

Request for Proposals For Renewable Energy Resources

Town of Bow, New Hampshire
SAU 67, Bow & Dunbarton
Baker Free Library, Bow, NH

Issued: September 8, 2023

RFP due by 4:00pm, October 16, 2023

Submit via <http://Bow2023.accionpower.com>

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Section 1.0 General Information

In order to reduce reliance on fossil fuels and lower electricity usage costs, the Town of Bow (Town), the Bow School District (School District), and the Baker Free Library (Library) (collectively herein abbreviated “TSL”), are soliciting competitive proposals for the procurement of a renewable energy project on one or more properties owned by the Town, School District and/or Library. TSL has commissioned the Bow Energy Committee (the Committee) to develop this Request for Proposals (RFP), evaluate RFP responses, and make recommendations to the Town, School District, and/or Library.

The Committee has identified several publicly-owned properties which may be candidates for development of a renewable energy project. These properties are listed below and described more fully in Appendices B-I. Proposals will be reviewed and assessed by the Committee, which will provide recommendations; however, final decision and approval will be made by the Bow Select Board, Library Board of Trustees, or Bow School Board as applicable.

Candidate Public Properties:

Town Properties (Bow Select Board)

- Former Landfill on Falcon Way
- Municipal Building, 10 Grandview Road
- Bow Recreation Center, 21 Bow Center Road
- Allen Road Gravel Pit (Inactive Section)

Bow School District (Bow School Board)

- Bow Elementary School, 22 Bow Center Road
- Bow Memorial School, 20 Bow Center Road
- Bow High School, 55 Falcon Way

Baker Free Library (Board of Trustees)

- Baker Free Library, 509 South Street

RFP responses may propose development of a renewable energy project at one or more of these properties. For proposals designed to meet some or all of TSL’s electricity consumption, Appendix A provides electricity usage for the 2021-2022 fiscal year.

The Committee requests that proposals clearly state the economic benefits offered to TSL by the proposed project(s), including but not limited to net metering, power purchase agreement (PPA), lease payments, incentive programs, renewable energy credits or grants available, such as for direct purchase of a project.

Details for submitting proposals are provided on the RFP website:

<http://Bow2023.accionpower.com>. In addition to the information specifically required under this RFP, the website form provides entities responding to this RFP (Proposers) the opportunity for submission of supplemental information that the submitting entity believes will assist TSL in the evaluation process.

All communication, including questions and clarifications, as well as submission of final proposals shall be made exclusively through the referenced RFP website. **Any direct contact or communication with TSL employees, elected officials or representatives regarding this RFP will be grounds for disqualification.**

Section 2.0 Submittal Instructions

All proposals shall be received via the RFP website (<http://Bow2023.accionpower.com>) by end of business day (4:00 PM) on the RFP closing date.

2.1 RFP Schedule

RFP Issue Date: Friday, September 8, 2023

Proposer Teleconference: 10:00 AM on Wednesday, September 20, 2023

Site Visit: 9:00 AM on Tuesday, September 26, 2023

Proposal Closing Date: 4:00 PM on Monday, October 16, 2023

TSL reserves the right to revise the proposal schedule at any time.

2.2 Communications

The RFP website provides a Q&A page, which provides a forum for any RFP related questions and respective answers. The Q&A pages, including all questions and answers, are accessible to all registered users. A confidential Message Board is also available for Proposer-specific inquiries that are proprietary or otherwise should not be shared with other developers. The Committee will determine if a message posted on the confidential Message Board should more appropriately be answered on the Q&A page or the confidential Message Board and will act accordingly at their discretion. **Any direct contact or communication with TSL employees, elected officials or representatives regarding this RFP will be grounds for disqualification.**

2.3 Submission Requirements

At the submittal deadline, each Proposer is presumed to have read and be thoroughly familiar with all RFP and contract related documents and all requirements as applicable. Failure or omission of the Proposer to receive or examine any information concerning this RFP shall in no way relieve any Proposer from obligations with respect to their proposals.

