



City of Edgerton

Request For Proposal - On Site Solar PV System Installation

Deadline to Submit Proposals:

March 8th, 2024 by 3:30 p.m.

Voluntary Walkthrough:

February 21st, 2024 @ 10:00 AM

Award Announcement:

March 2024

Submit RFP via email to:

City of Edgerton
Ramona Flanigan
City Administrator
rflanigan@edgerton.wi.gov

Thank you for your interest in this project.

1. Invitation

The City of Edgerton is seeking to engage a solar photovoltaic system installer.

During the proposal process, all communication regarding this proposal should be directed to Ramona Flanigan with the City of Edgerton. If you decide not to furnish a proposal for this project for any reason, please notify by email. The contract award will be based on completeness of bid, ability to meet the construction schedule, and assessment of best value to the Client. **Please confirm receipt of this RFP.**

2. Information and General Conditions

- 2.1. The term “Owner” or “Client” as used herein shall be construed to include the City of Edgerton, and all employees, officers, and agents of the Client.
- 2.2. The Firm or contractor is named as such in the contract documents and is referred to in generic terms as if of singular number. Firm or contractor is used interchangeably.
- 2.3. **Preparation of Proposal Documents**
Interested firms submitting a proposal shall **submit their proposals by email**. The email shall be noted with the Request for Proposal title, due date, and the name of the firm submitting the proposal. Additionally, a sealed envelope including the pricing table should be sent to the following address:

Ramona Flanigan, City Administrator
12 Albion Street, Edgerton WI 53534

Proposals shall be submitted by no later than March 8, 2024 by 3:30 p.m. It is the sole responsibility of the person submitting the proposal to see that it is delivered on time. RFP submittals received after the specified time and date will not be considered.

Responses to this RFP must follow the format described in this RFP. Firms are encouraged to submit concise responses that fully provide the information requested. Elaborate responses or the inclusion of extensive marketing material is discouraged.

- 2.4. **Signature**
Proposals shall be signed by an authorized individual or officer of the contractor submitting the proposal.
- 2.5. **Completion of Proposals & Evaluation Criteria**
Proposals shall be completed in all respects as required by the instructions herein. A proposal may be rejected if it is conditional or incomplete, or if it contains alterations of form or other irregularities of any kind. Proposals will be evaluated according to the criteria in Exhibit A.
- 2.6. **Examinations of Documents**
Firms shall thoroughly examine the contents of this RFP. The failure or omission of any Firm to receive or examine any document, form, instrument, addendum, or other document shall in no way relieve the Firm from obligations with respect to this RFP or to the contract to be awarded. If the Firm discovers any ambiguity,

conflict, discrepancy, omission, or other errors on the RFP, they shall immediately notify the error and request modification or clarification of the document. Clarifications shall be given by written notice via email to all Firms participating in the RFP, without divulging the source of the request for the same. Modifications shall be made by addendum.

2.7. Confidential and Proprietary Information

All materials received relative to this RFP will be kept confidential until such time an award is given, or the RFP is canceled. If any part of any firm’s proposal is proprietary or confidential, the firm must so identify and so state.

2.8. Addenda

This RFP may be and can be modified before the date scheduled for submission of proposals by issuance of an addendum to all parties who received the RFP for the purpose of submitting a proposal. Addendum will be numbered in case of multiple Addenda.

2.9. Compensation

Owner shall pay the Firm an amount not to exceed the maximum cost proposed in the RFP.

2.10. Firms Obligation to Perform Work in Accordance with Standards

If the work performed by the Firm is not in accordance with the standards as specified herein, or if the work produced by the Firm is not complete - the Firm, at no additional cost, shall complete the work to the satisfaction of the Client.

2.11. Assignment of Contract

Contractor shall not assign or transfer, by operation of law or otherwise, any or all the Firm’s rights, burdens, duties, or obligations about this agreement, without prior written consent. Contract will be between the Owner and the selected Firm.

2.12. Investment Tax Credit for Energy Property

The Owner intends to pursue the available tax credits related to renewable energy through the Inflation Reduction Act section 48, pre 2025. Firms responding to this RFP shall include all necessary requirements associated with this Act to allow for the Owner to receive the tax credit. Optional requirements that provide bonus incentives to the Owner shall be outlined in the RFP response.

2.13. Performance and Payment Bond

2.13.1. Bid Guarantee: Contractor RFP Proposals shall include a certified check or bid bond payable to the owner as a bid guarantee in the amount equal to 10% of the total bid. If the bid is accepted, the bidder will execute and file the proper contract and bond within 15 days after the award of the contract. Emailed bids must include a scan of the certified check or bid bond. The certified check or bid bond will be returned to the bidder as soon as the contract is signed.

2.13.2. Performance and Payment Bond: A performance and payment bond, each valued at 100% of the total price shall be included in RFP proposals and provided with the signed contract.

