

City of Oakridge P.O. Box 1410 Oakridge, OR 97463 541-782-2258 www.ci.oakridge.or.us/

Request for Proposals - Solar Feasibility Study & Plan Proposals Due: August 7, 2023 at 1pm

The City of Oakridge, Oregon has been awarded a Community Renewable Energy Program (C-REP) Planning Resilience grant from the Oregon Department of Energy (ODOE) of *up to* \$30,000, for planning an energy resilience system (250kW roof-mounted net-metered solar PV array system with a 20-30kW battery storage and back-up system) at the Willamette Activity Center (WAC), a 29,000 square foot community & social services building, originally built as a school in 1952, now owned and operated by the City of Oakridge. It is located at 47674 School Street, Oakridge, OR, 97463. Photos of the building are attached.

The City of Oakridge is now seeking proposals from entities that can fulfill the grant by completing a **Solar Feasibility Study/Plan**, to plan and design a roof-mounted solar array and battery back-up system at WAC. This study & plan will evaluate and design the solar & battery systems and recommend the optimum locations for both. Curt Wilson of Wilson Architecture (www.wilson-architecture.com/) has been selected by the city to oversee the WAC remodel project and will be available to help advise, direct, and facilitate the study & plan. Under the terms of the grant, the feasibility study can start as soon as 8/8/2023, and **must be completed by 2/7/2024**, but a much earlier completion date would be preferred.

The study/plan will include a solar/shade analysis, structural and electrical engineering, plus utility fees (net metering agreement). One of the main distinctions to study is the possible use of solar energy generation to power HVAC ductless heat pumps systems. The current facility still operates on resistance heat which would make powering this facility more challenging. The facility could benefit from certain plug load and building system electrical back-up systems, as it may also be used in the future during emergency events, including as an Emergency Operations Center (EOC), a clean air space during wildfires, and a shelter space during disasters, etc.

Background:

Oakridge is rural, remote, and has a high poverty rate. The community and social services provided in and by the WAC are vital to residents. Surrounded by the Willamette National Forest, Oakridge is 45 miles from the nearest metro area (Eugene/Springfield), with only one viable roadway (Hwy 58) in and out of the city. Once completed, the WAC will be a focus for community services for the 5,000+ citizens of Oakridge, Westfir, and the surrounding unincorporated areas. Roughly 75% of Oakridge households qualify as "low income" based on state standards, as the average family median income in Oakridge is \$32,583, compared to the Lane County average of \$72,200 (less than 80% of the area median income). Based on federal standards, 47% of Oakridge residents live below the poverty line, whereas the statewide average in Oregon is only 13%. Almost all students in the area receive free or reduced-cost lunch.

Oakridge's air quality is also poor, leading to higher risks of respiratory and heart problems. It is located in an EPA Targeted Airshed designated area and is in the 99th and 100th percentile rankings in both cancer risk and respiratory hazard indicators. Oakridge has faced multiple wildfires in recent years, including the 2022 Cedar Creek Fire, which came less than 10 miles from the city and forced residents to be evacuated. Unhealthy and even "hazardous" air quality from the smoke remained for months. The city has also faced declared "disasters" in recent years, including severe flooding and snowstorms. Transitioning city facilities to renewable energy will directly enhance and support the current effort to attain clean air goals.

More information about the ODOE's Community Renewable Energy Program and the applicable grant rules is available on their website: www.oregon.gov/energy/Incentives/Pages/CREP.aspx

More information on the WAC is here: www.ci.oakridge.or.us/community/page/willamette-activity-center Additional documents regarding the ODOE's Community Renewable Energy Program Planning Grant and general information about the WAC and the remodeling plan are attached to this RFP. Any additional questions regarding the WAC, the ODOE grant, or the RFP process can be sent via email to City Administrator James Cleavenger at cityadministrator@ci.oakridge.or.us

Proposal Submission Method and Deadline:

Proposals (including the attached "Proposer Certification Form") must be *received* by **August 7, 2023 at 1pm**, and may be submitted via **US Mail** *or* **email** to:

James Cleavenger, JD, LLM
Oakridge City Administrator
P.O. Box 1410
Oakridge, OR 97463
541-782-2258 x6
cityadministrator@ci.oakridge.or.us

Proposal Response Format:

Proposal responses may be submitted in any format style the Proposer desires, as long as the Proposal response addresses the criteria listed below in the "Response Criteria and Scoring" section. There is no page number minimum or maximum.