With the proposal the Proposer shall provide a prospective Agreement for consideration by TSL, e.g., Power Purchase Agreement, Asset Purchase and Sale Agreement, or Lease Agreement. TSL will support achieving siting authority and local permitting.

TSL will not reimburse Proposers for expenses incurred through the RFP process under any circumstances, regardless of whether the RFP process proceeds to a successful conclusion or is abandoned.

Section 3.0 Scope of Work

3.1 Technology and System Description

The Proposer may submit proposals for the following technologies:

- Solar photovoltaic
- Solar photovoltaic with storage
- Standalone storage
- Other technologies.

The renewable energy technology proposed shall be at the discretion of the Proposer as identified in the RFP proposal form. Acceptable technologies are listed on the RFP website (<http://Bow2023.accionpower.com>). Each proposal shall describe all warranties that come with the proposed products.

Proposals shall provide a detailed description of the proposed system and its expected performance. This description shall include a site plan, 8760 production profile, and further information as relevant or as required on the proposal form.

3.2 Additional Requirements for Solar Proposals

Solar proposals shall include a means for monitoring solar production as well as a plan for decommissioning the system and recycling panels at the end of its useful life. For roof-mounted solar arrays, the successful Proposer shall be responsible for providing a structural analysis by a New Hampshire licensed engineer.

3.3 Financing Structure

Each proposal may provide the following options with respect to financing structure:

- Outright purchase of the system by the Town, School District, or Library as applicable;
- A PPA utilizing a third party to finance, own, and operate energy generators, providing the applicable TSL entity with the option to purchase the system outright in the future.
- A property leasing agreement for siting of an appropriate project.

For PPAs, TSL prefers a term period of 20 years at a fixed (levelized) price, with the option for additional five-year increments beyond the 20-year term. Proposers are encouraged to offer a buyout option giving TSL the option to acquire all or part of the renewable generation facility. In this case, please propose the shortest time frame possible that makes economic sense for purchasing the energy generators from the investor.

For the outright purchase approach, the proposal shall also describe what activities and associated costs can be expected for annual maintenance.

3.4 Energy Pricing

The RFP proposal form provides for the proposal to be structured on a cost per kWh, levelized price for the entire term of the proposal.

Pricing shall include all capital costs, fixed and variable O&M costs, delivery costs, and any other costs associated with delivering the full energy output of the renewable generation facility via delivery point(s) specified by the Proposer. The renewable facility developer will be responsible for all interconnection and land preparation costs, including meeting all zoning and permitting requirements, and the removal of all project materials and site restoration at the end of the contract period.

Each proposal shall present all financial incentives currently available from the federal government, State of New Hampshire, utilities, and others that TSL is eligible for and the Proposer will pursue.

3.5 Energy Delivery

The proposal shall identify the proposed delivery point and means.

Section 4.0 Proposer Qualifications

4.1 Experience

Proposers are required to have experience within the prior five (5) years constructing a project of the same technology, and the same or larger size, as the proposed technology. Experience in New England is desired. Proposer shall list projects of similar size and type along with at least three references.

4.2 Financial Viability

Proposers are required to provide information to allow TSL to evaluate the financial viability of the Proposer and any entity (or entities) providing credit assurances on behalf of the Proposer (if applicable). The Proposer will be required to provide a reasonable demonstration of its ability to finance the proposed project and a sound financial plan identifying the proposed sources for debt and equity and evidence that the project is financeable. The Proposer is required to provide evidence of credit worthiness.

Section 5.0 Evaluation Criteria

TSL is primarily interested in proposals that are expected to provide a cost benefit to TSL. Evaluation criteria shall include but are not limited to:

- Cost effectiveness of the project(s);
- Enhancement of the TSL's energy resiliency and sustainability efforts;
- Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region;
- Available resources to complete the project(s) in a timely manner;
- Completeness and conciseness of the information provided.

