**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*

The City desires to improve the efficiency, functionality, and maintenance of both HVAC and electrical lighting systems in the public works facility. The consultant will evaluate and document the current conditions of the HVAC and lighting systems of each facility and present improvements based on cost savings, system life expectancy, energy efficiency and return on investment. This long-term plan is anticipated to improve the energy efficiency of the facilities.

**3.0 Scope of Work**

The City of Hiawatha is soliciting proposals from qualified vendors to design and install solar photovoltaic system(s) on the rooftop of each of the above facilities at the location described. Recommendations regarding sizing of potential arrays should be made based on current utility usage data.

The City recognizes that solar may not be a feasible opportunity for each facility. Responding firms should make proposals only for the stations for which the firm believes there is a reasonable business case to be made, based on existing utility usage data and projected ROI.

*Phase 1. Design Recommendations*

Firm should submit to the City design proposals for rooftop photovoltaic systems on each facility where it believes solar is a sustainable investment. The City will not pay firms to respond to Phase I of the RFP.

a. Proposal Requirements. The following documents are required to be submitted as part of the proposal.

1. A letter of transmittal, summarizing the vendor’s proposal on the vendor’s letterhead stationery, signed by an officer of the vendor or designated agent empowered to bind the vendor in a contract offer. The proposal should explicitly state which facility (s) the proposal relates to, and include the following information:
	1. General system design details and equipment to be used,

 b. List of materials and plans to include, but not limited to:

 i. size and weight of each proposed panel,

ii. method for attachment/installation on roof, and any shade/other concerns

iii. Racking or other attachment system(s)

iv. Inverters

v. Any other required hardware or software

c. Size of system; efficiency of system

 d. Average kWh of the proposed system per building

 e. Percentage of grid-produced electricity the system will offset

 f. Per unit cost of each panel

 g. Probable labor rates

 h. Payback comparison and probable return on investment calculations

 (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)

1. Outright purchase
2. 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.

*Phase 2. Solar Installation*

It is anticipated that the City will act on the recommendations described above. Upon reviewing the proposed designs in Phase 1, the City Administrator will be authorized to negotiate a contract with the successful bidder.

1. The public works facility could be initiated approximately sixty (60) days after the award of contract with the successful firm.
2. The library facility could be initiated upon the complete construction of the library renovation and expansion project. The city and the successful firm will determine a date each party can agreed upon.

The selected vendor will be responsible for completing and submitting all required and necessary paperwork related to utility company interconnection agreements and incentives.

The vendor will also be responsible for complying with and submitting all required state and municipal permits.

**4.0 Certificate of Insurance**

The firm selected will be required to meet the City’s insurance requirements for contractors (Insurance Schedule B – Appendix A)

**5.0 Schedule**

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| RFP Issuance Date: | June 17, 2019 |
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| RFP Closing Date and opening of bids:  | June 27, 2019 no later than 10:30 AM; bid opening to following |
| Review of bids, resulting in recommendation to City Administrator regarding a firm with whom to negotiate a contract. Set public hearing date (July 17, 2019 at 5:30 PM), review bids and award contract same date and time | July 17, 2019 public hearing to be held at 5:30; review of bids and award contract |
| Initiation of Installation Contract | Within 60 days of signed contract for the public works facility. Library facility will be negotiated by the two parties upon estimated completion date of the renovation and expansion project |

**6.0 City Resources & Questions Regarding the RFP**

Requests for utility data of the public works and public library, energy audits, and questions regarding facility specifications should be directed to the city administrator Kim Downs. Any questions or requests must be received on or before 5:00 on Wednesday, June 25, 2019. When submitting a request, please include the appropriate 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.

**EVALUATION CRITERIA**

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee of City of Hiawatha personnel will review qualifying proposals and make a recommendation to the City Administrator. The following criteria are among those that will be used to initially evaluate submitted proposals.

1. The proposed project team’s level of professional competence and a proven track;

2. The proposed project teams’ experience working together on similar projects;

3. The quality of the proposal based on the:

Demonstrated understanding of the City’s overall objectives;

 Demonstrated expertise in completing similar projects;

 Knowledge of the assessment areas;

 Ability to commit personnel to this project;

 Level of interest;

 Proposed schedule;

 Creativity and problem solving ability;

 Ability to demonstrate initiative and motivation; and

 Local economic impact;

4. The proposal provides the best return on investment and highest environmental impact;

1. Are reliable, durable, and require the least maintenance;
2. Provide an internet-based dashboard-ready real-time monitoring system that is accessible by the city;
3. Can provide quick and seamless access to service/maintenance team.