

AKRON-CANTON REGIONAL AIRPORT AUTHORITY  
AKRON-CANTON AIRPORT

REQUEST FOR PROPOSALS

Revenue Generation Renewable Energy & Infrastructure Program:  
Solar Array

**AKRON-CANTON AIRPORT**  
***A Better Way To Go®***

Thursday, May 5th, 2022

Proposals are due to Akron-Canton Regional Airport Authority Administrative Offices no later than 2:00 PM Eastern Daylight Time (EST) on Thursday, June 2nd, 2022.

A Pre-Proposal Conference will be held on May 18th, 2022, at 2:00 PM EDT to answer questions regarding this RFP package.

AIRPORT CONTACT PERSON:  
Mr. Robert P. Hartigan, C.M., ACE  
Vice President of Business Development  
Akron – Canton Airport  
5400 Lauby Road, NW #9  
North Canton, OH 44720  
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AKRON-CANTON REGIONAL AIRPORT AUTHORITY

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# SECTION I

## NOTICE OF REQUEST FOR PROPOSALS

The Akron-Canton Regional Airport Authority (ACRAA) invites the submission of proposals from interested and qualified proposers with demonstrated experience in the planning, financing, development, construction, operation, management, and maintenance of solar energy collection and electricity generation and/or storage systems for a turnkey distributed energy project with a guaranteed energy savings contract (GESC) or similar on the ACRAA property. ACRAA Intends to use a Public-Private Partnership (P3), or equivalent, structure with the project owner being a private entity such as a Limited Liability Corporation and Akron-Canton Airport as the project tenant for a lease term of 25 to 30 years. The proposer should assume all costs for necessary refreshes for the 25 to 30-year lease term are included in their proposal. The Akron-Canton Regional Airport is implementing a revenue generation renewable energy & infrastructure improvement program; this RFP represents the solicitation for Solar Array and ancillary components. A proposer is defined as the entity that signs Exhibit A ("Proposer").

The Akron-Canton Airport (CAK) is owned and operated by the ACRAA, which is governed by an eight (8) member board of trustees. The Airport is often a visitor's first impression of the region. The ACRAA has recently completed significant upgrades and additions to its facilities, increasing and enhancing revenue and customer satisfaction. Equally accessible to the residents of Akron and Canton, thanks to its proximity to Interstate 77, the Airport serves individuals looking for convenient air travel. It is also vital to the regional economy. In 2019, the Airport was a gateway for 813,976 passengers. Every day, CAK proves to be a vital asset to the local community, as shown through the Airport's most recent economic impact survey conducted by Kent State University. In 2018, the greater Akron-Canton region took off with \$1.01 billion in total economic activity, \$212 million in total payroll generation, and \$85 million in total tax revenue generated from 4,486 jobs because of the Akron-Canton Airport. Additional information about the Airport is available at [www.akroncantonairport.com](http://www.akroncantonairport.com).

After the evaluation, the Akron-Canton Regional Airport may enter into a comprehensive P3 agreement to develop all or a portion of Summit County, Ohio, Permanent Parcel No. 2811553. Should the proposer provide a more suitable option on any airport-owned property capable of supporting the array and passing a glare and glint analysis (see Exhibit B), the Airport will evaluate the location for the best overall benefit to the Airport and the ACRAA.

**ALL PROPOSERS MUST READ, REVIEW AND UNDERSTAND THIS RFP AND ALL EXHIBITS AND ATTACHMENTS.**

## SECTION II

### INSTRUCTIONS TO PROPOSERS

#### A. PROPOSAL DEADLINE

The deadline for proposal submission is 2:00 PM EDT, Thursday, June 2<sup>nd</sup>, 2022, as stated on the cover page of this RFP and in the schedule (Section III.A). Each proposal must be in the format outlined in Section IV.B., including all required Exhibits and/or Attachments. Proposals received after the due date and time listed above may not be accepted and may be returned unopened to the proposer.

Proposer must submit one (1) ring-bound original, eight (8) ring-bound identical copies, and one (1) digital copy (on a flash drive) of the proposal in a suitably sized envelope or box,

with the name of the proposer identified on the outside of the package. All Proposals are to be delivered to the airport contact person at the following address:

Akron-Canton Regional Airport Authority  
Attention: Robert P. Hartigan, C.M., ACE,  
Vice President of Business Development  
5400 Lauby Rd., NW #9  
North Canton, OH 44720

## B. PRE-PROPOSAL CONFERENCE

### 1. MEETINGS

The ACRAA has scheduled a mandatory pre-proposal conference at 2:00 P.M. EDT, on May 18th, 2022, as stated in the Proposal and Award Schedule found in Section III.A. to review the RFP and answer questions related to the RFP. The conference will be held at the Akron-Canton Airport, Second Floor Conference Room #1, located at 5400 Lauby Road, NW, North Canton, Ohio 44720. Interested Proposers are STRONGLY encouraged to send a qualified representative who can represent it and/or its company's best interests competently. For the ACRAA to adequately address your questions at the conference, Proposers are encouraged to submit questions before the meeting.

### 2. ADDENDA

Following the pre-proposal conference, the Akron–Canton Regional Airport Authority may issue addenda to the RFP to make any necessary clarifications or corrections and to address questions submitted. The first addendum will include a listing of all persons and contact information for those in attendance at the pre-proposal conference. If the proposer finds discrepancies or omissions, or there is doubt as to the true meaning of any part of this RFP, a written request for clarification or interpretation must be emailed to the Airport contact person by the question deadline stated in the Proposal and Award Schedule found in Section III.A. Questions received after that time may not be answered by the Akron–Canton Regional Airport Authority and may not become part of the RFP process. The ACRAA will not answer any questions by telephone or in person, except at the Pre-Proposal Conference. The ACRAA will issue additional addenda as necessary to respond to questions submitted. The ACRAA is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner except by addendum. A copy of each addendum will be posted on the ACRAA's website and found at the following link: [www.akroncantonairport.com](http://www.akroncantonairport.com). Addenda can be found by clicking the Business tab, selecting the Opportunities dropdown, and Bids/RFPs. Any addenda so issued are to be considered as part of this RFP.

