

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING – SOLAR RFQ RESULTS
October 26, 2018

Attending: Nancy Hirshberg, Doug Smith, Mike Babylon, Linda Wilberton, Candace Thayer, Cindy Scott

Old Business: Solar RFQ Results

Nancy led the Trustees through the process followed by the Energy Committee. By incorporating the additional energy efficiency materials (special windows and increased spray foam insulation) a smaller solar array was achieved. The Energy Committee determined that an RFQ (Request for Qualifications) process would be used to qualify providers. After evaluating each company's qualifications, one would be selected to produce a proposal for a turnkey solar project for either outright purchase or a PPA-financed (Power Purchase Agreement). The RFQ process was chosen because with the RFP (Request for Proposal) process the contract must be awarded to the lowest bidder regardless of qualifications.

The RFQ was posted on October 5th. Qualifications packages had to be submitted by October 19th (two weeks). The RFQ was sent to five providers and posted in the Concord Monitor and the Granite State News. Only one package was received – ReVision Energy, an employee-owned solar company based in Maine, Massachusetts and New Hampshire. They have developed and executed over 7000 solar projects across the region.

Nancy called the non-responding firms and asked them why they did not respond to the RFQ.

- **Frase:** They do not do PPAs as a rule and do not do projects greater than 25kW.
- **Norwich:** Our project (71kW) was too small for them. They referred it to two other companies, neither of whom submitted proposals.
- **Granite State Solar:** They didn't have time to take on another project within our time frame.

The **team of evaluators** included Barry Muccio, Becky Merrow, Candy Thayer, Cindy Scott, Douglas Smith, Linda Murray, Nancy Hirshberg, Paul O'Brien and Susan Fuller.

They met on Monday, October 22nd to discuss questions to be asked of ReVision Energy, review the packet and plan for the interview. Present were Paul O'Brien, Cindy Scott, Susan Fuller, Candace Thayer, Douglas Smith and Nancy Hirshberg.

Tuesday, October 23rd, they met for one hour with Jack Ruderman of ReVision Energy. Present were Linda Murray, Cindy Scott, Susan Fuller, Candace Thayer, Douglas Smith and Nancy Hirshberg. It was a positive, informative meeting. Jack was well prepared. The interview was scored (1-5; 5 being the highest) utilizing a matrix. Average score was 4.25. Items scored were:

- Municipal Experience
- Experience with PPAs
- Experience with Financing Projects (PPA or other)
- Experience with PV Systems of 25 kW+
- New Hampshire Experience
- Long Term Staying Power
- Customer Feedback Including Response Time for Service Calls
- Installed Public Interactive Components for Educational Purposes
- History of Producing Electricity for Below the Market Rate

Nancy and Doug checked the ReVision references.

- Nancy: Turnkey project at Grandy Oats, ME. Grandy Oats owns it and financed the project through their bank. Had wonderful things to say about ReVision and would work with them again. When there were issues, their response time was good.
- Doug: Doug spoke with the Director of the Scarborough, ME Public Library which had an installation using a PPA in April 2017. She thought ReVision was outstanding from start to finish. They were willing to take the time to explain. The educational display is outstanding and the public loves it. No surprises. No maintenance issues other than a vehicle charger which was added later through public donations. They responded within hours and installed a new charger. Central Maine Power Company has had some problems with connections. ReVision has dealt with most of the issues with CMPC. Town of Scarborough has worked with ReVision on earlier town projects.

Deliberation and Decision on ReVision Energy:

- “Comfortable with moving forward.”
- “Nothing but impressed”
- “Very thorough”
- “RFQ was one of the most thorough I’ve ever seen.”

The Draft RFP needs to be finalized by Becky Merrow. Matt Sullivan has reviewed it and given input. Paul O’Brien has also sent in comments that have been incorporated. Nancy read through the Draft RFP as the group followed along and suggested changes. When it is sent out, ReVision will have a two-week deadline.

The Energy Committee unanimously agreed with recommending ReVision Energy as the provider that we will send an RFP to and approved the Scope of Work pending approval from Town Manager Becky Merrow.

Nancy sent the revised document to Cindy for approval by the Library Trustees. The draft contract was presented to the Library Trustees pending Becky's edits and approval. Once finalized it will be sent to the whole group of advisors/evaluators. Candy moved and Doug seconded that Library Board of Trustees ask ReVision Energy for a proposal. The motion carried.

Next Steps:

- The Energy Committee receives the proposal and makes a recommendation to the Library Board on 11/19.
- Barry Muccio will bring a proposal to the Selectmen for a Pilot Net-Metering Project for the Library.
- December: warrant article to be approved by the Budget Committee and the Board of Selectmen.

The meeting was adjourned.

Respectfully Submitted,

Candace Thayer