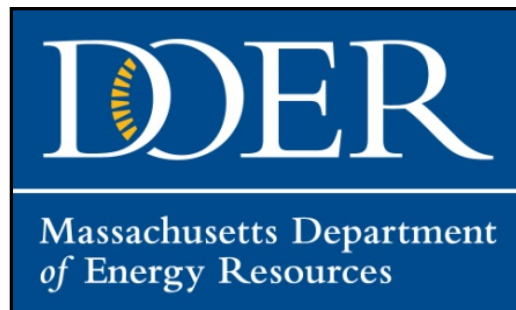


THE COMMONWEALTH OF MASSACHUSETTS
**EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS**
DEPARTMENT OF ENERGY RESOURCES
PATRICK C. WOODCOCK, COMMISSIONER

100 Cambridge Street, Suite 1020
Boston, MA 02114



Request for Quote (RFQ)

**Document Title: Consulting Services for the
Massachusetts Technical Potential of Solar Study**

COMMBUYS Bid Number: BD-22-1041-ENE01-ENE01-71632

Agency Document Number: RFQ-ENE-2022-008

Issued February 22, 2022

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays.

1. BACKGROUND & PURPOSE

A. Massachusetts Department of Energy Resources

The Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs to ensure the adequacy, security, diversity, and cost-effectiveness of the Commonwealth's energy supply to create a clean, affordable, equitable, and resilient energy future. The DOER is an agency of the Executive Office of Energy and Environmental Affairs.

B. Purpose of Solicitation

Over the past decade, Massachusetts has had several programs that have supported the development of solar in the Commonwealth. This has led to over 100,000 projects representing 3,000 MW DC that has been constructed. In December 2020, EEA issued the Interim Clean Energy and Climate Plan for 2030 and Massachusetts Decarbonization Roadmap, calling for an additional 2 GW of distributed generation by 2030 and 15-20 GW of solar by 2050, respectively.¹

Throughout the deployment of solar in the Commonwealth, questions have been raised about the appropriate siting of the facilities that are receiving incentives through its programs. DOER has convened stakeholder sessions on the topic through the past decade. Stakeholders have expressed both a desire for more clean energy and concerns about the amount of forest that are being converted to solar development. Based on this input, DOER released the solar siting analysis in 2021.² The analysis assessed ground mounted solar development between 2010 and April 2019 and characterized the land cover type for these sites. It revealed that approximately 7,900 acres had been developed for solar projects and approximately 50% of the land had previously been forested. The analysis establishes a baseline of development and an easily replicated methodology to analyze trends in subsequent years.

Recognizing that additional solar will be needed to meet the net zero goals, DOER seeks to build off of the previous efforts and hire a consultant (Consultant) to undertake a Technical Potential of Solar Study. Similar studies have been done elsewhere, including the following:

- New Jersey (2012 and 2017)- Solar Siting Analysis³
- Rhode Island (2019)- Solar Siting Opportunities Study⁴
- California (2019)- Power of Place Technical Report- The Nature Conservancy⁵
- Massachusetts (2020)- Solar Screening Tool- Cape Cod Commission⁶
- New Jersey (2020)- Long Island Solar Roadmap⁷
- Maine (2021-updated)- Renewable Energy Siting Tool- Maine Audubon⁸

¹ <https://www.mass.gov/info-details/ma-decarbonization-roadmap>

² <https://www.mass.gov/service-details/annual-compliance-reports-and-other-publications>

³ <https://www.nj.gov/dep/ages/solar-siting.html>

⁴ <http://www.energy.ri.gov/documents/renewable/Solar%20Siting%20Opportunities%20for%20Rhode%20Island.pdf>

⁵ https://www.scienceforconservation.org/assets/downloads/Technical_Report_Power_of_Place.pdf

⁶ <https://www.capecodcommission.org/our-work/solar-screening-tool/>

⁷ <http://solarroadmap.org/>

⁸ <https://storymaps.arcgis.com/stories/dbde7a8bef5748a8acc0d92891cb2844>

In addition to previous work, there is other ongoing work being undertaken on grid modernization at the MassCEC⁹, and the expansion The Nature Conservancy's Power of Place Technical Report to include an assessment of the eastern U.S.

