that your firm can provide, to enable the financing of the microgrid project. Proposed financing shall allow early payment of any loan by Leipsic if desired. Leipsic will consider different financing approaches that provide low effective costs and that do not reduce the Leipsic's bonding ability. Clearly identify advantages, disadvantages and relative costs associated with each financing method proposed.
- ii. **The Respondent shall provide Leipsic microgrid project-related services including:** (a) review of electric utility data; (b) review of designs and subsequent installation of microgrid equipment and systems; (c) monitoring of energy production; (d) financing for the project; and (e) a written energy guarantee that total program costs, including



required services, may be one hundred percent (100%) covered by microgrid energy production value.

- iii. **Financial History of Respondent's Firm:** Provide a copy of your most recent annual report and a copy of your current balance sheet. Publicly held firms should include a copy of their annual report. Provide your federal tax ID number. Provide financial statements on firm's parent company, if applicable. Include any additional information pertaining to the financial soundness of the firm.

f. **Section IV: Performance Documents:**

- i. **Project Development Agreement (PDA):** Provide a copy of a sample project development agreement.

g. **Appendix (Appendices and Supporting Information)**

- i. **Supporting Data:** All respondents are encouraged to organize any extended descriptions of their qualifications, experience, or other lengthy documents germane to this RFQ/RFP in the Appendix of their response. All items listed in Section III (A) of this RFQ/RFP shall be included in the Appendix. If items requested in Section II (A) are provided in the individual sections of your response, then their location in your response shall be clearly indicated in the Appendix.

VI. EVALUATION AND SELECTION

A. INITIAL EVALUATION:

Each RFQ/RFP response will be reviewed for completeness and adherence to the required format. Each RFQ/RFP response should be prepared simply and economically, providing a straightforward, concise description of Respondent's ability to meet the requirements of the RFQ/RFP. Emphasis shall be on completeness and clarity of content.



APPENDIX A – Projected Water Usage

Year #	Calendar Year	Estimated Annual Water Usage (Gallons)	Average Gallons / Day Water Usage
1	2019	235,253,583	644,530
2	2020	252,309,469	691,259
3	2021	266,773,867	730,887
4	2022	274,932,177	753,239
5	2023	276,571,968	757,731
6	2024	282,355,482	773,577
7	2025	288,893,090	791,488
8	2026	293,996,071	805,469
9	2027	299,572,433	820,746
10	2028	300,245,215	822,590
11	2029	300,920,949	824,441
12	2030	301,599,648	826,300
13	2031	302,281,328	828,168
14	2032	302,966,003	830,044
15	2033	303,653,688	831,928
16	2034	304,344,398	833,820
17	2035	305,038,148	835,721
18	2036	305,734,953	837,630
19	2037	306,434,827	839,547
20	2038	307,137,787	841,473
21	2039	307,843,846	843,408
22	2040	308,553,021	845,351
23	2041	309,265,327	847,302
24	2042	309,980,780	849,262
25	2043	310,699,394	851,231



Appendix B—Power Loads As Designed

Leipsic/Gilboa Raw Water Pump Station Pump Station NEW SERVICE LOAD CALCULATION - 695100-00006									
								Motor	0.65
								Lighting	0.85
DATE: 11-Jun-18									
ITEM	DESCRIPTION	VOLTAGE	HP	KVA Rating	FLA amps	FLA RUNNING amps	OPERATING LOAD amps	OPERATING KVA	
MCC1 for PTO-TEC COATING, Leipsic, OH									
1	Unit Heater	480		5.6	6.7	4.4	4.4	3.6	
2	10MGD Raw Sewage Pump #1	480	500		600.0	390.0	390.0	324.2	
3	10MGD Raw Sewage Pump #2	480	500		600.0	390.0	390.0	324.2	
4	5MGD Raw Sewage Pump #3	480	100		124.0	105.4		0.0	
5	Fire Hydrant Pump	480	30		40.0	26.0	26.0	21.6	
6	Screen Drive Mech.	480	0.75		1.4	0.9	0.9	0.8	
7	Washing Compactor	480	3		4.8	3.1	3.1	2.6	
8						0.0	0.0	0.0	
9						0.0	0.0	0.0	
10	Lighting Transformer	480		15.0	20.0	17.0	17.0	14.1	
11									
12	Total Loads				1396.9	936.8	831.4	691.2	
13									

*****This table is the as designed power needs. A successful proposal will use these numbers or may recommend minimal design changes to make a system more economical.**