Section 6.0 Selection of Proposals

TSL reserves the right to accept any proposal or any part of proposals, to reject any, all, or any part of proposals, to waive any non-material deficiencies or irregularities in the bidding process,

and to award the proposal(s) deemed to be in the best interests of the TSL. The authority to select a proposal for contracting resides with each of the entities that owns the identified sites.

The Board of Trustees of the Library, at its discretion, shall select any and all successful Proposal(s) with respect to properties owned by the Library. The Bow School Board, at its discretion, shall select any and all successful Proposal(s) with respect to properties owned by the Schools. The Select Board of the Town of Bow, at its discretion, shall select any and all successful Proposal(s) with respect to properties owned by the Town.

The Committee expects, without firm commitment, that decisions and approvals by the appropriate TSL entities may be made within two months after the proposals are received. The timeline of approval by each of the appropriate TSL entities will be posted on the proposal website: (<http://Bow2023.accionpower.com>)

Section 7.0 Insurance Requirements

The awarded Proposer shall provide a current Certificate of Insurance to the appropriate TSL entity PRIOR to commencement of work, with the following types and levels of coverage:

- **General Liability:** \$5 Million per incident/ \$10 Million total
- **Automobile and Equipment:** \$1 Million per incident/ \$2 Million total
- **Pollution Liability (Ground Mount)** \$5 Million per incident/\$25 Million total
- **Pollution Liability (Not Ground Mount)** \$1 Million per incident/\$2 Million total
- **Property Damage:** \$1 Million per incident/ \$2 Million total
- **Excess Umbrella Liability:** \$4 Million per incident/\$4 Million total
- **Worker's Compensation:** as required by New Hampshire State law.

The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

The Town of Bow, 10 Grandview Road, Bow, NH 03304 is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance with respect to Town or Library properties.

The Bow School District SAU 67, 55 Falcon Way, Bow, NH 03304 is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance with respect to School properties.

Section 8.0 Proposal and Performance Bonds

Prior to the award of the contract, the Proposer shall furnish a Proposal Bond or cash bond equal to at least **100% of the total contract price**. Prior to the execution of the contract, the Proposer shall furnish a Performance Bond or cash bond equal to at least **100% of the total contract price** as security for TSL.

Section 9.0 Tax Exemptions

TSL entities are exempt from Federal Excise Taxes. Proposers shall avail themselves of these exemptions.

The successful Proposer(s) shall supply TSL with a W-9 form as part of the project contract.

Section 10.0 Environmental Compliance

Any and all successful Proposer(s) shall comply with the following environmental requirements:

- Successful Proposer(s) shall obtain, and shall provide to the Committee and to the Bow Conservation Commission in a timely manner, a Natural Heritage Bureau ("NHB") DataCheck report with respect to any and each of the Proposer's successful proposal site(s). NHB DataCheck reports may be obtained by following the instructions provided at the following website: <https://www4.des.state.nh.us/nhb-datacheck/>.
- Successful Proposer(s) shall obtain, and shall provide to the Committee and to the Bow Conservation Commission in a timely manner, an NHDES Alteration of Terrain ("AoT") permit as required by NHDES and/or the Bow Conservation Committee with respect to any and each of the Proposer's successfully proposed project site(s). Instructions and forms for obtaining an NHDES AoT Permit may be found at the following website: <https://onlineforms.nh.gov/Home/55956b88-c5c4-48cb-9d02-a4fd5c7011a3>
- In submitting a proposal, Proposer warrants that Proposer, Installer, Operator and/or Generator, as applicable, will fully comply with all applicable federal, state, or local environmental regulations and/or requirements, including obtaining or renewing all applicable state and federal environmental permits, during the full term of Proposer's agreement(s) with TSL.
- In submitting a proposal, Proposer warrants that Proposer, Installer, Operator and/or Generator, as applicable, will promptly notify TSL and the Bow Conservation Committee in writing of any material change in the status of Proposer, Installer, Operator and/or Generator's environmental compliance at any time during the full term of Proposer's agreement(s) with TSL.
- In submitting a proposal, Proposer warrants that Proposer, Installer, Operator and/or Generator, as applicable, will avoid environmental impacts if possible, and will mitigate unavoidable environmental impacts as required under federal, state, or local regulations for the full term of Proposer's agreement(s) with TSL.

