**On-site Solar   
Request for Proposal (RFP) Template**

**Overview:** The goal of this on-site solar RFP template is to provide local governments with an easily modifiable on-site solar RFP. For cities and counties required to use their local government’s RFP template, the material in this on-site solar template should be easily transferable to your city or county­­­­ RFP template.

For additional guidance on how RFP processes and documents may need to be updated due to COVID, please download the American Cities Climate Challenge Renewables Accelerator’s 2020 addendum to this document, [Adaptations for On-site Solar Procurement in 2020 and Beyond](https://cityrenewables.org/resources/adaptations-for-on-site-solar-procurement-in-2020-and-beyond/).

**­­**

**Instructions:** You may use or modify this template in whatever way is most helpful (e.g., copy certain lines or sections into your City/County’s mandatory RFP template, or treat the entire document like your draft RFP). We do not expect credit or citation for any of this material. **­­­­**

If you would like to customize some or all of the text in this document, please follow the directions below:

1. Read each section using the comments on the right as helpful guidelines.
2. Utilize Microsoft Word’s replace all function (Ctrl/Command + H) to find “City/County” and replace with either just “City” or just “County.”
3. Replace all [yellow bracketed text] with the appropriate language for your project and local context.
4. Integrate all local government specific language if utilizing this template as your draft RFP.
5. Delete this cover page and all comments once your draft is complete.
6. In the Table of Contents, click on the down arrow button on the top left and choose “Update Table…” > “Update entire table.”
7. Carefully review the entire RFP with your local government’s attorney, procurement officer, and other relevant staff.

**Disclaimer:** This template was created using the best practices our team identified in the [DOE Better Buildings initiative’s Solar PV request for Proposal & Procurement Guidance](http://betterbuildingssolutioncenter.energy.gov/sites/default/files/attachments/Template%20RFP%20Draft%20%28050516%29.docx) template, NREL’s [Request for Proposal Template for Grid-Tied Solar PV Systems for State, City, and Other Entities](https://www.nrel.gov/state-local-tribal/assets/docs/rfp-template-grid-tied-pv-state-city.docx), City of San Diego’s On-site Solar RFP, Fairfax County’s On-site Solar PPA RFP, City of Charlotte’s Off-site PPA RFP, external on-site solar industry experts, and our internal expertise.

Given that this material was developed using external sources, the American Cities Climate Challenge (ACCC) Renewables Accelerator team makes no warranties or guaranties about the completeness or accuracy of this information. Any material in this template should be used at your own risk and in your sole discretion and by its use you are acknowledging that the ACCC Renewables Accelerator team shall not be liable for any damages in connection with the use of this template.

[City/County Name]

Contact Name

Street

City, State, Zip Code

Phone Number

Email

**REQUEST FOR PROPOSAL**

On-site Solar PV System Services

**Date released**

**Due Date and Time**

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# 1. Project Overview

## 1.1. Introduction

City/County name (hereby referred to as “the City/County”) is soliciting proposals from qualified solar PV providers to design, engineer, build, [operate, maintain] [and decommission] a turn-key installation of [XX] kW DC [rooftop/carport/ground-mount] solar photovoltaic (PV) project at the site addresses below. Respondents shall have demonstrated experience designing, planning, scheduling, permitting and constructing complete solar PV systems, have knowledge of local utilities, provide project financial analysis and rebate support, and provide system monitoring and maintenance.

## 1.2. Purpose of RFP

The City/County’s interest in pursuing solar PV projects reflects the following prioritized goals:

1. [Make progress towards the City/County’s renewable energy goals. City/County renewable energy certificate (REC) ownership is required to make progress on these goals.]
2. [Visibly show the City/County’s commitment to renewable energy through visible local projects]
3. [Reduce grid electricity purchases (kWh/mo) and electricity costs ($/mo)]
4. [Support local solar businesses, jobs, and workforce development]
5. [Reduce the City/County’s impact on the climate by reducing our greenhouse gas emissions]
6. [Provide regional health benefits through reduced regional air pollution]
7. [Increase the resilience of the facilities]