2. PROCUREMENT & CONTACT INFORMATION

A. Type of Procurement

The contract (Contract) will be a Fee for Service subject to 801 CMR 21 and PRF74 Energy Climate Action, and Facility Advisory Services (PRF74).

B. Request for Quote Distribution Method

This Request for Quotes (RFQ) has been distributed electronically using the COMMBUYS system. It is the responsibility of every potential respondent to check COMMBUYS for any addenda or modifications to an RFQ to which they intend to respond. The Commonwealth of Massachusetts (Commonwealth) and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for an amended RFQ or submit inadequate or incorrect responses.

Respondents may not alter language in an RFQ or any RFQ component files. Those submitting a proposal must respond in accordance with the RFQ directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this RFQ, its specifications, terms and conditions, or which change the intent of this RFQ are prohibited. Any unauthorized alterations will disqualify a response.

C. PRF74 Energy Climate Action, and Facility Advisory Services (PRF74)

Work awarded as a result of this RFQ is pursuant to Statewide Contract PRF74 Energy Climate Action, and Facility Advisory Services (PRF74). All terms, conditions, contract rules, and Compensation Structure/Pricing and Expenses established in PRF74 shall apply. Additional information concerning PRF74 can be found using PRF74 User Guide located at:

<https://www.mass.gov/doc/prf74-energy-climate-action-and-facility-advisory-services/download>

Massachusetts Public Records Law

All proposals and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted proposals that are inconsistent with these statutes shall be disregarded.

⁹ <https://www.masscec.com/request-proposals-net-zero-grid-distribution-planning-lab-%E2%80%93-technical-support-and-demonstration>

D. Small Business Procurement

This procurement is targeted to small businesses participating in the Commonwealth's Small Business Purchasing Program (SBPP). The DOER intends to evaluate bid responses from designated small business and to potentially award a contract to a SBPP-participate who submits a bid that meets or exceeds the solicitation criteria. However, this procurement is not limited to business participating in the SBPP. Proposals will be expected from qualified PRF74 vendors as well. If it is determined that there is inadequate SBPP capacity, or no SBPP-participating vendors provide a responsive bid, the DOER will then evaluate, and award bid responses received from non-SBPP businesses. In order to determine a businesses' eligibility and to participate in the SBPP, please review the requirements and general program information located at www.mass.gov/sbpp.

E. No Guarantee of Resulting Contract

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this RFQ.

F. Questions & Answers

All questions must be submitted through the Q&A feature within COMMBUYS.

G. Contact Information

Responses to this RFQ will be received by:

Contact:	Eric Steltzer Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA. 02114
Telephone:	857-276-3948
E-mail:	Eric.Steltzer@mass.gov
RFQ Name:	Consulting Services for the Massachusetts Technical Potential of Solar Study
RFQ File Number:	RFQ-ENE-2022-008

I. Procurement Calendar

DOER Issues Request for Quote	February 22, 2022
Deadline for Submitting Questions	March 16, 2022
DOER Answers Questions	March 23, 2022
REQUEST FOR QUOTE RESPONSE DUE DATE	April 13, 2022 at 4:00PM
Selection of Winning Response*	May 4, 2022
Execution of Contract with DOER*	June 15, 2022
Project Kick-off meeting*	June 20, 2022
PROJECT COMPLETE*	June 30, 2023

*Request for Quote Response Due dates are anticipated dates. All dates are subject to change.

