

Request for Proposals for:

Southern Alliance for Clean Energy

**Building an Infrastructure for Ocean Based Renewable Energy in the Southeast U.S.:
Phase 2A - Siting Analysis for Potential Offshore Wind Farm Development**

Issue Date: October 25, 2010

Proposals Due: 5:00 PM EST, Friday, November 12, 2010

Southern Alliance for Clean Energy, 250 Arizona Ave., Atlanta, Georgia 30307

I. OVERVIEW: The Southern Alliance for Clean Energy requests proposals for Building an Infrastructure for Ocean Based Renewable Energy in the Southeast U.S.: Phase 2A – Siting Analysis for Potential Offshore Wind Farm Development. This analysis will assist the selection and development of transmission infrastructure to support gigawatt scale, ocean based renewable energy resources located off the coast of North Carolina, South Carolina and Georgia in an economic manner. The focus is on offshore wind technologies as determined to be commercially available within the next 10 years. This request for proposals covers Phase 2A of the project whereby the subcontractor will identify potential offshore wind development areas.

Responses due 11/12/10. For more info, please visit:
<https://sites.google.com/site/requestforproposals2010/>.

II. PROPOSAL COVER FORM

Address submissions to be received by 5:00 PM EST (Local Time) – November 12, 2010:

Ms. Rita Kilpatrick
Southern Alliance for Clean Energy
250 Arizona Ave.
Atlanta, Georgia
30307

Dear Ms. Kilpatrick,

The undersigned, having carefully familiarized himself (or themselves) with the nature of this project, hereby propose to furnish all labor, materials and equipment and perform all work to conduct analysis and furnish a report in accordance with the enclosed specifications for the sum of:

PROPOSAL:

\$ _____

STIPULATIONS:

In submitting the Proposal, the undersigned agrees:

1. Proposals will not be withdrawn within the period of 30 calendar days following the opening thereof.
2. If notified of the acceptance of this proposal, to enter and execute a contract for the work within the 10 calendar days after such notification.
3. That the right is reserved by Southern Alliance for Clean Energy in consultation with the Georgia Environmental Finance Authority and the National Renewable Energy Lab to reject any or all bids and to waive any informalities in proposals received.
4. That the Southern Alliance for Clean Energy shall have the right to award the contract in consultation with the Georgia Environmental Finance Authority and the National Renewable Energy Lab based upon a number of factors, not solely on the sum of the base proposal.
5. No contract is given or implied regarding the project until funding is appropriated and SACE has offered a written contract to the contractor and both parties have fully executed the contract. No offer has been made to the contractor until the aforementioned items have transpired.
6. The Proposing entity agrees that the Proposal Documents have been thoroughly reviewed prior to submitting a proposal and the discrepancies, conflicts, errors, and/or omissions within the documents have been brought to the attention of SACE and have been resolved prior to submission of bids.
7. Proposals will be opened privately by SACE and the Georgia Environmental Finance Authority; submitting entities will be notified within 72 hours of results.

RECEIPT OF DRAWINGS:

Receipt is acknowledged of the Drawings

NAME _____

FIRM _____

INCORPORATION _____

STATE OF _____

BY _____

TITLE _____

DATE _____

OFFICIAL ADDRESS AND TELEPHONE:

Telephone: _____

Note: If by a corporation, this proposal must have the signature required by its bylaws.

Interested firms should read the “Scope of Work” specifications carefully to ensure they are aware of contract expectations and prepared to turn in all necessary information. The term “Sub-contractor” refers to those submitting a proposal. A total of \$20,000 is available for the study. Any and all expenses incurred by the proposing entity(ies) resulting from the preparation of proposals/submissions shall be borne by the proposing entities.