## C. PROPOSER RESPONSIBILITY

The proposer must carefully examine the RFP, related documents, and building site. Each proposer must judge for itself the completeness of all requirements, conditions, and circumstances in the RFP. Failure on the part of the proposer to make such examination

and to investigate thoroughly will not constitute grounds for a declaration by the proposer that it did not understand the conditions with respect to its proposal.

#### D. WITHDRAWAL OF PROPOSAL

Proposals may not be withdrawn after the proposal due date. In submitting the proposal, the proposer agrees that the proposal will remain valid for thirty (30) calendar days after the deadline for submission of proposals and may be extended beyond that time by mutual agreement. Withdrawal of any proposal will result in the loss of the proposal deposit.

#### E. AIRPORT CONTACT PERSON

From the date the RFP is issued through the ACRAA award, Proposers shall not contact any members of the ACRAA staff in any way related to this RFP process, except the Airport contact person as referenced on the cover page of this RFP. To ensure that your questions are properly understood and answered, your questions MUST be emailed to the Airport contact person.

### **SECTION III INFORMATION FOR PROPOSERS**

#### A. PROPOSAL AND AWARD SCHEDULE

1. **May 5<sup>th</sup>, 2022** RFP released to the public
2. **May 18<sup>th</sup>, 2022** Mandatory Pre-Proposal Conference 2:00 PM EDT
3. **May 26<sup>th</sup>, 2022** Last day for receipt of questions concerning the RFP by 2:00 PM EDT
4. **June 2<sup>nd</sup>, 2022** All proposals are due by 2:00 PM EDT
5. **June 9<sup>th</sup>, 2022** Interviews with the finalists (if necessary) by ACRAA Staff and Economic Development Advisory Committee (EDAC)
6. **June 13<sup>th</sup>, 2022** ACRAA Staff and EDAC consider the recommendation for award.
7. **June 16<sup>th</sup>, 2022** ACRAA Board Meeting to consider the ACRAA Staff and EDAC recommendation

**The ACRAA reserves the right to adjust the schedule as necessary.**

#### B. DIRECTIVE OF RFP

This Revenue Generation Renewable Energy & Infrastructure Program: Solar Array aims to seek a vendor(s) who will best fulfill the ACRAA's program goals and objectives as delineated in the RFP. The selected proposer may be the actual operator of selected services or may subcontract services with other operating businesses.

## 1. GOALS AND OBJECTIVES

The ACRAA seeks to save money and maximize opportunities for capital cost avoidance through a partnership with a qualified entity with demonstrated experience in the planning, financing, development, construction, operation, management, and maintenance of solar energy collection and electricity generation and/or storage systems for a turnkey distributed energy project with a guaranteed energy savings contract (GESCC) or similar on the ACRAA property. The ACRAA seeks only high-quality operators and firms (and their qualified subtenants) who can meet the needs of the Airport customers (over 800,000 annually), nearby Airport tenants, and surrounding communities through the development of the site in a visually appealing manner so that the Solar Array complements the Airport and the nearby commercial properties. The proposer will structure a renewable energy development contract so that the ACRAA pays less than the electricity costs that will be spent over the lifetime of the solar project. This project's scope is all-inclusive and includes project financing, planning, engineering, labor, materials, delivery, installation, commissioning, and all warranties and maintenance described below. The successful Proposers will enter into an agreement with the ACRAA to design, build, finance, operate, and manage the proposed Solar Array project described in this RFP and offered in your proposal. The proposer will develop an ownership structure that allows the solar project to utilize all available financing incentives, including but not limited to: federal tax credits, advanced depreciation, clean energy bonds, Renewable Energy Credits (RECs), and all future revenue opportunities. The proposer will execute with the ACRAA the necessary contractual structure to allow the ACRAA to claim the development and additionality of the solar installations and the environmental attributes, including Renewable Energy Credits (RECs) and/or carbon credits, though the ACRAA will consider alternatives if necessary to make the project economics work.

To meet these goals and objectives, the proposal must:

- a. Meet or exceed the goals and objectives of the Airport Sustainability Master Plan by incorporating modern design principles and sustainable practices
- b. Offer exceptional price/value and convenience to the public while meeting or exceeding the public's needs by providing superior customer service, innovative products, and related services throughout the term of the Agreement
- c. Give preference to locally recruiting, hiring, training, and motivating the best management and staff members. In doing so, create a local workforce that will result in repeat business and positive customer service ratings
- d. Use Bloomberg rated, Tier 1 solar panels with a 30-year warranty or equivalent acceptable to ACRAA.
- e. Adhere to these minimum set of design guidelines for ground-mounted systems:
  - i. The mounting system shall be directly anchored into the ground using driven piers, concrete footers, ground screws, etc.
  - ii. The mounting system's design needs to meet all applicable local building code requirements for snow, wind, and earthquake factors.
  - iii. The mounting system can either be a fixed-tilt or a single-axis tracker.
  - iv. Panels' orientation or azimuth shall be within 20-30 degrees of due south.
  - v. Panels' tilt shall be based on site latitude and wind conditions.
  - vi. All lines interconnecting solar arrays to the point of interconnection shall be underground.