3. REQUEST FOR QUOTE & CONTRACT INFORMATION

A. Deliverables

Proposal should include detailed information on the planned approach towards achieving the following tasks:

Task 1: Stakeholder Engagement

Develop and execute a stakeholder engagement plan to assist in developing and informing the study. The stakeholder engagement plan should include the facilitation of a focus group discussion prior to developing the spatial analysis methodology. The stakeholder engagement plan should include focused efforts to collect information from environmental justice populations¹⁰ in both rural and urban areas, with a process that allows these populations to participate in a meaningful manner. Best practices for community engagement should be utilized, including, but not limited to, the scheduling of duplicate public meetings during daytime and evening hours to maximize attendance, accessible meeting space, opportunity for remote participation, and meetings located close to public transportation. Adequate time for public comment on documents should be provided. Language services should be included when interacting with neighborhoods with a 5% or greater Limited English Proficiency (LEP) population (e.g., census block groups on EEA’s EJ Viewer Map tool)¹¹. Translations of key documents and provision of appropriate interpreters at public meeting will be among the language services required. Also, the

¹⁰ <https://www.mass.gov/service-details/environmental-justice-policy>

¹¹ <https://mass->

eoea.maps.arcgis.com/apps/webappviewer/index.html?id=1d6f63e7762a48e5930de84ed4849212

stakeholder engagement plan should include engagement with an advisory group to be formed by DOER, that will be consulted regularly to assist the direction of the study.

Task 2: Spatial Analysis

The consultant shall develop a methodology to spatially analyze the potential for solar development in Massachusetts. The methodology should incorporate a variety of factors to develop a thematic ranking of preferred and least preferred sites, listing the total amount of solar capacity that could be developed within each ranking. The methodology should include a baseline of areas excluded for solar development based on existing programs and stakeholder feedback. The methodology should include a variety of land constraint factors to assess limiting the potential impacts on the natural resources within the Commonwealth. Additionally, the methodology should incorporate economic factors associated with different types of solar development (e.g., Ground mounted, building mounted, canopy), distribution system's hosting capacity and interconnection costs. The methodology should utilize previous applicable studies to help inform the direction of the study for Massachusetts and complement existing efforts. Following the development and written approval of the methodology by DOER, the consultant should complete the spatial analysis, utilizing assistance from DOER staff as appropriate. Additionally, the methodology and analysis should analyze subcategories that may include an assessment of the suitability of agrivoltaic, floating solar, effects projected development patterns may have on siting solar and other niche siting considerations.

Task 3: Greenhouse Gas Analysis

Undertake a lifecycle greenhouse gas emissions assessment that compares the generation from the solar facility against the lost sequestered carbon from the conversion of the land. The analysis should consider differing land characteristics (e.g., scrub versus forest). The results of this analysis should then be used to compare the lifecycle GHG benefits of varying options of the spatial analysis.

Task 4: Policy Consideration

The consultant should assess Massachusetts existing policies. Based on this analysis, and with input from stakeholders, the consultant should provide policy considerations on best approaches to realize solar development that maximizes the amount of solar development while ensuring it is done in a cost-effective manner that minimizes environmental impacts in the Commonwealth.

Task 5: Develop Online Resource and Report

DOER seeks an accessible and engaging online resource to inform stakeholders about siting solar in Massachusetts. The online resource must present background information on solar development in Massachusetts, the desire for more solar to meet our decarbonization goals, the results of the spatial analysis, and policy considerations. The online resource should be developed for a general audience, while providing detailed analysis necessary

for informed participants. The online resource should be available in different languages. The data developed through the spatial analysis should be downloadable for use by the public. The online resources should relate the total MW capacities from each ranking and compare to the solar capacity goals in the Massachusetts Decarbonization Roadmap and 2030 Clean Energy and Climate Plan. To support access of the information to all citizens in the Commonwealth, including those who may not have access to the internet, a written report should be produced.

Key deliverables as discussed above and as directed by DOER, to be completed by the selected consultant include but not limited to:

- Development and implementation of a stakeholder engagement plan that will include engagement with environmental justice populations.
- Development of a methodology for the spatial analysis and a model that implements the analysis accordingly. Geodatabases of the analysis should be developed for use by the public.
- Development of an online resource tool that will be provide stakeholders information on the study and include a mapping tool to visualize the spatial analysis.

