

REQUEST FOR PROPOSALS
LAND LEASE FOR A PHOTOVOLTAIC POWER GENERATION FACILITY AT THE
ROYALSTON, MASSACHUSETTS SOLAR OVERLAY DISTRICT

The Town of Royalston, acting by and through its Select Board is soliciting proposals from qualified parties under M.G.L. 30B s16 for the lease of land for the purpose of designing, permitting, financing and constructing, owning, operating and maintaining a ground-mounted solar photovoltaic system (PV) on part of a 78-acre parcel of land owned by the Town of Royalston as shown on Assessor's Map 11, Parcel 39. The expected system output is up to 5 MW DC. The Town does not intend to own or operate the PV system.

Proposals must be submitted in two separate sealed envelopes marked "Royalston Solar Overlay District Solar Facility- Technical Proposal" and "Royalston Solar Overlay District Solar Facility- Payment Proposal"

Proposals must be received by **January 22, 2019, at 4 p.m.** Late proposals will be returned unopened. Proposals are to be sent to: **Town of Royalston C/O: Melanie Mangum, Administrative Assistant, P.O. Box 125, Royalston, MA 01368, or hand-delivered to Town Hall, 13 The Common, Royalston, MA during regular business hours (Tues-Thurs, 9 a.m. – 5 p.m.)**

The Town of Royalston reserves the right to accept or reject any and all proposals, in whole or in part, that are not both responsible and/or responsive if it is deemed in the best interest of the Town.

PROCEDURE FOR SUBMISSION OF PROPOSAL

Questions

All questions or comments regarding this Request for Proposal must be submitted in writing to the Royalston Select Board at bos@royalston-ma.gov. Questions must be received no later than **January 8, 2019 at 4:00 p.m.** Questions received after the deadline for questions will not be answered. All addenda responses to questions shall be issued no later than **January 15, 2019**. Failure of any contractor to receive any such addendum or interpretation shall not relieve such contractor from any obligation under its proposal as submitted. Any binding response that alters the content of this Request for Proposal will be in the form of an addendum issued by the Town of Royalston.

Proposal Content:

The Proposal must contain the following:

Technical Proposal- Must contain four (4) printed copies which shall be provided in a sealed envelope labeled "Royalston Solar Facility- Technical Proposal": The Technical Proposal shall contain the Form 1 "Technical Proposal" with requested information (attached).

Payment Proposal- Must contain four (4) printed copies which shall be provided in a sealed envelope labeled "Royalston Solar Overlay District Solar Facility – Payment Proposal": The Payment Proposal shall contain the proposal for the lease and other financial considerations for the facility.

EVALUATION PROCESS

Because this is an RFP, both the technical and price proposals will be evaluated and scored based on the following categories: Qualifications, Project Quality, Ability to Execute, and Understanding of Project. The Town reserves the right to base its decision on the entirety of the information provided, the evaluation of criteria requested, and their sole judgment as to the best overall value offered to the town.

CONTRACT AWARD

There will be a single contract awarded as a result of this RFP for the lease of land for the purpose of building and operating a Ground-Mounted Solar PV facility. The town will negotiate a contract with the most qualified proposer at compensation which the town determines is fair, competitive, and reasonable.

The term of the lease is for a maximum of **twenty-five years**.

SCHEDULE

Release RFP: **12/20/2018**

Questions Deadline: **1/8/2019, 4:00 p.m.**

Proposal Deadline: **1/22/19, 4:00 p.m.**

Issue Notice to Proceed: **2/5/2019 (anticipated)**

SITE VISITS

Prospective bidders are invited to view the site at their own convenience. The site is publicly accessible. It is requested that you provide 24 hour advance notice to the Town Administrative Assistant, Melanie.Mangum@royalston-ma.gov

SITE INFORMATION

General Site Information: The proposed site for this facility is a 78 acre property on Stockwell Road. A portion of the property is used as the town transfer station. The municipally owned site is on parcels identified as *Map 11, Parcel 39 see Attachment A*.

Royalston Site Context: The site strengths are as follows:

- The site is zoned as a solar overlay district, which allows solar facilities by site plan review;
- The site is exempt from taxes;
- The Town owns the land and the Select Board has the authorization to enter into a long-term lease contingent on Town Meeting vote.

Zoning: The property is zoned as a Solar Overlay District (see attachment E). Site Plan Review is required. Applicants are encouraged to review the Royalston Zoning Bylaws. The Zoning Bylaws are available for download on the town website at www.royalston-ma.gov, under “Public Records, Bylaws”.

Electrical Connectivity: The proposer shall identify where Interconnection to the National Grid power grid can be made.

