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CITY ADMINISTRATOR'S OFFICE MEMO

cityadmin@hiawatha-iowa.com
319-393-1515 ext.523

To: Mayor and City Council

From: City Administrator, Kim Downs

Date: May 30, 2019

RE: Rooftop Solar of City Facilities (Public Works/Library)

During our strategic planning session council continued its discussions on solar energy. Council's goals were to save money and/or reduce our environmental footprint. Our initial focus is to creating initiatives to protect the environment, promote energy efficiency, develop green spaces, etc...

To integrate solar energy into our city facilities the following steps need to be made:

- ✓ We have reduced our usage first by performing and completing energy audits for all facilities.
- ✓ Each facility has updated their facility according to their audit through replacing lighting fixtures with LED's both internal and external facilities, to adjusting
- ✓ Analyze facilities that would benefit from solar energy savings; the analysis determined the public works building, Iron Plant, 10th Avenue Well and Well Site at 2910 Fritzroy were feasible projects.
- ✓ In continuing our research, the well sites were not conducive to solar due to the lack of land needed to provide a solar garden to energize. Leaving only the Public Works building viable.

  - Next step is to proceed with Request for Proposals of the Public Works facility to design and install solar photovoltaic system on the rooftop of the facility.
    - The proposal will need to right-size the system per building; often systems are oversized producing more energy then needed; oversizing increases profit potential for installer; experiences in other states has shown that customers who sized their system to meet their needs are least impacted by future changes in utility prices;
    - Payback comparison and probable return on investment calculations (indicating whether the federal and state renewals solar tax credits are being used to reduce the actual cost of the system outright cost or PPA cost)
    - Measure Alliant Energy's kWh rate and communicate across existing power lines in order to maximize solar power harvesting at all times and reduce maintenance cost and time.
- ✓ Council has earmarked $80,000 of local option sales and service tax dollars to be utilized for installation of a solar system. These dollars would most likely be used to buyout a power purchase agreement (PPA).
- ✓ Additionally, council also asked to consider a solar rooftop system for the library renovation and remodel project. I am estimating the dollars council designated for solar infrastructure will be

sufficient for power purchase agreement buy outs for both the public works facility along with the library expansion project.

  - Utility rates are projected to increase consistently year over year for the foreseeable future.

- ✓ Lastly, it is important for the city to recognize that solar may not be a feasible opportunity in its totality and determine the reduction in our environmental footprint is enough to move forward with such a project.

In support of council strategic plan initiatives in offsetting a portion of electrical consumption, provide for a return on investment, reduce greenhouse gas emissions and minimize maintenance and repair cost I would ask council to authorize city staff to proceed with a Request for Proposal and to provide notice to bidders for rooftop solar of city facilities (Public Works and Public Library) installations.

DRAFT

City of Hiawatha Request for Proposal

JUNE 5, 2019

Rooftop Solar of City Facilities
(Public Works and Public Library)

1.0 Introduction
The City of Hiawatha, Iowa (hereafter referred to as the City) is soliciting competitive sealed proposals from qualified professional firms to design and install solar photovoltaic system(s) on the rooftop of the public works and public library facilities of the city.

There are two phases expected in the response to this RFP:

Phase 1. First, responding firms should submit recommendations for solar arrays to be placed on the rooftops of the existing public works and on the rooftop of the public library (renovation and expansion). Recommendations should be made for any which the firm believes there is a reasonable business case to be made, based on existing utility usage data and projected ROI. The City will not pay firms to respond to the RFP.

Phase 2. Second, it is anticipated that the City will act on the recommendations described above.

2.0 Background
In 2017 and every year since, the City of Hiawatha has made sustainability one of its top priorities. The council-created definition of sustainability is, "a community's ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs."

Sustainability for Hiawatha is a holistic approach to making the community more sustainable. "Hiawatha is a community that values moderate energy conservation and expanded use of renewable energy as a means to save money and protect the environment." In order to reduce dependence on fossil fuels, reduce utility bills, and reduce the community's greenhouse gases incrementally, the City has made it a priority to first focus on energy efficiency measures of its own facilities, and then explore opportunities for renewable energy generation.
The City considers the following goals when selecting strategies to meet the Sustainable Hiawatha vision:

1. Optimization of City owned facilities and property
2. Reduction of costs for operation of City facilities
3. Increased revenue to the City
4. Improved environmental performance of City facilities