- f. The proposal, project design, and execution shall include ground cover, vegetation management, and weed abatement.
- g. Stormwater management and erosion control management plan shall be included in the project design and execution, and the approaches to these plans shall be highlighted in the proposal
- h. Warranties: The solar provider's standard system warranty coverage should cover modules, inverter, racking, and workmanship. Warranties should be included in the proposal price and the P3 financing mechanism.
- i. Operation and maintenance (O&M): Proposer will be responsible for all (O&M) over the life of the renewable generation asset. This includes online monitoring, performance monitoring, notification, and troubleshooting – must have personnel available to notify the Airport of an outage or decrease in system production.
- j. Preventive maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots. Performance of maintenance due to defects, failures, and storm damage according to the manufacturer's recommended maintenance practices and parts replacements. Preventive maintenance and inspections of hardware torque checks, array cleanings, and corrective maintenance to mitigate any risk to the system or minimize downtime.
- k. The proposer will be required to keep the solar PV system compliant with all current and future local, state, and federal requirements. It is encouraged that all systems proposed contain smart inverters for potential controllability to comply with current IEE 1547-2018 standards. System modules shall be UL1703 listed and CEC-listed. Inverters shall be UL1741 listed and must be CEC-listed with an efficiency of 95% or higher or equivalent acceptable to ACRAA.
- l. Once the project is installed, the proposer will make available remote monitoring of the installed solar installation to the Airport. The monitoring must be self-sufficient and may not rely on the Airport's IT system. This monitoring will allow CAK to view all locations, displaying in graphic or numerical displays the instantaneous KW, historical KWH (hourly, daily, monthly, yearly, etc.), peaks (min and max), cumulative totals, air quality emissions averted (and real-world equivalents conversion) and other relevant data for each individual location including System Performance Reports that compare actual production to predicted production.
- m. For ground-mounted installations (fixed tilt or single-axis tracking systems), it is the responsibility of the proposer to assess site topography and geotechnical attributes to estimate costs related to project installation and to include the cost of such detailed assessments into the price of the Public-Private Partnership agreement (P3). The proposer is responsible for securing the environmental permits necessary to install a ground-mounted system. At this point in time, the ACRAA is not aware of any wetlands or easements at any of the potential ground-mounted sites.
- n. All required facility upgrades (electrical, structural, or other capital cost avoidance improvements) shall be able to be rolled into the price of the Public-Private Partnership agreement (P3) if deemed necessary.



- o. The proposer will make available to the ACRAA for review all necessary documents about the construction, engineering, and installation of the solar facilities when requested by the ACRAA.
- p. The proposer will make all necessary accommodations for the Airport's passengers and tenants to ensure minimal disruption to airport operations during the solar project installation's construction, operation, and maintenance.
- q. The proposer will take necessary security measures to protect new equipment and to allow shared access to authorized maintenance personnel to monitor, disconnect, or service equipment as required.
- r. Only ground-mounted system proposals will be considered.

## 2. LOCATION

The Akron-Canton Airport (CAK) is located in northeast Ohio, approximately midway between Akron and Canton. It sits on 2,400 acres of property located in the City of Green in southern Summit County. Only the southernmost portion of the airfield extends southward into Jackson Township in Stark County. CAK is within ten nautical miles (nm) of the cities of Akron, Canton, and Massillon, approximately 35 nm south of Cleveland and 70 nm northwest of Pittsburgh. The terminal building is accessible directly from Interstate 77, which provides access south to Canton and north to Akron and Cleveland.

The Airport is classified as a small-hub, primary commercial service airport supporting a mixture of commercial airlines, air cargo, military, and general aviation traffic on two intersecting runways. CAK is the only commercial airport in Ohio that a bi-county Airport Authority governs. The ACRAA is a political subdivision of the state, formed by Summit and Stark counties. Under the guidance of the ACRAA's Trustees, the administration's philosophy and long-term vision for the Airport are built around the needs of its customers. Offering the traveling public exceptional convenience, easy access, and relaxing amenities are this philosophy's cornerstones. In addition to nonstop flights offered to top destinations, connections with larger hub airports make the Akron-Canton Airport one stop away from the rest of the world. Additionally, CAK provides an exceptional mix of airline service appealing to vacationers and road warriors alike.

ACRAA has identified a potential parcel located at the corner of the intersection of Greensburg Road and West Airport Drive in Summit County, Ohio, which is 33.37 acres in size. While the airport believes this is a viable parcel, Proposers may evaluate the entire ACRAA portfolio (see Exhibit B). The ACRAA is not selling any portion of this site or other potential sites; rather, the ACRAA is seeking a P3 structure, or equivalent, for the Solar Array and will ground lease the selected parcel to the successful P3 partner.

## 3. CONSTRUCTION AND DEVELOPMENT

### A. CONDITION OF LEASED PREMISES

The development site will be delivered in "as-is" condition before construction. It is the proposer's responsibility to assess the location, structural integrity, and shading limitations.

**B. DEVELOPMENT PLAN**

The proposer will submit a detailed development plan for the site, including, at a minimum, the following requested information:

Proposers must submit completed concept plans in sufficient detail to evaluate the quality and design of the proposed improvements. Your photographs and concept plans should give the review team a complete understanding of:

1. The overall design concept for each component of the project
2. Specific details regarding the proposed project
3. Specific details regarding related ongoing services proposed
4. Examples of signage and any other graphic elements

All installations shall comply with the Ohio Building, Mechanical, and Plumbing Codes (Ohio Administrative Code, Chapter 4101:1 through 4101:3) and the National Electric Code (as referenced in 4101:1-35-1 of the Ohio Administrative Code). The successful proposer will be responsible for all design and construction work in accordance with applying for and obtaining all necessary permits and approvals required by all regulatory agencies, including federal, state, and local jurisdictions. This includes but is not limited to the City and/or County, State of Ohio, First Energy of Ohio, PUCO, PJM, OEPA, FAA, and as approved by the ACRAA Economic Development Advisory Committee (EDAC) and the ACRAA Board. All fees required by other jurisdictions shall be the responsibility of the proposer.

In addition, the successful Proposers shall supply the ACRAA with payment and performance bonds, listing the ACRAA as "Owner" and proposer as "Contractor" for the full amount of the construction project, as more fully described in the Ohio Statutes. The proposer should submit a construction design timeline.

The winning proposer will have approximately twelve (12) months to complete the construction of the project following the execution of all Agreements, which must be signed within thirty (30) days of the date the ACRAA formally approves awarding a contract to the proposer (currently scheduled for June 16th, 2022, as identified in Section III.A). The ACRAA may, at its sole discretion, consider adjusting this time schedule if significant delays are incurred at no fault of the proposer.

**SECTION IV  
PROPOSAL PROCESS**

**A. SELECTION PROCESS**

Each proposal will be evaluated according to the following process to determine how well it meets the Evaluation Criteria outlined in this RFP. Evaluation Criteria are for the use of the Review Team in evaluating the proposals and making a recommendation to the ACRAA. The Review Team's recommendation does not bind the ACRAA in making its final selection.

