



Peterborough Community Power

Request for Qualifications (RFQ)

All-Requirements Electricity and Customer Service Provider

Nicole MacStay

Town of Peterborough

1 Grove Street

Peterborough, NH 03458

Phone: (603) 924-8000

RFQ Issued: October 25, 2022

PROPOSALS DUE: November 25, 2022

Version 1.3

I. Introduction

The Town of Peterborough, New Hampshire (hereafter referred to as “Town”), seeks submittals from qualified all-requirements electricity providers (broker or Joint Powers Agency) to provide electricity and additional services to Peterborough Community Power (PCP), as specified by the Peterborough Community Power Plan (PCP Plan; Appendix 1).

In responses to this RFQ, the Peterborough Community Power Task Force (PCP Task Force) and Town will be looking for evidence and documentation that the responding provider understands all aspects of the Peterborough Community Power Plan, is capable of meeting the goals of the PCP Plan, and demonstrates a thorough understanding of the unique aspects of the New Hampshire Community Power legislation.

The goals of the PCP Plan are:

Immediate Goals

- **Offer competitive rates** to meet or beat those available from Eversource.
- **Offer energy choices** in terms of percentage renewable power and pricing.
- **Maintain reliable supply** of electricity.
- **Provide fiscal stability**, including development of a reserve fund to ensure maintenance of competitive rates and/or to develop local energy resources and programs.
- **Maintain enhanced ratepayer focus** to enable ratepayers to voluntarily adopt new clean energy technologies that reduce energy expenditures and carbon emissions.
- **Offer consumer protections** to ensure contracts are fair.
- **Represent Peterborough’s interests on energy issues** at the NH Legislature, the NH PUC, and the NH DOE.

Longer-Term Goals

- **Meet Peterborough Town Goal** of transitioning our electricity usage to 100% renewable by 2030.
- **Stimulate the development** of local renewable electricity generation and storage.
- **Create community resilience** programs to reduce energy consumption, lower energy bills, create jobs, and build local back-up power supplies.
- **Support regional development** of clean energy infrastructure.
- **Modernize the energy grid** by supporting informed advocacy for policies, regulations, and infrastructure investments leading to a decarbonized, affordable, and resilient energy system.

To achieve these goals, the Town is seeking the assistance of a qualified all-requirements electricity and ratepayer service Provider (hereafter “Provider”).

II. Timeline

Date

October 25, 2022	1. RFQ is Released
November 25, 2022	2. Submissions Due
November 30, 2022	3. PCP Task Force Review and Grade Submissions
December 7, 2022	4. Finalists Ranked and Provider Selected
December 20, 2022	5. Peterborough Select Board Approval

III. Submission Requirements

Digitally signed electronic copies (PDF format) must be submitted by 3:00 pm on Friday, November 25, 2022 to:

Nicole MacStay (nmacstay@peterboroughnh.gov) Town Administrator
Joel Huberman (joel.huberman@gmail.com) PCP Task Force co-chair
Tony Cassady (tony.cassady@gmail.com) PCP Task Force co-chair

Applicants may additionally submit a printed and signed response to the Town of Peterborough, 1 Grove Street, Peterborough, NH 03458, though this is not a requirement.

All responses will be reviewed by the Town and the PCP Task Force, using criteria described below. Based on the evaluations, one or more potential Providers may be invited to provide additional clarification via interviews.

Potential Providers shall provide company information, project experience, industry expertise, and references. Proposals that do not include required information may be considered non-responsive and may be eliminated from consideration.

The Town reserves the right to accept or reject any response or part of any response for any reason, or no reason, without recourse by any respondent and to award a contract to any respondent on any basis which the Town, in its sole and absolute discretion, determines to be in the best interest of the Town.

A. Company Information

Provide general information including:

1. Name of company as registered with the NH Secretary of State or other state of incorporation.
2. Description of company.
3. Name(s) of company owner(s).
4. Number of years in business.

B. Project Experience, Industry Expertise, and References

Provide a brief description of one or more projects similar in scope, if applicable, underway or completed.

Include the following information:

1. Served entity and owner information.
2. Entity contact information and title (for reference purposes).
3. Description of the project.

C. Availability

Provide the earliest estimated date when respondent will be able to launch the Peterborough Community Power Plan.

IV. Questions/Responses and Changes to RFQ

Interested vendors should submit an email to Nicole MacStay [nmacstay@peterboroughnh.gov] with the subject "Community Power Provider," which will put the sending email address onto the Prospective Providers list. All questions from Prospective Providers regarding this RFQ should be submitted by email to the same address. Comments will be documented and responded to by the Town via email to all Prospective Providers. Please do not call the Town with questions.

For posted RFP/Q along with questions and answers, visit the Town website:
https://www.peterboroughnh.gov/community/job_and_contractor_opportunities.php .

