



REQUEST FOR PROPOSALS (RFP)
Design, Engineering, and Installation of
Solar PV Roof-Mounted Array on
Southbridge Mall and Mason City Fire Station

Date of RFP Issue:

October 17, 2025

Question Submittal Deadline:

October 29, 2025 by 2:00 pm CST

Submittal Due Date and Time:

November 7, 2025 by 2:00 pm CST

Mail or deliver documents to:

Rachel VanHauen, Grant Administrator

City of Mason City

10 1st ST NW

Mason City, IA 50401

rvanhauen@masoncity.net

(641) 424-7154

Solar on Public Buildings Request for Proposal Southbridge Mall and Mason City Fire Department

Overview

The City of Mason City is seeking proposals from interested firms capable of designing, engineering, installing, and maintaining a solar PV roof-mounted array.

PROJECT OVERVIEW:

The City of Mason City is seeking proposals from interested firms capable of designing, engineering, installing, and maintaining a solar PV roof-mounted array. The city intends to purchase and directly own the system and is not interested in any power purchase agreements or third-party financing.

In the long term, the local government may be interested in developing solar energy for other sites, and the results of this RFP may be used for future projects, however, for purposes of this RFP, respondents should limit their responses to only these sites.

The local government believes on-site PV power generation will provide a long-term financial benefit by reducing energy costs through the reduction of peak demand loads and daily energy consumption at the sites. Through on-site PV solar generation, the Local Government hopes to:

- Reap the financial benefits of more affordable electricity at minimal cost.
- Reduce environmental impact.
- Provide an example of successful renewable energy generation and showcase our organization as a leader in the development of renewable energy sources.

Through this RFP process, the local government intends to select only one provider for the solar project and is looking for the “best value” proposal based on the selection criteria stated within this RFP.

SITE INFORMATION:

The first site is located at Southbridge Mall 100 S Federal Avenue, Mason City, Iowa. The City of Mason City is requesting bidders split the system into two interconnections, on two separate meters (**502036427** – Mall NW service area and **502036455** – Mall NE service area).

Meter 502036427 - Mall NW Service				
Month	total kWh used	service charge	Electric bill total	cost/kWh
Jan-25	46,000	\$73.78	\$7,520.36	\$0.16
Feb-25	47,400	\$62.60	\$7,673.14	\$0.16
Mar-25	14,400	\$64.84	\$2,232.00	\$0.15
Apr-25	11,200	\$71.54	\$1,632.37	\$0.14
May-25	3,600	\$67.07	\$570.58	\$0.14
Jun-25	5,200	\$64.84	\$1,065.92	\$0.19
Jul-25	7,600	\$73.78	\$1,668.10	\$0.21
Aug-25	6,200	\$64.84	\$1,400.82	\$0.23
Sep-24	7,200	\$64.84	\$1,107.79	\$0.14
Oct-24	14,000	\$71.54	\$2,263.91	\$0.16
Nov-24	19,400	\$62.60	\$3,064.16	\$0.15
Dec-24	24,600	\$71.54	\$3,961.30	\$0.16
Totals	200,600		\$32,759.63	\$.15 (avg)

Meter 502036455 - Mall NE Service				
Month	total kWh used	service charge	Electric bill total	cost/kWh
Jan-25	30,200	\$73.78	\$4,962.62	\$0.16
Feb-25	25,600	\$62.60	\$4,172.94	\$0.16
Mar-25	19,600	\$64.84	\$3,015.82	\$0.15
Apr-25	8,400	\$71.54	\$1,242.16	\$0.14
May-25	5,200	\$67.07	\$794.35	\$0.14
Jun-25	12,000	\$64.84	\$2,401.15	\$0.19
Jul-25	25,600	\$73.78	\$5,444.14	\$0.21
Aug-25	20600	\$64.84	\$4,503.73	\$0.22
Sep-24	12,200	\$64.84	\$1,846.18	\$0.15
Oct-24	8,600	\$71.54	\$1,401.47	\$0.15
Nov-24	9,800	\$62.60	\$1,578.85	\$0.15
Dec-24	29,400	\$71.54	\$4,720.26	\$0.16
Totals	186,600		\$31,579.94	\$.15 (avg)

The second site is located at Mason City Fire Department, 350 5th ST SW, Mason City, Iowa.

