



**THE CITY OF SEATTLE
CITY LIGHT DEPARTMENT**

2011

REQUEST FOR PROPOSALS

**Long-Term Renewable Resources
Renewable Energy Certificates**

Issued September 19, 2011



Seattle City Light 2011 Request for Proposals Renewable Resources and Renewable Energy Certificates

1 - Introduction

The City of Seattle, City Light Department (City Light) invites competitive proposals for:

(a) renewable energy together with associated environmental attributes, including Renewable Energy Certificates (RECs), generated by an Eligible Resource, and/or

(b) only the environmental attributes, including RECs, generated by an Eligible Resource.

City Light intends to select one or more proposals for the purpose of entering into negotiation for the long-term purchase of up to 200,000 MWh/year of reliable, low-cost renewable energy and associated RECs and/or RECs only from Eligible Resources for a period of ten years or longer starting in 2020. City Light will require a minimum output guarantee and credit assurances. City Light will consider proposals for equity ownership.

City Light will consider a broad range of proposals, technologies, and contractual arrangements. City Light will require proponents to demonstrate they have the creditworthiness to develop the project(s) offered into this RFP and deliver the electrical energy and/or RECs over the indicated contract length. Any party submitting a proposal must be the owner of the Eligible Resource or RECs, or have written authorization from the owner to submit a proposal.

For more information regarding City Light, please see its most current Integrated Resource Plan at

http://www.seattle.gov/light/news/issues/irp/docs/SCLIRP2010_Executive_Summary.pdf

2 - Product Definitions

Eligible Resource means any source of electrical energy, capacity, and RECs that meets the requirements of Washington State's Energy Independence Act (RCW 19.285 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=19.285>), and WAC 194-37) with a capacity of more than 2 MW.

Renewable Energy Certificate or Renewable Energy Credit (REC) means a tradable certificate of proof of at least one megawatt-hour of electricity generated from an Eligible Resource and recorded in the Western Renewable Energy Generation Information System (WREGIS).



3 - Requirements

Proponents should clearly and concisely respond to this request, follow the structure of this RFP, and provide all requested information utilizing the accompanying Excel file. For instruction on how to provide requested information please refer to the Excel file’s explanation tab. Additional information in electronic or hardcopy format will be accepted.

Each proposal shall be effective for a minimum of 180 days after the response deadline. City Light may request proponents to extend their proposal until agreement is reached, or regulatory approvals are received.

In order to ensure proper consideration of the special provisions of any proposal, proponents should explain in detail any provisions that may not be obvious. Clearly mark portions of a proposal that are variations to the base proposal. Proposals must be clear and concise as to what is offered.

City Light reserves the right at any time during this process, to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, and award the contract in whole or in part if it is deemed in City Light’s best interest.

City Light also reserves the right to negotiate power purchase and REC purchase agreements outside of this process.

All final offers as a result of this RFP require approval from the Seattle City Council and Mayor; City Light will present contracts to these decision-makers, but any final offer is contingent upon their approval.

4 - RFP Schedule and Procedure

City Light’s proposed schedule is as follows:

Milestone	Date
Request for Proposal Issued	September 19, 2011
Proponents, Submittal of Requests for Information and Clarification on RFP due	September 30, 2011
Notice of Intent to Respond Due to City Light	October 5, 2011
Proposals Due to City Light	October 19, 2011
Short-List of Proponents Selected for Interviews	November 4, 2011



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Due Diligence with Short-Listed Proponents	November 2011
Negotiations	December – January 2012
Targeted Completion Date	February 2012

City Light reserves the right to change this schedule, and will provide information about changes to the schedule via email to those parties who have filed a notice of intent to respond at http://www.seattle.gov/light/News/RFI_RFP/rfp_ra1.asp or at [SCL Renewable RFP on eBid](#).

Proposals may be either mailed or hand delivered. The City is not responsible for late delivery caused by the Postal Service or private carriers. Proposals received after the deadline may not be considered.

All proposals become the property of the City of Seattle. The content of all proposals will be treated as confidential to the extent permitted by law until the selection of the Renewable Resource provider is made. Any proprietary data must be clearly marked “Confidential - Proprietary Information.”

a – Requests for Information

Any request for clarification or additional information regarding this RFP shall be submitted in writing via mail, phone, fax or e-mail to the correspondence (Exhibit A) by 5:00 PM, Friday September 30, 2011. All requests received prior to September 30 will be aggregated and answered in writing with copies of the questions and answers transmitted to all prospective proponents who have delivered a timely Notice of Intent to Respond.

b – Notice of Intent to Respond

Proponents must submit a “Notice of Intent to Respond” form included in Appendix B, via mail, fax or e-mail to correspondence by 5:00 PM, Wednesday, October 5, 2011.

c – Proposal Submission Deadline

Proponents should submit one original signed paper copy, and one electronic copy of all documents on any data storage device in Excel and /or Word formats as appropriate. Also the accompanying Excel file in this RFP should be completed and returned with answers to requested information. Proposals must be received no later than 5:00 PM, Wednesday, October 19, 2011.



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City Light will perform an initial review of the proposals to determine if all required information have been provided. Where deficiencies are not material, City Light may, at its sole discretion, grant a period of five (5) working days to the proponents to cure such deficiencies.