Section 11.0 Construction Requirements

The selected Proposer(s) for each project shall ensure work proceeds according to the requirements in this section and in other applicable sections. In submitting a proposal, the Proposer warrants that any and all construction and/or installation shall comply with Federal, State and local regulations, and shall be performed by licensed electricians or by otherwise qualified personnel.

Section 11.1 Materials

The installer of any successful proposal(s) shall provide to the appropriate TSL entity product specifications and photographs of all materials to be used for approval prior to beginning of

work. All materials shall be installed by following the manufacturer's installation specifications and applicable codes and standards.

Section 11.2 Site Provisions and Maintenance

The successful Proposer(s) shall maintain a clean and safe job site. The successful Proposer(s) shall be responsible for porta-potties and dumpster if required. At the conclusion of the work, it shall be the responsibility of the successful Proposer(s) to clean and remove all waste, rubbish, and other debris created by the work, and to leave the work site in a condition acceptable to TSL.

The successful Proposer(s) shall be responsible for all required permits and applications for such. Permits issued from the Town of Bow shall be at no cost.

Section 12.0 Required In Service Date

TSL expects that the required in-service date for any and all successful Proposal(s) selected by any TSL entity shall be no later than December 31, 2025.

Section 13.0 Reservation of Rights

TSL reserves the right at any time, in its sole discretion, to abandon the RFP process, to change the basis for evaluation of proposals, to terminate further participation in this process by any party, to accept any proposal, to enter into any definitive agreement with respect thereto, to evaluate the qualifications of any Proposer(s) or the terms and conditions of any proposal, and to reject any and all proposals, all without notice and without assigning any reasons and without liability to TSL or representatives to any Proposer(s). TSL shall have no obligation to consider any proposal. TSL will not reimburse Proposer(s) for expenses incurred through the RFP process under any circumstances, regardless of whether the RFP process proceeds to a successful conclusion or is abandoned.

APPENDIX A ELECTRICITY USAGE

Municipal Electricity Use

Location	Current Supplier	12-month Annual kWh (July 2021 - June 2022)
Municipal Building	Constellation	58,203
Recreation Center ¹	Unitil	44,325 (Oct'21-Sep'22)
Department of Public Works	Constellation	115,800
Safety Center ²	Unitil	-14,240
Old Town Hall	Constellation	838
Approximate Sum of Other Municipal Accounts	Unitil and Constellation	158,510
TOTAL		443,296

Notes:

¹ The time period for the Bow Recreation Center was shifted to October 2021 - September 2022 because full 12-month data are not available prior to the building being purchased in summer 2021.

² The Safety Center already has solar panels on site that fully cover (and slightly exceed) the usage of that building; the value presented in this table represents the net electricity usage.

Library Electricity Use

Location	Current Supplier	12-month Annual kWh (July 2021 - June 2022)
Baker Free Library	Unitil	79,860

School Electricity Use

Location	Current Supplier	12-month Annual kWh (July 2021 - June 2022)
Elementary and Memorial Schools ¹	Direct Energy	1,198,050
High School	Direct Energy	999,698
TOTAL		2,197,748

Notes:

¹ The Elementary and Memorial Schools are separate buildings, but on the same electricity account.

APPENDIX B
SITE INFORMATION
Closed Landfill on Falcon Way

General Description: This is a closed municipal solid waste landfill facility, formally operated by the Town of Bow. The site is located on Town property near the entrance to the Bow High School facility. The Landfill is an unlined facility which was closed and capped through New Hampshire Department of Environmental Services (NHDES) approval process in approximately 1998. The engineered final cover system consists of a 6-inch vegetative cover and 18-inch depth drainage layer overlying a geo-net and 40-mil high density polyethylene (HDPE) liner encapsulating the solid waste landfill. The Landfill has engineered surface features such as stormwater management structures including terraces, swales and letdown structures as well as gas vents which penetrate the cover system into waste. Permanent environmental monitoring structures such as ground water monitoring wells and soil-gas monitoring probes are additionally located at the site property outside the landfill and final cover system footprint. The landfill site, including environmental monitoring structures, are maintained by the Town, including regular final cover maintenance such as mowing and repair of erosion and cover stability.