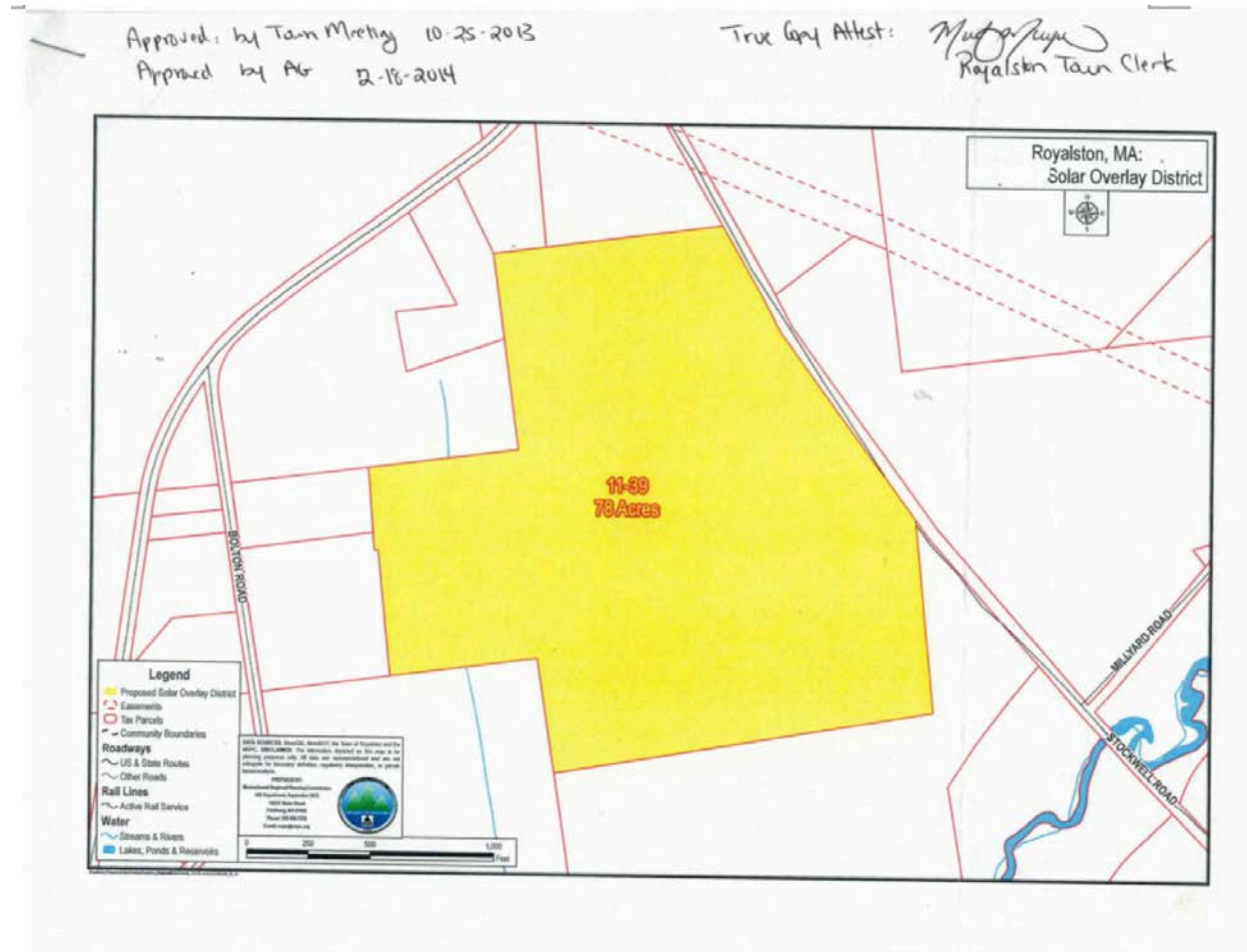
Site maintenance post installation: The construction plan should include provisions for providing security to the facility post construction. It is anticipated that such post construction security would include an isolation fence. This is anticipated to include, but not be limited to, the maintenance of the physical integrity of the solar overlay district, including drainage and mowing, within 100 feet of the photovoltaic panels or ancillary equipment as required by regulations and site permits.

