

Town of Richland

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REQUEST FOR PROPOSAL

Solar System Services

December 23, 2024

Bids must be received by January 31, 2025 at 12 p.m. to the Town Clerk's Office and will be awarded at the February 11, 2025 Town Board Meeting

Introduction

The Town of Richland is soliciting proposals from qualified solar PV (solar) providers to design and build a DC Ground-mount solar project at 1830 County Route 41, Pulaski, NY. The contractor is responsible for all project permitting. Respondents shall have demonstrated experience designing, planning, scheduling, permitting and constructing complete solar electric systems, have relationships with/knowledge of local utilities, provide project financial analysis and rebate support, providing system monitoring and maintenance, and have established onsite safety standards. Respondents will provide the maximum system size possible in kWh at a cost no greater than \$55,000.

General Conditions

1. Each respondent is responsible for reviewing and understanding all terms of this Request for Proposal. Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.
2. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative. Revised proposals may be submitted up to the original due date/time.
3. Issuance of this RFP and receipt of proposals does not commit the Town of Richland to move forward with an award or complete the project described. The Town of Richland reserves the right to postpone the RFP award process, to accept or reject any or all proposals received in response to this RFP, and to modify the scope of the project at any time.
4. An award under this RFP may not be based solely on the lowest price but will be made to the respondent with the overall best value proposal. The successful proposal will meet the project site design guidelines and provide service level acceptable to the Town of Richland.
5. Bid proposals shall remain valid for 60 days after private opening of the proposals. If the Town of Richland decides to move forward with a certain bid, contract will be executed in the 60 day timeframe or contractors will be allowed to revise pricing.
6. Upon award, successful respondent shall secure all appropriate licenses to complete the scope of work included in this RFP. Successful respondents must be compliant with New York State Executive Order 16.

RFP Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of the Town of Richland. An addendum will be issued in the event of any scheduling changes.

Project Milestone	Date/Time
RFP Advertised/released	12/23/24
Site Walk/Pre-Proposal Conference	1/10/25 at 1:30pm
Requests for Information (RFIs) Due	1/14/25
Answers to RFIs distributed	1/17/25
Proposal Due	1/31/25
Notice of Intent to Award	2/11/25
Fully Executed Contract	2/12/25
Project Notice to Proceed	2/12/25
System Operation Date	(~6 months after notice to proceed)

Site Walk

Pre-bid meeting and site walk are scheduled for 1/10/25 at 1:30pm. All interested firms must attend this required site visit. Participants will meet at 1830 County Route 41, Pulaski, at the time stated above. Technical questions will be answered at this meeting.

Request for Information

Please submit questions via email to the Town of Richland, Deputy Town Clerk, Julie Peterson, at deputytownclerk@townofrichland.org by 1/14/25.

RFP Submission Guidelines

Hard copy submission only (3 copies).

Selection Process

Depending on the number and quality of the proposals received, the Town of Richland reserves the right to either select a vendor or shortlist two to three companies. Shortlisted companies will be asked to meet with the Town of Richland to present their proposal to the decision team and answer any outstanding questions.

Project Background

Objective

The Town of Richland's interest in pursuing solar photovoltaic projects reflects the following prioritized goals:

1. Offset or reduce grid electricity use/electricity bills
2. Meet municipal sustainability targets & minimize company municipality's impact on the environment

Project Description

The project site is located at: 1830 County Route 41, Pulaski, NY

- **Description of Site:** Site will be cleared and ready for solar installation. The site is adjacent to an existing solar array. Existing plans for the subject building/facility/property are included as Exhibit A.
- **Desired System Size:** The solar system shall be comprised of an array of photovoltaic panels and electrical equipment components generating the maximum system size
- **Description of Desired Solar System:** Ground-mount (fixed, single or dual axis tracking).
- **Project Financing:** Cash Purchase
- **System Ownership Information:** The Town of Richland will own the system.
- **Operation & Maintenance:** The selected Company will provide O&M services for 20 years following installation of the project. Please include O&M costs as a separate line item.
- **Monitoring** – A monitoring system that can be integrated with the Town website to show live and historical solar electricity generation data.