B. Qualifications & Experience

The Consultant must demonstrate the following in their submission:

- Knowledge of existing solar and energy storage incentive program structures, with a particular emphasis on existing Massachusetts programs
- Knowledge of environmental assessments for siting of renewable energy, with a particular emphasis on solar
- Experience facilitating stakeholder engagement sessions, with a particular emphasis on engaging environmental justice populations
- Experience undertaking GIS analysis
- Experience developing engaging and accessible online resources

C. Contract Information

The contract(s) awarded pursuant to this RFQ-ENE-2022-008 will be awarded as a rate-based contract with a maximum dollar amount not to exceed one hundred and fifty thousand dollars (\$150,000). The Contract(s) awarded pursuant to this RFQ-ENE-2022-008 is anticipated to be through December 31, 2022. The DOER reserves the right to hire a Contractor for a limited scope of work if necessary to meet the budget parameters.

D. Contract Expansion

If additional funds become available during the Contract duration period, the DOER reserves the right to increase the maximum obligation to the Contract executed as a result of this RFQ-ENE-2022-008 with related additional tasks to be determined by the written mutual agreement of the DOER and the selected Contractor consistent with the terms of PRF74.

E. Contractor's Responsibility & Invoicing

The selected Contractor will be responsible for the timely completion of the requirements described above and as directed by the DOER. The Contractor must assume overall responsibility for coordinating and completing all deliverables contained in the resultant contract. All invoices must be submitted to the DOER on a schedule and in a format to be agreed upon by the DOER and the Contractor. Invoices shall include sufficient back-up documentation to support the amount being invoiced.

F. The Commonwealth's Responsibility

The Commonwealth's Project Manager will be responsible for overseeing and managing all tasks undertaken by the selected Contractor, including but not limited to, developing a Statement of Work; reviewing, commenting and approving work plans and subsequent deliverables; coordinating with the DOER and other program staff as required; approving invoices promptly; and reviewing and preparing work products for reports.

G. Submission Instructions

Respondents to RFQ-ENE-2022-008 must respond via COMMBUYS **by 4:00 P.M. on April 1, 2022** using the subject line "RFQ-ENE-2022-008 Response". Late proposals will not be accepted. Faxed proposals will not be accepted. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the Bidder, and the page number. All correspondence and filings submitted to the DOER shall be directed to the Grant Contact set forth in Section 2 (G) Contact Information.

Responses that do not include all of the information outlined in the **Response Package Contents** section below may be disqualified. The DOER may ask applicants (Applicants) to provide additional information or to participate in an interview.

Once the award is made, all submissions are subject to the Commonwealth of Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7 and Subsection 26.

H. Response Package Contents

Respondents must provide the following sections in their proposal. All responses must include a Transmittal Letter, Executive Summary, Narrative Section, and Cost Proposal as defined below:

Transmittal Letter (1-page limit): The transmittal letter should highlight any special features of the response and include the name, phone number, and email for the Applicant's point of contact and must identify this PON by number (RFQ-ENE-2022-008). The transmittal letter should acknowledge any Amendments to this RFQ posted on COMMBUYS and be signed by a representative of the Applicant who has the authority to bind the Applicant.

Executive Summary (1-page limit): The executive summary must contain the key components of the response, including the Contractor's name, names of key personnel that will be involved in

the project and their respective roles, and a brief description of the organization's experience with similar energy procurements.

Narrative Section (8-page limit): A narrative, not to exceed eight (8) pages, describing the respondent's qualifications and experience (the page limit does not include resumes or the cost proposal).

Cost Proposal (2-page limit): A cost proposal, broken out by task listed in the deliverables, staff person, and hourly rate. Respondents must provide project-based pricing instead of the maximum billing rates established in PRF74. Contractors must include any and all ancillary services in the project price. DOER under no circumstance will pay additional invoices related to project-based procurement. Proposals that include partnerships must designate one party as the lead contractors and identify the team of subcontractors.

Proposals that include partnerships must designate one party as the lead contractor and identify the team of subcontractors.

