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REDWOOD PREPARATORY CHARTER  
**TIMBER WOLVES**

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1480 Ross Hill Road, Fortuna, CA 95540 • (707) 682-6149  
Charter #1304 • Tax ID# 27-4062747

## **Request for Proposal**

April 3<sup>rd</sup>, 2019

To whom it may concern:

Dream It, Be It Inc. (DBA Redwood Preparatory Charter School) is requesting proposals from firms that have experience in providing strategic and technical Zero Net Energy planning services. We invite your firm to submit a proposal to us by May 2, 2019 for consideration.

Submissions should be sent to:

Marianne Bithell - Program Specialist  
Redwood Coast Energy Authority  
633 3<sup>rd</sup> Street Eureka CA, 95501  
mbithell@redwoodenergy.org

A description of our organization, the services needed, and other pertinent information follows:

### **Background of DIBI**

Dream It, Be It Inc. (DIBI) is a California nonprofit public benefit corporation recognized by the Internal Revenue Service as a charitable, tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. DIBI was founded in 2011 with a defined mission to increase learning opportunities for the children of the Eel River Valley. Redwood Preparatory Charter School (Redwood Prep) provides local students and their families an academically rigorous, college-bound educational opportunity. Redwood Prep is governed by the non-profit organization, Dream It, Be It, Inc. (DIBI). The Redwood Prep team bases their curriculum on well-researched, proven instructional strategies and programs that support students academically, emotionally, and socially.

DIBI is interested in becoming a Zero Net Energy facility. Funding for DIBI's Zero Net Energy (ZNE) planning efforts is made available through Proposition 39 funding. Proposition 39 is also referred to as the Clean Energy Jobs Act of 2012.

DIBI has a not-to-exceed budget of \$47,000.00.

DIBI recently:

- Renovated their facility,
- Added modular classrooms,
- Updated all lighting to LED technologies, and
- Installed a 37.7 kW PV solar.

Plan sets, specifications and facility information is available upon request.

## **Schedule**

This solicitation will adhere to the following timeline:

- Notice of Opportunity: April 3<sup>rd</sup>
- Non-Mandatory Site Walk: April 17<sup>th</sup> at 10:00 a.m.
- Non-Mandatory Intent to Submit: April 22<sup>nd</sup>
- Submission: May 2<sup>nd</sup> at 2:00 p.m.
- Anticipated Award Date: June 12<sup>th</sup> 2019
- Desired Completion Date: October 31<sup>st</sup> 2019

## **Services to Be Performed**

The selected firm will be tasked with drafting a ZNE feasibility report. The proposers shall use the California Public Utility Commission's definition of ZNE—an energy-efficient building where, on a source energy basis, the actual annual consumed energy is less than or equal to the on-site renewable generated energy.

DIBI requests that responding firms assess the feasibility of, at minimum, the following:

- The electrification of the natural gas forced air space heating system in the main building and any associated efficiency measures such as but not limited to duct sealing.
- The electrification of the existing hot water systems and accompanying energy efficiency measures.
- The electrification of any remaining natural gas end use device.
- The capacity of the existing electric main service to accommodate new electrification measures. The assessment should include calculations of existing loads and new loads from electrification measures per National Electric Code (NEC) article 220 as well as a description of all electrical system upgrades required to accommodate new loads.
- Assess, document and recommend any remaining energy efficiency measures.
- Additional PV generation to meet 100% of load; post electrification and energy efficiency. This activity should include solar siting: roof mount, ground mount, awnings, etc.

Optional value additions to the required activities include:

- Funding—Assess funding opportunities and make recommendations on how to proceed.
- Resiliency—Conduct a critical load analysis and make advanced energy storage recommendations.
- Resiliency—micro-grid feasibility.
- Proposer Recommendations—DIBI encourages proposers to make recommendations on additional activities that will support realizing a ZNE future.

