



GREENAVATIONS
"PHYSICS TO FINANCE"

CONTRACTOR PRE-QUALIFICATION DOCUMENTS

For Construction of the



Baxley WWTP Solar Array

April 29, 2016

OWNER

The City of Baxley - Waste Water
Treatment Plant
1 Brannen Road,
Baxley, GA 31513

**ENGINEER & CONSTRUCTION
MANAGER**

Greenavations Power, LLC

CONTRACTOR PRE-QUALIFICATION REQUIREMENTS

GENERAL

The City of Baxley (Owner) requests General Contractor (Contractor) Pre-qualification Questionnaires for construction of its Waste Water Treatment Plant (WWTP) Solar Array (Project). This document describes the requirements for pre-qualification of Contractors for the Project. The submittal requirements for Pre-qualification and the evaluation criteria are included.

PROJECT DESCRIPTION: WWTP Solar Array Project

Baxley desires to make energy efficiency improvements to their WWTP to reduce the environmental impact, lower peak energy pricing and overall cost of electricity to operate the plant by constructing a Photovoltaic Solar Array. This is an Energy Conservation Project performed under the Georgia Environmental Finance Authority ("GEFA") Clean Water State Revolving Fund ("CWSRF") Financing Program.

Baxley has contracted Greenavations Power, LLC ("Greenavations") as the Engineer and Construction Manager for the installation of a solar photovoltaic ("PV") array with an annual AC output equal to or greater than 1,000 MWh. Construction of the PV solar array to occur on property located at their WWTP located at 1 Brannen Road, Baxley, GA. 31513. Qualified Contractors will submit bids on the Greenavations' conceptual design of a single-axis tracking PV array or approved equal to be considered as responsive to bid the RFP.

Contractors may also submit a proposed alternative design as a turnkey project along with their bid for the RFP. Proposals must provide a more cost-effective solution while meeting all the requirements outlined in this RFP and developed during the evaluation process.

PURPOSE AND APPROACH

The purpose of the pre-qualification process is to select those Contractors that Greenavations deems to be qualified of completing the Project in conformance with the Contract Documents.

Parties submitting pre-qualification information in accordance with these documents will be notified whether or not they are selected for pre-qualification. Pre-qualified Contractors will be identified in the Notice Inviting Proposals and a bid for the construction of the Project.

TENTATIVE PROJECT SCHEDULE The tentative project schedule is as follows:

| | |
|---------------------------------------|----------------|
| Pre-qualification documents available | April 29, 2016 |
| Pre-qualification documents due | May 16, 2016 |
| Notification of qualified contractors | May 20, 2016 |
| Pre-bid meeting | May 27, 2016 |

Bid opening

June 17, 2016

Project construction

July 14, 2016

PROJECT ADMINISTRATION

All communications relative to this Work shall be directed to Greenavations prior to submittal of the Pre-qualification Information:

Greenavations Power, LLC
3638 Overlook Ave.
Macon, GA 31204
pvbaxley@greenavations.com
478-474-5024, 478-957-3554

SUBMITTAL PROCEDURE

Pre-qualification documents will be received at the office of the City of Baxley, P.O. Box 290, Baxley, GA 31515, Attn: Jeff Baxley, until 2:00 pm on May 16, 2016. Late Pre-Qualification Questionnaires will not be accepted. An electronic transmission of the Pre-Qualification Questionnaire by closing time will be compliant so long as hard copies arrive within 24 hours. Three copies and electronic format in Adobe.pdf of the Contractor's Pre-qualification Questionnaire shall be submitted. The envelope shall be plainly marked in the upper left-hand corner with the name and address of the Contractor and shall bear the words "Contractor Pre-Qualification Documents for Construction of the Baxley WWTP Solar Array Project". Any documents failing to clearly present all the requested information or failing to be in the requested format may be considered non-responsive and may be rejected.

Greenavations reserves the right to request a Contractor to clarify any part of its statement. Response to such requests must be made in writing and will become part of the statement of qualifications. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

OWNER'S RIGHTS RESERVED. The Owner and Greenavations reserve the right to reject any or all Pre-Qualification Questionnaires, to waive any informality in the pre-qualification process, and to make selection and pre-qualify Contractors and to modify the schedule and scope of the Project as it may best serve the interest of the Owner.