## 1.3. City/County Background

The City/County proudly serves [XX] residents and is governed by [enter City/County governance structure]. In [year] the City/County procured [~XX MWh/year] of electricity through [Utility or retail provider name]. In efforts to [reduce our environmental impact and advance local clean energy jobs], the City/County set a renewable energy goal of [XX% by Date] that the [Department of XX] is tasked to achieve. To date, we have achieved [XX%] renewable energy through [REC purchases / off-site PPAs / community solar / utility renewable mix] and have installed [XX] kW at [number of] sites through projects installed in [year(s)]. Through this RFP, the City/County seeks to continue to make progress towards achieving its renewable energy goals [and thus the renewable energy certificates (RECs) will be the property of the City/County.]

## 1.4. Project Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Site Details** | | | **Solar PV Details** | | |
| **Name** | **Address** | **Electric Load** | **PV Type** | **Estimated PV Size** | |
| **kWh/year** | **kW-DC** | **kWh/year** |
| Fire Station | 123 Community Dr. | 1,000,000 | Rooftop | 400 | 500,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* **Desired Solar PV System Description:** The City/County is seeking the above [rooftop, carport, ground-mount] PV systems to be sized to maximize [system size OR cost savings]. Further detail is provided in [Attachment A].
* **Project Financing:** The City/County is seeking to finance the solar PV systems through a [Power Purchase Agreement OR Lease OR city/county bond/debt OR private financing] and requests the Proposer to submit a financial analysis for [the base bid and optional alternative bids]. There should be separate price proposals for each site, as well as an overall price proposal. The City/County has the right to go forward with all, some, or none of the proposals. [The City/County also requests a separate financial analysis option for the City/County to purchase each system at year X and Y and at the end of the project’s life].
* **System Ownership:** The City/County requests that the solar PV systems be owned by the [City/Proposer]. [The City/County also requests the option to purchase the system in year X or Y or at the end of the project’s life].
* **Operation and Maintenance (O&M:** The [selected Proposer] will provide O&M services for the contract life. [Please include O&M costs as a separate line item for a cash purchased system.]
* **Monitoring**: The City/County requests a turnkey monitoring system for system performance [and public education through our website AND/OR an educational kiosk].
* **End of Contract:** The City/County requests the [owner to remove and decommission the system AND/OR option to purchase the system from the system owner AND/OR option to terminate the contract through an early buyout option at year(s) X and Y].

# 2. Scope of Work

The City/County is soliciting proposals from qualified solar providers to design, engineer, build, [operate, maintain] [and decommission] a turn-key installation of [XX] kW DC [rooftop/carport/ground-mount] solar PV project at the listed site addresses. [The Proposer shall also submit proposals to replace the roofs at X sites prior to the solar PV installation. To accomplish this, Proposers may propose a partnership with a well-qualified roofing company.] 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, constructing, interconnecting, and maintaining [and owning/financing] a solar PV system. Proposer is responsible for all permitting and licenses, and should include the cost of all permitting in their proposal. Respondents should be familiar with [utility] regulations, provide project financial analysis, and have established on-site safety standards. The City/County reserves the right to modify the scope of the project at any time.

## 2.1. Design Guidelines

The Proposer shall include design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Proposer should consider the following guidelines when designing the solar PV system.

### **(1) Rooftop Solar**

The Proposer shall develop a design for new PV systems that maximizes [system size OR cost savings (relative $/kWh OR overall $)]. [Not all locations identified need to be utilized]. It is the responsibility of the Proposer to assess the building’s structural integrity, roof condition, and shading limitations.

* [The roofs at X sites will need to be replaced prior to the solar PV installation.]
* Mounting systems shall limit roof penetrations or be fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to [snow, wind, and earthquake loading factors]. Solar system installation must not void the roof warranty.
* Conduit penetrations shall be minimized.
* Systems shall be fixed tilt with an orientation that maximizes [system size OR annual cost savings (relative $/kWh OR overall $)].
* All roof access points shall be securely locked at the end of each day during construction or O&M activities.
* System layout shall meet local fire department, code and ordinance requirements for roof access.

