

UMW

University of  
Mary Washington

Procurement  
Services

# Request for Information

## **RFI # UMW 23-1455**

**DETAILS AND SCOPE OF WORK  
STUDY FOR POWER PURCHASE  
AGREEMENT OF SOLAR ENERGY**

**September 7, 2022**

**This RFI is strictly for information. No contract or agreement will result.**

**Information gathered from responses to this RFI may be used in the development of a Solicitation that is in alignment with University objectives.**

September 7, 2022

Dear Prospective Respondent:

University of Mary Washington (“UMW” or “the University”) desires the services of a third party to broker a power purchase agreement or similar vehicle for the College to source large-scale, renewable energy. We are issuing a Request for Information (“RFI”) to solicit information from potential contractors to provide the information for our preliminary study, assist in the details for the scope of work for a potential Request For Proposal (“RFP”), and to detail management services for a power purchase agreement put in place by the RFP procurement.

The purpose of this Request for Information (“RFI”) is to invite submissions from qualified, experienced firms to provide information that could be used in a potential RFP to establish a contract with a firm as described in this RFI. The information collected will allow the University to assess the solutions provided as well as timeline and cost involved. If UMW decides to pursue a more formal agreement for this solution, we will publicly post a solicitation through a separate procurement process. This RFI is strictly for information and no contract or agreement will result. All information received as part of this RFI will remain the property of the University.

The University will pay no costs that any respondent incurs in preparing a response. Questions should be submitted directly to my attention.

Best regards,

Melva Kishpaugh  
Director of Procurement Services  
University of Mary Washington  
Office of Procurement Services  
1125 Emancipation Highway  
Eagle Village Executive Offices, Suite 480  
Fredericksburg, VA 22401  
[mkishpau@umw.edu](mailto:mkishpau@umw.edu)  
540-654-1084

**REQUEST FOR INFORMATION**

*RFI# UMW 23-1455*

**Issue Date:** September 7, 2022

**Title:** Details and Scope of Work Study for Power Purchase Agreement of Solar Energy

**Issuing Agency:** University of Mary Washington  
Procurement Services  
Eagle Village Executive Offices, Suite 480  
1125 Emancipation Highway  
Fredericksburg, VA 22401

**RESPONSES DUE: 2:00 p.m. EDT on Wednesday, 28 September 2022**

Provide **an electronic copy** of the entire proposal to [pcancigl@umw.edu](mailto:pcancigl@umw.edu), **INCLUDING ALL ATTACHMENTS** with any proprietary information clearly marked, as well as a redacted copy of the entire proposal with proprietary information blacked or whited out.

All inquiries for information and clarification should be directed to: Patricia A. Canciglia, Senior Contract Officer, [pcancigl@umw.edu](mailto:pcancigl@umw.edu), (540) 654-1237, no later than five business days before the RFI due date.

In compliance with this Request for Information and to all the conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the information in accordance with the att.

**Name and Address of Firm:**

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_  
*Signature in Ink*

\_\_\_\_\_

Name: \_\_\_\_\_  
*(Type or Print Name and Title)*

\_\_\_\_\_

Phone #: \_\_\_\_\_

FEI/FIN #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Minority Vendor \_\_\_\_\_ Woman Owned \_\_\_\_\_ Small Business \_\_\_\_\_ Micro \_\_\_\_\_

Virginia Dept. of Small Business and Supplier Diversity Certification # \_\_\_\_\_

**This public body does not discriminate against faith-based organizations in accordance with the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1, § 36 or against an Offeror because of race religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**RETURN OF THIS PAGE IS REQUIRED**

## I. REQUEST FOR INFORMATION (RFI) # UMW 23-1455

The purpose of this Request for Information (RFI) is to obtain information to determine if the University should conduct a future competitive negotiation to hire a firm to enter into a power purchase agreement (PPA) of solar energy for University of Mary Washington, an agency of the Commonwealth of Virginia. A PPA for solar energy is part of a larger strategy to decrease carbon emissions. The intent is for any established power purchase agreement to be cost neutral for the University. No contract or agreement will result from this RFI. Insight gathered from responses to this RFI will assist in developing a solicitation in alignment with University objectives. Responding to this RFI will neither increase nor decrease the chances of a firm being awarded a contract resulting from any future procurement solicitation.

## II. BACKGROUND

### A. The University:

The University of Mary Washington is one of Virginia's outstanding public liberal arts universities, providing a superior education that inspires and enables our students to make positive changes in the world.