2.14. Owner Bid Evaluation

The owner reserves the right to reject any or all bids and to accept that bid which appears to be the best interest of the Owner. The Owner reserves the right to waive any informality in a bid or reject any or all bids or any part of any bid. The Owner may include an interview process to gather additional information related to

responses in order to determine the best qualified firm. Price will not be the sole factor when evaluating responses. Any bid may be withdrawn prior to the scheduled time of their opening.

3. Scope of Work:

The City of Edgerton is requesting proposals for the installation of roof top mounted solar photovoltaic (PV) systems and the installation of a Level-2 electric vehicle charger. The project aims to provide sustainable energy, reduce the city’s carbon footprint, and serve as an educational tool for the local community. The proposals will be in multiple parts:

1. 13-kw DC fixed-tilt roof mounted array on the DPW Garage
2. 23.4-kw DC flush mounted array on the library roof
3. 22.6-kw DC fixed-tilt roof mounted array on the Police Station
4. 8.2-kw DC fixed-tilt roof mounted array on the Water Building
5. Installation of a level 2 electric vehicle charger at the Police Station
6. Existing Inverter Replacement at the City Hall

See Appendix A for drawings of potential locations for PV systems on the roofs of each building.

For Base Bid 2. At the Library, the city is set to replace the roof later this year. Contractor must coordinate their solar installation around the roofing installation with the city.

For Scope Number 5., contractors to design and install a designated Level 2 EV charging station within the police station garage premises with appropriate power output to meet the demands of the police vehicle. Contractors must ensure compatibility with the EV make and model used by the police department. Base bid is for one charger with an alternate bid of the installation and capability of 2 chargers.

The selected vendor will be responsible for a total “turnkey” project including all necessary equipment, materials, design drawings, manufacturing, permits, rebates, and installation services for the roof mounted utility interactive PV systems and electric vehicle charger. All solar arrays must have online energy monitoring and performance package. Owner will supply the active internet connection.

Attached is a system summary detailing proposed locations, applicable equipment, and sizing. Materials should be bid to the exact specifications included or of equal equivalence.

Reference Documents included:

1. Roof Plan
2. Material Specifications

BASE BID Pricing Table:

Base Bid #1: 13 kW PV Installation, DPW Garage Time and Material not to exceed	\$
Base Bid #2: 23.4 kW PV Installation, Library Time and Material not to exceed	\$
Base Bid #3: 22.6 kW PV Installation, Police Station Time and Material not to exceed	\$
Base Bid #4: 8.2 kW PV Installation, Water Building Time and Material not to exceed	\$
Base Bid #5: (1) Level 2 EV Charger Installation, Police Station Time and Material not to exceed	\$
Base Bid #6: Existing Inverter Replacement, City Hall Time and Material not to exceed	\$
Alternate Bid #1: (2) Level 2 EV Chargers Installation, Police Station Time and Material not to exceed	\$

All proposals should include the following:

- Anticipated Material Lead Times
 - PV Panels
 - Inverters
 - Mounting Structures
 - Other Materials with significant lead times
 - EV Charger

- Anticipated Contractor Installation Timelines
 - Owner requires a substantial completion date by Fall 2024.

- Commitment to Owner’s Tax Credit – Firm shall acknowledge for each level below that materials and labor included in the RFP response complies with the Inflation Reduction Act requirements allowing the Owner to request the applicable tax credits. It is not a requirement for each level to be compliant. RFP responses evaluation will be evaluated taking into consideration the net cost to the Owner on the Project including anticipated tax credits.

- Base Level - 5x (30%) tax credit for energy projects with maximum net output less than 1 megawatt and placed in service prior to 1/1/2025
- Bonus Level – Bonus Credit of 10% for domestic content minimums per requirements and if the project meets applicable prevailing wage and apprenticeship requirements.
- Contractor voluntary VE alternates
- Any contractor exclusions

Bid Documents:

Receipt of the following bid documents is included in contractor’s pricing:

- Bid Specifications
- Roof Layout Plan

Addenda:

Receipt of Addenda’s _____ is included in contractor’s pricing.

Acknowledgement:

The undersigned represents that it has examined the sites, read the RFP and understands the documents and conditions affecting the project. The undersigned understands and will perform all work associated with this project within all applicable laws, ordinances, rules and regulations that may affect cost, progress or performance of the work. The undersigned accordingly submits the following proposal. The undersigned has examined any and all Addenda if any issued during the Proposal period and is familiar with all the contents thereof and acknowledges all Addenda.