4. EVALUATION AND AWARD

A. Process

The DOER will review the submitted proposals and may conduct an interview process. The DOER reserves the right to select no respondents if the responses do not meet a sufficient standard based on the evaluation criteria. The DOER reserves the right to waive any technical defect or informality in proposals received or to allow the Respondent to correct them, and to accept or reject any proposal or portion thereof. The DOER reserves the right to seek additional information from any and all respondents including but not limited to requests for clarifications and interviews. In reviewing proposals or interviewing respondents, the DOER may seek the input of other relevant agencies or stakeholders, including the Executive Office of Energy and Environmental Affairs, Massachusetts Department of Environmental Protection, Massachusetts Department of Agricultural Resources, Massachusetts Department of Transportation and the Massachusetts Department of Public Utilities.

B. Evaluation Criteria

The selected Contractor is required to have the experience, ability, and skills to complete projects of this type on time and within budget. Evaluation criteria include the following:

1. Completeness & Clarity of the Proposal

Highly Advantageous: Respondent presents a plan of approach to achieve end deliverables that is logical, well thought through, achievable, and fully addresses all elements stated in the RFQ.

Advantageous: Respondent presents a plan of approach to achieve end deliverables that is moderately logical, somewhat well thought through, contains some project components that may not be achievable, and addresses most, but not all elements stated in the RFQ.

Not Advantageous: Respondent presents a plan of approach to achieve end deliverables that is not logical, not well thought through, contains many project components that may not be achievable, and does not address many elements stated in the RFQ.

Unacceptable: Respondent does not present a plan of approach.

2. Respondent's Team Qualifications and Modelling/Technical Capabilities

Highly Advantageous: Respondent's proposed team demonstrates significant knowledge in all the following skills: solar energy markets, environmental assessment considerations in New England, GIS, policy analysis, and website development.

Advantageous: Respondent's proposed team demonstrates knowledge in some of the following skills: solar energy markets, environmental assessment considerations in New England, GIS, policy analysis, and website development.

Not Advantageous: Respondent's proposed team demonstrates limited knowledge in a few of the following skills: solar energy markets, environmental assessment considerations in New England, GIS, policy analysis, and website development.

Unacceptable: Respondent's proposed team demonstrates limited to no knowledge in many of the required skills.

3. Respondent's experience with similar projects

Highly Advantageous: Respondent has fifteen (15) or more years of experience working on projects of a similar type, size and scope to this project.

Advantageous: Respondent has less than fifteen (15) years but more than seven (7) years of experience working on projects of a similar type, size and scope to this project.

Not Advantageous: Respondent has seven (7) or less years of experience working on projects of a similar type, size and scope to this project.

Unacceptable: Respondent has no experience working on projects of a similar type, size and scope to this project.

4. Price

Respondent presents a reasonable budget with expected hours of work broken down by major tasks and by personnel. Proposals will be evaluated on price and those that can accomplish the scope with lower budgets will be weighed more favorably.

5. TERMS AND CONDITIONS

A. Reporting

The selected Contractor is responsible for compliance with all contract reporting requirements including, but not limited to, Supplier Diversity Program (SDP) and other contract reports, as required by this contract.

B. Security and confidentiality

The selected Contractor shall comply fully with all security procedures of the Commonwealth and all other applicable state, local and federal agencies in performance of the contract. The selected Contractor shall not divulge to third parties any confidential information obtained by the selected Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing contract work, including, but not limited to, security procedures, business operations information, personally identifiable information, or commercial proprietary information in the possession of the Commonwealth Agency.

C. Audit

During the term of this Agreement and for a period of six (6) years thereafter, the DOER, its auditors, the Operational Services Division, the Office of the Inspector General or other authorized representatives shall be afforded access at reasonable times to the Contractor's accounting records, including sales information on any system, reports or files, in order to audit all records relating to goods sold or services performed pursuant to this Agreement. If such an audit indicates that the Contractor has materially overcharged the DOER, then the Contractor shall remit the overcharged amount and be responsible for payment of any costs associated with the audit.