

**TOWN OF GHENT
COUNTY OF COLUMBIA
STATE OF NEW YORK**

**REQUEST FOR PROPOSALS TO DESIGN, FURNISH, AND INSTALL A 5 KW ROOF-
MOUNTED PHOTOVOLTAIC PROJECT ON THE TOWN OF GHENT HIGHWAY
GARAGE IN CONNECTION WITH GRANT FUNDING RECEIVED FROM THE NEW
YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY “NYSERDA”
CLEAN ENERGY COMMUNITIES GRANT PROGRAM**

PLEASE TAKE NOTICE that the Town of Ghent, Columbia County, New York, hereby requests proposals for the design, furnishing, and installation of a 5 kW roof-mounted photovoltaic project at the Town of Ghent Highway Garage, 1 Garage Place Road, Ghent, New York 12075, in accordance with the following:

1. General Conditions.

- a. 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.
- b. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative.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.
- c. Issuance of this RFP and receipt of proposals does not commit the Town of Ghent to move forward with an award or complete the project described. Town of Ghent 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.
- d. 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 Ghent.
- e. Upon award, successful respondent shall secure all appropriate licenses to complete the scope of work included in this RFP.

2. RFP Schedule.

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

- i. Mandatory Site Visit prior to submission of proposal.
- ii. Proposals Due: **December 30, 2019 at 2:00 p.m.**

3. Mandatory Site Visit.

- a. Responding parties must visit the site before submitting a proposal. Interested parties may contact the Ghent Town Clerk during normal business hours, Monday through Thursday 9:00 a.m. to 2:30 p.m. and Friday 9:00 a.m. to 12:00 p.m. to schedule a site inspection prior to submitting a proposal in response to this request

4. Request for Information.

- a. Please submit questions to the Ghent Town Clerk via email addressed to: mradley@townofghent.org. Responses to questions will be shared with all bidders.

5. Project Objectives.

- a. Offset or reduce grid electricity use/electricity bills
- b. Meet municipal sustainability goals/ minimize municipality's impact on the environment

6. Project Description.

- a. The project site is located at the Town of Ghent Highway Garage, 1 Garage Place Road, Ghent, New York 12075.
- b. The desired photovoltaic project is an array of photovoltaic panels and electrical equipment components generating a minimum of 5 kW of electricity, or otherwise sized to maximize savings, to be installed on the existing steel highway garage building.
- c. The project financing is a cash purchaser funded by the NYSERDA clean energy communities grant program.
- d. When the project is complete the municipality will own the system.
- e. The selected respondent will provide operations and maintenance services for 20 years following installation of the project.

7. Scope of Work.

- a. 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.

- b. Respondent is responsible for all permitting.
- c. Respondents must have familiarity with all applicable regulations.
- d. Respondent must provide project financial analysis.
- e. Respondents must have established onsite safety standards.

8. Design Guidelines.

- a. Respondent should consider the following guidelines when designing the rooftop solar system.
 - i. The contractor shall develop a design for a new photovoltaic system for the Town of Ghent Highway Garage roof. It is the responsibility of the contractor to assess the building structural integrity, roof condition, and shading limitations.
 - ii. Mounting system 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 factors.
 - iii. No conduit penetrations shall be made on the roof.
 - iv. System shall be fixed tilt with an orientation that maximizes annual production and savings.
 - v. Contractor shall limit DC/AC ratio to 1.17 to avoid clipping and undersizing of the inverter(s).
 - vi. All roof access points shall be securely locked at the end of each day.
 - vii. System layout shall meet local fire department, code and ordinance requirements for roof access.

9. Code Specifications.

- a. 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) and State Fire Marshall (if applicable).
- b. Modules: System modules shall be UL1703 listed, and CEC-listed.

- c. Inverters: Shall be UL1741 listed and must be CEC-listed with an efficiency of 95% or higher.