Meter 502036784 – Fire Department Service				
Month	total kWh used	service charge	Electric bill total	cost/kWh
Jan-25	26,160	\$73.77	\$4,297.97	\$.16
Feb-25	24,880	\$67.08	\$4,061.81	\$.16
Mar-25	20,000	\$62.60	\$3,073.80	\$.15
Apr-25	16,960	\$69.30	\$2,432.84	\$.14
May-25	21,200	\$66.88	\$3,032.11	\$.14
Jun-25	25,680	\$67.08	\$4,182.04	\$.16
Jul-25	39,440	\$73.77	\$8,320.01	\$.16
Aug-25	32,560	\$64.84	\$7,080.87	\$.16
Sep-24	27,760	\$21.70	\$4,432.55	\$.16
Oct-24	16,480	\$19.10	\$1,653.13	\$.10
Nov-24	15,920	\$69.30	\$2709.72	\$.17
Dec-24	21,200	\$69.30	\$3,416.99	\$.16
Totals	288,240		\$48,693.84	\$.15 (avg)

EXAMINATION OF SITE BEFORE SUBMITTING PROPOSAL:

Each provider must inform themselves fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of the obligation to carry out the provisions of the contract.

The provider will design, engineer, install, and maintain a solar photovoltaic system to maximize the solar resources considering the facilities' electrical demand and load patterns, proposed installation site, available solar resources, applicable zoning ordinances, installation costs, and other relevant factors, which shall be discussed in the provider's proposal.

The provider shall visit the site and determine the best course of action. The ability to tour the site will be part of the pre-bid conference and is a prerequisite to submitting a proposal.

Site visit is scheduled for **October 24, 2025 at 10:00 a.m.** at Mason City Fire Department 350 5th ST SW, Mason City, IA 50401.

Site visit is scheduled for **October 24, 2025 at 11:00 a.m.** at Southbridge Mall 100 S Federal Ave, Mason City, IA 50401.

PROVIDER QUALIFICATIONS:

To qualify as the provider for the award of this agreement, the provider must either individually or collectively demonstrate extensive training, relevant expertise, and a thorough knowledge of the professional services, functions, activities, and related responsibilities to successfully perform their role in this solar photovoltaic installation. Provider must have been in business for at least 10 years. Bidding company must have worked on municipal solar projects in past and provide at least three references from completed projects.

PERSONNEL QUALIFICATIONS AND ABILITIES:

Specialized experience is required of the proposed project personnel to undertake the work assignments. Proposals must demonstrate the capability, academic background, training, certifications, and experience of the proposed personnel. The availability of the proposed staff is also of crucial importance and must be demonstrated. The specific responsibility of staff to be assigned to the project must be included, as well as the professional background and caliber of previous experience of key persons and consultants to be assigned to the project. If sub-consultants are employed, similar information must be provided and the portions to be sub-consulted must be identified. (There is no penalty for the use of sub-consultants; the qualifications of the entire team will be evaluated).

Provider(s) shall possess:

- Valid and pertinent State of Iowa contractor construction licenses.
- Iowa Professional Engineering (PE) registration for photovoltaic/electrical, structural, civil, and fire protection work.
- North American Board of Certified Energy Practitioners (NABCEP) certification.

Proposal Information

SCHEDULE

City of Mason City schedule for review of the RFP's and final selection is as follows:

Date	Event
October 17, 2025	Request of Proposal Issued
October 24, 2025 at 10:00 am	Site Visit at Fire Department
October 24, 2025 at 11:00 am	Site Visit at Southbridge Mall
October 29, 2025 at 2:00pm	Questions Submitted
October 31, 2025	Questions and Response
November 7, 2025 @ 12:00pm	RFP Submittal Due
November 12, 2025	Review Panel Decision
November 18, 2025	Elect Contractor

SUBMISSION REQUIREMENTS

Any and all responses to this RFP must include the following RFP elements. All signatures must be signed by an official who is legally authorized to bind the organization.

1. A completed Company Information form.
2. A completed Content Information which is explained in Section II, Scope of Services.
3. A completed and signed Certificate of Proposal.
4. A completed and signed Responsible Bidder Evaluation.
5. A completed and signed Contractor Verification of Compliance
6. A completed and signed Affidavit of Non-Collusion.