## 1. MINIMUM REQUIREMENTS

Each proposal must meet the minimum requirements found in this RFP Proposal. Failing to meet the minimum requirements as stated, including completeness, format, and content, may be rejected without further evaluation.

- a Provide a proposal deposit or proposal bond of five thousand dollars (\$5,000.00)
- b Must have demonstrated experience over the last five (5) years in solar array projects.
- c Must be qualified to do business in the State of Ohio at the time of agreement execution.
- d Provide a minimum of three (3) case study references.
- e Must submit financial background information for the last two (2) fiscal years, which includes an independently audited balance sheet, statement of cash flows, and income statements; or equivalent documentation, sufficient in the ACRAA's view, to determine the financial health of the proposer.
- f In the ACRAA's sole judgment, have no pending, active, or previous legal action that could prevent the proposer from fulfilling the terms of an agreement.
- g Provide a Proposal that contains the properly executed proposal documents. Proposers that do not meet each of the minimum qualifications may be considered nonresponsive and disqualified from further consideration.

## 2. EVALUATION

The Review Team will verify and substantiate all information contained in each proposal. Proposers may be asked to revise, clarify and/or provide additional information during the proposal review process. These requests will require prompt action by the proposer. The Review Team will evaluate those proposals not rejected according to the Evaluation Criteria found in this RFP. The Review Team consists of designated ACRAA staff and the ACRAA Economic Development Advisory Committee members.

## 3. INTERVIEWS

The Review Team may select some or all proposals as finalists and conduct oral interviews for clarification purposes only. While scores may be adjusted based on the interview, no points will be awarded to the interview itself. If interviews are needed, selected Proposers will be given time to present their proposal and allow the Review Team to ask questions and clarify their understanding of the proposal. A final evaluation will be completed after the interviews.

#### 4. STAFF RECOMMENDATION

The Review Team will make its recommendation for award to the ACRAA (see Section III. A., Proposal and Award Schedule).

#### 5. AKRON-CANTON REGIONAL AIRPORT AUTHORITY DECISION

The full ACRAA makes the final selection decision. Any Proposer may request to speak at the ACRAA Meeting.

#### 6. AWARD OF CONTRACT

The ACRAA will notify the successful proposer in writing. The selected proposer must fully execute and deliver a signed Agreement to the ACRAA within thirty (30) days after receipt of the Agreement in the form negotiated by ACRAA and the Proposer.

It is essential that you review the Agreements. All requested changes to the Agreements must be offered in the "Exceptions" portion of your proposal. If no Agreement Exceptions are offered, you will be expected to execute the Agreements as presented as part of this RFP.

#### 7. REVIEW TEAM FIELD VISITS/EVALUATIONS

The Review Team may visit your proposal's concept if you are currently operating a similar project. Based on the proposals received, the Review Team will determine those Proposers and locations to be visited and when that visit will occur. The Review Team will evaluate the operation and its actual offerings and staff. The time and place for those visits will not be announced before the visit, and some locations might receive multiple visits. The results of these visits to the proposed concepts have no specific point values. Still, they will be used to validate or show deficiencies in your proposal, affecting scores in the listed criteria.

### **B. PROPOSAL FORMAT**

For the Review Team to properly read and evaluate your proposal, it must be organized. Each proposal should be typewritten in a standard 8 1/2" x 11" page format. The pages shall be numbered, and sections of the proposal shall be tabbed consecutively (as numbered below). A 12-point Arial or Times Roman font (or similar) should be used. Using smaller font will disqualify a proposer, and a proposal will not be considered. Proposals for all packages will be evaluated based on the following criteria and points assigned:

#### 1. Executive Summary

Include an Executive Summary of the proposal's essential features, which should identify the proposer and state other general information that the proposer desires to include regarding the proposer's company history. Additionally, this Executive Summary should

highlight the uniqueness and strengths of your proposal and demonstrate how your proposal meets and/or exceeds the goals and objectives outlined by the Akron-Canton Regional Airport Authority. This is your opportunity to highlight your service abilities and experiences. Please limit this Section to two (2) pages or less.

## 2. Company Profile

Proposer shall submit sufficient information to allow the ACRAA to evaluate the proposer's qualifications and experience, including, at a minimum, all of the following:

- a. Company Name
  - 1) Legal name and street address of proposer, precisely as it should appear in the Agreement.
  - 2) Contact name, title, and telephone number of Proposers' authorized representative.
  - 3) Description of organization (i.e., corporation, LLC, partnership, joint venture, or sole proprietorship):
    - i. If a corporation, list the date of incorporation, state of incorporation, and the names, addresses, and shares of all persons or entities owning ten percent (10%) or more of the proposer's voting stock.
    - ii. If an LLC, list the names, addresses, state of organization, legal names of all members, and ownership interests of each member.
    - iii. If a partnership, list the date of organization, whether general or limited partnership, the state of registration, and the legal names, addresses, and percentage ownership of each partner.
    - iv. If a joint venture, list the date of organization, indicate whether or not the joint venture has done business in Ohio and where, and list the legal names, addresses, and shares of the joint ventures.
    - v. If a sole proprietorship, list all business names under which such proprietor has done business during the past five (5) years, the business address(es) for that same period of time, how long in business, and state whether registered or authorized to do business in the State of Ohio.
- b. Company Affiliations
  - 1) List all affiliates of the proposer, including all entities controlled by or under common control with the proposer.

## 3. Project References

List three (3) projects of similar scope performed within the last five (5) years, preferably with at least one (1) related project in the state of Ohio; include the following for each project:

- a. Project Identification: Name the project owner, state the type of project (generic building type such as hospital, school, etc.), and location (city, state).
- b. Project Dates: Project Actual Construction Start and End Dates
- c. Project Size: Number of buildings and total square footage.
- d. Project Dollar Amount: Provide the total contract amount.
- e. Contract Terms: State the type of contract (shared savings, lease purchase, guaranteed savings) and the duration of the contract term.

