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STATE OF NEW HAMPSHIRE



PUBLIC UTILITIES COMMISSION

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**March 7, 2016**

**RFP #2016-002**

**NEW HAMPSHIRE PUBLIC UTILITIES COMMISSION  
REQUEST FOR PROPOSALS  
FOR CONSULTING SERVICES**

Prospective Bidders:

The New Hampshire Public Utilities Commission (Commission) is seeking proposals from qualified firms or individuals to assist the Commission in the development of new net metering tariffs or other alternative rate designs for renewable energy systems on-site and/or distributed generation up to 1MW in generating capacity.

Pertinent dates and information are as follows:

1. Proposals must be received by the Commission prior to 4:30 p.m. on April 4, 2016.
2. Proposals should be submitted to:

Eunice Landry, Business Administrator  
New Hampshire Public Utilities Commission  
21 S. Fruit Street, Suite 10  
Concord, NH 03301-2429  
[RFP@puc.nh.gov](mailto:RFP@puc.nh.gov)

3. Bidders may submit written inquiries about this Request for Proposals by email to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov) by 4:30 p.m. on March 21, 2016. Inquiries and written responses will be posted on the Commission's website at: [www.puc.nh.gov/home/requestforproposal.htm](http://www.puc.nh.gov/home/requestforproposal.htm). The subject line of the email must state the following: RFP #2016-002, CONSULTING SERVICES.
4. Follow-up conferences/interviews will be scheduled as needed.
5. An evaluation team consisting of Commission and/or other qualified personnel will be established to evaluate responses to this bid proposal.

## **I. BACKGROUND**

The Commission is an administrative agency with executive, legislative and quasi-judicial powers. The Commission's prime responsibility is as an arbiter between the public utilities and their ratepayers. Proceedings in this regard address such areas as public utility rates, financing, terms and conditions of utility service, quality of service, safety and reliability, eminent domain matters, public utility exemptions from local zoning ordinances, public utility franchises, utility crossings of public lands and waters, wholesale relationships between utilities, rulemakings and consumer complaints.

The Commission is seeking a qualified consultant(s) who is able to provide technical consulting services solely at the request of the Commission for up to 450 hours through March 2017.

## **II. SCOPE OF SERVICES**

The consultant(s) chosen will be expected to assist Commission Staff in the analysis and development of new net metering tariffs or other alternative rate designs for renewable energy systems on-site and/or distributed generation up to 1 MW in generating capacity. The consultant(s) chosen will have demonstrable qualifications to provide consulting services in some, all or portions of the following areas:

- Cost-of-service analysis and marginal cost-based rate design
- Development of net metering tariffs, which may include other regulatory mechanisms and tariffs for customer-generators
- Determination as to whether and to what extent such tariffs should be limited in their availability within each electric distribution utilities' service territory or customer class
- Development of alternative rate designs with consideration given to the:
  - benefits and costs of customer-generator facilities;
  - rate impacts to all customers;
  - alternative rate structures, including time-based tariffs;
  - size of facilities eligible to receive alternative net metering tariffs;
  - timely recovery of lost revenue by the utility;
  - electric distribution utilities' administrative processes required to implement such tariffs and related regulatory mechanisms.

In addition to providing analysis and recommendations on the above issues, the consultant(s) may also be asked to provide the following:

- Analytical support in technical sessions, negotiations and settlements;
- Assistance to Staff in the preparation, review, and analysis of discovery requests and responses;
- Preparation and delivery of reports and testimony;
- Participation in Commission hearings.

The consultant shall conduct a project scoping meeting with the Commission. The purpose of the meeting is to review and refine the scope, task and project approach requirements; establish a

project plan, with key deliverables and milestone dates; and establish project management and communication protocols to ensure that the information needs of both the Commission and the consultant are satisfied. In the process of preparing each deliverable, the consultants will work closely with Commission Staff in order to facilitate effective knowledge transfer of each issue.

### **III. CONFIDENTIALITY**

The consultant agrees to maintain confidential all information to which it has access until such time as it is instructed otherwise by the Commission.

### **IV. WORKPAPERS**

At the conclusion of the work, the consultant will make available to the Commission summaries of significant work papers and source documents as requested.

### **V. COMPONENTS OF THE PROPOSAL**

The following is a list of the information to be provided in the proposal. Bidders should respond to all areas listed below, in the order listed, and conclude with a separate section on cost.