GENERAL MINIMUM CONTRACTOR QUALIFICATIONS

Contractors must meet the following minimum requirements in order to be pre-qualified to bid the Project:

- The Contractor shall have proven track record of completed projects without unresolved, unrealistic, and unnecessary claims. Outstanding claims or frequent claims resulting in arbitration, mediation, or litigation may prevent the Contractor being pre-qualified;
- The Contractor or a sub-contractor shall hold a current State of Georgia Electrical contractor's license;
- The Contractor shall have \$2 million minimum available bonding capacity at time of bidding;
- Contractor must submit 5% bid bond and will be required to bond for 100% performance and payment;
- The Contractor shall have completed the construction of a minimum of three similar solar PV projects;
- The Contractor's project superintendent shall each have at least four years experience in similar solar PV projects; and
- The Contractor must be compliant with the Disadvantaged Business Enterprise (DBE) requirements prior to commencement of Project (see http://gefa.georgia.gov/sites/gefa.georgia.gov/files/related_files/document/SRF-Supplemental-General-Conditions.pdf).

CONTENT OF PRE-QUALIFICATION QUESTIONNAIRES

The Contractor Pre-qualification Questionnaire shall include the information requested below. All information shall be 3-hole punched and bound in a loose-leaf notebook with ring binder indexes separating the sections and electronic format on a CD or USB key. Three (3) complete copies of the Printed Pre-Qualification Questionnaire shall be submitted. The organization of the Questionnaire shall be as follows:

- Title Page
- Section 1 – Pre-qualification Information Form
- Section 2 – Key Personnel and Qualifications
- Section 3 – Work Approach
- Section 4 - Previous Project Experience
- Section 5 - Bonding Information

Title Page

The title page shall identify the document as a Pre-qualification Questionnaire and shall include the name of the Owner, the name of the Project and the name of the Contractor submitting the proposal.

Section 1 - Pre-qualification Information Form

The Contractor shall complete items 1 through 12 below.

1. Contractor's name: _____
2. Business address: _____

3. Telephone number: _____
4. Facsimile number: _____
5. E-mail address: _____
6. Web site address: _____
7. Firm type: _____ Corporation _____ Partnership _____ Individual _____ Joint Venture or
_____ Limited Liability Corporation
8. Date company was organized: _____
9. Name of current President or CEO: _____
Number of years in that position: _____
10. Number of permanent office and support employees: _____
Number of permanent field employees: _____
11. How long has company been doing work similar to proposed project: _____
12. Contractor's/Subcontractor's Georgia License (required):
Primary trade classification: _____
License No. and expiration date: _____
State(s) in which licensed: _____
Name on license (if different than Contractor name): _____

Section 2 – Key Personnel and Qualifications

Complete items 1 to 3 below identifying key personnel with solar experience who will be assigned to the Project. Provide resumes for the key personnel, including experience, education, position occupied and duties on each assignment. The Contractor will use the same Project Manager and Superintendent listed in the pre-qualification documents throughout the duration of the Project, if awarded.

Key Personnel

- 1. Project Manager: _____
Number of years experience: _____
- 2. Project Superintendent: _____
Number of years experience: _____
Name three (3) solar array projects superintendent has supervised:
 - a. _____
 - b. _____
 - c. _____

Section 3 – Work Approach

Identify which major trade work will be completed by the Contractor's forces and/or which will be performed by sub-contractors by name.

- 1. Excavation - to include boring or trenching: _____
- 2. Foundation – mounting system & pedestals: _____
- 3. Mechanical assembly: _____
- 4. Electrical both DC & AC, to include interconnection: _____
- 5. Communication – system reporting to internet: _____
- 6. Fence: _____
- 7. Post construction landscaping: _____
- 8. Engineering: _____
- 9. Project planning: _____

10. Other – depending on specific needs of site and/or design: _____

Section 4 - Previous Project Experience for Company

List a minimum of three solar projects 300kW or larger constructed by the Contractor. Attach description of additional projects if needed to meet general minimum qualifications.