PERMITTING

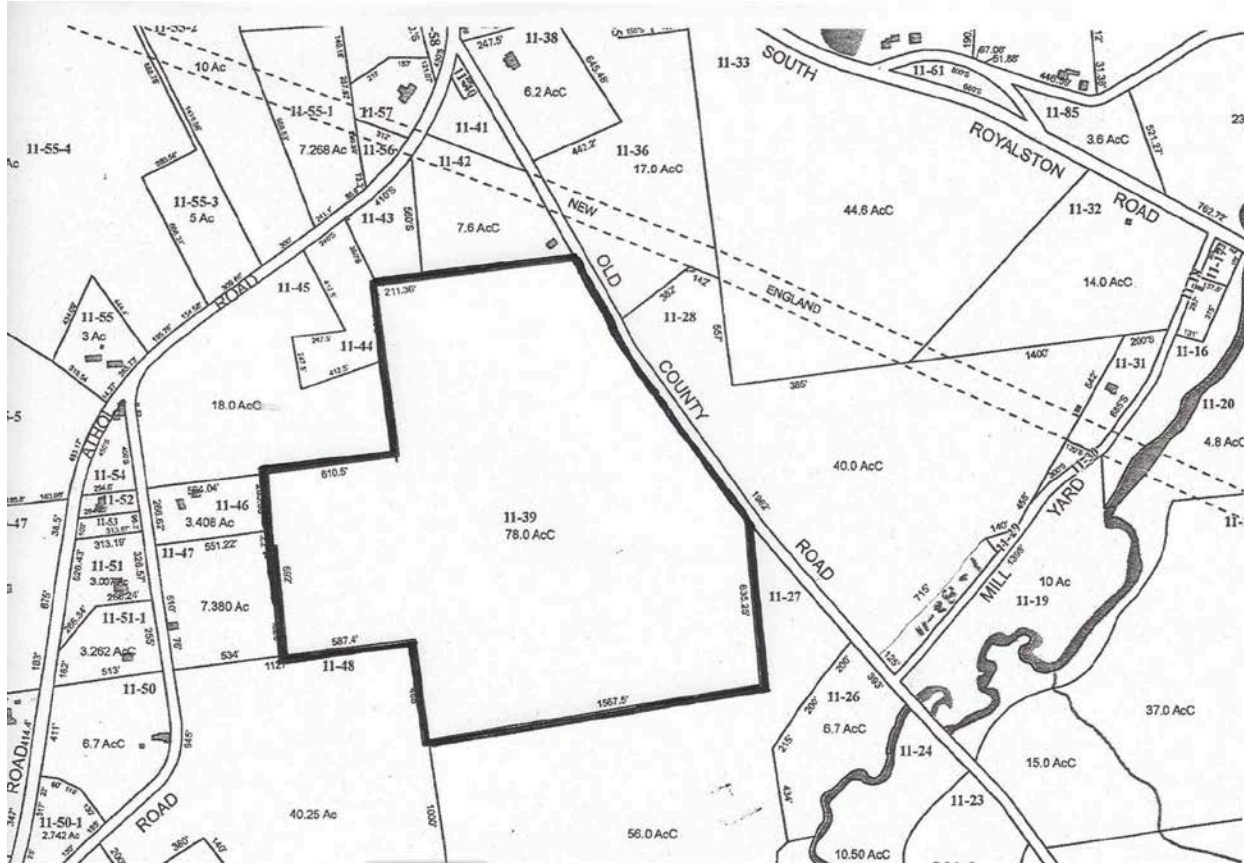
The Town shall agree to fully cooperate with the contractor in pursuit of permits on behalf of the town. The successful bidder will be responsible for preparing and submitting (including payments of fees if necessary) interconnectivity or other impact studies required by National Grid. The successful bidder will be responsible for submitting, as/if necessary, filings under the Mass. Wetlands Protection Act and Royalston Zoning Bylaws.