Address: Falcon Way

GPS Coordinates: [43.154352, -71.543336](#)

Available Acreage: Approx. 6 acres

Orientation: Primarily slopes toward the north east (north east facing)



APPENDIX C
SITE INFORMATION
Municipal Building (Town Hall)

General Description: The Municipal Building, built in 1900, houses several town offices and meeting rooms. One side of the roof is south facing, though its roof segments are irregular in shape and size. There are also east and west facing sections. Ground-mounted solar arrays may be considered at a later date, but are not a possibility at this time due to planned reconstruction of the parking areas.

Address: 10 Grandview Rd

Roof Square Footage: 8900

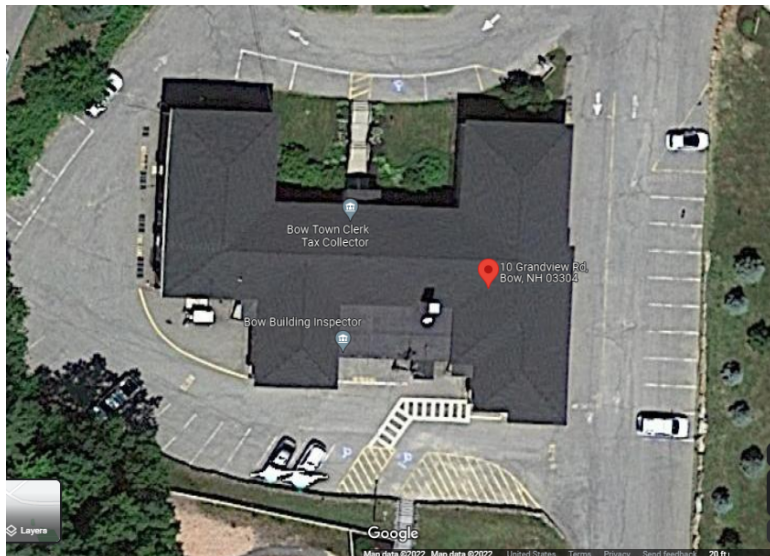
of Stories: 1

Age of Roof: 2016

Slope of Roof: 6/12

Power Supply: Single Phase

Other Structural Details: Wood frame with asphalt shingle roof



APPENDIX D
SITE INFORMATION
Bow Recreation Center

General Description: The Bow Recreation Center, built in 2008, is the home of Celebrating Children Preschool and used for several other activities, including after school programs. It has a fairly new roof with high east and west facing roofs that experience little to no shading. The parking lot that may offer an opportunity for carports. Due to other uses, the grassy areas would not be suitable options for ground-mounted arrays at this time.