III. TIMELINE

This timetable is for the information of submitting entities. These dates are subject to change, but **in no event shall the deadline for submission of the proposals be changed except by written modification from SACE.**

Availability of RFP.....October 25, 2010

Timeframe to submit questions (in writing) to SACENovember 8, 2010

Proposals due.....5:00 PM, November 12, 2010

Selection Process.....November 19, 2010

Anticipated Contract Start Date..... November 29, 2010

***Questions should be submitted via email to simon@cleanenergy.org. Answers to all questions shall be posted at <https://sites.google.com/site/requestforproposals2010/> so that all firms have access to the same information when preparing their proposals.*

IV. STATEMENT OF WORK

Building an Infrastructure for Ocean Based Renewable Energy in the Southeast U.S.: Phase 2A - Siting Analysis for Potential Offshore Wind Farm Development

1.0 BACKGROUND

The Ocean Based Renewable Energy Infrastructure project is funded by a U.S. Department of Energy (DOE) State Energy Program (SEP) grant, administered by the Georgia Environmental Finance Authority (GEFA) and facilitated by the Southern Alliance for Clean Energy (SACE).

This multi-phased project is a collaboration among state, regional, and national agencies to create a thorough understanding of the infrastructure required to develop gigawatt scale ocean renewable energy resources in an economic manner.

Phase 2A will draw from information provided in the first phase of the project and analyzes and compiles data that will feed into the second phase of the project. Phase 1 of the project was an ocean-based renewable energy assessment off North Carolina and Georgia. This intermediate step (Phase 2A) will build upon the first phase by identifying areas off North Carolina, South Carolina and Georgia where ocean-based renewable energy is most feasible, taking into consideration geological, environmental, economic, military, transportation, and other constraints on the placement of these projects. The subcontractor for Phase 2A will compile applicable data from Phase 1, specifically the data from studies from Georgia Tech and University of North Carolina Chapel Hill in addition to ongoing work for offshore South Carolina, into a uniform regional dataset. This regionalized dataset will be used to identify potential offshore wind energy development zones specifically for the transmission study.

An RFP is also being issued for Phase 2B of this project. Phase 2B will take the potential offshore wind energy development zones identified in Phase 2A and create electric generation output data in order to estimate offshore wind energy generation potential and load. Offerors for this contract are allowed to submit a bid on the Phase 2B contract.

An RFP will also be issued for Phase 2C of this project. Phase 2C is a Southeastern Ocean Based Transmission Study, designed to help stakeholders, including regional utilities and transmission operators, to understand the costs and operating impacts of significant amounts of wind power on their grids and to help them in future transmission planning. The project is intended to provide information that can supplement a broader, more comprehensive environmental and spatial planning process and is not intended to replace any studies necessary for the proper siting of wind projects. Offerors for this contract are allowed to submit a bid on the Phase 2C contract.

2.0 OBJECTIVE

This Phase 2A of the project will identify the areas where offshore wind farms are most likely to be built in the near term (10 years) based on quantitative data available.

3.0 SCOPE OF WORK

The work will result in a report that identifies a minimum of 12 Bureau of Ocean Energy Management (BOEM) lease blocks each for Georgia, South Carolina and North Carolina utilizing the specified criteria. The subcontractor will work to locate areas of at least 27 square miles in size (or approximately three BOEM lease blocks conjoined) in order to ensure a minimum wind farm capacity of 300 megawatts. The “potential development zones” will be identified by BOEM lease block number, as well as latitudinal and longitudinal coordinates. If areas are found to be acceptable in state waters, those areas will be identified by latitude and longitude.

The work will evaluate development zones using the following criteria:

1. Evaluate the offshore area for Georgia, South Carolina and North Carolina up to 50 nautical miles from each state’s shore.