FACILITY SIZE

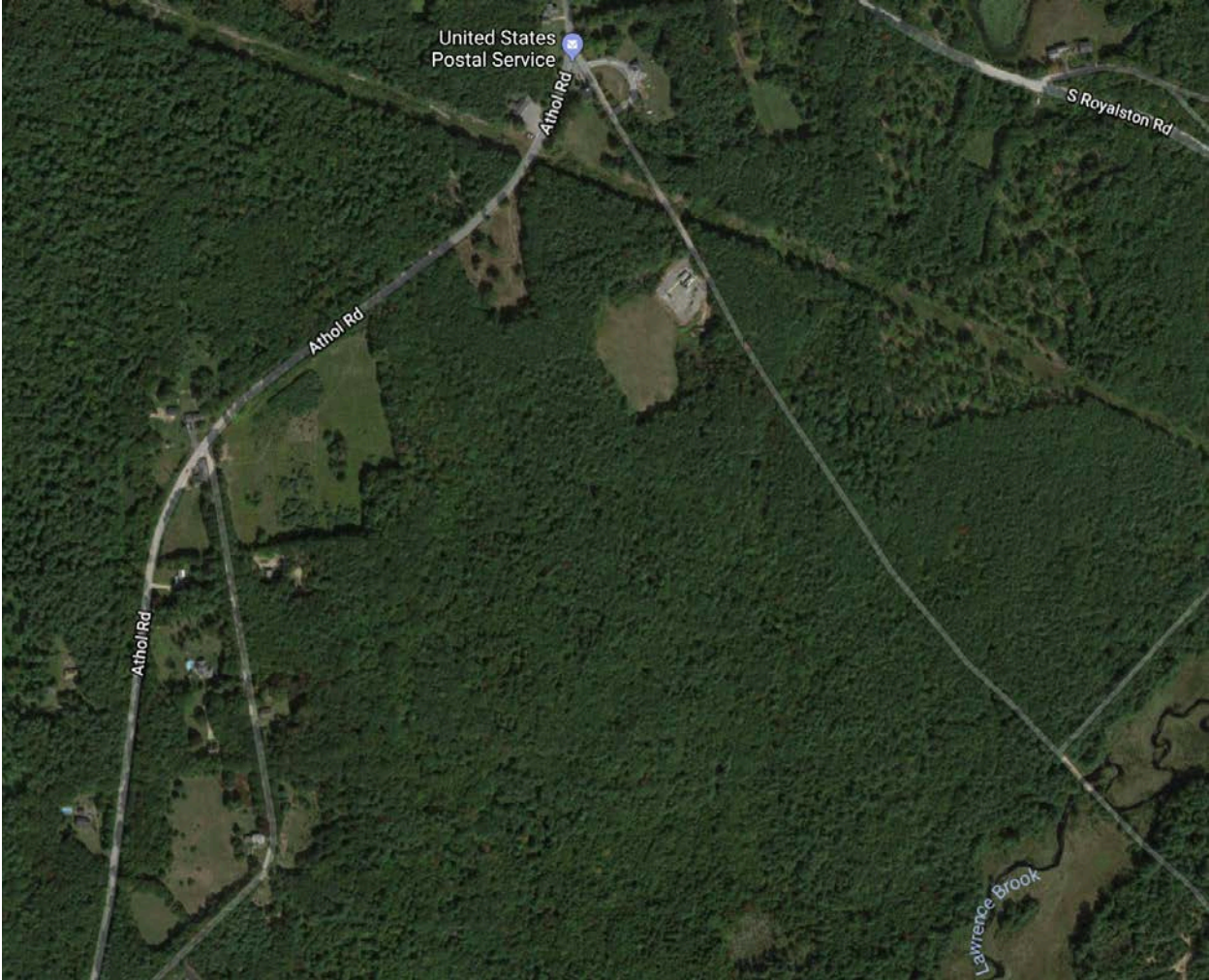
It is the desire of the town to construct a ground-mounted photovoltaic generation facility that maximizes the use of the Town’s Solar Overlay District. It is anticipated that a facility up to 5 MW of generating capacity will be constructed on up to 30 acres at the site. The contractor should propose for the location the maximum power generation.



Attachment A Solar Overlay District Official Map Approved by Town Meeting 10/25/13



Attachment B Tax Map of Royalston Solar Overlay District Map 11 Parcel 39



Attachment C Aerial View of Royalston Solar Overlay District



Attachment D Topological Map of Royalston Solar Overlay District

Attachment E Special Town Meeting Vote

Per Royalston Special Town Meeting October 25, 2013, Article 4, the following was voted: To see if the Town will vote to amend the Town of Royalston Zoning Bylaws by adopting a new Section IX entitled “Large-Scale Ground-Mounted Photovoltaic Installations” for the purpose of providing standards for the placement, design, construction, operation, monitoring, modification and removal of photovoltaic installations, as set forth below; and further to amend the Town’s Zoning Bylaws, Section III, Establishment of Districts, by adding the following: “4. Solar Overlay District. See Section IX”; and further to amend the Town’s Zoning Bylaws, Section IV.B, Table of Use Regulations, by adding the following to the end of the Table: “Large-Scale Ground-Mounted Solar Photovoltaic Installations – See Section IX”; and further to amend the Town’s Zoning Map by adding the Solar Overlay District as shown on the attached map; or take any other action relative thereto.

Approved by the Massachusetts Attorney General December 18, 2014.

FORM 1
“Technical Proposal”

- Include a pro-forma that includes O&M, Administrative and general expenses, and insurance expenses.
- Provide a description of the construction of the proposed PV system.
- Provide evidence of ability to obtain performance bond or performance guarantee for construction and decommissioning.
- Provide a description of three other successfully completed projects by the lead proponent, including references.
- Provide a bank reference.
- Provide financial statements for prior 2 (two) years. (Can be submitted in a separate confidential envelope).
- Provide project construction schedule, including design and permitting.