Address: 21 Bow Center Rd

Roof Square Footage: 4800

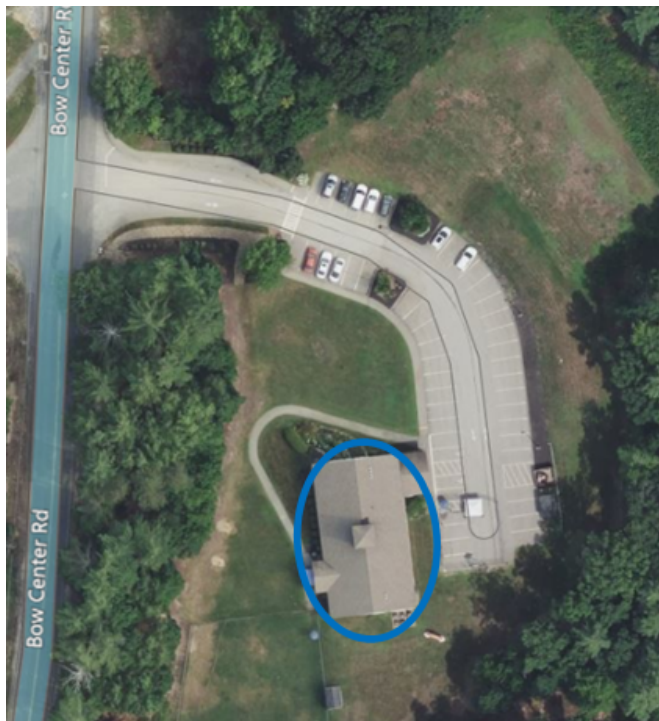
of Stories: 2

Age of Roof: 2008

Slope of Roof: 6/12

Power Supply: Single Phase

Other Structural Details: Wood Frame with asphalt shingle roof



APPENDIX E
SITE INFORMATION
Allen Road Gravel Pit (Inactive Section)

General Description: An inactive section of the Gravel Pit on Allen Road may be suitable for a renewable energy project. The section of interest lies southeast of Eversource overhead transmission lines and is adjacent to active portions of the gravel pit as well as conservation land. It consists of flat, open land bordered by sloped embankments on the eastern and southern edges. Some shrubs and trees are growing on the western side. Part of the area (the southwestern portion) is classified as Town Conservation Land and thus subject to restrictions on construction and use; a survey of the property will be required to determine the exact boundaries of the conservation easement. The size of the area usable for renewable energy installation depends on how close its boundaries are drawn to the transmission lines, whether it includes the vegetated section, and whether the available portion is restricted according to its conservation status.

Address: 45 Allen Road

Lot Numbers: 33-2-53-E, ID# 3130; 39-2-69, ID# 3182

Available Acreage: 1-5 acres

Orientation: Flat



APPENDIX F
SITE INFORMATION
Baker Free Library

General Description: The Baker Free Library was built in the early 1900's. In 1967, an addition was completed. In 1999, the first floor of the 1967 addition was demolished to make way for the current addition and renovation of the original building. The Library's square footage expanded by 5,200 square feet for a total of 9,333 square feet.

Address: 509 South St

Roof Square Footage: 3035 (flat portion)

of Stories: 1

Age of Roof:

Slope of Roof:

Power Supply: Unknown

Other Structural Details:



APPENDIX G
SITE INFORMATION
Bow Elementary School

General Description: The Bow Elementary School was originally constructed in 1979 and significantly increased with an addition in 1991. It has a flat, membrane rubber roof that was installed in the summer of 2022 and has a 30-year warranty.

Address: 22 Bow Center Rd

Roof Square Footage: 41,747

of Stories: 2

Age of Roof: 2022

Slope of Roof: Flat

Power Supply: Three Phase

Other Structural Details: Rubberized, not ballasted



APPENDIX H
SITE INFORMATION
Bow Memorial School

General Description: Bow Memorial School was originally constructed in 1964 and has had additions in 1970 and 2003. It is a flat, rubber membrane roof that was completely removed and installed in 2006. The roof originally was ballasted. The roof has a 35-year warranty.

Address: 20 Bow Center Rd

Roof Square Footage: 83,410

of Stories: 1

Age of Roof: 2006

Slope of Roof: Flat

Power Supply: Three Phase

Other Structural Details: Rubberized, not ballasted



APPENDIX I
SITE INFORMATION
Bow High School

General Description: Bow High School was opened in 1997. It has a flat rubber membrane roof with the exception of the BHS gym which is a hoop roof. The roof is out of warranty.

Address: 55 Falcon Way

Roof Square Footage: 54,785 (main building, excludes gymnasium)

of Stories: 2

Age of Roof: 1997

Slope of Roof: Flat, except for gymnasium

Power Supply: Three Phase

Other Structural Details: Rubberized, not ballasted