Response Criteria and Scoring:

The proposal must address each of the following elements, which will be scored during the City's evaluation of the Proposers:

A. Proposer qualifications and experience (35 points maximum)

Provide sufficient information on the background, qualifications, technical competence, and specialized experience of Proposer to demonstrate ability to provide the services required for this project. Include a list of past projects demonstrating such qualifications and experience. Provide a firm description, relevant project examples, and names of key people on the project.

B. Local knowledge and experience (15 points maximum)

Provide a description of Proposer's prior experience working on similar projects, any projects in or around Oakridge, and any prior personal or professional knowledge or experience in or around Oakridge. Emphasize projects of similar scope, scale, and context, and how they are relevant to the project subject to this RFP.

C. Price, duration, and availability to start (45 points maximum)

Provide a rough estimate of the anticipated cost of successfully completing this project and describe the proposer's start and end date for the project. The city would prefer to start the project as soon as possible. The project *must be completed by 2/7/2024*.

D. Proposal organization and readability (5 points maximum)

The City will evaluate the extent to which the proposal follows the instructions contained in this RFP, is easy to read and follow, and is professional in its presentation. This element may also be used by evaluators to assist in understanding and scoring other Proposal Elements.

E. Preference points (5 extra points)

Five (5) extra preference points will be awarded to Proposers who are part of a disadvantaged business enterprise, minority-owned business, woman-owned business, a business owned by a service-disabled veteran, an emerging small business certified under ORS 200.055, or a business incorporating inclusive hiring and promotion policies. Proposers are responsible for requesting these extra points by mentioning their eligibility for them in their proposal response.

F. References (not scored)

Provide references from at least 3 past clients for which your firm has provided similar services that would be representative of or closely related to the work anticipated under this RFP. The City reserves the right to investigate the past performance of any submitting firm with respect to its successful performance of similar projects, compliance with contractual obligations, and its completion or delivery of a project on schedule. For each reference, provide the following:

- Name of reference (or organization)
- Address
- Contact telephone number and email address
- Name and date of project(s) completed

Selection Committee & Evaluation Process:

The Selection Committee will evaluate and score the proposals. It is anticipated to be comprised of:

- James Cleavenger, Oakridge City Administrator
- The City of Oakridge WAC Advisory Subcommittee (members are unpaid volunteer community members who applied to serve on the subcommittee and were confirmed by the Oakridge City Council).

Notwithstanding the selection procedures identified above, the City reserves the right to modify the composition of the Selection Committee or terminate the evaluation process after completion of any procedural stage when, in the City's sole discretion, further evaluation procedures are not required for the City to identify the Proposer who will best suit the interests of the City. If the City deems it necessary, the selection process *may* also include interviews of the top scored Proposers, and/or additional questions and responses requested from top-scored Proposers.

The evaluation process is tentatively scheduled to begin on or about: August 7, 2023

Proposal Withdrawal

A Proposer may withdraw its proposal at any time prior to the due date and time. A proposer may not modify its proposal after it has been submitted unless express permission to do so is granted by the City.

Proposer Response Costs

Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer's expenses associated with their RFP responses.

Interpretation of RFP

Proposers are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Proposers should request clarification or additional information concerning the RFP in writing via email to the City Administrator as soon as possible.

Duration of Proposals

Any proposal submitted shall be irrevocable and open for acceptance for a period of thirty (30) days after being submitted. An award of the contract to any proposer shall not constitute a rejection of any other proposal.

Proposer minimum requirements

Proposers must be properly registered to do business in the State of Oregon.

Proposals Subject to Oregon Public Records Laws

Proposals submitted in response to this RFP become public records under Oregon law and will be subject to disclosure to anyone who submits a public records request. Proposals may be disclosed to any person making a records request, except for such information as may be exempt from disclosure under the law. Each proposer must clearly identify any information in its proposal they think may be exempt from disclosure. A proposer may not designate its entire proposal as exempt from disclosure. If the City receives a records request for information the proposer believes is exempt from disclosure, it is the proposer's responsibility to defend, reimburse, hold harmless, and indemnify the City for any costs associated with claiming an exemption.