SELECTION CRITERIA

1. *Evaluation Criteria and Scoring Process* – All proposals received will be reviewed by a Review Panel as determined by the City of Mason City. Each evaluation criteria have been given points relative to its value as a whole. The criteria and each associated points are listed in Section II, Scope of Services “Provider Selection Criteria”
2. *Selection* – The bidder considered most responsive to this RFP may be requested to attend at least one interview with the City of Mason City. The City of Mason City may determine that a selection can be made without conducting interviews.

QUESTIONS

Prospective contractors who have any questions regarding this RFP must submit questions by e-mail or phone to: Rachel VanHauen, Grant Administrator, rvanhauen@masoncity.net. All questions must be submitted by October 29, 2025, and responses will be October 31, 2025.

SUBMITTALS

All proposals must be delivered to Mason City - City Hall by 12:00 p.m. Central Standard Time. **Email with a PDF attachment of the proposal is also acceptable.**

City of Mason City

C/O Solar for Public Buildings RFP – Rachel VanHauen Grant Admin.

10 1st ST NW,

Mason City, IA 50401

All proposals must be received no later than Noon on November 7, 2025, as indicated by the time posted in the schedule. Late proposals will not be considered. Each quote must be signed by an authorized member of the firm.

Terms & Conditions

If a contract is awarded, the selected Contractor will be required to adhere to a set of general terms and conditions that will become a part of any formal agreement. These conditions are general principles that apply to all Contractors of service to the City of Mason City.

A. Reporting of Contractor

1. The Contractor is to report to Rachel VanHauen, Grant Administrator and will cooperate and confer with her as necessary to insure satisfactory work progress.
2. The Contractor is to submit a timeline/milestone of the project.
3. The City of Mason City will review and inspect the Contractor's activities during the term of this contract.

B. Personnel

1. The Contractor will provide the required service personally and will not subcontract or assign services without City of Mason City written approval.
2. The Contractor will not hire any City employee for any of the required services without the City's written approval.
3. The parties agree that the Contractor is neither an employee nor an agent of the City for any purpose.

C. Indemnification

The Contractor will protect, defend and indemnify the City of Mason City, its officers, agents, servants, volunteers and employees against any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the City of Mason City in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-contractor or any employee, agent or representative of the Contractor or any sub-contractor.

D. Non-Collusion

Submittal and signature of a quote swears that the document is genuine and not collusive and not made in the interest of any person not named, and that the Contractor has not induced, solicited, or colluded with others to submit a non-genuine proposal or to refrain from quoting.

E. Responsible Quoter

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is "responsible." A "responsible" quoter is a bidder qualified to do the work. This will be determined by assessing the quoter's skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed.

F. Insurance Requirements

The insurance carrier for the City of Mason City requires evidence of coverage, certificates of insurance, from subcontractors working on city premises prior to the commencement of work. Coverage and limits required are as follows:

General Liability including Completed Operations coverage with minimum limits of:

- \$1,000,000 Each Occurrence Bodily Injury and Property Damage
- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
- \$1,000,000 Personal Injury and Advertising Injury

The City of Mason City should be named as an “Additional Insured” on a primary basis, with a Waiver of Subrogation in favor of the City of Mason City, on the General Liability and Automobile Liability as related to the work performed by the subcontractor on behalf of The City of Mason City.

Automobile Liability coverage for any Auto, Hired and Non-Owned Autos:

- \$1,000,000 Limit

Workers Compensation and Employers Liability:

- Statutory Limits on Workers’ Compensation
- Employer’s Liability
 - \$500,000 each Accident
 - \$500,000 Disease – each employee
 - \$500,000 Disease – policy limit

Workers’ Compensation includes a Waiver of Subrogation in favor of the City of Mason City.

G. Compliance with Laws & Regulations

In addition to non-discrimination and affirmative action compliance requirements listed below, the Contractor(s) ultimately awarded a contract shall comply with federal, state and local laws, including, but not limited to, all applicable OSHA requirements and the Americans Disabilities Act. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

H. Licenses

The Contractor shall obtain and maintain all licenses, permits and/or certificates both permanent and temporary throughout the period of the agreement. The Contractor and staff shall be licensed and authorized to do this specific type of work within the State of Iowa.

I. Interest

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agency, employee of the City of Mason City or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested, or has any personal or pecuniary interest.

J. Equal Opportunity Employment

The City of Mason City does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, affection preference, marital status, or status with regard to public assistance in employment. The City of Mason City is an equal opportunity employer.