Legal Name of Company

Street Address

By (signature)

City, State Zip

Title

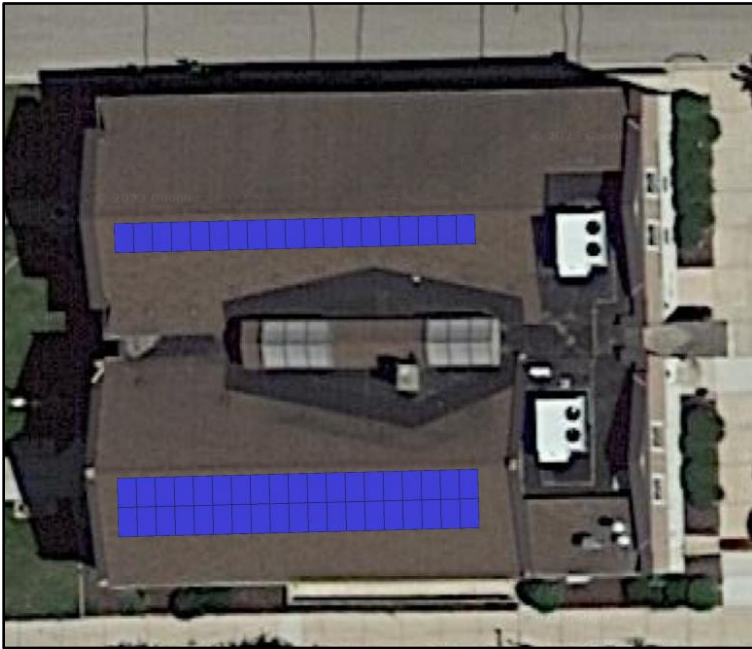
Telephone

Additional Scope Information:

1. 13-kw DC fixed-tilt roof mounted array on the DPW Garage Location



2. 23.4-kw DC flush mounted array on the library roof Location



3. 22.6-kw DC fixed-tilt roof mounted array on the Police Station Location



4. 8.2-kw DC fixed-tilt roof mounted array on the Water Building Location



Base Bid #6: Existing Inverter Replacement @ City Hall

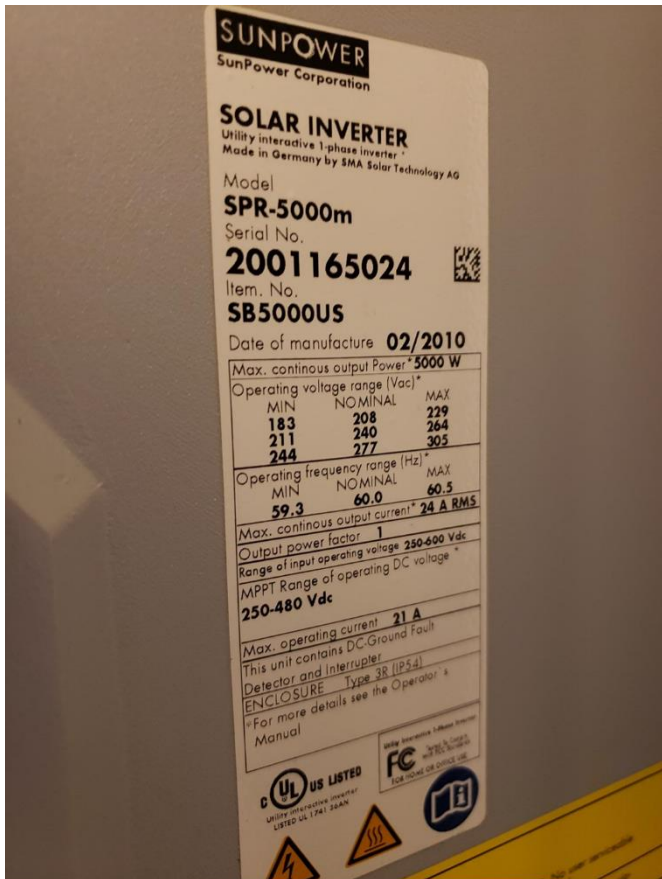


Exhibit A

EVALUATION CRITERIA

The Owner will likely reject any proposal that does NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Owner will rate each proposal based on the weighted scoring criteria shown below. The Owner intends to award a contract to the Provider offering the best value proposal. The best value proposal will be the proposal with the highest score.

A. Ability to Successfully Implement Program (15 points)

Strength and quality of evidence provided on performance of past solar projects, including information on how the systems have performed relative to expectations, and information on the satisfaction of past solar project customers. Background and qualifications of the people responsible for the proposed project, including in-house engineers, project managers and performance assurance personnel. (5 points)

B. Technical Approach & Proposed Solutions (15 points)

Ability and creativity of proposed solution to meet overall project and program objectives. Thoroughness and detail provided to justify the calculated energy savings.

C. Project Cost (50 points)

Value offered considering the project cost with the proposed scope and considering the overall net cost of the project after any rebates/incentives/credits.

D. Project Guarantees & Performance Assurance (20 points)

Value of Project Guarantees provided. Performance Assurance capabilities of the Provider, including ability to ensure the system operates at peak performance and ability to report on the actual performance results of the system.