1. Corporate/Company Information. Information concerning its corporate/company history; i.e., how many years in business, corporate officers or company principals, location of branch offices, professional and business association memberships, etc.
2. Personnel Assigned. A list of all personnel who might be assigned to this project, including the project manager (if applicable) and detailed resumes and summaries of each individual reflecting their relevant experience and the nature of their specific responsibilities. During the course of the work, the Commission must approve in writing of any substitutions or changes in personnel assigned to perform the work.
3. References. A list of up to three references for work performed which is similar in scope or content to the one being proposed, preferably within the past 5 years.
4. Statement of Disclosure. Identification and description of any existing or potential conflicts of interest, including those that arise as a result of relationships or affiliations with utility companies under the jurisdiction of the Commission, other industry participants, trade associations, or advocacy organizations or groups that may be anticipated to participate in the Commission's alternative tariff regulatory proceeding.
5. Detailed Budget Proposal. A detailed cost proposal that identifies the hourly rate for personnel and any associated expenses.

## **VI. SELECTION CRITERIA**

Cost is a consideration but may not be the determining factor in the Commission's decision. In addition to cost, the Commission will consider the following criteria and assign the corresponding weights:

1. Qualifications, technical expertise, knowledge, and practical experience that the organization possesses, including that of the staff and any subcontractors assigned to the project, providing services directly relevant to net energy metering, renewable energy systems development and operation, and related rate design issues. **30%**.
2. Cost of consulting services and expenses, including the competitiveness of the proposed hourly rates and any proposed discounts or other cost-effective benefits. (The Commission reserves the right to negotiate lower fees or a different fee structure than proposed, with any selected firm(s).) **30%**
3. General experience and qualifications in providing similar services in New Hampshire as well as other states and to other utility commissions or regulatory agencies. **20%**
4. Availability and accessibility of staff assigned to project, including physical proximity to New Hampshire. **10%**
5. Overall responsiveness to the requirements of the RFP, including completeness, clarity and quality of the proposal. **10%**

## **VII. GENERAL BID CONDITIONS**

1. Bids must be typed and double-sided. An original and three (3) copies of the bid must be submitted, along with an electronic copy in Portable Document Format (PDF). Bids that are incomplete or unsigned will not be considered. The deadline for submitting bids is 4:30p.m. on April 4, 2016. Bids must be addressed to Eunice Landry, Business Administrator, New Hampshire Public Utilities Commission, 21 S. Fruit Street, Suite 10 Concord, NH 03301-2429 and via email at [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov).
2. Bidders may submit written inquiries about this RFP by e-mail to [RFP@puc.nh.gov](mailto:RFP@puc.nh.gov) no later than 4:30 p.m. on March 21, 2016. Inquiries and responses to them will be posted on the Commission's website as they are received.
3. The Commission reserves the right to reject or accept any or all bids, to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to waive irregularities that it considers not material to the bid, to award the bid solely as it deems to be in the best interest of the State, to contract for any portion of the bids submitted and to contract with more than one bidder if necessary.
4. This bid and all information relating to this bid (including, but not limited to, fees, contracts,

agreements and prices), are subject to the laws of the State of New Hampshire regarding public information and regarding state procurement of goods and services.

**VIII. CERTIFICATES**

Bidders will be required to provide the following certificates prior to entering into a contract:

Secretary of State's Office Certificate of Good Standing ("CGS")	Individuals contracting in their own name do not need a CGS. Business organizations and trade names need a CGS, except for nonresident nonprofit corporations.
Certificate of Vote /Authority ("CVA")	Individuals contracting in their own name do not need a CVA. Business entities and trade names need a CVA.
Certificate of Insurance	Certificate of Insurance form attached with insurance coverage required under the contract. Modifications of insurance coverage required will be specified in the contract.
Workers' Compensation	Contractor must demonstrate compliance with or exception from RSA 281-A (and if applicable, RSA 228:4-b and RSA 21-I:80, and any other applicable laws or rules).

**IX. FORM OF CONTRACT**

1. The terms and conditions set forth in Form P-37 (v. 1/09) General Provisions Agreement (available at: <http://www.puc.nh.gov/Home/requestforproposal.htm>) are part of the proposal and will apply to any contract awarded the bidder.
2. Any contract resulting from this bid proposal shall not be deemed effective until it is signed by the Commission.
3. Any contract awarded from this Request for Proposals will expire on March 31, 2017. The Commission at any time, in its sole discretion, may terminate the contract, or postpone or delay all or any part of the contract, upon written notice.
4. When responding to this Request for Proposals, please include your ability to comply with Paragraph 14, Insurance, of the General Provisions Agreement. Please note that the Commission will allow substitution of professional liability insurance for part or all of the per occurrence comprehensive general liability insurance coverage. In addition, excess liability insurance in an equal amount may be substituted for up to \$1,000,000 of the per occurrence comprehensive general liability or professional liability insurance coverage. The State reserves the right to further waive or modify the insurance requirement in Paragraph 14 based on bids presented.