Each energy conservation activity, including optional activities, will include no less than:

- Electrification/Energy efficiency/generation measure description
- Measure scoping statements; to the level needed to be successful with a Government Code 4217 et seq., procurement pathway
- Engineer's cost quote or cost estimate
- Estimated 1<sup>st</sup> year cost savings
- Estimated 1<sup>st</sup> year energy savings (therms, kWh, kBtu)
- Estimated change in load (kW)

See section C Proposal Costs and Content for additional information.

The selected proposer's final deliverable will be a feasibility study that adequately addresses the services statement and all mandatory and selected optional activities as presented in section C of the proposal. DIBI reserves the right to select the final portfolio of activities regardless of whether they were made mandatory or optional through this solicitation.

The selected respondent will work directly with Redwood Coast Energy Authority (RCEA). RCEA is a local government agency who is providing energy management support to DIBI. Funding for energy management support is made possible through Proposition 39, RCEA's Local Government Partnership with Pacific Gas and Electric Company and RCEA's Community Choice Energy account management service program.

**Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, DIBI asks that all responses to the RFP be organized in the manner and format described below:

**A. Executive Summary**

Describe your understanding of the work to be performed and your firm’s ability to perform the work.

**B. Professional Experience**

Describe how and why your firm is different from other firms being considered. Please describe your firm’s resources devoted to not for profit organizations.

**C. Proposal Costs and Content**

Document activity level costs and select optional activities, as applicable to your proposal. Use the table found in **Attachment A** to document costs for all mandatory and optional activities to be included in your proposal.

**D. Team Qualifications**

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

**E. Scope of Work**

Using the information provided and your responses to Section C above, please draft a proposed and timebound scope of work.

**Key Contacts**

Following are key contacts for information you may seek in preparing your proposal. Requests for additional information, questions, and visits to our offices should be coordinated through Marianne Bithell, RCEA Program Specialist.

| <b>Contact</b>   | <b>Title</b>            | <b>Email</b>                | <b>Phone</b>         |
|------------------|-------------------------|-----------------------------|----------------------|
| Krista Croteau   | DIBI Director           | director@redwoodprep.org    | (707) 682-6149       |
| Tiara Brown      | DIBI Business Manager   | tbrown@redwoodprep.org      | (707) 502-8018       |
| Marianne Bithell | RCEA Program Specialist | mbithell@redwoodenergy.org  | (707) 269-1700 x 308 |
| Mike Avcollie    | RCEA Project Manager    | mavcollie@redwoodenergy.org | (707) 269-1700 x 353 |

Sincerely,

Krista Croteau, Director

## Attachment A: Mandatory and Optional Activities and Costs

| Activity Number | Mandatory/Optional | Activity Description   | Cost Estimate |
|-----------------|--------------------|--|---------------|
| 1               | Mandatory          | Assess the feasibility of installing a high efficiency forced air heat pump in replacement of the existing natural gas space heater.   |               |
| 2               | Mandatory          | Assess the feasibility of installing a high efficiency domestic hot water heat pump in replacement of the existing hot water heater.   |               |
| 3               | Mandatory          | Assess the feasibility of electrifying all remaining natural gas end use devices.  |               |
| 4               | Mandatory          | Ensure all energy efficiency measures are also assessed and documented as relating to activity numbers 1-3 above.  |               |
| 5               | Mandatory          | Assess, discuss and present assumed infrastructure upgrades and costs as associated with all activities. Be sure to conduct a NEC load calculation per NEC article 220.                        |               |
| 6               | Mandatory          | Assess existing modular heat-pumps and make a recommendation to upgrade to a more efficient model.   |               |
| 7               | Mandatory          | Specify additional PV generation needed to meet 100% of load; post electrification and energy efficiency. This activity should include siting options and associated projected cost variances. |               |
| 8               | Mandatory          | Conduct a critical loads analysis with a focus on both backup generation and advanced energy storage.  |               |
| 9               | Mandatory          | Synthesize and compile findings, include a summary for decision makers.  |               |
| 10              | Optional           | Assess funding options and make recommendations on how to proceed.   |               |
| 11              | Optional           | Assess the feasibility of a micro-grid.  |               |
| 12              | Optional           | The respondent is encouraged to make additional recommendations that are aligned to DIBI's intent.   |               |