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(SENT VIA EMAIL jedwards@brickschools.org
AND VIA REGULAR MAIL)
October 1, 2013

BUSINESS ADMINISTRATOR

Mr. James W. Edwards, Jr., CPA
Business Administrator/Board Secretary
Brick Township Public Schools
101 Hendrickson Avenue
Brick, NJ 08724

**Re: Proposal for Professional Services to Develop an RFB for a Power Purchase Agreement for a Photovoltaic System at Brick Township School District
D | R Proposal No. 13-82**

Dear Mr. Edwards:

Di Cara | Rubino Architects is pleased to provide this proposal to assist the Brick Township School District to develop a Solar Photovoltaic Panel System at the above schools and related services to assist in the preparation of a Request for Bid (RFB) for a Power Purchase Agreement and provide required administration services during construction.

In order to obtain proposals for a solar PPA and be able to effectively evaluate each response to select the most advantageous proposal for the Owner, we believe that the RFB should identify where the photovoltaic systems are to be located, including approximate sizes, and any limitations that the Owner or the site may present, as well as a review of the existing roof membrane to determine the remaining useful life. In addition, a preliminary structural review to determine the ability of the existing roof structure to support the photovoltaic system can be performed as an option, if requested.

A. SCOPE OF SERVICES:

PHASE I

I. PRELIMINARY ANALYSIS:

Di Cara | Rubino Architects will prepare a preliminary analysis of the identified facilities to determine the overall scope, size, locations, and limitations of the proposed photovoltaic system. This information will be used to guide the RFB's "Performance Specifications." The analysis will include the following:

a) Review of Existing Roof Conditions:

Review the existing roof conditions that may affect the design and construction of a photovoltaic system. This visual observation will include evaluation of the roof membrane and remaining life expectancy.

Based upon our findings, Di Cara | Rubino Architects will make recommendations of any required roof replacement, repairs, or extended warranties required from the roof

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manufacturer. This information will be used to determine the base Scope of Work in the RFB and subsequent alterations for required roof replacements.

b) Solar PV System Layout:

During this phase of the analysis, Di Cara | Rubino Architects will develop preliminary design options for the photovoltaic panel array at each facility to determine the potential system size and production of annual kWh of clean renewable energy. This analysis will also include Ground mount systems, if applicable.

The options will incorporate the structural loading limitations (if any) of the facilities, as well as roof areas requiring repairs and/or total roof replacement.

Di Cara | Rubino Architects will meet with the Owner, as needed, to review options, and determine the Scope of Work and options to be included in the Power Purchase Agreement RFB.

c) Structural Analysis:

A preliminary structural review will be prepared to determine the maximum loading capacity of the roof. The structural analysis is based on existing documentation provided by the Owner and will determine the roof loading capacity of each roof area from the as-built documents provided.

The above information will be used to develop a Request for Bid for a Power Purchase Agreement outlining the overall scope in sufficient detail to obtain detailed bids on a specific system size. The bids can also be developed to include Base Bid for the ground mounted system with Add Alternates for the carport system and the roof mounted system.

PHASE II

II. POWER PURCHASE AGREEMENT:

a) Request for BID - RFB:

Development of a Request for Bid (RFB), in cooperation with the Owner's attorney that will be used to solicit proposals from which the Owner can select a qualified vendor to design and install a solar generation system and enter into a PPA. The process will include:

- Review site issues to identify the acceptable and technically appropriate area for potential location of the solar facility based on the completed preliminary analysis.
- Coordinate with the Owner's attorney to draft a Request for Bid (RFB) that will serve as a "performance spec" and identifies the technical, financial, performance, and contractual issues that developers must adhere to their proposals.



