



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department

Heather Shank
City Planner

TO: The Honorable Mayor and City Council
FROM: Beth Fenstermacher, Assistant City Planner
DATE: January 23, 2019
SUBJECT: Report requesting approval to expend up to \$12,000 for the preparation of a Request for Proposal for solar development at three municipal properties, as recommended by the Municipal Property Energy Initiatives Ad hoc Committee.

Recommendation

Approve expending up to \$12,000 for the preparation of a Request for Proposal (RFP) for solar development at three municipal properties, as recommended by the Municipal Property Energy Initiatives Ad hoc Committee.

Background

At the November 13, 2018 meeting, City Council authorized the City Manager to issue a RFP, with assistance from the City's Energy Consultant, for the development of solar energy facilities on municipal properties including the landfill on Old Turnpike Road, the Hall Street wastewater treatment facility, and the water treatment facility. In January 2019, City administration and staff met with Beth Greenblatt of Beacon Integrated Solutions (Beacon) to discuss the requested scope of services to assist with the RFP process. Ms. Greenblatt will modify the RFP that was issued in 2015 for solar development at various City-owned properties. The modifications will address new goals and strategies identified by the ad hoc committee and will include additional information to clarify the process for developers utilizing lessons learned from the 2015 RFP process. In addition to the RFP development, Ms. Greenblatt will provide support for the selection process, financial modeling, and contract negotiations. Please see the attached proposal for a scope of services.

Discussion

The estimate for Beacon to provide the recommended scope of services is \$12,000 (\$9,795, plus travel costs). Based on the anticipated timeline, approximately \$4000 to \$5000 will be needed for the remainder of FY 2019. A Program Chance Request will be prepared for the balance in the FY20 budget. It is anticipated the FY 2019 expenditures can be supported in the current budget although we have not specifically budgeted for this project and if needed, staff will request a supplemental appropriation for the end of the fiscal year.