K. Ownership of Documents

All documents developed as a result of this contract will be freely available to the public and shall become the property of the City. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

L. Assigns & Successors

This contract is binding on the City and the Contractor, their successors and assigns. Neither the City nor the Contractor will assign or transfer its interest in this Contract without the written consent of the other.

M. Right to Reject Proposals:

1. Bid proposals shall remain valid for 60 days after the opening of the proposals
2. The local government reserves the right to reject any and all proposals.
3. All cost incurred in the preparation of the proposal, the submission of additional information, and/or any aspect of the proposal before the award of a written contract will be borne by the provider.
4. The local government will only provide the staff assistance and documentation specifically referred to herein and will not be responsible for any cost or obligation of any kind that may be incurred by the respondent.
5. All proposals submitted become the property of the local government.

N. Addendum

1. Any changes to the specifications will be issued as a written addendum. No oral statements, explanations or commitments by whosoever shall be of any effect.
2. The contract may be amended from time to time through written agreement by both parties.

Scope of Services

PROJECT SCOPE:

The provider will design, engineer, install, and maintain the solar photovoltaic systems. The scope of this project is all-inclusive and includes planning, engineering, labor, materials, delivery, installation, and commissioning, as well as all warranties and maintenance. This includes all structural and utility modifications that are required. The provider shall include in its proposal all elements necessary for a turn-key project including rebate applications, interconnection Agreement, all permits and approvals from governing agencies, and all labor, taxes, services, and equipment. The provider shall apply for and obtain all necessary required approvals and permits. All fees required shall be the responsibility of the applicant.

The provider shall decide on the best location for metering. All proposed roof-mounted solar panels, tracks, and anchoring equipment shall be described in proposal. The provider shall verify the structural capacity of the roof.

The provider shall submit all necessary documentation to the City necessary for the receipt of Federal Direct Pay payments in a timely manner.

Ownership of Solar Renewable Energy Credits (RECS) or Certificates should be assumed to be owned by the local government unless otherwise specified by the provider as part of the proposal.

The provider is responsible for all connections and agreements with the utility.

All proposals shall include equipment specification sheets for solar panels and inverters.

Bidders(s) shall use:

- All bidders must use a bi-facial panel made from one of the following:
 - Jinko
 - Hyundai
 - REC
- All bidders should use an inverter from the following:
 - CPS
- Racking must be from one of the following:
 - Unirac
 - Panel claw
- All RSD's must be AP Smart 1:1, though RSD's should be avoided if possible

All equipment shall be UL listed and approved according to Alliant Energy net metering requirements. All installations shall comply with current local government-approved building and electrical codes. The performance guarantee, efficiency, degradation rate and warranty shall be listed on the forms below.

CONTENT OF PROPOSAL:

To maintain uniformity with all proposals furnished by the provider, proposals shall include the following:

- **Overview of Principal Elements.** A project understanding summary that includes an overview of the principal elements of the proposal, a demonstration of an understanding of the project objectives, and a description of your approach to solar systems. Include any suggestions or special concerns that the local government should be made aware of, the proposed configuration of equipment, and any additional scope of work tasks you feel are necessary for the successful completion of the project. Include a discussion of work assignments between the provider and subcontractors used, if any.
- **Schematic Design Layout.** Provider shall provide a system schematic design layout for the systems, including photovoltaic model type and model no., wattage, number of modules, year 1 production, degradation percentage, inverter type and model, inverter software, mounting system type, azimuth, tilt, system size AC and DC, and the impact on the utility rates and demand charges.
- **Cost.** The local government is eligible to receive direct pay as part of the project. The provider shall incorporate the federal incentives into the proposal. Provider shall identify costs to the local government and anticipated savings over 30 years. If the solar system qualifies for domestic content, it should be clearly stated and certification provided open request.
- **Minimum Qualifications.** Sufficient information to evaluate the provider's ability to complete the scope of work and to meet the following minimum qualifications:
 - Appropriate business and contracting licenses in good standing.
 - Appropriate other licensing in good standing
 - A list of personnel who will work on the project, including resumes of proposed project team members that delineate education, current licenses and certificates, prior employment, and titles.
 - Project Team Structure: An organizational chart describing the roles and responsibilities of each person.
- **References.** A list of similar projects that your firm completed within the last 5 years. To be considered, respondents are required to have designed, installed, operated, maintained, and completed a minimum of five (5) solar PV projects in the United States that are commercial grid-connected solar PV systems. Three (3) of the referenced projects must be with a local government, school, state, or tribal government.
- Project information should include project description, agency or client name along with the person to contact, telephone number(s) and e-mail addresses, year completed, and project construction and design cost.
- **Proposal submittal and signature.** The proposal shall be signed by a company official with the power to bind the company in its proposal. All proposals must be completely responsive to the RFP.
- **Warranties/Guarantees.** The Respondent shall provide the following minimum warranties/guarantees:
 - 12-year inverter warranty. Option for 20-year warranty.
 - 20-year PV panel warranty, with a maximum of 15% degradation.
 - Performance Guarantee – 85%.

