



Request for Proposals Solar Panel Installation on County Facilities Chatham County NC

Section 1: Purpose

Chatham County is issuing this Request for Proposals (RFP) from qualified companies (Respondents) for the development of solar photovoltaic systems (Systems) for onsite energy generation at some or all of the sites (Premises) described in Attachment B.

The agreement would be for a twenty (20) year contract period to design, install, operate, maintain, and finance or own Systems at some or all of the Premises.

Proposals will be reviewed and contracts will be awarded to the Respondent(s) who best meet the needs of Chatham County.

Section 2: Scope of Work

The County wants to expand the use of alternative sources of energy and reduce the production of greenhouse gases by offering space to develop Systems on County Premises. The Respondents will provide qualifications, project approaches and pricing to:

- A. Design, install, operate, maintain, and finance or own Systems at some or all the Premises described in Attachment B for a term not to exceed 20 years;
- B. Approach development of the Systems on a site-specific basis with the goals of reducing greenhouse gas emissions and maximizing economic benefit to the County and its residents. Attachment B provides details on two types of possible host sites:
 1. Building Mounted Solar
 2. Canopy Solar
- C. Design and install all canopy solar to be EV-ready (by installing extra electrical conduit sufficient to provide ten percent of the parking spaces with electrical power using Level 2 charging stations).
- D. Participate in public meetings as necessary during the design, permitting and construction phase of the project.
- E. Evaluate rooftops of Attachment B buildings for solar feasibility, including a structural engineering analysis.
- F. Provide real-time solar production data for display on the County's website.

Section 3 Minimum Qualifications of Bidder

- A. Proposals will be considered only from firms normally engaged in performing the type of work specified within this Request for Proposal. In the determination of the evidence of responsibility and ability to perform the required services by the Respondent, the County, in

its discretion shall determine whether the evidence of responsibility and ability to perform is satisfactory. The County reserves the right to reject any or all proposals.

- B. Respondent must be licensed to do business in the State of North Carolina.
- C. Respondent must have previous and recent experience in the performance of projects of a similar nature.
- D. Respondent warrants that he/she is fully qualified, with adequate personnel, experience and resources to undertake the services required and meet all obligations outlined in this RFP and the resulting Contract(s) within a reasonable time.
- E. Respondent shall be an equal opportunity employer and shall adhere to all applicable local, state or federal affirmative action requirements.

Section 4 Proposal Instructions

- A. **Proposal Deadline:** Must be received by Chatham County no later than Wednesday, October 16, 2019 by 4:00 PM EST.
- B. **Submission of Proposals:** Respondents must submit both **an electronic PDF** version of the proposal (excluding any materials that are non-electronic) and **three hard copies** with all attachments, including signatory pages, which should be received by the deadline above. Respondents are strongly encouraged to print proposals double-sided, use paper with post-consumer recycled content and avoid materials in the proposals that are not recyclable, such as plastic covers. The submittal packets, including both the hard copies and electronic media, must be sent to one of the following delivery addresses:
 - 1. Postal Address: Robin James, Chatham County Finance Office, P. O. Box 608, Pittsboro, NC 27312
 - 2. Street Address: Robin James, Chatham County Finance Office, Courthouse Annex, 12 East Street, Pittsboro, NC 27312
- C. **Withdrawal of Proposals:** Respondents may withdraw their proposals any time before the deadline for submission on October 16, 2019 by 4:00 PM EST, but the withdrawal must be submitted in writing and signed by the proposing vendor.
- D. **Inquiries and Corrections**

All inquiries relating to this request should be in writing and addressed to:

Robin James, Chatham County Finance Office
P.O. Box 608
Pittsboro, NC 7312

They also may be faxed to 919-545-2417 or emailed to: purchasing@chathamnc.org

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Robin James. Any interpretation of, or changes made to, the RFP will be made by written addendum and shall become part of the request for any Contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All written inquiries must be submitted by Thursday, October 10, 2019, 12:00 Noon EST. It shall be the responsibility of each proposing

organization or individual to verify that every addendum has been received prior to submitting proposals. All addenda will be posted to the Chatham County Bids and Opportunities webpage where this announcement and others can be found.