Certain Rights Reserved

The City reserves the right to:

- a) Reject any and all proposals and cancel the RFP at any time if doing either would be in the public interest as determined by the City in its sole discretion;
- b) Issue subsequent Requests for Proposals for the same or similar services;
- c) Not award a contract for the requested services;
- d) Waive any irregularities, informalities, or deficiencies in proposals;
- e) Contact any Proposer to further clarify, modify, define, or substantiate Proposals;
- f) Negotiate a final contract that is in the best interest of the public and the City;
- g) Reject any limitations or disclaimers of liability or limitations or disclaimers of types of recoverable damages from Proposers or any sub-consultants of Proposers;
- h) Negotiate and accept, without re-advertising, the proposal of the next-highest scored Proposer, in the event that a contract cannot be successfully negotiated with the highest scoring Proposer;
- i) Reconvene the Selection Committee and collectively review the scoring, making changes as the Selection Committee deems appropriate; and

Proposer Certification Form

Proposer's	s Name
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RFP Title: Oakridge Willamette Activity Center Solar Feasibility Study

By signing this Proposer's Certification form, Proposer certifies that:

Proposer's Offer. Proposer offers to provide the services in accordance with the requirements of the Request for Proposals (RFP) stated above and the enclosed proposal. The undersigned Proposer declares that the Proposer has carefully examined the above-named RFP, and that, if this proposal is accepted, Proposer will execute a contract with the City to furnish the services of the proposal submitted with this form. Proposer attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this proposal, and that the person signing has the authority to represent the individual or organization in whose name this proposal is submitted.

Proposer's Acceptance of Terms and Conditions. By execution of this Form, the undersigned Proposer accepts all terms and conditions of this RFP except as modified in writing in its proposal. Proposer agrees that the offer made in this proposal will remain irrevocable for a period of 60 days from the date proposals are due.

Proposer's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Proposer acknowledges that its entire proposal is subject to Oregon Public Records Law (ORS 192.410–192.505) and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Proposer agrees that all information included in this proposal that is claimed to be exempt from disclosure has been clearly identified either in the Proposer Statement, or in an itemization attached hereto. Proposer further acknowledges its responsibility to defend, hold harmless, reimburse and indemnify the City for any costs associated with establishing a claimed exemption.

Certification of Non-Collusion. This proposal is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a proposal for the same services, and is in all respects fair and free from collusion or collaboration with any other Proposer.

Certification of Compliance with Tax Laws. Proposer has, to the best of Proposer's knowledge, complied with Oregon tax laws in the period prior to the submission of this proposal, including all tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318, and any tax provisions imposed by a political subdivision of this state that applied to Proposer or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed.

The undersigned, by signature here, acknowledg	es, accepts, and ce	ertifies the above	e statements.
PROPOSER:			
Authorized signature	-		
Name of authorized signer	- 5		
Title			
Date			
Date			
Telephone number			
Email address			



City of Oakridge NEWS RELEASE

INFORMATION FOR IMMEDIATE RELEASE

July 1, 2023

James Cleavenger, JD, LLM
Oakridge City Administrator
48318 E. 1st Street, Oakridge, OR 97463
541-782-2258 x6
cityadministrator@ci.oakridge.or.us

Revitalization Efforts Underway for Willamette Activity Center: Oakridge Area Community Invited to Share Priorities for Future Services and Programs

Oakridge, Oregon - July 1, 2023 - The Willamette Activity Center (WAC), a legacy community building, is anticipated to undergo renovations to serve as a hub for activities and services once again. The City of Oakridge is seeking input from the community to shape its future services and programs. Take the 5-minute survey here: www.surveymonkey.com/r/BYP38TC

The story of the Willamette Activity Center dates back to 1952 when the Willamette City Elementary School was established in Willamette City. After the merger with the City of Oakridge in 1972, the elementary school closed in 1977. By 1980, a grant was obtained to repurpose the building into the Willamette Activity Center—affectionately known by the community as the WAC.

In recent years, the WAC faced challenges that led to its closure in 2022 due to electrical system issues and roof leaks. Determined to bring the WAC back to life, a three-phase plan has been identified under the guidance of an architect.

Phase 1 is currently underway thanks to funding from the 2022 Oregon Rural Infrastructure Package and Oregon Community Foundation grants. The upcoming focus will be on upgrading the roof and conducting a study funded by the Oregon Department of Energy. This study aims to explore the use of solar energy to reduce operational costs. Phase 1 may be complete by December 2024. Following this phase, the goal is to reintroduce as many services as possible to the WAC.