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- Identify the technical, financial, performance, and contractual issues that developers must adhere to in their proposals. This approach allows solar developers to use their capabilities and creativity to design a project and propose a project design and PPA. This structure would require the attorney to review such documents for required bid forms, relevant front end verbiage, and mandatory terms and conditions of the PPA.

b) Bidding and Evaluation:

- Preparation of bid packages.
- Hold a pre-bid meeting for interested bidders to answer questions and coordinate site visits.
- Assist the District with the bidding process together with the District's attorney.
- Respond, as needed, to inquiries during the bidding process together with the District's attorney.
- Evaluate the proposals from a technical perspective.
- Prepare a draft recommendation report for award with the District's attorney.
- Coordinate with District's attorney in review of bids and contract preparation.
- Evaluation of bids including economic and financial analysis of terms of bid.
- Di Cara | Rubino Architects will assist the Board Attorney in the development of an evaluation matrix, including weighting factors, to serve as a basis for the decision of the Board of Education to designate a contract award. Prepare a draft recommendation report, discuss the report with the Board of Education and finalize the report and help the Board of Education to award a contract to the selected vendor.

c) Contract Administration (CA) Services:

Di Cara | Rubino Architects will provide Contract Administration Services with respect to the PPA solar project in order to coordinate with the solar project developer on construction status, pre-construction planning, and equipment staging issues. Our Contract Administration Services would also include providing on-site supervision and attendance at job meetings.

Di Cara | Rubino Architects will provide advisory services that provide the client with periodic status reports on the timing of the project and to advise the client on coordination and timing issues. Services include:

- Coordinate and attend pre-construction meeting with developer/installer, contractors, and personnel.
- Prepare a periodic report that summarizes the work completed and reflects any changes to the construction schedule based on information received from the developer/installer.
- Review project close-out at the conclusion of the installation to document that the solar system is installed and operating.



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B. FEE PROPOSAL:

PHASE I

PRELIMINARY ANALYSIS:

- A. Roof Analysis \$1,000 - \$1,500 / Site
 - B. Solar PV System Layout..... \$1,500 - \$2,200 / Site
 - C. Structural Analysis*..... \$2,000 - \$2,500 / Site
**Based on existing structural drawings provided by District*
- Presentations and Meetings..... Included in above

PHASE II

- A. Development of Request for Bid (RFB) \$ 35,000
 (with Owner's attorney)
- B. Bidding Process, Review and Evaluation \$ 60,000
 (with Owner's attorney)
- C. Contract Administration Solar \$ 80,000 *16 months*
 (Based on 5 months of construction)

Once the full scope of work is determined including number of buildings, school sites and municipal sites, Di Cara | Rubino Architects can provide a fixed fee for all services.

REIMBURSABLE EXPENSES:

Reimbursable expenses are billed in addition to the fees indicated above and generally include postage, overnight mail/courier service, mileage, photocopies, printing, plotting and facsimiles and will be invoiced at 1.2 times the expense.

Note: The above fees for the Power Purchase Agreement may be identified in the RFB as an administrative cost such that they will be paid by the designated vendor and incorporated into the Power Purchase Agreement.



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EXCLUSIONS:

The following services are excluded from the basic services outlined in this proposal:

- Full time observation
- Testing
- Identification and/or abatement of hazardous material including, but not limited to, asbestos and lead
- Permit fees
- Soils investigation
- Core samples
- Off-site utilities
- Surveys
- Site inspection of existing structures
- Legal services
- Preparation of PPA contracts
- Civil Engineering
- DEP Applications
- Stormwater Management

Di Cara | Rubino Architects will rely on the accuracy of any information submitted to us by the District in the performance of our services, and will not be held responsible for errors or inaccuracies contained in information provided to us.

Di Cara | Rubino Architects shall be responsible only for its activities and that of its employees on any site. Neither the professional activities nor the presence of the Team or its employees or subcontractors on a site shall imply that the Team controls the operations of others.

If the above proposal is acceptable, please sign where indicated and return a copy for processing. Thank you for your time and consideration and the opportunity to be of service.

Very truly yours,

DI CARA | RUBINO ARCHITECTS

Germano R. Rubino, AIA
Principal

GRR/dac

Accepted By:

Mr. James W. Edwards, Jr.
Business Administrator/Board Secretary

Date _____