2. Exclude any area with water depths that are not commercially viable for offshore wind energy technology in the foreseeable future (e.g. greater than 30 meters depth).
3. Exclude any area with estimated average wind speeds that are not commercially viable for offshore wind energy technology in the foreseeable future (e.g., less than 7.5 meters per second).
4. Exclude any areas where incompatibility issues preclude offshore wind development, including but not limited to:
 - a. Shipping lanes
 - b. Military munitions training areas
 - c. Extensive commercial fishing effort
 - d. Mining or dumping grounds
 - e. Subsea pipelines, electric transmission or telecommunication lines
 - f. Essential marine fauna habitat, including habitat primarily for feeding, migrating and mating or other areas of important ecological concern
 - g. Major bird fly-ways
 - h. Hard bottom substrate
 - i. Cultural or historical areas of importance, such as shipwrecks
5. If possible, the subcontractor will also identify existing onshore transmission grid interconnection locations.
6. The subcontractor will prioritize the acceptable lease blocks as least intrusive to more intrusive with the remaining lease blocks as excluded.

The subcontractor will not perform field studies to collect new data in this Phase 2A of the project. SACE will work with the subcontractor to identify possible sources of data relevant to this step. The potential development zones identified in this Phase 2A will then be used for phase two of this project.

4.0 DELIVERABLES

1. Program Plan – 15 days after award of subcontract. The Subcontractor shall provide to SACE within fifteen (15) days after award of the subcontract and within fifteen (15) days after any agreed upon changes by both parties, a detailed program plan that covers the specific work breakdown structure for the subcontract effort. The program plan shall be sent to the SACE Administrator.
2. Draft report due to the SACE Administrator 45 days after award of subcontract. Draft report will include at least 12 BOEM lease blocks for each state, as well as latitude and longitude for said lease blocks and additional area identified in state waters as potentially available for offshore wind development. The subcontractor will include a bibliography of the references used and an appendix of any assumptions made for the completion of Phase 2A.
3. Final report due to the SACE administrator 90 days after award of subcontract. The Subcontractor shall prepare and submit a final technical report to SACE, both in draft and final version, describing all significant work performed during the entire subcontract's period of performance.
4. The Subcontractor shall submit monthly progress reports to SACE. The Subcontractor shall prepare and submit to SACE by the tenth day of each month a brief technical progress report. This report shall communicate an assessment of subcontract status,

- explain variances and problems, report accomplishment of performance milestones and/or program deliverables, and discuss any other areas of concern or achievement.
5. The offeror is allowed to suggest an alternative timetable; however, a thorough and valid explanation must be submitted with the original proposal. SACE's acceptance of a proposal is not necessarily an acceptance of the proposed alternative schedule, which must be negotiated prior to the contract being awarded.

PROPOSED PAYMENT SCHEDULE

1. 10% after submittal of the Program Plan
2. 60% after submittal of the Draft report
3. 30% after submittal of the Final report

5.0 INSTRUCTIONS FOR PROPOSAL PREPARATION

This section defines specific areas to be addressed by the Offeror to satisfy the objectives of the Statement of Work, including the Offeror's capabilities, resources, and experience in the required project area as outlined below:

- Executive summary describing the proposed analytical approach, project team, each individual's specific role in this project, and milestone schedule.
- General list of anticipated data needs including type of data, time frame (length and resolution), and probable source.
- Qualifications, in the form of resumes and/or CVs, for each individual of the primary offeror's personnel and for each individual proposed subcontractor; description of work to be completed by each individual; letter of commitment from each subcontractor.
- Pricing proposal with cost identified for each task in the Statement of Work.

Discuss any exceptions to the statement of work and explain how these exceptions will lower cost or increase the overall likelihood of meeting the project objectives.

6.0 EVALUATION CRITERIA

The technical and cost proposals will be evaluated on the following criteria weighting system:

40% - Qualifications and Previous Experience

- Resumes or Curriculum Vitas (CVs) for each individual on the offeror's proposed project team, including subcontractors.
- Familiarity with marine resource assessments.
- Experience with GIS, data collection, and site identification in marine environments.

- The experience of the offeror in conducting similar projects and meeting project timelines for those projects.

