

# **TOWN OF CLIFTON PARK**



**One Town Hall Plaza  
Clifton Park, NY 12065  
518-371-6651**

## **REQUEST FOR PROPOSAL**

**“Community Solar/Community Distributed  
Generation/VDER Credits ”**

**PROPOSALS DUE:  
February 11, 2022 5:00PM**

## NOTICE TO RESPONDING ENTITIES

The Town of Clifton Park is soliciting proposals to receive community distributed generation/solar VDER credits from an off-site solar PV system under the Value of Distributed Energy Resources (VDER) program, against the Town's National Grid accounts which are eligible for the program.

The Town of Clifton Park currently leases space atop its capped landfill for a solar energy project, and received net metering credits against some of the largest electricity accounts through National Grid. However, The Town spent \$ 161,600 on some 68 National Grid accounts which do not currently receive such credits, and which we seek to offset with VDER credits.

Provided herewith are twelve recent months of usage and spending activity across some 70 National Grid Accounts we believe remain eligible for credits under the program. If you did not receive that usage and spending data, contact us as outlined below.

***List of Electricity Accounts. Twelve recent months of utility billings on eligible accounts are appended to this RFP and are available from the Town through Matt Andrus at [mandrus@cliftonpark.org](mailto:mandrus@cliftonpark.org).***

Responses will be received up to February 11, 2022, at 5:00 P.M via Email to Teresa Brobston at [tbrobston@cliftonpark.org](mailto:tbrobston@cliftonpark.org). Responses should be addressed to THE TOWN OF CLIFTON PARK and should reference "Clifton Park Community Solar RFP" in the subject line.

This RFP may be obtained from Matt Andrus via email at [mandrus@cliftonpark.org](mailto:mandrus@cliftonpark.org) or at [www.cliftonpark.org](http://www.cliftonpark.org), click on "Government" and then "Request for Bids and Proposals" in the dropdown menu. The Town reserves the right to waive any informality or to reject any or all proposals.

Bids shall be accompanied by the following cover sheet

# PROPOSAL

COMMODITY -  
**COMMUNITY SOLAR**

REQUEST FOR PROPOSAL NAME- Clifton Park Community Solar RFP

CONTRACT PERIOD  
AS SPECIFIED HEREIN

SPECIFICATION REFERENCE  
AS INCORPORATED HEREIN

RESPONSES DUE February 11, 2022 5:00PM

## PREPARE YOUR BID FORM USING THE BELOW FIELDS

<b>Proposing entity's Name:</b>
Address:
e-mail: (required)
Proposing entity's Signature:
Official Title:
Printed or Typed Copy of Signature
Telephone No.

By RESPONDING TO THIS PROPOSAL each person signing on behalf of any responding proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that to the best of knowledge and belief:

- The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposing entity and will not knowingly be disclosed by any responding entity prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- No attempt has been made or will be made by any proposing entity to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

By:   x    
Print Name:  
Title:

Date: \_\_\_\_\_

  x    
Print Name:  
Title:

Date: \_\_\_\_\_

**TOWN/CITY OF CLIFTON PARK  
COMMUNITY SOLAR**

NOTICE IS HEREBY GIVEN that the Town of Clifton Park invites PROPOSALS for SUBSCRIPTIONS FOR COMMUNITY SOLAR for New York State Value of Distributed Energy Resources, for a multi-year period, to be determined through the proposal and responses.

**QUESTIONS**

Questions must be submitted in writing to Mr. Andrus at [mandrus@cliftonpark.org](mailto:mandrus@cliftonpark.org), by January 25, 2022. All responses will be posted to the Documents page at [www.cliftonpark.org](http://www.cliftonpark.org), by January 31, 2022.

## Proposal Form

### TOWN OF CLIFTON PARK COMMUNITY SOLAR

In their responses, proposing entities should address each of the following questions.

1. What is the value of community solar credits that you propose to deliver annually?
  - a. For each utility account?
  - b. For all utility accounts in total?
  - c. Provide your estimate of the percentage of cost savings across the accounts to be credited.
  - d. Are there late fees or unknown fees?
2. What is the price of community solar credits that your responding entity proposes to deliver?
  - a. What is the expected total annual payment to be made to bidder?
  - b. For each utility account?
  - c. For all utility accounts in total?
3. What are the expected annual savings resulting from The Town's subscription to community solar?
  - a. For each utility account?
  - b. For all utility accounts in total?
4. What impact will subscription to community solar have on the reliability of Clifton Park's electric supply?
5. What is the term of the agreement? How long is the Town's commitment to the agreement?
6. What rights does Town have to cancel the agreement?
7. How much existing capacity (in nameplate watts) does your firm presently have installed in Community Solar arrays?
8. Is there capacity in your existing arrays to accommodate new community solar customers?
  - a. If so, how much such existing capacity under the current program?
9. What is the timeframe in which the specified accounts will begin to receive community solar credits? If Town of Clifton Park will wait more than 3 months, please explain.
10. Are you planning to bring any additional community solar capacity online in 2022 or later? If so, how much (in nameplate watts or customers served)?

11. Please include in your response a copy of the proposed subscription agreement.
12. Please provide any other information that you feel will be important to the town selecting a community solar provider.
13. Is the PV project or projects that you intend to offer subscription for online? If not, when will each PV project be available and producing, on a percentage basis? Identify any such PV projects and provide a basis for the availability estimate for each.
  - a. Do you own any of the PV projects proposed for subscription, or are you managing subscriptions for developers?
14. When can the Town expect to see savings? How are the savings calculated?
15. Please explain and/or show samples of the billing process, and how savings are identified on utility bills or separately.
16. Do you offer customer support services? If not, why not?
17. Do you have experience in working with NYSERDA's Solarize/Community Campaigns Program?
18. Will you provide documentation of the allocation of credits to be provided annually in kw to the Town? How will this documentation be provided?

## REFERENCES

Please provide three (3) references that relate to the technical expertise and financial capacity of the Bidder to develop, build, operate and manage customer services for the solar PV projects proposed. Include name, address, phone number, email address, and a brief description of the Bidder's role and scope of work.

### Reference 1

Name:  
Title and Company:  
Address:  
Phone:  
Email:  
Project Role:

### Reference 2

Name:  
Title and Company:  
Address:  
Phone:  
Email:  
Project Role:

### Reference 3

Name:  
Title and Company:  
Address:  
Phone:  
Email:  
Project Role:

## Evaluation Criteria

Proposals shall be evaluated based on the following criteria:

- Knowledge of, and experience with developing, building, and owning solar PV facilities
- Technical and commercial expertise to successfully deliver VDER credits to the Town
- The fiscal savings to the town over the life of an executed Credit Sales Agreement
- The Community Solar Plan available to The Town residents
- Flexibility to the Town in the term and length of the subscription contract.