<http://www.chathamnc.org/business/current-bid-proposal-opportunities>

E. Vendor Certification:

The submission of a proposal shall be deemed a representation and certification that the proposing vendor:

1. Has carefully read and fully understands the information provided by Chatham County in this RFP;
2. Is properly licensed in the state of North Carolina to perform the services as described in the proposal submitted;
3. Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
4. Represents that all of the information contained in the submitted proposal is true and correct;
5. Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms, or conditions of this proposals;
6. Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
7. Acknowledges that any proposal cannot be modified after its submission for any reason.

Every vendor submitting a proposal in response to this RFP shall completely fill out Attachment A, Vendor Information & Signature Form.

- F. Format and Deadline of Proposals:** Late proposals will not be accepted under any circumstance and will not be opened or reviewed. Chatham County will not accept proposals by fax or any method other than what is outlined under item B. The sender must allow ample delivery time for the selected shipment or transmission methods.
- G. Definition and Context:** Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

Section 5 RFP Schedule

- A. The deadline for submitting questions in writing (mail, email or fax) is by 12:00 Noon EST on Thursday, October 10, 2019.
- B. The RFP deadline for receipt of proposals by the County is 4:00 PM EST Wednesday, October 16, 2019.
- C. The RFP Committee will review proposals in October 2019, with a goal of choosing a vendor and developing final contract terms by January 2020.

Section 6 Proposal Requirements

All proposals should include the following:

A. Cover Letter/Executive Summary

Section A shall describe the Bidder's firm and organization. Include names and titles of employees assigned to the project, address of the corporate office and satellite offices (if needed), phone numbers, fax numbers, and email addresses. Provide the name and title of the primary contact person along with the person authorized to enter into a contract with the County. Body of the letter should include summary of the Respondent's understanding of the project and briefly describe the System(s) proposed.

B. Qualifications

Provide the Bidder's qualifications to meet the Scope of Work described above and to satisfy the County's objectives. Include a statement regarding the financial capability of the company, the length of time the company has been doing this type of work, a description of the office(s) from which the work will be performed or headquartered, a list of proposed subcontractors with contact people identified, and a list of staff that will be assigned to the project. Provide resumes for the project manager, operations manager and other key personnel proposed for the project. Changes to personnel listed on the proposal must be communicated to the County and are subject to approval by the County. The County also reserves the right to request the substitution of any personnel as the County deems necessary.

C. Experience

Provide the Respondent's experience in the last five years with:

1. Design and installation of rooftop or canopy Systems in a commercial or governmental setting. Include the name of the client and an appropriate contact person for the client with address, telephone number, and email address. The size and type of project should also be included for each reference.
2. Operating and maintaining a commercial rooftop or canopy system in a commercial or governmental setting. Include the name of the client and an appropriate contact person for the client with address, telephone number, and email address. The size and type of project should also be included for each reference.
3. Design, installation and operation of Systems with battery storage in a commercial or governmental setting.
4. Utilization of existing grants, credits and tax incentives to offset the cost of installation and/or maintenance of Systems in a commercial or governmental setting.
5. Other creative financing and business arrangements for installation and operation of Systems in a commercial or governmental setting.

D. Project Understanding and Technical Approach

Provide a statement demonstrating an understanding of the services and support required by this RFP. State how the Contractor will approach the project and the methodology to be used to perform the services described in the Scope of Services. The technical approach should also outline the following:

1. System Components: Include an overview of the proposed photovoltaic system, including brief descriptions of the main components (modules, inverters and panel mounting system, etc.). Specification sheets for any proposed technologies, including storage system (if proposed) are required.
2. Design: Include preliminary drawings, sketches, or diagrams for the proposed solution that include (at a minimum):
 - a. System size (in kW DC and kW AC)
 - b. Annual kWh output
 - c. List of proposed equipment
 - d. Location of modules (including tilt)
 - e. Location of inverters
 - f. Any other site-specific information that will aid in overall evaluation.
 - g. Square footage of system for each Premises
 - h. Describe any concerns specific to the Premises and how they will be addressed.
 - i. Maintaining erosion and storm water controls, if needed.
3. Preliminary design and construction schedule: Please provide a schedule showing timing for major milestones throughout the design and construction portion of the project. Assume the contract period begins on January 1, 2020 and build the schedule from there. The final milestone in the schedule should be the end of the construction phase, i.e. the date the system is operational.