30% - Proposed Analytical Approach

- Offeror's description of the specific analytical approach to be used to perform each task described in the Statement of Work including methodologies, issues/concerns, and any ideas for improvement.
- The extent to which the offeror's proposed data generation process will result in successfully meeting the overall project objectives.

30% - Management, Schedule, and Cost

- Extent to which the proposed work will meet SACE's cost objectives.
- Description of and statements from subcontractors regarding their commitment to the offeror's proposed project team and how each team member will be expected to contribute to the project.
- Offeror's milestone schedule for their proposal.

7.0 Electronic Reporting Requirements for Subcontract Report Deliverables

The Subcontractor shall provide the final approved version of report deliverables intended for public distribution as specified in the deliverables schedule of this Statement of Work in accordance with the following electronic reporting requirements:

- a. The Subcontractor shall submit all report deliverables intended for public distribution (including status, annual, or final reports) as electronic files, preferably with all graphics and images embedded within the document. The electronic files shall be submitted along with five accompanying hard (printed) copy(ies) of the report. Limited exceptions allowing some graphics and images to be submitted as hard copies only may be granted on a case-by-case basis. The exceptions process for graphics and images is described in Paragraph E below. It shall be made clear in the deliverable transmittal letter that certain graphics and images are supplied in hard copy only.
- b. All final approved version submissions shall be delivered to SACE on PC or MAC-formatted media (CD, DVD or other mass media storage like USB flash drive). Files of 1 Mb or less can be sent via e-mail to the SACE Subcontract Administrator (as specified in the Statement of Work).
- c. The preferred format is a single electronic file that includes all of the text, figures, illustrations, and high-resolution digital photographs (or photographs should be scanned

and incorporated in the text). Acceptable file formats are:

- ☐ Adobe Acrobat (v. 8.0 or newer for PC or MAC)
- ☐ Microsoft Word (v.6.0 or newer for PC or MAC)
- ☐ WordPerfect (v.6.1 or newer for PC)
- ☐ Microsoft PowerPoint
- ☐ Microsoft Excel

d. The native files for any page layout formats submitted shall be supplied. The following software is supported on both Mac and PC platforms:

- | | |
|--|---|
| ☐ Microsoft Word (.doc) | ☐ Adobe Acrobat (.pdf) |
| ☐ Photoshop (.psd) | ☐ Illustrator (.ai) |
| ☐ GIS (*.shp, *.kml, *.kmz) | |

Should these formats be unacceptable to a yet to be determined Phase 2B subcontractor, the subcontractor for Phase 2A will also need to provide relevant data in an acceptable format for the subcontractor for Phase 2B of this project.

e. In the rare case that the graphics or images cannot be supplied electronically, either incorporated within the text or as a separate electronic file, original hard copies will be accepted. The Subcontractor shall obtain prior approval from the Subcontract Administrator before submitting graphics or images in hard copies. It shall be made clear in the deliverable transmittal letter that certain graphics and images are supplied in hard copy only.

f. A fully executed release shall be supplied to SACE with all photographs, regardless of whether such photographs are delivered to SACE electronically or in hard copy. Such release shall certify that the Southern Alliance for Clean Energy and the United States Government is granted a non-exclusive, paid-up, irrevocable, worldwide license to publish such photographs in any medium or reproduce such photographs or allow others to do so for United States Government purposes.

h. The Subcontractor may contact SACE (simon@cleanenergy.org) with questions regarding technical guidance concerning the submission of subcontract report deliverables as electronic files or exceptions to electronic files for graphics and images.

Deliverable Addresses - The Subcontractor shall clearly label all deliverables with the Subcontractor name, SACE subcontract number, and the deliverable description (e.g., Program Plan, Draft Report, etc.). Deliverables shall be sent to the following address:

Southern Alliance for Clean Energy
Attn: Rita Kilpatrick
250 Arizona Ave, NE,
Atlanta, GA 30307
kilpatrick@cleanenergy.org

- One (1) master electronic version and four copies
- One (1) master printed copy, including graphics, and four copies