

**THE PORT AUTHORITY OF NY & NJ**  
**PROCUREMENT DEPARTMENT**  
**4 WORLD TRADE CENTER**  
**150 GREENWICH STREET, 21ST FLOOR**  
**NEW YORK, NY 10007**

**REQUEST FOR INFORMATION**

**ISSUE DATE:**           **OCTOBER 29, 2018**

**TITLE:**               **SOLAR ENERGY DEVELOPMENT AND COMMUNITY SOLAR  
AT JOHN F. KENNEDY INTERNATIONAL AIRPORT LONG-  
TERM PARKING LOT**

**NUMBER:**           **55144**

**SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE  
ADDRESS.**

**SITE VISIT:**                           **November 8, 2018**                           **TIME: 10:00 AM**

**QUESTION DUE DATE:**               **November 16, 2018**                           **TIME: 2:00 PM**

**RESPONSE DUE DATE:**               **December 10, 2018**                           **TIME: 2:00 PM**

**CONTACT NAME:**                           **RICHARD GREHL**  
**PHONE #: 212-435-4633**  
**RGREHL@PANYNJ.GOV**

**TABLE OF CONTENTS**

TABLE OF CONTENTS..... 2

1. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY ..... 3

2. INTRODUCTION/OBJECTIVE ..... 3

3. DESCRIPTION OF AVAILABLE ELECTRICAL INFRASTRUCTURE AND POINTS OF INTERCONNECTION..... 4

4. SYSTEM REQUIREMENTS..... 4

5. SUBMISSION OF INFORMATION..... 5

6. RESPONSE FORMAT..... 6

7. QUESTIONS ..... 7

8. SITE VISIT: ..... 7

9. CONFERENCE ..... 7

10. GENERAL..... 7

ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION..... 9

ATTACHMENT B - RESPONDENT REFERENCE FORM..... 10

ATTACHMENT C: AREA AVAILABLE FOR SOLAR PV PANEL PLACEMENT..... 11

## 1. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is a bi-state body corporate and politic created by Compact of April 30, 1921, made by and between the States of New York and New Jersey, with the consent of the Congress of the United States of America. For additional background information on the Port Authority visit the Port Authority’s website at [www.panynj.gov](http://www.panynj.gov).

## 2. INTRODUCTION/OBJECTIVE

The Port Authority is seeking information from firms or joint ventures, to develop a solar photovoltaic (“PV”) power generating system (the “System”) at the Long Term Parking Lot (Lot 9) at John F. Kennedy International Airport (the “Site”). The solar PV panels are to be installed as a canopy or carport-type system above the existing parking spaces, as the Port Authority intends to continue using the Site for parking purposes. The area available for installation of a solar PV canopy or carport is shown in Attachment C.

In addition to this Request for Information (RFI), the Port Authority is also seeking a statement of experience and qualifications in the development of large scale (at least one megawatt (MW)) solar projects and solar carports. Submission requirements are described in Section 5 below.

The Port Authority is interested in solar energy development scenarios that:

- a) Provide solar energy to local residents through a community solar program;
- b) Provide solar energy to be consumed on-site at John F. Kennedy International Airport; or
- c) Achieve a combination of both a) and b).

The Port Authority is interested in any ideas that achieve the objectives described above through arrangements including, but not limited to, Power Purchase Agreements or leasing. More than one option may be submitted for the purposes of this RFI.

The Port Authority is seeking information that will help it to efficiently maximize solar energy production at the Site, subject to the available space (as shown on Attachment C) and applicable regulatory and technical constraints. Respondents may consider any eligible incentive programs and financing mechanisms. Please note that this Site is served by the New York Power Authority, which may preclude certain incentive programs available to traditional retail customers.

As shown in Attachment C, the Site is currently used for long-term parking by travelers visiting John F. Kennedy International Airport (“JFK”) and will continue that same function following project construction. The Site has two AirTrain stations: the Howard Beach Station, located on the west side of the Site near 103<sup>rd</sup> Street; and the Lefferts Boulevard Long Term Parking Lot Station, located on the east side of the Site near Lefferts Boulevard

(collectively referred to as the “Stations”). These Stations will also remain in service and in their current configuration at the Site.