The University is a place where faculty, students, and staff share in the creation and exploration of knowledge through freedom of inquiry, personal responsibility, and service. UMW regards the provision of high quality instruction as its most important function. The University offers a wide range of undergraduate and graduate programs focusing on both disciplinary and interdisciplinary studies. These academic programs afford students opportunities to integrate and apply their knowledge within broad educational experiences, to develop their professional interests, and to practice the habits of mind necessary for life-long learning. Through a professionally engaged faculty, the University supports ongoing research appropriate to the development of student abilities and faculty interests. It especially encourages the participation of undergraduates in research.

UMW's size, dedicated faculty, and historical commitment to fine teaching create an institutional culture where both undergraduate and graduate students benefit from strong connections with their faculty and multiple opportunities for active learning.

Located in Fredericksburg between our nation's capital and the capital of the Commonwealth of Virginia, the University of Mary Washington is a nexus for engagement among diverse communities and is dedicated to supporting professional advancement and economic development and to improving the regional quality of life.

We fulfill our mission by immersing students, faculty, and staff in local, regional, national, and international communities, and by inculcating the values of honor and integrity. UMW graduates are models of adaptive learning, personal achievement, responsible leadership, service to others, and engaged citizenship in a global and diverse society.

### B. Current Situation:

University of Mary Washington's power sources from Dominion are about 10% coal, 40% nuclear, 45% natural gas, and the last 5% a mix of renewables and oil. Sourcing power from renewable energy has the potential to be the single largest step we could take towards reducing carbon emissions.

Other institutions have found opportunities to source renewable energy either directly on-campus or at a larger scale off-campus. These opportunities depend greatly on the circumstances within each institution; factors such as electricity cost, exposure to fluctuation in energy markets, and regulations, among others, depending on those circumstances. There is also the opportunity that sourcing such energy could provide positive results beyond emission reductions, such as a more competitive and/or stable energy price.

University of Mary Washington would be interested in establishing power purchase agreements for any renewable energy generated by the solutions recommended through this RFI and future consultations.

The Virginia State Corporation Commission and the Virginia Department of Energy provide guidelines for

state agencies seeking to establish power purchase agreements and other aspects relating to the material listed in this RFI. They may be a resource for any potential consultant responding to this RFI.

### **III. STATEMENT OF NEEDS**

Firms should address each of the following items within their submissions:

1. Can a third party consultant conduct a feasibility study of the University's current energy to address the following:
  - a) Recommendations for energy alternatives to reduce the College's greenhouse gas emissions.
  - b) Insights on planning for and installation of solar energy systems on campus.
  - c) Insights on planning for solar energy sourced at off campus locations.
  - d) Data necessary to begin consideration of solar energy systems on campus.
  - e) Advice on power purchase agreements.
2. Can the selected consultant provide a feasibility study at no or low cost based on an arrangement through the power purchase agreement?
3. What qualifications and certifications should a consultant be required to have as a respondent?
4. Please list any other considerations that you can recommend that we list in our scope of work section of an RFP for the solar energy consultant described within this RFI.

### **IV. RFI PREPARATION AND SUBMISSION**

#### **1. GENERAL INSTRUCTIONS:**

- a) Responses shall be signed by an authorized representative of the firm. All information requested should be submitted.
- b) Responses should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFI. Emphasis should be placed on completeness and clarity of content.
- c) Responses should be organized in the order in which the requirements are presented in the RFI. All pages of the response should be numbered. Information which the offeror desires to present that does not fall within any of the requirements of the RFI should be inserted at the appropriate place or be attached at the end of the response and designated as additional material.
- d) All documentation submitted with the response should be contained in that single volume.
- e) Ownership of all data, materials and documentation originated and prepared for the University pursuant to the RFI shall belong exclusively to the University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Respondents shall clearly identify proprietary or trade secret material of their RFI response that shall not be subject to public disclosure in accordance with the Virginia Freedom of Information Act Section 2.2-4342 F of the Code of Virginia.
- f) Oral Presentation: Offerors who submit a response to this RFI may be asked to give an oral presentation of their submission to University of Mary Washington. This provides an opportunity for the offeror to clarify or elaborate on the response. University of Mary Washington will schedule the time and location of these presentations, if held. Oral presentations are an option of University of Mary Washington and may or may not be conducted.

2. SPECIFIC INSTRUCTIONS:

Responses shall be as thorough and detailed as possible so that University of Mary Washington may understand your full capabilities and offerings in providing the equipment and services detailed within this RFI. Responding firms shall submit the following items as a complete submission:

- a) Return RFI cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
- b) A response to each item as described in Section III *Statement of Needs* of this Request for Information.
- c) IDENTIFICATION OF EMAIL RESPONSE: The signed submission should Reference RFI Number: UMW 23-1455, Response Date: 28 September 2022, and Subject: Details and Scope of Work Study for Power Purchase Agreement of Solar Energy