E. Operational and Management Plans

Contractor shall submit a sample of the following plans in response to the RFP:

1. Operations & Maintenance Services: The Respondent will provide Operation & Maintenance (O&M) services on the System, its electrical components, and any required roof penetrations for the full term of the Contract. Please describe the proposed O&M procedures for the system, detailing duties performed and if the Contract will be maintained by the Respondent or a third-party provider. Please briefly describe experience providing such services for similar installations and name the key personnel in charge of handling O&M services. The successful Respondent will be required to provide an operation, maintenance and parts manual covering the system(s). In addition, Respondent will train County representative(s) on system operations and monitoring, and emergency preparedness and response.
2. Monitoring Solution: Indicate how you provide system performance monitoring. Provide a detailed description of your data acquisition system (DAS) system and provide a

detailed description of the end-user interface. The County is also seeking an effective solution to inform and educate the public as to the benefits of solar energy in general and the specific performance and benefits of Systems installed. Include in your proposal a suggested solution, including but not limited to an online web-based public viewport.

3. Provide information regarding your firm's approach to system decommissioning, equipment removal, and site restoration. Describe the steps involved, how long the decommissioning process takes, what (if any) permits are required, any impacts on the Premises and abutters, and any differences in the approach for rooftop or canopy installations. Identify any experience with decommissioning.

F. Pricing Proposal and Project Approach

Proposals shall include the following elements:

1. Price proposals, by site, including:
 - a. Design, installation, ongoing maintenance and decommissioning cost. For the purposes of this RFP, use \$3/watt as the cost for design, installation and commissioning. A firm cost for design, installation, and commissioning will be developed with the successful Respondent, once chosen.
 - b. An outline of the proposal to reduce or eliminate costs to the County for each of these elements using grants, tax incentives, rebates, electricity offsets, bill credits, and/or creative financing for the System.
 - c. The proposed cost to the County per kWh produced per year for each site.
 - d. A sample lease agreement, if Respondent will be proposing to lease space from the County for Respondent's equipment or lease the equipment to the County
 - e. If applicable, an option for the County to purchase the system at the end of the 20-year contract term.
2. Approach to grid interconnection.
3. Statement of Respondent's ability to acquire performance and payment bonds in an amount no less than the full value of the construction costs.
4. Your needs from the County in terms of timing for approvals and permits.

G. Licenses and Certifications

List any licenses or certifications related to the scope of work described in this RFP. State if the Respondent does not have any related or applicable licenses or certifications. Respondent must also identify any and all current and previous license sanctions.

H. Attachment A: Vendor Information and Signature Form

A completed Attachment A, signed by an authorized representative of the Contractor, shall be submitted with the Proposal.

Section 7 Insurance and Legal Requirements

A. Insurance Requirements

Chatham County requires selected contractors and any subcontractors to obtain and maintain,

at their own expense, all insurance required by state and federal law. If requested, the selected organization agrees to provide Chatham County with evidence of required policies, certificates and/or endorsements upon the award of the contract. At a minimum, contractors and subcontractors are required to have the following coverage related to any contract work for Chatham County:

1. Workers compensation as required by the State of North Carolina.
2. Professional liability, including errors and omissions, malpractice (if applicable) and negligent performance—at least \$1 million for all damages.
3. Comprehensive general liability, including personal injury, broad form property damage blanket contractual and fire legal liability--\$1 million combined limit for bodily injury and property damage.

The County shall be named as an additional insured on both the professional liability and comprehensive general liability coverage. Respondent shall furnish copies of all such policies and all renewals, terminations and alterations to the County on a current basis.

B. E-Verify

Effective September 4, 2013 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Respondent and Respondent's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

C. Iran Divestment Act

Effective October 1, 2015 North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Respondent agrees to fully comply with such statute and require Respondent's subcontractors, if any, to fully comply with such statute.