Scope of Work

The Town of Richland is soliciting proposals from qualified solar providers to design and build services for the installation of a DC GROUND-mount solar photovoltaic project at the site address. The goal of this RFP is to identify a solar partner with the necessary experience to ensure a fully managed and well executed process. The successful respondent will have demonstrated experience designing, planning, scheduling, permitting and constructing, and interconnection for a solar PV system. Contractor is responsible for all permitting. Respondents must have worked with National Grid/NYSERDA regulations, provide project financial analysis and have established onsite safety standards.

Design Guidelines

Contractor should consider the following guidelines when designing the solar system

Ground-Mounted Solar

The contractor shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to project installation. Contractor is responsible for securing the environmental permits necessary to install a ground-mounted system.

- Mounting system shall be either directly anchored into the ground (driven piers, concrete footers, ground screws, etc.) or ballasted on the surface without ground penetration. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Mounting system can either be fixed tilt or single axis tracker.
- Panels' orientation or azimuth shall be within 20-30 degrees of due south.
- Panels' tilt shall be based on site latitude and wind conditions.
- Ground cover and vegetation management shall be included in the proposal.
- Storm water management and erosion control management plan shall be included in the proposal.
- All lines interconnecting solar arrays to point of interconnection shall be underground.

Code Specifications

All power generation and transmission equipment must be UL listed for its designed use. Construction must comply with current adopted State Building Code, which includes: International Building Code, National Electric Code (NEC).

- **Modules:** System modules shall be UL1703 listed, and CEC-listed
- **Inverters:** Shall be UL741 listed and must be CEC-listed with an efficiency of 95% or higher

Contractor Responsibilities

The final design package and documents shall include the following but are not all required in the proposal stage. Please reference the proposal requirement section for detailed bid submission requirements:

- Description of the solar system
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer
- Layout drawing of installation site providing location of all equipment
- Equipment details and specifications
- Schedule for equipment procurement and installation
- Description of how National Grid grid interconnection requirements will be met
- Description of controls, monitors, and instrumentation to be used for the solar system
- Equipment and installation manuals
- Safety plan
- Quality control plan
- Operations and Maintenance manuals for system operations and performance monitoring over the life of the contract
- Web-based monitoring for 20 years
- Close out report including the following information: system nameplate size, the overall installed cost of the system and estimated and guaranteed annual kilowatt hour (kWh) production (if applicable).

Warranties

The solar provider's standard system warranty coverage should cover modules, inverter, racking and workmanship.

- **Modules:** 25-Year Power Output & 10-Year Workmanship Limited Warranty
- **Inverter:** 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- **Racking:** 10-Year Limited Warranty priority
- **Workmanship:** 1 Year Limited Warranty

System Monitoring

The Town of Richland will favor a proposal that includes a turnkey monitoring system that can be integrated into the Town of Richland computer system for display on the Town of Richland website. The system should display and analyze historical and live solar electricity generation data. Additionally, the regularly collected data should reflect, but not be limited, to the following:

- Average and accumulated output (kWh/kW and total kWh)
- Capacity factor
- Air quality emissions averted (and real world equivalents conversion)

Operation and Maintenance of System

The successful respondent will be required to provide operation and maintenance of the entire solar electric system for 20 years for a cash purchase. Operations and maintenance services include:

- Online monitoring
- Performance monitoring, notification, and troubleshooting – must have personnel available to notify the Town of Richland of an outage or decrease in system production
- Corrective maintenance to mitigate any risk to the system or minimize downtime
- System Performance Reports that compares actual production to predicted production
- Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings

- Weed abatement for ground mount

The Town of Richland will own the system, the successful respondent shall supply the Town of Richland two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for the Town of Richland to evaluate and ensure appropriate O&M is being completed over the life of the system. Examples of components include solar panels, conduit, inverter, net metering equipment, etc. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