- f. Project Schedule: Indicate if the project was completed on schedule. If not, please explain.
- g. Scope of Work: List the scope of work implemented under the project.
- h. Guaranteed Production: State the first-year electrical production, if applicable. Also, describe if a production guarantee was in place.
- i. Contact person: name, title, email address, etc.

#### 4. Proposed Staffing Plan (20 points)

##### a. Implementation plan

- i. Identify the proposed Project team (include key personnel identified in the Proposal Form and other team members). The proposer must be qualified to do business in the State of Ohio at the time of agreement execution. List the team members with relevant certifications, including:
  - 1. Registered Professional Engineers in the State of Ohio
  - 2. Certified Energy Managers (CEM)
  - 3. Project Management Professionals (PMP)
  - 4. North American Board of Certified Energy Practitioners, Inc. (NABCEP)
  - 5. Photovoltaic Associate or other relevant solar certifications
    - a. Provide a one-page resume describing relevant experience, qualifications, and educational background for each individual key team member assigned to this project.
- ii. Provide a proposed organizational chart for the project. Proposers with "partner-company" participation must describe **(1)** the division of services/work and percentage of contract for each company, **(2)** the contractual/legal relationship between the companies, and **(3)** whether a separate legal entity has been formed or will be formed for this proposal.
- iii. If the proposer is a corporation, partnership, sole proprietorship, or separate legal entity, identify an officer, partner, or principal of the proposer associated with the legal name of the proposer.
- iv. If the proposer is a joint venture, identify an officer, partner, or principal (as applicable) of each joint venturer associated with the legal name of the applicable joint venturer.
- v. Describe the proposer's plan for staffing the project. The Staffing Plan must coordinate with **(1)** the cost details required on the Proposal Form and **(2)** the proposed Project Schedule.

b. Staff Availability: Describe the availability of each member of the proposer's proposed project team and the amount of time each team member is expected to dedicate to the project.

c. Flexibility to Schedule Changes: Describe the ability and limitations on the ability of the proposed Project team to accommodate changes in the project's schedule.

## 5. Subcontracting Plan (10 points)

- a. Prequalification Plan: Outline the Proposer's plan for prequalifying subcontractors, including **(1)** general and project-specific prequalification criteria, **(2)** activities for developing prospective bidders' interest in the project, and **(3)** the proposer's evaluation process.
- b. Packaging Plan and Self-Performed Work:
  - i. Describe the proposer's strategy for packaging and scheduling bidding and ensuring that the scopes of work of the various subcontractors are coordinated and all requirements for the project have been assigned to the appropriate subcontract.
  - ii. Provide a description of the work the proposer proposes to self-perform on the project (if any). Proposers are advised that self-performed work is subject to Contracting Authority approval as described in the Contract's General Conditions.
- c. Design-Assist Strategies: Describe the Proposer's plan (if any) for engaging one or more design-assist firms to facilitate the preconstruction stage of the project.

## 6. Disadvantaged Business Enterprise (DBE) Plan (5 points)

- a. The ACRAA has developed a Disadvantaged Business Enterprise (DBE) Plan to utilize to the maximum extent possible DBEs and Race Neutral Firms in the Akron and Canton SMSA Economic Areas. The ACRAA has established goals for DBE participation for all contracts let through competitive bidding by the ACRAA. The ACRAA will only accept DBEs approved by the State of Ohio DOT. A copy of their most recent directory is available on the internet at
  1. <https://www.transportation.ohio.gov/programs/business-economic-opportunity/dbe/dbe#page=1>
- b. To meet the requirements of Federal Department of Transportation Regulation 49 CFR Part 26, all bidders will provide evidence of the methods they have used to meet DBE/Joint Venture goals as published in the sponsor's DBE Plan and approved by the Department of Transportation. The DBE participation goal for this project is 14 percent.
- c. Included with the bid proposal, all bidders wishing to remain in competition for the contract must submit the name(s), address(s), and phone number(s) of the DBE/Joint Venture subcontractor(s).
  - i. A copy of each DBE's current State of Ohio DOT DBE Certification.
  - ii. Description of work each is to perform
  - iii. The dollar value of each proposed DBE/Joint Venture subcontract.
  - iv. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal.
  - v. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment.

- d. If the contract goal is not met, evidence of good faith efforts TO MEET THE CONTRACT GOALS.
- e. Bidders may substitute or change DBE subcontractors provided they submit the change to the Akron – Canton Regional Airport Authority for approval. All information stated above must be included for review, as well as a brief narrative explaining the reason for the change. Such approvals may not be unreasonably withheld.
- f. Any questions regarding the use of DBE Subcontractors should be in writing and addressed to James Krum, Vice President of Finance and Administration, Akron – Canton Airport, and submitted to the airport contact person for delivery and response.

## 7. Estimating Strategies (10 points)

- a. A/E Collaboration Strategies: Describe the Proposer's plan for collaborating with the A/E in connection with the preparation of Project estimates.
- b. Design-Assist Collaboration Strategies: Describe the extent to which the proposer intends to incorporate design-assist firms into its planned approach to estimating on the project.
- c. Use of Estimating and Market Pricing: Describe the Proposer's planned approach to estimating and the use of market pricing to develop estimates and to verify the scopes of work on the project.

## 8. Procurement Strategies (10 points)

- a. Buyout Plan:
  - i Describe the proposer's buyout plan for the project.
  - ii Identify any anticipated labor, materials, and equipment procurement difficulties and the proposer's plan for addressing those difficulties.
- b. Long-lead and Bulk-purchases Strategies:
  - i Identify any anticipated long-lead items and describe the proposer's plan for procuring those items within the anticipated Project schedule.
  - ii Identify any anticipated bulk-purchase opportunities for the project and describe the proposer's plan for taking advantage of those opportunities.
- c. Support of Owner Objectives: Describe how the proposer's procurement strategies support the Owner's identified scope, schedule, budget, and other objectives for this project.

## 9. Development Plan (25 points)

- a. Construction of Development Plan:
  - i. The proposer will submit a detailed development plan for the site, including, at a minimum, the following requested information. Proposers must submit completed concept plans in sufficient detail to evaluate the quality and design of the proposed improvements.