D. Divestment From Companies That Boycott Israel

Respondent certifies that (a) it is not identified on the Israel Boycott List or any other list created by the NC State Treasurer pursuant to NC G.S. 147-86.80 et al, and (b) it will not take any action causing it to appear on any such list during the term of the Contract Agreement.

E. Requirement To Recycle Certain Electronic Equipment:

Respondent's failure to properly recycle any electronic equipment as specified in Article 9, Chapter 130A of the North Carolina General Statute or Failure to comply with any statutory requirement within the formal bid request, as provided in the bid packet, incorporated herein by reference shall be grounds for immediate termination of this Agreement.

Section 8 Review and Selection Process

- A. The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized or appropriate expertise in this particular type of project.
2. Previous experience with this type of project.
3. Proposed timeline.
4. Proposed project pricing, financing and ownership structure.
5. Other factors that may be appropriate for the project.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

Once the successful Respondent(s) for the RFP are chosen and before the contract for installation is signed, the Respondent(s) will develop firm project costs. During this period of time, the Respondent(s) will be able to visit each site and work with County personnel to get the information needed to finalize the System design and give the County a firm System installation cost.

Once the Respondent has provided firm pricing for all elements of the project, including design, installation, operation, maintenance, etc., a contract will be taken before the Board of Commissioners (BOC) for approval. The contract is not final until the BOC approves it.

In the event the County cannot successfully negotiate an agreement with the chosen Respondent(s), the County reserves the right to negotiate with the next highest ranked Respondent.

The County reserves the right to accept an offer in-full, in-part, or to reject all offers.

Section 9 County Conditions

- A. All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Chatham County reserves the right to change the conditions, requirements, and specifications as it deems necessary.
- B. The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- C. No proposals will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by county staff, the Chatham County Board of Commissioners, or the Chatham County Economic Development Corporation.
- D. Chatham County is not obligated to enter into any contract as a result of the RFP.
- E. All prices quoted must be firm for the duration of the Contract.
- F. Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- G. One or more proposals may be awarded as the result of the RFP.
- H. Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposals.
- I. Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- J. All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- K. Chatham County reserves the right to negotiate with any, none, or all of the proposing vendors.

- L. All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- M. The County will not return proposal materials to those submitting proposals.
- N. No agreements with any selected vendor shall be binding until a contract is approved by the Chatham County Board of Commissioners and signed and executed by the County Manager and authorized representatives of the vendor.
- O. Chatham County will follow all applicable local, state, and federal procurement requirements when expending federal funds and require all contractors to comply in full.
- P. Chatham County purchase order Terms and conditions as applicable can be viewed at: <https://www.chathamnc.org/government/departments-programs/county-manager-finance-office/finance/purchasing>.

The County of Chatham is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age, or disability.

ATTACHMENT A

Vendor Information & Signature Form

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date: State:
Name of partnership or joint venture	

By signing below, the respondent acknowledges he/she is authorized to act on behalf of the stated vendor and bind the firm in the contracted services if selected.

Bidder Signature:
Date Signed:
Title of Signatory:

<u>Place</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Year Built</u>	<u>Building Size (sf)</u>	<u>Yearly energy use (kWh)</u>
Agricultural Conference Center - Parking Lot	1193 US 64 BUSINESS W	Pittsboro	NC	27312	2016	95,000	n/a
Agricultural Conference Center - Building	1193 US 64 BUSINESS W	Pittsboro	NC	27312	2016	31,289	567,400
Department of Social Services - 2 buildings	102 Camp Dr	Pittsboro	NC	27312	2008	30,000	686,360
Detention Center	627 Renaissance Dr	Pittsboro	NC	27312	2016	64,147	1,385,360
Environmental Quality Building	28 County Services Rd	Pittsboro	NC	27312	2016	5,600	36,200
Justice Center	40 E Chatham St	Pittsboro	NC	27312	2014	90,000	1,147,498
Library	197 NC 87 N	Pittsboro	NC	27312	2010	26,000	308,351
Performance Building 1	964 East St	Pittsboro	NC	27312	2002	10,000	12,135
Performance Building 2	964 East St	Pittsboro	NC	27312	2002	22,000	398,798
School-County Garage	166 County Services Rd	Pittsboro	NC	27312	2015	23,000	223,360