Proposal Requirements

Hard copies (3 copies) must be delivered to the Town Clerk's Office at the H. Douglas Barclay Courthouse no later than 1/31/25 by 12 p.m. Proposals received after this time will be returned to the respondent unopened. Proposals will not be considered for award unless submitted in the format described below. It is the responsibility of the respondent to ensure that the submittal is received in a timely manner. Fax proposals will not be accepted. Hard copy proposal must be submitted to the following address:

Julie Peterson
Town of Richland
1 Bridge St.
Pulaski, NY 13142

Proposal Format

Please include the following sections in your proposal submittal in the following order.

- **Cover/Transmittal letter:** Cover letter must be addressed to the Town of Richland and signed by a legally authorized representative of the respondent. Cover letter must summarize key provisions of the proposal and must include name, address, phone and email of the respondent contact.
- **Executive Summary:** Include key provisions of the proposal, including understanding of the Town of Richland goals, pricing, respondent's role on project, brief description of proposed system, financing, relevant experience of respondent/company, and key timeline dates.
- **Company Profile:** Years in business, description of respondent/company background, applicable state licensing, OSHA background and safety protocol, Insurance, Quality Assurance/Quality Control documentation.
- **Project Experience:** Include projects completed in the last 3 years similar in scope and size to the proposed project. Include project name, system size, location, and brief 2-3 sentence project description. Highlight companies permitting and interconnection experience with local utility.
 - **References:** Provide 3 project references with direct client phone numbers.
- **Project Team:** Organization chart and bios (length of time with firm, key projects) of key team members, capability to perform work/workload capacity. Please only profile individual that will directly be working on this project. Clearly identify the project manager.
- **Technical Solution/Scope of Work:** Describe your technical approach to the design and construction of the solar project including:
 - Technical Approach, Design, Equipment, Installation
 - Panel, inverter, racking specifications
 - Equipment and workmanship warranties
 - Exhibits showing proposed layouts and system single line diagrams
 - PVSYST Report indicating production of the proposed system
 - Proposed monitoring system/solution
 - Operations & Maintenance Plan offered for the project. Please price O&M plan separately from cash purchase option
- **Production Guarantee:** Provide at least a 90% kWh guarantee for year 1, degrading by a maximum of 0.5%/year for 20 years. Performance guarantee should be measured and damages should be paid on an annual basis.

- **Price Proposal:** Provide a cash purchase price for the system.
- Present year 1 and 20 year financial savings
 - Present the NPV using the avoided cost provided by the Town of Richland
 - PPA proposal should include a percent escalator for the PPA rate
- **Safety** – Please include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
- **Proposed Schedule** – Identify key project milestones and include any necessary review periods for the Town of Richland.

Evaluation/Selection Criteria:

The Town of Richland adopted a Local Law allowing best value purchasing. The Town, at its discretion, may elect to evaluate proposals according to the evaluation criteria below. Result of this step will be the identification of the selection of a proposal for negotiation of a contract. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection based on the total number of points awarded by the evaluation committee.

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|---|-----------|
| ● Proposal Cost Effectiveness | 35 points |
| ● Technical Approach/ Implementation Schedule | 30 points |
| ● Company Qualifications/Project Experience | 20 points |
| ● Project team, team experience and approach | 15 points |

The Town of Richland may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project. The Town of Richland reserves the right to seek supplemental information from any respondent at any time after official proposal opening and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful respondent will be required to execute and return all required project documents and certificates of insurance within 10 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the Town of Richland reserves the right to accept the proposal of the firm offering the next best value to the Town of Richland.

RFP Exhibits

Exhibit A: Site plan with solar areas identified

Exhibit B: Building electrical single line diagrams

Exhibit C: One year of utility bills

Exhibit D: Cost Proposal Form-this form is in electronic format, please email the Deputy Town Clerk at deputytownclerk@townofrichland.org to obtain this exhibit.