### **(2) Ground-Mounted Solar**

The Proposer shall develop a design for new PV systems that maximizes [system size OR cost savings (relative $/kWh OR overall $)]. [Not all locations identified need to be utilized]. It is the responsibility of the Proposer to assess site topography and geotechnical attributes to estimate costs related to project installation. Proposer is responsible for the costs of 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 loading factors.
* Mounting system can either be fixed-tilt or single-axis tracker.
* Panels’ tilt angle shall be based on site latitude and wind loading factors.
* Ground cover and vegetation management shall be included in the proposal, [with preference for bids integrating additional land use benefits such as native pollinator-friendly prairies or grazing].
* Storm water management and erosion control management plan construction and post-construction phases shall be included in the proposal.

### **(3) Carport Solar**

The Proposer shall develop a solar PV design for [new/existing] carport systems that maximizes [system size OR cost savings (relative $/kWh OR overall $)]. [Not all locations need to be utilized]. It is the responsibility of the Proposer to assess site topography and geotechnical attributes to estimate costs related to Project installation.

* The carport’s roof components shall be at least [9 feet] above the ground (or grade).
* Lighting shall be provided under each carport. This lighting shall be high efficient (e.g., LED), controllable (e.g., automated photocell controls to turn the lights on at dusk and off in the morning), and meet exterior lighting codes (e.g., at least 0.2 footcandles on pavement)).
* The carport solar shall be designed for [snow and ice management].
* Trees [can/cannot] be removed from parking lot to accommodate solar installation. Parking lot [can/cannot] be restriped to better orient the parking spaces for PV installation. Reorientation of the parking spaces [can/cannot] reduce the number of spaces in the parking lot. All of these costs shall be borne by the Proposer.

## 2.2. Code Specifications

The installation and power generation and transmission equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL) or another nationally recognized testing laboratory shall be used as components in the project. Construction must comply with current adopted [State, County, or City/County] Building Code, which includes: International Building Code, National Electric Code (NEC) and [State Fire Marshall (if applicable)].

* **Modules:** System modules shall be certified to International Electrotechnical Commission (IEC) 61215 or 61646 performance standards, Underwriter Laboratories (UL) 1703 fire code listed, and California Energy Commission (CEC) listed.
* **Inverters:** Shall be performance certified to IEC 62109, UL1741 listed and CEC-listed with an efficiency of 95% or higher

## 2.3. Warranties

The Proposer must provide their standard system warranty coverage along with specific equipment warranty coverage for modules, inverter, racking and workmanship.

* **Modules:** 25-Year Power Output & 10 Workmanship Limited Warranty
* **Inverter:** 10-Year Limited Warranty. [Provide a price and/or plan for inverter replacement in year 11 and beyond]
* **Workmanship:** [1 OR 2] Year Limited Warranty

## 2.4. Inspection and Commissioning

To ensure compliance with all electrical codes, an inspection by a licensed electrical inspector is mandatory after construction is complete. Commissioning tests shall be included in the final inspection and QCP. The Proposer’s independent commissioning agent shall ensure that:

* All equipment specifications match the proposed equipment specifications
* The physical layout aligns with the as-built diagrams with variations to proposed system noted
* The electrical system as laid out and connected aligns with the as built one-line diagrams including fuses, relays and switches with variation to proposed system noted
* Each array passes the open circuit voltage and current test
* The manual disconnect switch operates correctly

## 2.5. System Monitoring

Monitoring of system performance (separate from utility meter monitoring requirements) [and providing public education] are [two] important elements of this RFP. The City/County will favor a proposal that includes a turnkey monitoring system that can be integrated into the City/County’s [building energy management system] to monitor system performance, as well as the City/County’s website for public viewing. Data storage, management, and display will be the responsibility of the Proposer [In addition, the selected vendor must design and install an on-site kiosk (viewing station area) designed specifically for educational purposes at specified sites].

Additionally, the regularly collected data should reflect, but not be limited to, the following:

* Average and accumulated output (kWh/day, kWh/year, and cumulative kWh) versus building load
* Capacity factor
* Air quality emissions averted and real-world equivalents conversion (e.g., homes powered, vehicle miles drive, trees planted, etc.)