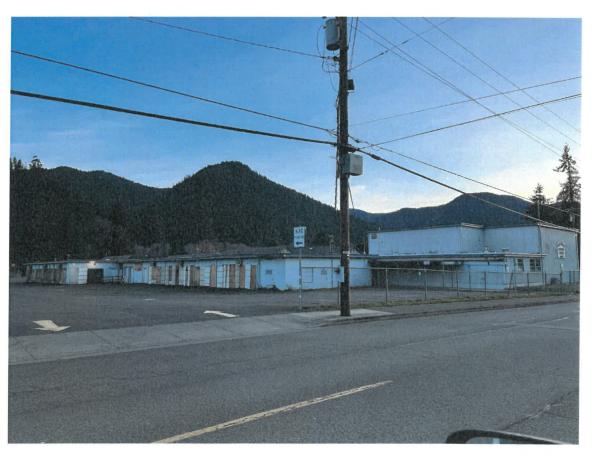
Looking ahead, Phase 2 will need to secure funding to bring the building up to code and fortify it to withstand earthquakes. This phase will also enhance accessibility and energy efficiency.

While the timing and funding for Phase 2 and Phase 3 remain uncertain, the City of Oakridge is eager to hear from community members about their priorities for the future of the WAC. Your input will help create a recommendation list for services and programs at the building.

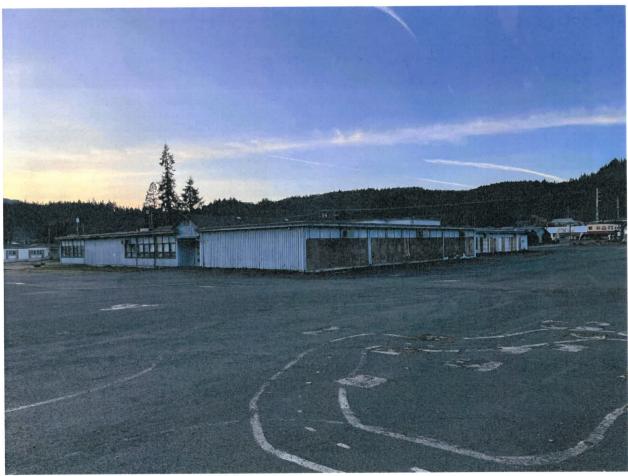
Residents are encouraged to share their thoughts and ideas by participating in a survey by July 31, 2023. Surveys can be completed in person at various Blue Box locations, including Oakridge City Hall, Oakridge Fire Department, Oakridge Library, Oakridge Pharmacy, Orchid Health, and Westfir City Hall. An online survey option is also available at: www.surveymonkey.com/r/BYP38TC To learn more about the WAC, please visit the official website at: www.ci.oakridge.or.us/community/page/willamette-activity-center

Photos of the Oakridge Willamette Activities Center (WAC)









COMMUNITY ENERGY PLANNING PROJECT DESCRIPTION

Project Data

ODOE PA Number	#XX-XXX	
Project Type	Community Energy Planning Project OA #22-017	
Organization Type	City.	
Organization Name	Oakridge	
Contact Name	James Cleavenger, City Administrator	
Application ID	CG-02-199	

Project Scope Baseline

Project Address:	47674 School Street, Oakridge OR 97463
Geo Coordinates [Lat/Long]	43.74535/-122.46600

Project Site Ownership and/or Control	Grantee-Owned
Details:	

Project Planning Partners (List all	Wilson Architecture
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Anticipated Project Details

System Nameplate Capacity (kW) (If	250kWDC, 20kW/78kWh battery storage system
known)	
System Technologies	Solar PV and battery storage with backup circuitry
Resource Description	Solar
	Planning for a 250kW net-metered solar PV system and 20kW battery back-up system at the City of Oakridge Willamette Activity Center.
Net-metered to Utility	Yes

Project Planning Schedule Baseline

Project Start Date (Est)	08/08/2023
Project Completion Date (Est)	02/07/2024

^{*} Reference: OAR 330-250-0080 (2) & OAR 330-250-0040 (4)(a)(B)

Project Planning Budget Baseline

Total Planning Cost	\$ 30,000
Total Grants / Incentives / Other Funding	\$0
Projected ODOE Grant Award	\$30,000
Total Funding	\$30,000

^{*} Reference: OAR 330-250-0080 (2)(5)(a)(A-G) & OAR 330-250-0050

Program Equity Priorities & Project Benefits

Information contained below taken from Grantee's application.