Public Works Building-1410 Robins Road
Public Library-150 West Willman Street

(indicate whether the federal and state renewals solar tax credit are being used to reduce the actual cost of the system outright cost or PPA cost)

i. Outright purchase
ii. Power Purchase Agreement (can range from 10 to 20 year agreements)

i. Description of any available real-time monitoring systems or programs
j. Probable future maintenance costs
k. Construction time frame
l. Any warranty on the system (panels, inverters, etc.) and on workmanship
m. Vendor's customer support policies
n. List of subcontractors to be used on the project
o. Essential terms of a contract, including, but not limited to who would own the assets and optimal contract period
p. For Power Purchase Agreements, include buyout costs
q. Analysis of emission reductions/environmental benefits
r. Any other perceived value that you feel your firm/proposal may provide

2. A minimum of three references from companies or agencies for which you provided similar services. Include all necessary contact information for the company and the representative who will be providing the reference. Also include the dates and location services were provided. *Please provide at least one example of past work for the type of system you propose. If you have not completed a particular system you are proposing, please explain.*

3. A detailed financing/pricing summary for the solar photovoltaic system being proposed. The pricing summary should be separated by equipment and installation cost at a minimum, and should include any possible power purchase agreement or leasing options.

4. Profile of the firm, including a detailed description of your company, its location the services performed, and the personnel who would be assigned to the project. Also, include how long the company has been performing those services, the number of people the company employs, as well as any pertinent safety training.

b. Interviews. The City reserves the right to conduct interviews with individual firms if additional information is required to further assess the proposals.

c. Electricity Usage Data & Facility Specifications. Twenty-four months of data pertaining to past electricity rates and usage for all facilities is available. Requests for this data, as well as other questions regarding facility specifications should be directed to the City Administrator-kdowns@hiawatha-iowa.com.

Consultant contact information and the text "**Rooftop Solar on City Facilities**" in the email subject line.

Visits to the facilities as outlined in the document are available *must be scheduled in advance by contacting City Administrator*.

Contact information is as follows:
Kim Downs
City of Hiawatha
City Administrator
101 Emmons Street
Hiawatha, IA 52233
Phone (563) 608-9666
E-mail: kdowns@hiawatha-iowa.com

7.0 Proposal Requirements
Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the Proposer will rely.

- Submittal Deadline: June 27, 2019 no later than 10:30 AM; bid opening to following
- Mailing/Delivery Address: City of Hiawatha
  c/o Kim Downs
  101 Emmons Street
  Hiawatha, Iowa 52233
- Submittals: Proposal: Two (2) hardcopies and one electronic (.pdf) copy shall be provided.

No faxed or e-mail proposals will be accepted.

The proposal must be a document of not more than twenty (20) numbered 8 ½ x 11 inch pages. **Any proposals exceeding twenty (20) numbered pages may not be considered.**

Proposals are to contain a statement indicating the period during which the proposal will remain valid. A period of not less than sixty (60) calendar days from the proposal closing date is required.

Each Proposer assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. Any proposals received after the submittal deadline will not be considered, and will be returned unopened to the Proposer. The City of Hiawatha will not be responsible for any loss or delay with respect to delivery of the proposals.

The City of Hiawatha is not liable for any cost incurred by any Proposer prior to the execution of an agreement or contract. Nor shall the City of Hiawatha be liable for any costs incurred by the firms in responding to this RFP and those not specified in any contract. All results from this project will remain the property of the City of Hiawatha.

RESOLUTION NO. 19-
City Council

RESOLUTION DIRECTING STAFF TO PROCEED WITH REQUESTS FOR PROPOSALS FOR ROOFTOP SOLAR OF CITY FACILITIES (PUBLIC WORKS AND PUBLIC LIBRARY)

WHEREAS, the City Council has made a priority to focus on energy efficiency measures of its own facilities, and

WHEREAS, the City Council authorizes and directs staff to proceed with Requests for Proposals from qualified professional firms to design and install solar photovoltaic system(s) on the rooftop of the public works and public library facilities of the city, and

WHEREAS, the City Clerk is hereby authorized to direct notice to bidders and set date of June 27, 2019 at 10:30 a.m. as the date and time to file bids for said project. Bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at the meeting of this Council on July 17, 2019, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA that the City Clerk is hereby directed to publish notice to set the date and time of public hearing on the review of bids and award of contract for the Rooftop Solar of City Facilities (Public Works and Public Library) on July 17, 2019 at 5:30 P.M.

AYES:
NAYS:

PASSED AND APPROVED this 5th day of June, 2019.

_____
Bill Bennett, Mayor

ATTEST:

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Amy Scheer, Deputy City Clerk