10. Contractor Responsibilities.

- a. The final design package and documents shall include the following, but are not all required in the proposal stage:
 - i. Description of the solar system.
 - ii. Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer.
 - iii. Layout drawing of installation site providing location of all equipment.
 - iv. Equipment details and specifications.
 - v. Schedule for equipment procurement and installation.
 - vi. Description of how grid interconnection requirements will be met.
 - vii. Description of controls, monitors, and instrumentation to be used for the solar system.
 - viii. Equipment and installation manuals.
 - ix. Safety plan.
 - x. Quality control plan.
 - xi. Operations and Maintenance manuals for system operations and performance monitoring over the life of the contract.
 - xii. Web-based monitoring for 20 years.
 - xiii. Close out report including the following information: system nameplate size, the overall installed cost of the system and estimated annual kilowatt hour (kWh) production.

11. Warranties.

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

- i. Modules: 25-Year Power Output & 10 Workmanship Limited Warranty
- ii. Inverter: 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- iii. Racking: 10-Year Limited Warranty priority
- iv. Workmanship: 5 year workmanship warranty per the NYSERDA Addendum.

12. System Monitoring.

- a. Monitoring of system performance and providing public education and outreach is an important element of this RFP. The Town of Ghent will favor a proposal that includes a turnkey monitoring system that can be integrated into the Town's computer system for display on the Town of Ghent 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:
 - i. Average and accumulated output (kWh/kW and total kWh)
 - ii. Estimated monthly energy production
 - iii. Air quality emissions averted (and real world equivalents conversion)

13. Operation and Maintenance of System.

- a. The successful respondent will be required to provide operation and maintenance of the entire solar electric system for 5 years for a cash purchase. Operations and maintenance services include:
 - i. Online monitoring.
 - ii. Performance monitoring, notification, and troubleshooting. Successful respondent must have personnel available to notify the Town of Ghent of any outage or decrease in system production.
 - iii. Corrective maintenance to mitigate any risk to the system or minimize down time.
 - iv. System Performance Reports that compares actual production to predicted production annually.
- b. Since the Town of Ghent has decided to own the system, prior to system start-up, the successful respondent shall supply the Town two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be

sufficient for the Town 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.

14. Additional Requirements.

- a. All work to be completed in a workmanlike manner.
- b. Prevailing wages to be paid.
- c. Proof of appropriate insurance naming the Town of Ghent as an additional insured must be provided.
- d. Responding parties must be authorized to do business in the State of New York. In addition, responding parties shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the work described herein.

15. Proposal Format.

- a. Please include the following sections in your proposal submittal in the following order.
 - i. Cover/Transmittal letter: Cover letter must be addressed to the Town of Ghent 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.
 - ii. Executive Summary: Include key provisions of the proposal, including understanding of the Town of Ghent goals, pricing, respondent's role on project, brief description of proposed system, relevant experience of respondent/company, and key timeline dates.
 - iii. Company Profile: Years in business, description of respondent/company background, applicable state licensing, OSHA background and safety protocol, Insurance, Quality Assurance/Quality Control documentation.
 - iv. 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.
 - v. References: Provide 3 project references with direct client phone numbers.

- vi. 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.
- vii. Technical Solution/Scope of Work: Describe your technical approach to the design and construction of the solar project including:
 - 1. Technical Approach, Design, Equipment, Installation.
 - 2. Panel, inverter, racking specifications.
 - 3. Equipment and workmanship warranties.
 - 4. Exhibits showing proposed layouts and system single line diagrams.
 - 5. PVSYST Report (or equivalent).
 - 6. Proposed monitoring system/solution.
- viii. 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.
- ix. Price Proposal: Provide a cash purchase price for the system.
- x. 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.
- xi. Proposed Schedule – Identify key project milestones and include any necessary review periods for the Town of Ghent.

16. RFP Submission Guidelines.

- a. Responding parties must furnish a signed, dated, and written proposal, accompanied by a Certificate of Non-Collusion, to the Ghent Town Clerk on or before **December 30, 2019 at 2:00 p.m.** Proposals may be submitted in electronic or hard copy.

17. Selection Process.

- a. All proposals will be submitted to the Ghent Town Board for its review. The Ghent Town Board shall have complete discretion to reject any proposal that does not meet the required specifications or to reject all proposals for any reason, should the Board deem the same to be appropriate.

Dated: November 20, 2019

Michelle Radley
Town Clerk, Town of Ghent