Involvement of and leadership by members of Environmental Justice communities	х
Located in an Environmental Justice community	Х
Project will serve one or more Environmental Justice communities	Х
Project policy for using DBEs, Emerging SMB &/or Minority-Veteran Owned Businesses	Х
Project includes community outreach and stakeholder partnerships	Х
Project includes an Equity Framework	
Project provides direct energy cost savings to local families and small businesses	
Project will increase Economic Development	Х
Project will create jobs	х
Project include Inclusive Hiring and Promotion policies	Х

^{*} Reference: OAR 330-250-0130 (2)(6)(j)

Notes and Definitions:

Planning Grants for Community Renewable Energy and Energy Resilience Projects

Visit tinyurl.com/
ODOEGrants
for more information
and how to apply.

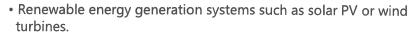
The Oregon Department of Energy is offering grants of up to \$100,000 for planning community renewable energy and energy resilience projects. Partnerships between the applicant and community groups, non-profits, private businesses, and others are encouraged. Projects must be located outside of Portland.

Eligible applicants include:

- Tribes
- Cities
- Counties
- Consumer-Owned Utilities
- Special Districts
- All other public bodies defined in ORS 174.109

Eligible technologies include:

Grant funds may be used for planning community energy projects, up to 20 megawatts in size, including:



- Energy storage systems such as batteries paired with a new or existing renewable energy generation system.
- Vehicle charging stations paired with a new or existing renewable energy generation system.
- Microgrid technologies paired with a new or existing renewable energy generation system.

Grant funding will be made available through 2024 and will be available for up to 100% of project costs.

Awards will be made on a competitive basis, and priority will be given to projects that support energy resilience and that serve certain qualifying communities, including communities of color, low-income communities, Tribes, rural areas, and other traditionally underserved groups.



Community Renewable Energy Grant Program



Oregon Department of Energy 550 Capitol St. NE, 1st Floor Salem, OR 97301 Email: community.grants@energy.oregon.gov

Phone: 503-378-4040

Construction Grants for Community Renewable Energy and Energy Resilience Projects

Visit tinyurl.com/
ODOEGrants
for more information and how to apply.

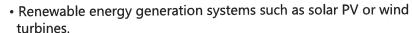
The Oregon Department of Energy is offering grants of up to \$1 million for constructing community renewable energy and energy resilience projects. Partnerships between the applicant and community groups, non-profits, private businesses, and others are encouraged. Projects must be located outside of Portland.

Eligible applicants include:

- Tribes
- Cities
- Counties
- Consumer-Owned Utilities
- Special Districts
- All other public bodies defined in ORS 174.109

Eligible technologies include:

Grant funds may be used for constructing community energy projects, up to 20 megawatts in size, including:



- Energy storage systems such as batteries paired with a new or existing renewable energy generation system.
- Vehicle charging stations paired with a new or existing renewable energy generation system.
- Microgrid technologies paired with a new or existing renewable energy generation system.

Grant funding will be made available through 2024, and will be available for up to 100% of eligible project costs for energy resilience projects and up to 50% of eligible project costs for renewable energy projects.

Awards will be made on a competitive basis, and priority will be given to projects that support energy resilience and that serve certain qualifying communities, including communities of color, low-income communities, Tribes, rural areas, and other traditionally underserved groups.

Phone: 503-378-4040



Community Renewable Energy Grant Program



Oregon Department of Energy 550 Capitol St. NE, 1st Floor Salem, OR 97301 Email: community.grants@energy.oregon.gov

Community Renewable Energy Program

Summary of Planning Grant Requirements

This document's purpose is to provide information regarding the requirements detailed in a performance agreement offered by the Oregon Department of Energy to a successful applicant for a Community Renewable Energy Grant Program planning grant. This is not a full list of the terms and conditions in the performance agreement but aims to better inform applicants of requirements associated with the grant award. The requirements are subject to change and what is included in a performance agreement may differ.

Timeline

The planning must be completed within 6 months of the effective date of the performance agreement. Planning is considered complete upon completion of the project plan.

If the successful applicant fails, or expects to fail, to complete the planning project within six months, or fails to promptly submit the final report upon completion, the applicant must notify the Oregon Department of Energy. This notification must occur at the latest, seven months after all the execution date of the performance agreement. The notification must describe the cause of the delay, what has been done to resolve the delay, and an updated timeline for completion of the planning project. If the director of the Oregon Department of Energy determines that good cause for the delay has been demonstrated, the Department may agree to an extended deadline. If good cause is determined not to have been demonstrated, the performance agreement may be terminated by the Department and any grand funds released may be recovered.