## 2.6. Operation and Maintenance of System

The successful respondent will provide O&M of the entire solar electric system over the contract life. Operations and maintenance services include, but are not limited to:

* Online monitoring
* Performance monitoring, notification, and troubleshooting
* Corrective maintenance to mitigate any risk to the system or minimize down time
* [Annual OR Quarterly] 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-mounted systems]

If the City/County decides to own the system, prior to system start-up, the successful respondent shall supply the City/County two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for the City/County to evaluate and ensure they can appropriately complete O&M over the life of the system. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

## 2.7. Contract Length and Post-Contract Options

The City/County is open to [15, 20, 25] year contract lengths, and requests the associated financial proposals for those lengths as stated in section 4.2.

[Option 1: Post-Contract Renewal]

At the end of the contract term, the City/County requests the option to renew the contract for a specified number of years determined at that time.

[Option 2: System Removal]

At the end of the contract term, the City/County requests the owner to remove and decommission the system [OR provide a decommissioning bond of $50-60/kW-DC]. The system owner bears the cost of removing the system and restoring the site to its prior condition. At the conclusion of the removal, neither party has any further liability or obligation to the other.

[Option 3: City/County Ownership Option]

At the end of the contract term, the City/County requests the option to purchase the system from the system owner at [its fair market value (FMV) OR the Proposer specified price]. The FMV will be determined by [the parties themselves OR by an independent/third-party appraisal].

[Option 4: Early Buyout Option]

The City/County also requests the option to terminate the contract through an early buyout option at year[(s) X and Y] to purchase the system from the system owner at [its fair market value (FMV) or the Proposer specified price].

## 2.8. Final Design Package

The winning Proposer and the City/County will negotiate to develop the contents of the final design package. The City/County’s requested sections are included below. **These are NOT required in the proposal bid**. The “Proposal Requirements” section specifies detailed bid submission requirements.

* **Solar PV Description**: A summary of the solar PV system types, sizes, annual production, and site location.
* **Schedule**: The equipment procurement and solar PV installation schedule for each site.
* **Design and Engineering Documents**: The design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Drawings shall be stamped by an Engineer registered in the State of [City/County’s State].
* **Site Drawings**: Layout drawing of installation site providing location of all equipment.
* **Equipment Details and Specifications:** A high-level summary listing all solar PV system equipment and their associated specification sheets.
* **Incentives**: The Proposer shall complete and submit in a timely manner all documentation required to qualify each system for available rebates and incentives. All RECs are to be assigned to the [City OR Proposer].
* **Electrical Interconnection**: The Proposer shall supply and install all equipment required to interconnect the solar PV system to the utility’s distribution system. They shall provide an interconnection agreement with [utility name] to ensure all utility requirements will be met. All costs associated with utility interconnection shall be borne by the Proposer.
* **Manuals**: This includes equipment, installation, and O&M manuals for proper system monitoring over the life of the contract. [This should dovetail with training of building operating staff for operation and maintenance].
* **Monitoring**: A description of controls, monitors, and instrumentation to be used for the solar PV system. This includes web-based monitoring for performance verification [and public education].
* **Safety Plan**: The Proposer’s plan to ensure safety for all personnel. The Proposer shall report accidents, claims, and other on-going safety related issues to the City/County in a manner consistent with City/County-wide reporting systems.
* **Quality Control Plan (QCP)**: At a minimum, the QCP should conform to “IEC 62446 Grid-Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections.”
* **Construction Plan**: This includes the appropriate documentation, plan, and timeline. All submittals, drawings, disruption plans, and contract documents shall be reviewed and approved in writing by the City/County Project Manager prior to submittal for design review/permits. The site, except for the solar PV system footprint, shall be returned to pre-construction condition as needed.
* **[Performance Bond**: The Proposer shall provide performance bonds in the amount equal to 100% of the installation cost of the facility with the City/County listed as bond obligee in the event the Proposer is unable to perform its obligations under the contract.]
* **Close Out Report**: The Proposer shall report progress of project contract closeout to the City/County in a manner consistent with the City/County’s reporting requirements. At a minimum, this should include the following information: system nameplate size, overall installed system cost, and estimated and guaranteed annual kWh production (if applicable).

