

REQUEST FOR INFORMATION (RFI)

FOR

ALTERNATE ENERGY

DUE DATE: 4:00 PM OCTOBER 13, 2009

**CHAFFEY COMMUNITY COLLEGE DISTRICT
RANCHO CUCAMONGA, CALIFORNIA
COUNTY OF SAN BERNARDINO**



Chaffey College

CHAFFEY COMMUNITY COLLEGE DISTRICT
5885 Haven Avenue
Rancho Cucamonga, CA 91737

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CHAFFEY COMMUNITY COLLEGE DISTRICT REQUEST FOR INFORMATION (“RFI”) for ALTERNATE ENERGY

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INTRODUCTION

BACKGROUND

Chaffey Community College District (“District”) serves the population of the vibrant inland empire of western San Bernardino County, where the communities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda), and Upland are located. Four districts serving high school students are contained in these communities. They are the Chaffey Joint Union High School, the Chino Unified School District, the Fontana Unified School District, and the Upland Unified School District.

The District is composed of three main campuses and various centers and offsite instructional facilities. The three main campuses include the following locations:

Chaffey College Rancho Cucamonga Campus
5885 Haven Avenue
Rancho Cucamonga, CA 91737

Chaffey College Chino Campus
5897 College Park Avenue
Chino, CA 91710

Chaffey College Fontana Campus
16855 Merrill Avenue
Fontana, CA 92335

The District serves more than 20,000 students from its three main campuses (estimated at approximately 17,500 at Rancho Cucamonga, 3,500 at Chino, and 2,500 at Fontana), and an additional 3,000 more students at its other locations and via distance learning.

Additional information about Chaffey Community College District may be located at: <http://www.chaffey.edu/>

The District is committed to energy conservation and sustainability best practices and desires to investigate and pursue alternate energy resources, which include but not limited to, photovoltaic, wind, and other energy conservation/sustainability technology under California Government Code 4217.10 et seq.

It is the District’s desire to replace electrical usage with alternate energy resources, as noted above, at all three main campuses in its entirety.

GENERAL REQUIREMENTS

The District is seeking “Letters of Interest” to this Request for Information (RFI) from qualified companies/consultants interested in responding to a future Request for Proposal (RFP) regarding the design, supply, financing, installation, and maintenance of an alternate energy resource to the District’s three main campuses.

Alternate energy resources proposed by Respondents may include solar, crystalline photo voltaic energy, wind turbines, and other energy conservation/sustainability technology, including innovative (i.e., “out of the box”) technology, provided they are functional, financially feasible, sustainable, and are consistent with the District’s mission and objective.

The District also seeks creative solutions related to financing this project. Proposed financing options many include, but are not limited to, a power purchase agreement, debt financing, or other financial vehicle.

Only companies/consultants skilled and regularly engaged in this general class or type of work shall respond to this RFI.

Companies/consultants that have provided a “Letter of Interest” to this RFI may be asked to provide a presentation to the District’s RFI evaluation committee at a date/time and format determined by District.

District’s intent of this RFI is to afford opportunities to all qualified companies/consultants with expertise in alternate energy programs to present their services, and for the District to learn the broad range of alternate energy technology available so as to better determine its project requirements.

As an energy project under California Government Code 4217.10 et seq., the District may directly contract with a company/consultant at any time before, during, or after this RFI submittal process, to include companies/consultants that have or have not responded to this RFI. Additionally, Companies/Consultants need not respond to this RFI in order to participate in any future RFP regarding this opportunity.

Participation in this RFI and/or any future RFP is strictly voluntary and Respondents understand that there will be no compensation for any costs associated with Respondent’s preparation, time, and submittal of a “Letter of Interest” to this RFI.

SUBMITTAL INSTRUCTIONS

The “Letter of Interest” submitted by interested companies/consultants shall detail company’s/consultant’s qualifications to provide the desired services, as listed above.

- (a) “Letters of Interest” shall be typewritten or printed in ink clearly and legibly on standard 8.5” x 11” paper and in a format corresponding to these instructions. Any oversized documents must be folded to standard size and secured with the other documents.
- (b) Respondents shall submit one (1) original hard copy and one (1) electronic copy on a CD of its “Letter of Interest” and supporting documents. Respondent’s submittal shall be submitted in a sealed envelope plainly marked on the outside, as follows:
REQUEST FOR INFORMATION (RFI) FOR ALTERNATE ENERGY.
- (c) Respondents are encouraged to carefully review the background in its entirety prior to preparation of the “Letter of Interest”. District requests that in addition to your comments, feedback, and suggestions, that you please provide answers to the following:
 1. Company/Consultant Name
 2. Company/Consultant Address
 3. Contact Name
 4. Contact telephone and fax number
 5. E-mail address
- (d) The “Letter of Interest” shall be submitted in the following format with all the necessary information and documentation to demonstrate Respondent’s ability to perform an alternate energy project.
 1. Brief introduction describing the company/consultant
 2. Size of the company’s/consultant’s organization
 3. Its organizational structure
 4. State the number of consecutive years of actual experience in alternate energy services and implementation
 5. Competencies in supplying, installing, and maintaining alternate energy resources and facilities
 6. Experience with the proposed services as outlined in this RFI with public entities, particularly community colleges in California
 7. Types of alternate energy company/consultant has provided (e.g., photovoltaic, wind, etc.)
 8. References and similar projects/contracts previously and currently with company/consultant
 9. Financial vehicles used in implementing alternate energy programs (e.g., power purchase agreement, debt financing, etc.)

QUESTIONS

Respondents should direct all questions in writing regarding this RFI to:

Chaffey Community College District
Purchasing Services Department
Attention: Mark B. Logan, Purchasing Contract Manager
5885 Haven Avenue
Rancho Cucamonga, CA 91737
Office: (909) 652-6703
Fax: (909) 652-6704
Email: mark.logan@chaffey.edu

The DEADLINE to submit requests for interpretation or clarification for responses to be included in the RFI is **October 6, 2009**.

More information about Chaffey Community College District may be located at:

<http://www.chaffey.edu/>

SCHEDULE

Date:	Task/Activity:
9-29-2009	Purchasing Services Department issues RFI
10-13-2009	Letter of Interest due from Companies/Consultants
10-21-2009 through 11-4-09	RFI Committee reviews submittals
TBD	Company's/Consultant's presentations to RFI Committee

DUE DATE

It is the Respondent's responsibility alone to ensure that its "Letter of Interest" is received by the District prior to the hour and date specified below.

4:00 PM OCTOBER 13, 2009