Reporting

Quarterly reports are due January 15th, April 15th, July 15th, October 15th until the project planning is complete.

A final report must be submitted promptly following completion of the project planning, and include the following:

- 1) A copy of the plan.
- 2) An account of the Planning Costs, including an itemized list of equipment and incurred Planning Costs. If the Planning Costs are \$50,000 or more, an attestation to the validity and accuracy of the account from an independent CPA is required.
- 3) Proof of the involvement of a disadvantaged business enterprise, emerging small business, or business that is owned by minorities, women, or disabled veterans, if a description of their involvement was provided in the application. Alternatively, a statement of why they were not involved is required if a description of their involvement was provided in the application.
- 4) If applicable, proof that the owner of the proposed project's location is current on their property taxes for the project site.

The plan required in the final report must include the following:

- 1) A description of how consultation with the following groups was incorporated into the planning:
 - a) Members of qualifying communities served by the proposed community renewable energy project:
 - b) Businesses located in the communities served by the proposed community renewable energy project;



- c) Electric utilities that have customers in the communities served by the proposed community renewable energy project; and
- d) Other regional stakeholders.
- 2) A description of the project that includes the following information:
 - a) An assessment of the suitability of the site.
 - b) A detailed description of the project including type and quantity of equipment, how the system will integrate into existing site or building conditions and any additional work needed.
 - c) If the project is for generating renewable energy:
 - i) Technical specifications of the selected technology.
 - ii) Nameplate capacity (KW) of the entire project.
 - iii) Projected amount of net energy the project will generate, in KWh per year for electricity generation or Btu for other types of energy.
 - iv) A renewable resource assessment demonstrating adequate renewable resource availability for the proposed system operations that includes the data collected to support the assessment and any assumptions made.
 - d) If the project is for energy storage:
 - i) Technical specifications of the selected technology.
 - ii) Nameplate power storage capacity in KW.
 - iii) Projected amount of net energy the project will supply, in KWh per year.
 - iv) Duration the project will provide backup for selected purposes.
 - v) Proposed operational use cases for the energy storage project.
- 3) A project management plan that includes:
 - a) A detailed construction plan and project schedule.
 - b) A description of who would manage the planning, construction, and system start-up.
- 4) If applicable, a description of the community resilience aspects of the project.
- 5) A project budget that includes:
 - a) The anticipated total project cost with an itemized list of costs.

Disbursement of Grant Award

If requested by the successful applicant, up to 30 percent of the grant funds may be released to be spent on eligible planning costs.

Eligible planning costs are detailed in <u>OAR 330-250-0050</u> and includes all reasonable costs related to planning incurred after the application deadline in the opportunity announcement and paid by an applicant. Reasonable costs related to planning include those costs associated with the plan required in the final report and include outreach and engagement with stakeholders, project design, and project management planning. Any fixed costs the applicant would incur in the applicant's normal course of business such as existing staff salaries or overhead costs are not eligible to be covered by the planning grant.

The remaining funds, up to 100 percent, may be released following completion of the planning and receipt and approval by the Oregon Department of Energy of the reporting requirements. The amount disbursed will not exceed 100 percent of the planning costs when combined with other incentives or grants. The Oregon Department of Energy may audit all documentation related to the project prior to disbursing the grant funds.



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Division 250

COMMUNITY RENEWABLE ENERGY PROJECT GRANT PROGRAM

330-250-0050

Planning Grant: Eligible and Ineligible Costs

All reasonable planning costs incurred after the application deadline in the opportunity announcement to which the applicant is responding are eligible to be covered by the Community Renewable Energy Project Grant Program. Eligible planning costs include, but are not limited to, costs associated with:

- (1) Consulting fees;
- (2) Load analysis;
- (3) Siting, excluding property acquisition;
- (4) Ensuring code compliance;
- (5) Interconnection studies;
- (6) Transmission studies; and
- (7) Other analysis and studies necessary for planning a renewable energy system.

Statutory/Other Authority: ORS 469.040 & Oregon Laws 2021, chapter 508 (House Bill 2021) Statutes/Other Implemented: Oregon Laws 2021, chapter 508 (House Bill 2021) History:

DOE 1-2022, adopt filed 02/28/2022, effective 02/28/2022

Please use this link to bookmark or link to this rule.

v2.0.10

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