- ii. Photographs and concept plans should give the review team a complete understanding of:
  1. The overall design concept for each component of the project
  2. Specific details regarding environmental impact(s) and proposed resolution(s).
  3. Specific details regarding the proposed project, including any related services such as landscaping, service parking areas, privacy and/or security fencing, lighting, signage, etc.
  4. Specific details regarding related ongoing services proposed
  5. Examples of signage and any other graphic elements, including photos of comparable solar arrays and/or energy storage systems that adequately depict the appearance of the new system and service/parking areas.
- iii. The winning proposer will submit detailed plans at the concept stage (50%, 75%, and 100%), showing how the spaces will be integrated into and enhance the overall surrounding community and airport atmosphere. All design and construction will be done in accordance with the ACRAA Design and Construction Standards and all state of Ohio and local agencies' building codes.
- b. Service and Maintenance Approach:
  - i. Describe a service and maintenance plan for the management of any equipment.
  - ii. Provide service and maintenance plan for the solar management that includes ongoing array upkeep, maintenance, repair requirements, general site upkeep, etc.
  - iii. Provide a detailed operations plan, i.e., hours of operation, etc.

## 10. Value Added Suggestions (5 points)

- a. Description: Describe the Proposer's suggestions (if any) related to construction feasibility; time requirements for Project completion; and factors related to construction cost, including suggestions for alternative design or materials.
- b. Benefits: Describe the benefits to the Owner of each suggested alternate.
- c. Energy Savings Methodology:
  - i. Describe the proposer's capabilities to provide performance guarantees and describe the methodology that the proposer prescribes for this project.
  - ii. Describe the measurement and verification methodology that the proposer prescribes for this project. Describe the proposer's approach to ongoing measurement and verification during the contract period.
  - iii. Describe the training provisions provided by the proposer.
  - iv. Define proposer's experience with providing open book pricing.

## 11. Schedule (20 points)

- a. Baseline Schedule: Provide a detailed schedule that clearly identifies the manner in which the proposer proposes to sequence the work and complete it within the project's schedule requirements.
- b. Schedule Enhancements:

- i. Describe the proposer's proposed schedule enhancements (if any) for alternative approaches to the baseline Project schedule. For each proposed schedule enhancements or other suggestion, identify all anticipated effects on the project's scope, cost, and other Project participants and all associated assumptions.
  - ii. Provide a detailed schedule that clearly identifies the incorporation of the proposed schedule enhancements or other suggestions into the baseline schedule.
- c. Phasing/Procurement Activities: Identify all phasing/procurement activities and the manner in which the proposer proposes to sequence phasing and procurement activities in order to complete the work within the project's schedule requirements.
- d. Milestones/Activities:
  - i. Identify all significant milestones and activities in the baseline and any alternative schedule(s), including but not limited to milestones identified in the RFP.
  - ii. Describe the significance and other important characteristics of the milestones and major activities identified in the proposed baseline and alternate schedule(s).

12. Site Logistics, Safety, and Phasing Plans (10 points)

- a. Site Logistics Plan: Provide an outline or diagram or both of the proposer's anticipated site logistics plan.
- b. Safety Plan: Provide an outline of the proposer's anticipated site safety plan.
- c. Diagrammatic Project Phasing Plan: Provide a diagrammatic Project phasing plan.

13. Quality-Assurance/Quality-Control ("QA/QC") Plan (5 points)

- a. Design Stage: Provide the Proposer's QA/QC plan for the design stage of the project.
- b. Estimating and Scheduling: Provide the Proposer's QA/QC plan for estimating and scheduling on the project.
- c. Construction Stage: Provide the Proposer's QA/QC plan for the construction stage of the project.

14. Unique Challenges and Solutions (5 points)

- a. Project/Scope Characteristics: Describe any Proposer-identified challenges that are unique to the project and its anticipated scope and provide suggested solutions to the identified challenges.
- b. Budget/Schedule Characteristics: Describe any Proposer-identified challenges that are unique to the project's budget and schedule characteristics and provide suggested solutions to the identified challenges.

- c. Quality/Process Characteristics: Describe any Proposer-identified challenges that are unique to the project's quality and process characteristics and provide suggested solutions to the identified challenges.

## 15. Financials (25 points)

- a. Financial and Legal Background:
  - i. The prime proposer must submit financial background information for the last two (2) fiscal years, which includes an independently audited balance sheet, statement of cash flows, and income statements; or equivalent documentation, sufficient in the ACRAA's view, to determine the financial health of the proposer.
  - ii. Provide the name, location, and date of any of the prime proposer's operations that have been terminated, either voluntarily or involuntarily, within the past five (5) years. For the same period of time, list any judgments or lawsuits satisfied, outstanding, or currently pending against the proposer.
- b. Financial Offer and Projections
  - i. The proposer will submit its financial offer, taking into consideration the rent information in Section IV.B.2. The proposer will complete Exhibit C by stating and using a rent constant based on the cost of construction.
  - ii. Describe the proposer's source of funding for this project. Also, define the proposer's experience with providing open book pricing.
  - iii. The proposer will complete a Pro Forma Operating Statement (Exhibit D) outlining its annual costs and savings, including the rent constant on construction costs; all system operation and maintenance; equipment repair and replacement; measurement and verification of guaranteed production and savings; all payments by the ACRAA; and any other costs for all 25 years of operation. Please be careful that your Pro Forma operating statement is a realistic reflection for the entire term. The annual rent constant you offer in this Pro Forma will be incorporated into your agreement if you are selected as the recommended winner of the concession. Provide whatever attachments you feel are necessary to support your Pro Forma projections.

## 16. Additional Considerations

- a. Concisely identify any additional considerations the proposer believes are relevant to the project. The evaluation committee will not review or consider copies of general marketing materials, website printouts, or any other information not specific to the project.

