

***Request for Proposals
12KW Solar Photovoltaic Installation
Town of Goshen Fire House
56 Main Street Goshen, MA 01032***

**Awarding Authority: Town of Goshen Selectboard
Goshen Town Offices
40 Main Street
Goshen, MA 01032
RFP Contact Person: Ira Brezinsky, Town Administrator
Email: TownAdmin@goshen-ma.us
Telephone: 413-268-8236 x301**

The Town of Goshen in accordance with MGL Chapter 149, through this Request for Proposals (RFP) is requesting photovoltaic system installation bids from qualified contractors for its Fire House Located at 56 Main Street, Goshen, MA 01032. The Fire House is a steel framed building which covers 3,700 square feet.

Respondents will:

- Provide turnkey procurement and installation of a 12 KW Solar Photovoltaic power generating system (PV system) with the ability for future expansion.
- Provide a written engineering study to ensure the roof is capable of safely supporting the weight of the PV system, including installation process.
- Have installation plans reviewed and approved by the Town of Goshen Inspector of Buildings.
- Properly install the PV system on the roof of the Goshen Fire House, located at 56 Main Street, Goshen, MA 01032
- Complete the installation, including a proper interconnect agreement by June 30, 2019.

Proposals must be emailed to townadmin@goshen-ma.us and include **“TOWN OF GOSHEN, FIRE HOUSE, PHOTOVOLTAIC (PV) SYSTEMS PURCHASE AND INSTALLATION”** in the subject line.

The Town of Goshen (Awarding Authority) seeks proposals from qualified, interested parties (individually a “Respondent”) with one ultimately selected to serve as a contractor (“Contractor”), to design, procure, install, test, commission, and interconnect to the electric company (National Grid) a Solar Photovoltaic power generating system (PV system) with guaranteed onsite energy generation at the Fire House Located at 56 Main Street, Goshen, MA 01032 (“Facility”).

Proposals are due via email at townadmin@goshen-ma.us by Friday, April 26, 2019 at 1 P.M. Price and Respondent qualifications are the factors which will be used for the final selection.

Specifications and other details may be obtained by contacting the Town of Goshen 41 Main Street, Goshen, MA 01032 TownAdmin@goshen-ma.us or 413-268-8236 x301.

Funding for this project consists of exclusively of Green Communities Grant funding from DOER, with maximum available funds of approximately \$33,000.

Wage rates are subject to the prevailing wage rates per MGL, Chapter 149. These rates are included in the RFP documents.

The Town of Goshen reserves the right to accept any bid; reject any or all bids deemed not to be in the Town’s best interest; reserve the right to waive or permit correction of minor informalities; and to conduct discussions with all qualified offers in any manner necessary to serve the best interest of the Town and the bidder.

Ira Brezinsky, Town Administrator

Angela Otis, Chair Goshen Select Board, Chief Procurement Officer

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1.0 Projected Selection Timeline

RFP Available: April 10, 2019

RFP will be emailed to known Solar Vendors, posted on CommBuys, the town web site www.goshen-ma.us, and Central Register at least two weeks prior to opening date.

Parties interested in performing site assessments of the Goshen Fire House building may attend a scheduled walkthrough on April 22, 2019 at 1:00 PM

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Goshen, MA 01032

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RFP Issued: April 10, 2019

Deadline for RFP Related Questions: April 24, 2019 by 5:00pm

Proposals Due via email to townadmin@goshen-ma.us: April 26, 2019, 1 PM

Location: Town Office, 40 Main Street, Goshen, MA 01032

Anticipated Award Date: No later than May 1, 2019

Estimated Start Date: Thursday, June 1, 2019

Estimated completion Date: Wednesday, June 30, 2019

2.0 Submittal Requirements

Respondents are to submit a bid which includes the following:

- 1) Cover letter with total price.
- 2) Size of system (minimum 12KW)
- 3) Breakdown of 25-year production (annual KWH production)
- 4) Twenty-five-year cost savings based on current electric rates and future rates with 3% rate escalation assumption.

- 5) Percentage of PV kilowatt production based on current electric use. The facility currently consumed 18,199 KWH of electricity per year in 2018. Any excess production to be credited to another Town facility through net metering arrangement with National Grid.
- 6) Complete design and installation diagrams including a thorough description of system and the installation process.
- 7) Materials to be used (modules, inverters, micro-inverters and/or optimizer, racking, etc.) complete with design specs and warranty information.
- 8) Submission of required forms (listed in section 5.6)
- 9) 5% Bid Bond
Successful bidder must also supply:
 - a) 50% Payment Bond
 - b) Certificate of Insurance

3.0 Purchase Description

The work will include all electrical and general construction necessary to install a turnkey photovoltaic array for above-mentioned site.

No charges will be allowed for federal, state or municipal sales and excise taxes, for which the Town of Goshen is exempt. The town will waive all building permit fees. The bid shall be net and shall not include the amount of these items.

Municipal bidding laws prohibit individual questions. All questions about the project must be in writing and sent to TownAdmin@goshen-ma.us where they will be listed and answered on the Town of Goshen website at <http://www.goshen-ma.us/green-communities-committee/solar-panels-on-fire-station>. Deadline date for questions will be April 24, 2019 at 5PM.

4.0 Evaluation Criteria

Eligible proposals will first be examined for their responsiveness to what is requested in this RFP. Responsibility of the respondent will then be ascertained.

