

# NOTICE OF REQUEST FOR INFORMATION PERTAINING TO THE DEVELOPMENT AND ADMINISTRATION OF A LONG-TERM POWER PURCHASE AGREEMENT FOR THE DESIGN, INSTALLATION, AND MAINTENANCE OF SOLAR PHOTOVOLTAIC SYSTEMS ON THE ROOFTOPS OF CITY-OWNED BUILDINGS

**PIN 856100000349**  
**September 10, 2009**

The City of New York's Department of Citywide Administrative Services ("DCAS") is issuing this Request for Information (RFI) seeking information from the solar industry to assist the agency in its development of a Request for Proposals (RFP) for a Long-Term Power Purchase Agreement for Design, Installation, and Maintenance services for two (2) Megawatts of Rooftop Solar Photovoltaic Installations on City-owned buildings.

## **1. Background Information**

On Earth Day 2007, Mayor Michael Bloomberg released, PlaNYC: A Greener, Greater NYC, New York City's long-term sustainability plan. This roadmap outlines 127 initiatives to improve quality of life in New York City while supporting its environmental and economic vitality. Promoting renewable energy is a critical component to PlaNYC and will help achieve the following goals:

- Providing cleaner, more reliable power to all New Yorkers
- Achieving the cleanest air quality of any large city
- Reducing City operations' greenhouse gas emissions by 30% by 2017

The City of New York ("City") has supported renewable energy projects in a multitude of ways including:

- Solar installations at public schools
- Fuel cells run on anaerobic digester gas at wastewater treatment plants
- A procurement of 13 MW of wind energy via the New York Power Authority
- And, most pertinently, issued an RFP for third-parties to own, operate and maintain solar systems achieving 2 MW of generation capacity, on select City buildings, to double New York City's solar capacity. No contract was awarded from this RFP and for this reason we are issuing this RFI to gather information so the next version of the Solar RFP better meets the interests of the City and proposers.

## **2. Purpose of the RFI**

DCAS, on behalf of the City, seeks information from firms with experience in implementing solar energy projects, as well as other knowledgeable parties, to aid the City in improving and refining the next RFP, which is expected to be released in December 2009. Specifically, the City seeks to gather information on the nature of feasible and economical solar energy projects so as to release a strong and balance RFP that will result in a contract award that is acceptable to both the City and the chosen proposer.

## **3. Contents of Submission**

The City is most interested in learning about ways to improve upon the original Solar RFP, released in April 2008. We have identified different topic areas on which we would like to receive information. The items below are meant to provide an indication of the type of information we are seeking. However, we welcome further explanation, where relevant, and in a succinct manner.

### 3.1 Respondent's Information

3.1.1 Provide contact information, including, the legal name of your firm or entity, business address, name of contact, telephone, email address and website address.

3.1.2 Are you a solar installer, a manufacturer, a project financier, or other?

### 3.2 Project Logistics

3.2.1 What would be a more appropriate goal: installed capacity (kW) or expected output (kWh)?

3.2.2 Describe your preferred contract length of a long-term Power Purchase Agreement (PPA) and its pros and cons. (e.g. 10-year agreement versus 20-year agreement)

3.2.3 Describe any regulatory/legislative/code issues that would affect the project, and how so.

3.2.4 Describe any interconnection and distribution issues anticipated for the project? How can these issues be resolved?

3.2.5 Has your firm ever entered into a Power Purchase Agreement (PPA)? If so, where (City, State)?

### 3.3 Site Selection and Information

3.3.1 Describe any and all necessary site criteria and conditions to include in the Solar RFP (e.g. asbestos and lead testing, structural engineering analyses.)

3.3.2 Describe characteristics of a building that make it optimal for rooftop solar PV.

3.3.3 Describe any 'fatal flaws', aside from shading, that would make a site unfit for rooftop solar PV (e.g. height, building type, security, roof type, roof condition, inadequate available roof area, etc.) Examples are welcome.

3.3.4 Describe other concerns of a solar site related to insurance, risk of vandalism, its operations and security, etc.

3.3.5 Describe what information is crucial to gather during a site visit, if available.

### 3.4 Costs and Funding

3.4.1 What existing local, state, and federal incentives could be utilized to help make the project more economical?

3.4.2 Has your firm ever dealt with Renewable Energy Credits (RECs)? If so, where (City, State)?

3.4.3 Please describe any ways that the City could serve to help improve project economics.

3.4.4. Would upfront capital payments from the City have an impact on long term cost?

3.4.5 Describe any methods the city might use to mitigate risk so that the resulting project is in the best interest of the City and contractor.

3.4.6 Has your firm ever worked with tax-preferred public-private bond financing? If so, has your firm used it to finance a renewable energy project?

3.4.6 How does the current financial climate affect the project, and how so?

### 3.5 Additional Information

3.5.1 Describe any other issues not addressed above that are pertinent to the project.

## **4. Submission and Deadline**

Respondents are requested to send written information (exclusive of pricing information) by mail, fax or e-mail to the Agency contact, as follows:

**The Department of Citywide Administrative Services**  
**1 Centre Street, 18th Floor North**  
**New York, NY 10007**  
**Attention: Corrine Campbell, Agency Chief Contracting Officer**  
**FAX #: 212-313-3142**  
**E-Mail: [ccampbell@dcas.nyc.gov](mailto:ccampbell@dcas.nyc.gov)**  
**Responses must be received no later than September 25, 2009.**

## **PLEASE NOTE:**

(1) THIS REQUEST IS FOR INFORMATIONAL PURPOSES ONLY, AND A CONTRACT AWARD WILL NOT RESULT FROM THE RESPONSES RECEIVED TO THIS RFI.

(2) THE AGENCY WILL NOT REIMBURSE ANY INTERESTED PARTY FOR COSTS INCURRED IN THE PREPARATION OF A RESPONSE, RELATED DISCUSSIONS OR PRESENTATIONS IN CONNECTION WITH THIS RFI.