1. Project: _____

- a. Owner (include reference and phone number): _____
- b. Engineer (include reference and phone number): _____
- c. Year completed: _____
- d. Size and types of solar arrays installed: _____
- e. Interconnection type: _____
- f. Contractor's superintendent(s): _____
- g. Completed within time allowed? (if no, attach explanation): _____
- h. Were any claims or disputes filed? (if yes, attach explanation) _____
- i. Warranty provided? _____
- j. Performance of system to date? _____
- k. Warranty claims filed to date? _____
- l. Anything unique about this project? _____

2. Project: _____

- a. Owner (include reference and phone number): _____
- b. Engineer (include reference and phone number): _____
- c. Year completed: _____
- d. Size and types of solar arrays installed: _____
- e. Interconnection type: _____
- f. Contractor's superintendent(s): _____
- g. Completed within time allowed? (if no, attach explanation): _____
- h. Were any claims or disputes filed? (if yes, attach explanation) _____
- i. Warranty provided? _____
- j. Performance of system to date? _____
- k. Warranty claims filed to date? _____
- l. Anything unique about this project? _____

3. Project: _____

- a. Owner (include reference and phone number): _____
- b. Engineer (include reference and phone number): _____
- c. Year completed: _____
- d. Size and types of solar arrays installed: _____
- e. Interconnection type: _____
- f. Contractor's superintendent(s): _____
- g. Completed within time allowed? (if no, attach explanation): _____
- h. Were any claims or disputes filed? (if yes, attach explanation) _____

- i. Warranty provided? _____
- j. Performance of system to date? _____
- k. Warranty claims filed to date? _____
- l. Anything unique about this project? _____

Section 5 – Bonding Information

As a Georgia Environmental Finance Authority (GEFA) funded project, Contractor shall submit a letter from a surety company that will meet state and federal bonding requirements specifying contractor's total bonding capacity and current unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit an appraisal of Contractor's current financial condition.

Complete items 1 through 4 below. If additional space is needed, attach additional pages and submit with this section.

1. Contractor's Surety (name, address, telephone number and contact person): _____

What is the Contractor's approximate total bonding capacity? _____

2. Contractor's Bank(s) or Financial Institution (name, address, telephone number and contact person): _____

3. Contractor's Insurance Company (name, address, telephone number and contact person):

4. Has the Contractor been refused surety, bond, or liability insurance in the last ten years? (if yes, explain) _____

5. Has the Contractor, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? _____ If yes, specify date, circumstances, resolution and other details on separate page.

Greenavations and the Owner shall be entitled to contact each reference or contact listed. A Contractor, by submitting Pre-Qualification answers, expressly agrees that any information concerning the Contractor in possession of said entities and references may be made communicated and released to Greenavations and the Owner. Information requested, but not supplied by said entities and references may be grounds for adversely considering a Contractor's Pre-Qualification.

Section 6 - Risk Assessment

The Contractor shall submit written responses to affirmative answers for Items 1 through 4 below.

1. Are there any unresolved claims or disputes on any work awarded to the contractor during the past five years? _____ If yes, give Owner's name and details on separate page.

2. Has the Contractor ever failed to complete any work that it was awarded? _____ If yes, give Owner's name and details on separate page.

3. Does the Contractor maintain a permanent safety program? If yes, provide a copy of the program. _____

4. Does the Contractor have a formal quality assurance program? If yes, provide a brief summary or outline of the program. _____

Section 7 – Scorecard for Bid

Bids will be evaluated on a weighted scale with a 1,000 point total:

| | |
|------------------------------------|--------------|
| 1) Price/kWh | (400) |
| 2) Warranty provided | (400) |
| 3) References | (100) |
| 4) Prior Experience, Key Personnel | <u>(100)</u> |
| TOTAL | 1,000 |

NOTIFICATION OF PRE-QUALIFIED CONTRACTORS

All Contractors who submit Pre-Qualification Questionnaires will be notified in writing if they did or did not pre-qualify. Only those Contractors which are pre-qualified will be allowed to bid on this Project. Decision will be final.

SIGNATURE

I hereby warrant that the information presented in this statement of qualifications is true, accurate and complete.

By: _____

Title: _____

Date: _____