# 3. Procurement Schedule

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

|  |  |  |
| --- | --- | --- |
| **Responsible Party** | **Project Milestone** | **Date/Time** |
| City/County | RFP Issued | [Release date] |
| City/County & Proposer | Site Walk | [1-2 weeks after release OR RFP deadline] |
| Proposer | RFP Questions Deadline | [3-4 business days after site walk] |
| City/County | Answers to RFP Questions Distributed | [5 business days after questions submitted] |
| Proposer | Notice of Intent to Submit Proposal Deadline | [2 business days after questions answered] |
| Proposer | RFP Deadline | [5-6 weeks after RFP release] |
| Proposer | Presentations from Short-Listed Proposers | [2 weeks after RFP due] |
| City/County | Award (or Not Award) | [2 weeks after short-listed presentations] |
| City/County & Proposer | Contract Executed | [4 weeks after award date] |
| City/County & Proposer | System Commissioning & Operation Deadline | [3-12 months after contract executed] |

## 3.1. Site Walk

The [pre-bid OR shortlisted bidder] meeting and site walk are scheduled for [date and time] at [location and address]. It is estimated to take [X-Y] hours. [All interested firms OR short-listed bidders must attend this site visit]. Technical questions [will/will not] be answered at this meeting. Please submit site walk attendee information via email by [date]. Additional site visits can be arranged by contacting [City/County contact’s name] directly.

## 3.2 Questions Pertaining to the RFP

Please submit questions via email to [City/County contact’s name and email] by [date]. Responses to questions will be shared with all Proposers.

## 3.3 Notice of Intent to Submit Proposal

Respondents must submit via email to [name at email by date and time] their Notice of Intent to Submit a proposal to ensure receipt of all addendums and other project documents. Addendums to this RFP based on submitted technical questions, along with changes to the proposal schedule, will be issued via email to Proposers who have confirmed intent to submit.

## 3.4 RFP Submission Guidelines

One electronic proposal shall be submitted via email to [City/County contact’s name and email] [and one physical proposal] signed by a company official authorized to make a legal and binding offer submitted to the address listed. 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. Bid proposals shall remain valid for [60/90/120 days] after the RFP due date.

## 3.5 Selection Process

Shortlisted vendors will be asked to meet with the City/County to present their proposal to the City/County’s evaluation team and answer any outstanding questions. Depending on the number and quality of the proposals received, the City/County reserves the right to either not select or select a vendor. The successful respondent will align on a formal agreement with the City/County based on the draft terms and conditions included as [Attachment F] and respondent’s terms and conditions.

# 4. Proposal Requirements

## 4.1. General Format

One electronic proposal shall be provided via email to [City/County contact’s name and email] [and one physical proposal] signed by a company official authorized to make a legal and binding offer submitted to the address listed. [Please print double sided on recycled paper]. [Hard copies must be delivered to the below address no later than date and time]. Proposals received after this time will be returned to the respondent un-opened. Proposals will not be considered for award unless submitted in the format described below. Fax proposals will not be accepted.

