



**A Solar Power Purchase Agreement at the Robert Crown Community Center**

**RFP # 23-38**

**ADDENDUM No. 1**

**August 31, 2023**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of four (4) pages including this cover sheet.

Please contact me at 847-866-2971 or [johngonzalez@cityofevanston.org](mailto:johngonzalez@cityofevanston.org) with any further questions or comments.

Sincerely,

John Gonzalez  
Purchasing Specialist

# **A Solar Power Purchase Agreement at the Robert Crown Community Center**

**RFP # 23-38**

## **ADDENDUM No. 1**

**August 31, 2023**

This addendum forms a part of RFP # 23-38 and modifies these documents. This addendum consists of questions received. Attachments referenced in responses can be found at [https://drive.google.com/drive/folders/1\\_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing](https://drive.google.com/drive/folders/1_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing)

### **Questions:**

- 1. Question:** RFP mentions the city retaining REC's from the project. This would be highly unusual as we typically sell the REC's to ComEd through the State's "Illinois Shines program". For PPA projects, the PPA provider typically keeps the REC's and sells them in order to write down the cost of the PPA. If the City of Evanston wants to keep the REC's we can do that, but it will substantially increase the PPA rate. We would strongly recommend letting the PPA provider take the REC's for the first 15 years. After that the City can keep any additional REC's that are generated. Please advise.

**Response:** The City of Evanston acknowledges that it is a highly unusual request for the project host to retain and retire the RECs associated with a PPA. Because the City has ambitious greenhouse gas emissions reduction goals, and because the City already offsets all municipal electricity consumption with RECs, the City would prefer to understand an option that some RECs generated from the project be retired on behalf of the City, and sold to the City via the monthly purchase of electricity. The City would like to see the cost differences for the available options to buy some of the generated RECs vs the PPA provider keeping all RECs, as is mentioned in the RFP.

- 2. Question:** Please clarify the ultimate goal of the project. As we're designing the project and selecting materials we can optimize the design to maximize savings or maximize electrical offset. As an example, we can design with newer higher wattage modules that will generate additional power, but they are also more expensive. The alternate approach would be to use slightly lower wattage modules that are less expensive. This would maximize savings, but with slightly lower offset. Please advise if you prefer maximum savings or maximum offset.

**Response:** The objective of the project is to maximize offsets.

**3. Question:** Please clarify the lightning arrestor requirement. Typically this is part of the existing building systems and not part of the solar system. The solar system only requires proper grounding for safe operation. If the building doesn't currently have lightning arrestors we can include, but it would be very unusual. Please advise.

**Response:** Respondents should include lightning arrestors if needed for their equipment and they should make this determination. They should not include a lightning arrestor system for the building itself.

**4. Question:** Please provide roof loading capacity for the metal roof and asphalt roof areas.

**Response:** The low slope asphalt roof has been designed for an additional 10 pounds per square foot loading capacity for a solar array. The framing for this portion of the roof is conventional steel with a metal pan deck. The sloped standing seam metal roof is a pre-engineering metal building (PEMB). The design of the purlins and frames for the PEMB structure has an additional 10 pounds per square foot of loading capacity for a solar array. The connections for this solar array must be located directly above the purlins. The purlins are spaced a maximum of 5 feet apart for the center portion of the building. Along the perimeter of the roofs the purlins are located closer together to accommodate additional environmental loads. Please see Attachments 1a and 1b for detailed information on the PEMB including purlin locations.

[https://drive.google.com/drive/folders/1\\_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing](https://drive.google.com/drive/folders/1_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing)

**5. Question:** Please provide shop drawings or photos of the interior of the main electrical service panel. This will help us determine the interconnection method.

**Response:** Please find some photos of the main distribution panel and a one line diagram from the design drawings in Attachments 2a – 2f.

[https://drive.google.com/drive/folders/1\\_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing](https://drive.google.com/drive/folders/1_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing)

**6. Question:** In the experience section the RFP on P56, Part II: Essential Requirements For the Project Team. There is a note that states...

“NOTE: Prime Proposer will be automatically disqualified if the answer to any of questions 1 - 7 is ‘No.’”

Then Question 4 states:

“4. Does the Prime Proposer, listed above in Part I, have experience with at least three (3)

completed and operational installations of solar energy power generation systems at municipal or public facilities?”

Our team has a good amount of experience including two (2) municipal projects in the past few years. Will the fact that we only have two (2) municipal projects completed, and not three (3), disqualify us from this RFP?

**Response:** The City is open to accepting proposals with fewer municipal projects completed if proposers can demonstrate comparable completed projects.

**7. Question:** Would it be possible to share a recent Comed bill (and electric supply bill, if different) for the Robert Crown Center, in order to understand the current rate structure, and to get the past years electrical demand interval data to understand the load profile. Alternatively, sharing of the Comed Account number and meter number would enable us to get this information from Comed. I did see the monthly utilization summaries, the interval data helps us to better understand the facilities utilization pattern.

**Response:** See Attachment 3. Meter numbers are included in the RFP.

[https://drive.google.com/drive/folders/1\\_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing](https://drive.google.com/drive/folders/1_s2mB2PBLwzixLZwT-uJBAztG7kHyJfA?usp=sharing)

**8 Question:** I did not find any mention of battery storage as a component of the contemplated solar installation. Would submissions that include a battery storage component on the project site be considered? This would involve siting of a battery on the property, outside of the building envelope. A PPA for this component would be structured as a cost per KW of installed storage capacity, which earns a return in terms of additional bill savings beyond what is provided by the solar generation, and revenues through participation in frequency regulation markets.

Battery storage could provide a strong additional value stream for Robert Crown, which I look forward to exploring further, whether part of the current request, or a future development.

**Response:** We advise proposers to include any recommendations that they would like to explore or feel would be beneficial to this project. This will be considered in the scoring process.

**Note: Acknowledgment of this Addendum is required in the Submittal.**