V. Response Requirements

The successful Provider should be prepared to implement, in its entirety, the Peterborough Community Power Plan (Appendix 1).

Minimum Qualifications

In a narrative, explain how your firm, including third-party partners, meets each of the following minimum qualifications:

- Thorough understanding and experience with regulatory requirements of the New Hampshire Public Utility Commission.
- Thorough understanding and experience with the practices of Peterborough's electrical transmission/distribution utility, Eversource.
- Thorough understanding and experience with all issues and tasks involved in implementing Community Power plans.
- Demonstrated ability and experience with implementation of an aggregation.
- Thorough understanding of load profiling, energy brokering (including electric broker license), power procurement, and supply contract negotiation, and the ability to perform this role.
- Thorough understanding of the ratepayer education and support required, and ability to provide quality marketing and education outreach in this capacity.
- Demonstrated ability to provide renewable energy and energy efficiency expertise directly related to aggregation.

To be considered complete, an electronic copy must be submitted on time, and must respond to each of the following items listed in this section. The response shall be limited to 25 pages (excluding covers and blank dividers and appendices) with a text font of 12 points. Responses should be succinct and well-organized. Maps, resumes, and professional references accompanying responses as attached appendices will not be counted as part of the 25-page limit.

At minimum, the response shall have the following sections and information:

1. Cover Letter: Provide a statement of ability to implement the PCP Plan in its entirety.
2. Project Team: Provide a list of key individuals and staff or subcontractors assigned to this project describing their roles and brief description of relevant experience. Include an organizational chart illustrating key personnel, their project assignments and management flow.
3. Approach: Describe your approach to optimally satisfying the PCP Plan's short- and long-term goals.
4. Experience: Describe your and/or your subcontractor's relevant experience, emphasizing past success in meeting goals similar to those of the PCP Plan.
5. Cost: Describe how you would be compensated for the services you would provide.
6. Appendices (not part of 25-page limit): Resumés of key consultant staff members and at least three references from similar projects. The reference list should include the name, address, telephone number, title of project, and description of the work performed.

The Town reserves the right to not review any RFQ responses that are not timely submitted. Responses shall be considered confidential until after an award of this project. After such time, they will be considered public information. The Town reserves the right to request additional information following a review of the initial submission. The Town may retain other consultants to assist in the review of any aspects of the responses.

VI. Evaluation and Award

Following receipt and review of proposals by the Town, selected firm(s) may be invited to an additional on-site interview to make presentations. Those directly responsible for the implementation of this project must attend. The decision to interview respondents will be at the sole discretion of Town staff based on the evaluation of each proposal. To be considered, a proposal shall comply with the requirements set in this RFQ document.

In evaluating RFQ submittals, the Town will place high value on the following factors, not necessarily listed in order of importance:

- Ability to implement the Peterborough Community Power Plan in its entirety.
- Ability to implement the Town's goal of transitioning to 100% renewable electricity by 2030.
- Experience of providing all-requirements electricity to municipalities.
- Experience in, and strategy for, adding new renewable energy sources, especially locally.
- Risk-avoidance strategy and experience.
- Strategy for promoting individual net metering.
- Strategy for promoting group net metering and community solar.
- Level to which applicant demonstrates meeting or exceeding each of the minimum qualifications as listed in Section V.

Additional factors may also be considered.

The Peterborough Community Power Task Force and the Town Administrator and/or her nominees (together known as the Selection Committee) will determine whether submitted qualification statements meet the minimum evaluation criteria set forth in the above paragraph and will evaluate and rank the qualification statements of Respondents.

During the evaluation process the Selection Committee will, in the following order:

- Review qualification statements that meet the minimum evaluation criteria stated above.
- Pose, as needed, written or in-person questions for clarification.
- Evaluate provided references in order to determine each Respondent's expertise, capability, integrity, and reliability to perform the work.
- Perform any other due diligence.
- Rank the qualification statements in accordance with the comparative evaluation criteria set forth above and any other information gathered.
- Possibly ask for more detailed clarification from respondents, as needed.

Appendix 1: Peterborough Community Power Plan

The Peterborough Community Power Task Force was authorized by the Town Select Board on June 1, 2021, and tasked with preparing the Peterborough Community Power Plan. The draft PCP Plan was accepted by the Select Board on February 1, 2022, and was approved by residents at the Town election on May 10, 2022.

An amended version (attached below) adds Appendices 4 and 5 to satisfy the clarified rules approved by the NH PUC on July 27, 2022, and by the Joint Legislative Committee on Administrative Rules (JLCAR) on September 16, 2022. The amended PCP Plan was approved by the Peterborough Select Board on October 4, 2022.

Information about the PCP Task Force can be found here:

https://www.peterboroughnh.gov/government/boards_and_committees/community_power_task_force_.php

Attach Copy of PCP Plan here