### **3. DESCRIPTION OF AVAILABLE ELECTRICAL INFRASTRUCTURE AND POINTS OF INTERCONNECTION**

The Site’s electrical needs, primarily lighting, are served by an existing 5kV/480V substation in the northeast corner of the Site. This substation is supplied at 5kV from the Port Authority’s Van Wyck substation, located approximately two miles from the Site.

Solar energy generated for consumption on-site at John F. Kennedy International Airport by the Port Authority and/or its tenants (i.e. “behind-the-meter”) could access the Port Authority’s 5kV network for distribution via these existing cables and duct banks. However, the current equipment can accommodate approximately 1 MW or less, so connections at this location will require reinforcement of the current 5 kV infrastructure.

Solar energy generated at the Site for delivery directly to Con Edison (i.e. “in-front-of-the-meter”) could interconnect at a Con Edison 27kV manhole located approximately 1 mile from the northeast corner of the Site. A facility housing transformers and switchgear would be required as well as new duct banks and cable.

### **4. SYSTEM REQUIREMENTS**

General requirements of a solar PV power generating system at the Site are described here for informational purposes only.

- a. System size: As stated above, the Port Authority is interested in maximizing the solar energy production at the Site by the most cost effective means, given the available space for solar PV panels, technical and regulatory constraints, and other considerations such as glare impact.
- b. The System shall conform to NEC-690 and to any applicable local codes and utility requirements.
- c. The System shall consist of solar arrays mounted at the Site in the areas indicated on Attachment C.
- d. The carport or canopy structure must provide a minimum height clearance of fourteen (14) feet to accommodate snow removal equipment.
- e. The vertical supports of the carport or canopy structures shall be encased in concrete to a height of four (4) feet to minimize damage from vehicles.
- f. The carport or canopy structures will be equipped with energy efficient lighting. The lighting system shall be designed to operate regardless of the availability of solar generated power and to the same requirements (illumination levels, hours of operation, etc.) as imposed on the parking lot lighting systems not connected to the solar PV system.

- g. The carport or canopy structures will be equipped with rain gutters and downspouts. The discharge will be directed per Port Authority direction.
- h. The carport or canopy structures will be of such a design that bird roosting and nesting will be discouraged if not prevented. Alternatively, the carport structures will be equipped with devices such as netting or other devices that will discourage or prevent bird nesting. The carport design will be subject to review by Port Authority Wildlife Biologists to ensure that it will sufficiently deter bird roosting and nesting.

## **5. SUBMISSION OF INFORMATION**

At this time, the Port Authority is seeking information in developing solar energy at the Site, proposed development scenarios, and a capability statement detailing the Respondent's experience and qualifications in large scale solar carport or canopy developments.

Respondent shall submit six (6) hard copies of its RFI response. The response must be submitted to Port Authority of NY & NJ, Bid Custodian, Procurement Department, 4 World Trade Center, 150 Greenwich Street, 21st Floor, New York, NY 10007.

The response shall express the Respondent's interest in developing solar energy at the Site, propose the general development scheme (i.e., per the objectives described in Section 2 above), and establish the Respondent's capabilities and qualifications. The response shall include or identify:

- A. The name, address, URL and Federal Employer Identification Number of the Respondent;
- B. Contact information (name, title, email, telephone number) of the individual who shall act as the Respondent's contact with the Port Authority for further information requests and future solicitations, if any. In addition, at any time after the opening of the responses to the RFI, the Port Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.
- C. A brief description of the company, its lines of business, organization, mission, affiliates, objectives, location, its years in business under its present business name, and a list of previous business names used, if any.
- D. A description of the Respondent's experience in developing large scale solar PV installations. The response shall specifically note:
  - List of Respondent's completed and in-progress solar PV installations during the past 3 years, including date completed, system size, location, type (e.g. roof-mount, carport, canopy, ground mount, etc.) and client.

- Statement of technical expertise: the extent to which the Respondent and personnel that would be dedicated to this project have experience in implementing and managing large scale solar PV installations of this nature.
- Financial statements reflecting Respondent's assets, liabilities, net worth, revenues, expenses, profit and loss and cash flow for the Respondent's most recent fiscal year.