Name

City

Address

Phone

## 4.2. Proposal Components

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

* **Cover Letter:** Cover letter must be addressed to [City/County contact] and signed by a legally authorized representative of the respondent. It must summarize key provisions of the proposal and must include the respondent contact’s name, address, phone and email. Specify if the Proposal includes any Proposer’s trade secrets that must be shielded in case the City/County is subject to the Freedom of Information Act (FOIA).
* **Executive Summary***:* Include key provisions of the proposal, including understanding of the City/County’s goals, pricing, respondent’s role on project, brief description of proposed system, financing, relevant experience with local governments, and key timeline dates.
* **Price Proposal:** Provide the following price proposals for a [upfront purchase OR PPA OR lease]. [In addition, submit an electronic version of Attachment G].
  + [Upfront cost ($/W and overall $) OR PPA price OR monthly solar lease price]
  + [For X sites, include pricing for a roof replacement as an alternative bid]
  + Net present year 1 and [year X] financial savings using the following assumptions:
    - [2%] City/County’s utility electricity price escalation rate
    - [4%] City/County’s discount rate
    - [15, 20, 25, AND/OR 30] year evaluation period
    - [PPA proposal should/should not include a X% escalator for the PPA rate]
* **Technical Solution:**Describe your technical approach to the design and construction of the solar project including:
  + Technical Approach, Design, Equipment, Installation
    - Guaranteed power capacity (kW-DC and kW-AC)
    - Estimated annual electricity production (kWh-AC)
    - Panel, inverter, racking specifications
    - Equipment and workmanship warranties
  + Attachments showing the physical layout of the proposed PV, inverter, and conduit
  + PVSYST report indicating production of the proposed system
  + Proposed monitoring system including, but not limited to, equipment requirements, data output, and maintenance requirements
  + [Operations & maintenance plan offered for the project]. [Please price O&M plan separately from the cash purchase option].
* **Production Guarantee:** Describe your weather-adjusted production guarantee. At a minimum, this should be at least a [2-year rolling, weather-adjusted, 90% guarantee of the P50] based on available solar resource measured by the on-site weather monitoring device. Performance guarantee damages should be paid on an annual basis and determined during contract negotiation.
* **Financing Plan:** Provide a detailed description of how the Proposer will finance the project. Identify all financial partners involved in the project and clearly show financing commitment from proposed equity participants, if not proposed to be the Proposer itself. Describe in this plan all available tax credits, incentives, and subsidies that will be used to finance the project, and how these will be used in the financing of the projects.
* **Community Co-benefits** – Describe community benefits resulting from the project, including, but not limited to:
  + [Supporting local solar businesses]
  + [Creating employment opportunities for disadvantaged and/or diverse business enterprises]
  + [Creating educational opportunities offered to the community]
  + [Making relevant solar PV data available to community members]
  + [Integrating unique environmental or economic considerations]
  + [Other relevant details the respondent would like to provide].
* **Proposer Profile**:Years in business, description of background working with local governments, applicable state licensing, OSHA background and safety protocol, insurance, and quality control documentation.
* **Project Experience:** Include a minimum of [2] and maximum of [10] projects completed in the last 3 years similar in scope and complexity to the proposed project. At least 1 relevant experience project completed within the last 3 years must include a [rooftop/carport/ground-mount] solar PV project of [250 kW] or larger. Include project name, system size (kW), location, and brief 2-3 sentence project description. Highlight companies permitting and interconnection experience with local utility.
  + **References:** Provide [3] project references, including the contact person’s name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total project size (kW).
  + **Litigation:** Indicate whether the Proposer, any team member, or any corporate officers have been party to any lawsuit involving the performance of any equipment it has installed and provide a summary of the issues and lawsuit status.
* **Project Team:** Organization chart and bios (length of time with firm, key projects, work history) of key team members and subcontractors, and their capability to perform work. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.
* **Safety** *–* 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 for each site and include any necessary review periods for the City/County.
* **(Optional) Additional Information** – If the Proposer believes that additional information must be included in their bid that is not covered in the above sections, it can be included in this section.

# 5. Proposal Evaluation

The City/County will evaluate proposals according to the evaluation criteria below. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection will be based on the total number of points awarded by the evaluation committee and result in a proposal for negotiation of a contract. The City/County reserves the right to make multiple awards, one award, or no rewards as a result of this solicitation.

* [Proposal Cost Effectiveness] [10] points
* [Technical Approach/ Implementation Schedule] [10] points
* [Proposal’s Alignment to Proposed Format] [10] points
* [Proposer’s Local Presence/Local Job Support] [10] points
* [Proposer Qualifications/Project Experience] [10] points
* [Proposer’s Financial Strength] [10] points
* [Proposer’s Project team members experience] [10] points

The City/County may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project. The City/County 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 [X] days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the City/County reserves the right to accept the next best proposal.

# 6. RFP Attachments

## Attachment A: Site/roof specifications

## [Attachment B: Structural plans for roof mount system]

## Attachment C: Building electrical single line

## Attachment D: One year of utility bills

## Attachment E: Hourly electricity consumption data for all meters on property

## Attachment F: Contract Terms and Conditions.

## Attachment G: Cost Proposal Form