5. Evaluation Process

All information in support of a proposal must be provided in the accompanying Excel file. There is explanation tab in Excel file to help you provide clear answer to each question. Also additional information or comments can be provided in the comments column. Exhibit C explains the evaluation process which includes following steps:

a – Completeness

Proposals will be reviewed to determine if all required information has been provided, City Light may request the missing information, or simply reject the proposal, at its sole discretion.

b – Eligibility

Proposal that do not meet the requirements of an Eligible Resource or RECs will be rejected.

c – Prioritization

City Light will evaluate proposals on a range of criteria including but not limited to the following:

- i. Delivered cost to City Light;*
- ii. Transmission availability;*
- iii. Complementary to City Light's existing loads and resource portfolio;*
- iv. Counterparty assessment including experience, financial stability and credit worthiness;*
- v. Risk and long-term reliability assessment including the risk of the facility not being built or not being able to provide reliable long-term power or RECs;*
- vi. For biomass facilities, a fuel source assessment where the feedstock is identified, their proportions and the contract status of each source of feedstock.*

After initial evaluation a short-list of proposals will be identified for further evaluation.

During evaluation of proposals, City Light may ask certain proponents to make a presentation of their proposal to City Light resource acquisition staff and to respond to



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questions from City Light concerning their proposal. After the interviews and the evaluations are completed, City Light may request one or more proponents to enter into contract negotiations.

Upon selection of final proposals for negotiation of a contract, City Light will require additional information to allow it to successfully conclude negotiations. City Light will require information about the environmental impacts of projects and ongoing monitoring of project impacts on natural resources. City Light uses a Master REC Purchase and Sale Agreement or Power Purchase Agreement that can be modified to meet the needs of counterparties. Upon reaching agreement on the final terms and conditions of a contract with one or more parties City Light will submit the proposed contracts for the review and approval of the Mayor and City Council.

6. Administrative and other Requirements

a – Addenda to the RFP

If it becomes necessary to revise any part of this RFP, an addendum will be issued by City Light and provided to all proponents that have been mailed or have picked-up this RFP. Proponents should contact City Light, following the instructions in the subsection below if they find any inconsistencies or ambiguities in this RFP. Clarification given by City Light may become an addendum to the RFP.

b – Duly Authorized Signature

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

c – Proponent's Responsibility for Proposal Costs

Each proposal prepared in response to this RFP will be prepared at the sole cost and expense of the proponent and with the express understanding that there will be no claims whatsoever for reimbursement from City Light.

d – Proposal Changes or Withdrawals

A proponent may withdraw or modify its proposal at any time before the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal, or their successor. Material changes to proposals after the date of submittal may result in their rejection by City Light.

e – Proposal Disposition

All materials submitted in response to this RFP, except for proprietary material, shall become the property of City Light upon delivery to the City.



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f – Proprietary Material

Any proprietary information in a proposal must be designated clearly and should be bound separately and labeled with the words “CONFIDENTIAL - PROPRIETARY INFORMATION.” Appropriate references to this information must appear in the body of the proposal. An entire proposal marked “PROPRIETARY INFORMATION” will not be accepted.

City Light will take reasonable precautions and use reasonable efforts to protect such information provided that such information is clearly marked as proprietary or confidential on the page it appears. City Light reserves the right to release such information to agents or contractors for the purpose of evaluating the proposal. Such agents or contractors will be contractually bound to the same standards of care with respect to the disclosure as City Light. In any event, City Light, its agents or contractors will not be liable for monetary damages resulting from any disclosure before, during, or after the solicitation.

Proponents should be aware that the City is required by law to make its records available for public inspection with certain exceptions (see Revised Code of Washington, Chapter 42.56). It is the City’s belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings or documentation. However, the proponent, by submission of materials marked “CONFIDENTIAL – PROPRIETARY INFORMATION”, acknowledges and agrees that the City will have no obligation or liability to the proponents in the event that it discloses these materials or has any obligation to defend the assertion that proponent’s data is exempt from disclosure.

g – Ownership of Data

If the proposal includes an option for City Light to purchase the project, upon completion of all work under the contract, ownership and title to all reports, documents, plans, specifications, and estimates produced as part of the contract shall be automatically vested in City Light, and no further agreement will be necessary to transfer ownership to City Light. Copies made for the contractor's records shall not be furnished to others without written authorization from City Light.

h – Acceptance of RFP Content

The terms and conditions of this RFP and the contents of the successful response may be included in a final contract. The City retains the option of canceling the award or selecting another offer if the successful proponent fails to accept such obligations.



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i – Proponents Qualifications

Proponents must submit evidence that they have relevant past experience and have previously delivered services similar to those requested. Each proponent may also be required to show that it has satisfactorily performed similar work in the past and that no claims of any kind are pending against such work.

j – Notification

Each proponent will be notified in writing as to acceptance for further review or rejection of his/her proposal.



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Exhibit A

Correspondence

City Light's official contact for this Request for Proposal is:

Robert W. Cromwell, Jr., Director
Power Contracts and Resource Acquisition
Seattle City Light
700 Fifth Avenue, Suite 3200
Seattle, WA 98104-5031

e-mail: Robert.cromwell@seattle.gov
Telephone: (206) 684-3856
FAX: (206) 386-4555



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Exhibit B

Notice of Intent to Respond

This is to inform City Light that the undersigned intends to respond to the Request for Proposal for Renewable Resources for Seattle City Light, dated

_____.

Company: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Contact Person: _____

Please return by mail, fax or e-mail no later than 5:00 PM, Wednesday, October 5, 2011 at the following address.

Robert W. Cromwell, Jr., Director
Power Contracts and Resource Acquisition
Seattle City Light
700 Fifth Avenue, Suite 3200
Seattle, WA 98104-5031

e-mail: Robert.cromwell@seattle.gov

Telephone: (206) 684-3856

FAX: (206) 386-4555



Exhibit C

Proposal Evaluation Process