## 17. Properly Executed Proposal Form

Be sure to sign and notarize the Proposal Acknowledgment Form (Exhibit A) and include it under the appropriate tab in your proposal. The Proposal Acknowledgment Form must be executed in the legal name of the proposing entity, followed by the signature of the officer authorized to sign for the proposer or sole proprietor and the printed or typewritten name of the officer and office held. If the signatory is not a corporate President, Vice President, or general partner, please provide evidence of their Authority. In the event of a joint venture proposal, officers authorized by all entities forming the joint venture must sign the Proposal Acknowledgment Form. The address and telephone number of the proposer must be typed or printed on the form.

## 18. Proposal Deposit

All Proposers are required to provide a Proposal Deposit or Proposal Bond in the amount of five thousand dollars (\$5,000.00) for each package being proposed, in the form of a certified check, a cashier's check, or a Proposal Bond in such form and substance acceptable to the ACRAA. A check should be made payable to Akron-Canton Regional Airport Authority.

No proposal will be reviewed unless accompanied by the Proposal Deposit. Enclose the deposit with the original ring-bound proposal. Copies of the Proposal Deposit must be included within each copy of the proposal. The ACRAA will hold deposits until the execution of the Agreement with the successful proposer. If you are notified that you have been unsuccessful or disqualified, your deposit will be returned to you. No interest will be paid to Proposer on Proposal Deposit.

If the successful proposer fails or refuses to enter into an executed Agreement after award, the entire sum of the Proposal Deposit will be retained, not as a penalty, but as liquidated damages. The damages resulting from failure to enter into an executed Agreement are difficult to ascertain, and the entire sum of the Proposal Deposit is a reasonable estimate of these damages.

## 19. Exceptions

This RFP contains business terms that have been developed by the ACRAA to serve best the traveling public and the needs of the ACRAA. However, the ACRAA also recognizes that the proposer's experience and expertise may provide the ACRAA with unique insights into how to organize better and operate the Concession so that the business can better meet the goals and objectives described in Section III.B.1.

This "Exceptions" provision of the RFP allows the proposer the opportunity to modify the ACRAA's RFP by proposing to add, modify or eliminate sections or provisions that you believe are not in the best interest of the ACRAA. After discussing your proposed Exceptions, the Review Team is free to modify the points assigned to each Section of the evaluation process based on its understanding of the value of the Exceptions being offered.

Under this Exceptions provision, you must individually list each point of exception you want the Review Team to consider. List the RFP requirement followed by your proposed exception(s). Please be careful to review the sample Agreement provided under the addendum. This Exceptions provision is your opportunity to list Agreement modifications that you believe are essential if you are selected.

*Note: The Akron-Canton Regional Airport Authority is not obligated to accept any exceptions. If the proposer is preliminarily selected, the selection will be subject to achieving an Agreement on the items you have identified as exceptions. If the proposer considers any exceptions mandatory to its proposal, that must be clearly stated.*

If there are no deviations or exceptions to any portion of this RFP, Proposers must state that on the exception page. If no deviations are identified, and the ACRAA accepts the Proposer's Proposal, the proposer must conform to all specified requirements.

## **SECTION V SOLAR ARRAY**

### **A. DESCRIPTION OF SERVICES FOR SOLAR ARRAY**

This proposer will provide a Solar Array project capable of offsetting some or all of the ACRAA's terminal electric utility (Lauby Road Term). The goal of this project is to provide renewable energy to the ACRAA. Where financially beneficial, additional considerations can be given to the use of a microgrid controller and battery storage. The proposer will be responsible for any maintenance and material refreshes required to ensure guaranteed production for the life of the contract.

The development site for this project may be selected by the proposer from all available airport-owned properties as referenced in Exhibit B. Any potential solar array location must be proven to comply with a glare and glint analysis acceptable and approved by the Federal Aviation Administration.

Airport requested electrical upgrades:

- Relocation of the electrical vault or a combination of the below list
- Arc-flash program for airport electrical components
- Fire suppression system and life safety egress in the terminal electrical vault
- Main distribution electrical panel
- Oil-filled transformer replacement
- Electricity generator(s) replacement
- Asset management

### **B. SUMMARY OF BUSINESS TERMS**

All Agreement terms will be outlined in the Public-Private Partnership Agreements or equivalent between the ACRAA and the successful proposer ("Lessee"). A sample Agreement will be provided as an addendum to the RFP. A summary of the key business terms is provided below for your reference. The terms contained in the Agreement govern if there is any discrepancy between this summary and the Agreement.

#### **1. Term of Agreement**

Twenty-five (25) years or more with one (1) ten (10)-year option at the Akron-Canton Regional Airport Authority's sole option.

## 2. Cost Recovery and Other Occupancy Charges

Lessee will be responsible for all costs directly related to Lessee's use of the premises, including the following:

- 25/50/75 review
- Bonds
- Engineering drawings

## 3. Taxes

Lessee shall be solely responsible for payment of all applicable taxes. Property taxes are billed directly by the county of jurisdiction, e.g., Summit or Stark counties.

## 4. Utilities

Lessee shall be responsible for utility delivery to the site and all utility costs associated with the premises (including, but not limited to, gas, electric, trash refuse, recycling, water/sewer, and telephone).

## 5. Permits

Lessee shall obtain and pay for all necessary permits required by any federal, state, and local regulatory agency, the ACRAA, local governments with jurisdiction, i.e., the city of North Canton, Stark County, the city of Green, and Summit County.

## C. Ownership of Improvements

The successful proposer will own all improvements during the lease term.

As part of the proposal, please provide a buyout schedule. At the end of the lease term, any fixtures paid for and installed by the proposer may be removed by the proposer but must not negatively impact the site; in the event that such a condition should arise, the proposer must restore the condition of the Leased Premises after such removal. The ACRAA reserves the right to require the proposer to remove all improvements at the expiration or earlier termination of the lease.

## **SECTION VI**

### **AKRON-CANTON REGIONAL AIRPORT AUTHORITY RESERVATIONS**

- A. The ACRAA reserves the right to award agreements based on the proposals submitted and/or negotiate with Proposers to modify the successful proposals at the ACRAA's option. By submitting its proposal, the proposer agrees to be legally bound if the ACRAA accepts its proposal. The ACRAA reserves the right to reject any or all proposals, waive any minor irregularities, informalities, or discrepancies, and award the Agreement to the proposer best meeting the needs of the Akron-Canton Airport as determined by the ACRAA.