E. A signed copy of Attachment A (Attachment on Terms of Discussion) hereof.

F. A description conveying the proposed mechanism or mechanisms for developing a solar PV generating system at the Site, considering the objectives described in Section 2. More than one option may be provided. The description may include, but is not limited to:

- Proposed distribution of energy to the local utility versus internal JFK network;
- Description of system layout;
- Proposed system capacity and generation;
- Pricing scheme (e.g. leasing, Power Purchase Agreement);
- Estimated range of installed costs (\$/kWh) and/or estimated lease payment to the Port Authority;
- Project phasing, if separate phases are proposed;
- Inclusion of battery storage;
- Any major assumptions included in proposal (e.g. use of infrastructure);
- Benefits to the Port Authority, JFK, State of New York, and the local JFK community associated with the option(s) proposed, including environmental, financial, and community benefits.

G. Three commercial business references, at least one of which is related to the Respondent's operation of a maritime-related facility. Use Attachment B hereof to convey information about the references.

## 6. RESPONSE FORMAT

The recommended response outline is as follows:

SECTION 1: General information (Items A-D, per #5 above)

SECTION 2: Signed acknowledgements (Attachment A)

SECTION 3: System Description and Proposal (Item F, per #5 above)

SECTION 4: References

While there is no page limit, it is recommended that responses do not exceed 30 (thirty) pages.

## 7. QUESTIONS

Any questions by prospective Respondents concerning this RFI shall be addressed by email to the Contact listed on the cover page of the RFI, no later than the Question Due Date. Responses will be posted on our website at [www.panynj.gov](http://www.panynj.gov).

## 8. SITE VISIT:

A Site visit is scheduled on the date conveyed on the cover page, at Building 14 at John F. Kennedy International Airport, Jamaica, NY. During the Site visit Respondents will be allowed to tour the Site and the associated infrastructure discussed herein before submission of responses to this RFI. **No questions will be taken during the Site visit. All questions shall be communicated by email to the Contact listed on the cover page, by the Question Due Date.**

Attendance at this Site visit is strongly recommended, though not mandatory. Information conveyed may be useful to Respondents in preparing their responses and Respondents not attending assume all risks that may ensue from non-attendance.

## 9. CONFERENCE

At any time after the receipt of responses, Respondents may be asked to attend an informal discussion conference with staff of the Port Authority regarding further clarification of the response and/or for additional information. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time and place of the conference, if any, in due course.

## 10. GENERAL

- A. Respondents should note that this RFI might be a preliminary step towards an agreement for the development of a solar energy generating system at the Site. The Port Authority reserves the right to conduct interviews with any Respondent to this RFI, initiate lease negotiations with one or more respondents to this RFI, issue a solicitation for a lease proposal, issue a Request for Proposals for pricing, or to perform any or none of the above.
- B. The Port Authority reserves the right to request further information from any Respondent to this RFI.
- C. The Port Authority may consult any reference familiar with the Respondent regarding its current or prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Response shall

constitute permission by the Respondent for the Port Authority to make such inquiries and authorization to third parties to respond thereto.

- D. Neither the information submitted from your organization, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation by Respondents to the RFI are not compensable.

**ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.  
DO NOT RETYPE.

**Rev. 01/27/17**

**ATTACHMENT B - RESPONDENT REFERENCE FORM**

Name of Respondent: \_\_\_\_\_

Please provide a list of references on the firm's performance of similar work within the last five years, including all current contracts. Use additional sheets as necessary.

Include the following information for each reference:

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone and Email Address of Contact: \_\_\_\_\_

Contract date(s): \_\_\_\_\_

Contract cost: \_\_\_\_\_

Description of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone and Email Address of Contact: \_\_\_\_\_

Contract date(s): \_\_\_\_\_

Contract cost: \_\_\_\_\_

Description of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone and Email Address of Contact: \_\_\_\_\_

Contract date (s): \_\_\_\_\_

Contract cost: \_\_\_\_\_

Description of work: \_\_\_\_\_

**ATTACHMENT C: AREA AVAILABLE FOR SOLAR PV PANEL PLACEMENT**