While lowest cost will be an important factor in the final selection it is the intention of the Town to award the contract to the respondent who best demonstrates experience with similar projects.

- 1) Respondent must completely fill out all forms included in this RFP. All supplies and services that are the subject of the proposal must meet minimum standards and

specifications set forth in the purchase description including standards by which the procurement officer will determine acceptability as to quality, workmanship, results of inspections and tests, and suitability for a particular purpose.

- 2) Respondent is expected to submit a complete proposal including all design, installation and construction pricing of the PV system, along with an in-depth description of the PV system's operational characteristics for in depth evaluation by the Goshen Green Communities Committee on behalf of the Town of Goshen.
- 3) Respondent must demonstrate that they meet the following criteria:
 - a) Respondent is licensed in the Commonwealth of Massachusetts to do the required work.
 - b) Respondent has successfully completed three projects of similar size and scope in the last three years. The Town of Goshen will reject any proposal from a respondent that fails to demonstrate the necessary experience or does not meet the qualifications.

5.0 Bid Submission Requirements

- 1) **Signed cover letter:** All proposals must be submitted via email to townadmin@goshen-ma.us with **TOWN OF GOSHEN, FIRE HOUSE, PHOTOVOLTAIC (PV) SYSTEMS PURCHASE AND INSTALLATION** in the subject line and are due by **April 26, 2019 AT 1:00 PM**.
1. **Proposal Cover Letter:** Must be dated and show respondent's name, address, phone number, and email address. It should state the subject "Goshen Fire House PV System" and state the name, title, phone number and email address of the organization's primary contact person for this RFP if he or she is other than the signer.
2. **Questions:** All RFP related questions must be sent via email to TownAdmin@goshen-ma.us. All questions and all responses will be posted for review by all bidders on the Town of Goshen <http://www.goshen-ma.us/green-communities-committee/solar-panels-on-fire-station>. **Contract Award:** The Town shall award a contract according to evaluation criteria set forth in 4.0. A contract shall be awarded to the bidder who has satisfied all criteria of this RFP.
3. **Changes:** A respondent may correct, modify or withdraw a bid by written notice prior to April 26, 2019 at 1 PM. After such time and date, a respondent may not change the price or any other provision of the proposal in a matter prejudicial in the interest of the Town or fair competition. The Town may waive minor informalities or allow the respondent to correct them.

4. Required Forms:

- a) Certificate of Non-Collusion (attached)
- b) Attestation Regarding Filing of Tax Returns (attached)

5. Other Required Proposal Submittals:

Documentation that the bidder has the necessary previous experience is required. Include a list of three (3) projects completed in the past three years of similar size and scope. Include contact name, email address, telephone number for each project.

7. Subcontractors

If a bidder intends to use a subcontractor to conduct any of the work on this project, the bidder must identify the subcontractor, provide a summary of each subcontractor's qualifications, experience and duties to be performed.

6.0 Project Specifications

The Town of Goshen is seeking contractors to provide bids for the turnkey procurement and installation of a Photovoltaic (PV) system on the roof of the Goshen Fire House, 56 Main Street, Goshen, MA 01032. The system shall include a Data Acquisition System to monitor system performance and provide monthly reports.

1. Bid to provide procurement and installation services must include the following:

- a) Contractor will obtain all relevant local permits and inspection including; town building permits, town electrical permits and the proper interconnection permits with National Grid.
- b) Contractor will supply a detailed one-line wiring diagram upon bid award based on the system capacities and components. The contractor will attach this diagram for Submittal as part of the Building Permit application. The contractor will submit documentation for the Interconnection Approval to National Grid.
- c) Contractor will provide proof that the contractor, subcontractor and employees for the project must possess certifications and/or licenses as required by Commonwealth of MA.
- d) Contractor will comply with local, state and federal codes and standards and including most recent edition of the MA Building and Electric Codes.

- e) Contractor will perform all necessary structural and electrical engineering to insure a seamless and code compliant integration of system components into the building's structure and electrical system.
- f) Contractor will provide annual and lifetime energy savings estimates.
- g) Contractor will provide proof of insurance coverage that is compliant with the requirements of the Town of Goshen.
- h) Contractor will complete and submit, at Contractor's expense, all necessary MassCEC paperwork in order for the Town of Goshen to receive any available Commonwealth SMART incentives.

2. Technical Requirements (PV and Balance of System)

- a) Specify KWH performance of system to be installed.
- b) Specify ability for future KWH expansion
- c) Include a Data Acquisition System (DAS) and associated subscription service.
- d) Include only unused new equipment.
- e) Provide minimum 1-year equipment warranty and one year guarantee of workmanship at no additional charge.
- f) Provide a quote for cost of extended warranty which may be purchased at the Town's discretion.
- g) Supply manufacturers warranties of all material used.

3. Data Acquisition System

- a) Any subscription services for the DAS must be included for a period of at least 3 years.
- b) Include responsive customer service and technical support without further charge to Town.
- c) All equipment must carry warranties
- d) Allow users to download data
- e) The DAS must, at a minimum, measure and record the following:
 - AC power out of the inverter
 - Upload all recorded data to the website automatically 3 times per day.

7.0 Project Execution

Schedule - Work shall be completed in coordination with Town Administrator and the Town of Goshen Select Board. All work must be completed by June 30, 2019

Location – The roof mounted photovoltaic array shall be mounted on the Goshen Fire House, 56 Main Street, Goshen, MA 01032.