- B. The ACRAA will not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.
- C. Each proposer must carefully examine the RFP and related documents and plans concerning the concession areas and CAK facilities. Each proposer must judge for itself the completeness of all conditions and circumstances in the RFP for this Concession. Failure on the part of any Proposer to make such examination and thoroughly investigate the RFP and related documents will not constitute grounds for a declaration by a Proposer that it did not understand the conditions with respect to its proposal.
- D. Any and all agreements arising out of proposals submitted (including any negotiations that follow) will not be binding on the Akron-Canton Regional Airport Authority, its officers, employees, or agents unless duly executed by the President and CEO or his designee following approval by the ACRAA Board.
- E. Statistical information contained in these documents is for informational purposes only. The ACRAA is not responsible for any inaccuracies or interpretations of this data. The ACRAA makes no representations as to future enplanements, revenues, or delivery volumes.
- F. The ACRAA reserves the right to postpone the proposal submittal due date and/or agreement start dates.
- G. Should the successful proposer fail to execute and deliver the Agreement within the thirty (30) day time period as referenced in Section IV.A.6., the ACRAA is free to negotiate an agreement with the next best proposer.
- H. Available ACRAA reports are provided as a convenience to the proposer without any warranty whatsoever by the ACRAA. The proposer must make its own conclusions and interpretations from the data supplied by the ACRAA and from information available from other sources.
- I. The ACRAA's selection of a successful Proposer, either from among the Proposers responding to this RFP or otherwise, as herein set forth, will be made solely at its discretion regardless of the data submitted by any Proposer. The Review Team and the ACRAA will evaluate the criteria listed and other factors as it considers appropriate. The ACRAA may consult all personal, business, and financial references familiar with the proposer's prior operations and management of prior projects. Submission of the proposer's response to the RFP will constitute permission for the ACRAA to make such inquiries and authorization to third parties to respond thereto.
- J. All proposals received shall become the ACRAA's property and will not be returned. The ACRAA reserves the right to retain or discard proposals following the conclusion of this RFP process.

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Add nothing below this line on this page

**EXHIBIT A - PROPOSAL ACKNOWLEDGMENT FORM**

The proposer acknowledges that it has carefully examined the RFP, attachments, and the proposed location site for the proposed microgrid/solar array/battery storage.

The proposer warrants that if its proposal is accepted, the proposer will contract with the Akron-Canton Regional Airport Authority in the form of an agreement and comply with the requirements of the RFP and Agreement documents. Proposer agrees to deliver an executed Agreement to the Akron-Canton Regional Airport Authority.

The undersigned guarantees that Proposer's Proposal meets or exceeds the specifications contained in the RFP document.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. By submitting this Proposal, Proposer consents to the release or disclosure of Proposal data as set forth in the RFP.

I also affirm that I am duly authorized to submit this proposal; that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other Proposer, and that the contents of this proposal as to rent, terms, or conditions of the said proposal have not been communicated by the undersigned nor by any employee or agent to any other Proposer or to any other person(s) engaged in this type of business prior to the official opening of the proposal.

Name of Proposer: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

Title of Authorized Person: \_\_\_\_\_

Business Address of Proposer: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF OHIO                            )  
  )        SS.  
COUNTY OF                            )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ on behalf of the \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_



## EXHIBIT B - DEVELOPMENT SITE

Please find Exhibit B at the following link

<https://www.akroncantonairport.com/assets/Exhibit-B-Development-Site-for-Revenue-Generation-Renewable-Energy-and-Infrastructure-Program-Solar-Array.pdf>

## EXHIBIT C – SAMPLE AIRPORT LAND LEASE AGREEMENT

Please find Exhibit C at the following link

<https://www.akroncantonairport.com/assets/Exhibit-C-Sample-Airport-Land-Lease-for-Revenue-Generation-Renewable-Energy-and-Infrastructure-Program-Solar-Array.pdf>

## EXHIBIT D — PRO FORMA OPERATING STATEMENT

NAME of PROPOSER

\_\_\_\_\_

Total Cost	
Electric Escalation (NIST EERC)	2.3%
Net Cashflow	
Other _____	

Year	Annual Rent Constant	Annual Savings	Net Cashflow	Annual Guaranteed kWh
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
<b>TOTAL</b>				

**Proposal Evaluation Form**

Project name: \_\_\_\_\_

Evaluator's name: \_\_\_\_\_

Proposer's name: \_\_\_\_\_

Evaluation date: \_\_\_\_\_

**A Technical Proposal Evaluation (150 Points)**

<b>Criteria</b>	<b>Description</b>	<b>Range</b>	<b>Score</b>
Proposed Staffing	Implementation plan, staff availability, and flexibility to schedule changes	0-20	
Subcontracting plan	Prequalification plan, packaging plan / self-performance, design-assist strategies	0-10	
DBE Plan	Outreach plan, demonstrated services participation, construction goal per package.	0-5	
Estimating strategies	AOR / DB collaboration strategies, use of estimating & marketing pricing, design-assist proposals	0-10	
Procurement strategies	Buyout plan, long-lead & bulk purchase strategies, support of airport objectives	0-10	
Development plan	Construction of development plan, services, and maintenance approach	0-25	
Value Added Suggestions	Alternates, payback periods, benefits	0-5	
Timeline	Baseline / alternate schedule(s), phasing / procurement plan(s), milestones / activities	0-20	
Site logistics / safety plan	Site logistics plan, safety plan, graphic project phasing plan	0-10	
Quality Assurance / Quality Control Plan	Design phase, estimating & scheduling, construction phase	0-5	
Unique challenges & solutions	Project / scope characteristics, budget / schedule characteristics, quality / process characteristics	0-5	
Financials	Financials & legal background, financial offer & projections, pro forma & open book pricing	0-25	

**Total Qualifications Score**

**EXHIBIT E — PROPOSAL EVALUATION FORM**