TECHNICAL SPECIFICATIONS:

The following technical information should be discussed in this section.

- Major equipment manufacturers
- Description of technology and configuration
- Solar system layout of equipment and characteristics
- Electrical interconnection and metering/net-metering
- Foundation of PV support system
- Level of efficiency
- DC and AC capacity rating
- Expected annual energy production in kWh
- Communications, control and instrumentation
- Facility limitations that may constrain operation
- Project Management plan
- Start-up and testing
- Design life loading (wind, seismic, etc.)
- Description of frequency and duration of scheduled maintenance
- Provide any information that could impact the cost, construction schedule or output capability of the project.
- Proposals shall demonstrate a proven, comprehensive data acquisition system with current and historical data available remotely through a real-time internet site capable of tracking, but not be limited, to the following:
 - Site-specific actual kWh production (average and cumulative totals)
 - Site-specific instantaneous maximum kWh production
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed safety and interconnection standards. All equipment components must be listed or recognized by an appropriate safety laboratory (e.g., Underwriter's Laboratory [UL]), and meet existing facility structural and fire safety requirements.
- Proposals shall provide evidence that the proposed technology and equipment would meet or exceed all currently applicable and proposed environmental standards.
- Proposals shall provide evidence that the proposed technology and equipment are designed for normal operation in the Minnesota climate.
- All electrical design work must be approved and signed by an electrical engineer.

Proposals shall provide evidence that the proposed technology does not incorporate proprietary components and that the system design allows for multiple sources of supply and/or repair.

Proposals shall describe reusability or recyclability of proposed technology and equipment.

Contractor shall complete Solar Information form (Exhibit C) and Solar Pricing Schedule (Exhibit D), these should be submitted with proposals.

OPERATIONS AND MAINTNENANCE:

Describe the basic philosophy for performing O&M and include a discussion of contracting for outside services, if applicable. The successful respondent shall provide copies of the complete O&M manuals for all components of the system upon system commissioning.

The O&M plan shall include recycling for any solar module or inverter that needs to be replaced for any reason over the life of the system. At the time of any project-level work order execution, the Contractor shall use solar PV system components that are readily reusable or recyclable. The provider shall track solar system equipment that ceases to function as intended and report on an annual basis the recycling of any modules or inverters to the City.

PROJECT SCHEDULE:

All proposals must include a project schedule that includes the following milestones:

- Permitting begins.
- Final design plans complete.
- Equipment ordered.
- Construction begins.
- Electrical generation begins.

FINANCIAL STATEMENTS:

Please submit a detailed financial report prepared per generally accepted accounting principles (GAAP) reflecting the current (as of the most recent financial statement date) financial condition of the provider. Such a report must include a balance sheet, income statement, and statement of cash flows, along with applicable footnotes, dated concurrently for at least each of the preceding three years ending on the most recent fiscal quarter such statements were prepared. Public entities or subsidiaries should attach SEC Form 10-K along with, as applicable, detailed unaudited statements for the provider. Non-public entities may attach either unaudited financial statements or copies of tax forms and schedules that are filed with the Internal Revenue Service where applicable.

SELECTION COMMITTEE:

The local government has established a Selection Committee to evaluate provider proposals. The evaluation of each proposal will be based on technical criteria and qualifications, reference checks, and other information that will be gathered independently. The major component in awarding the provider is total cost per kWh over a 30-year period. This will take into account the efficiency and degradation rates. A helioscope, included by the provider, will help provide production data for each month of the year.

LOCAL GOVERNMENT RESPONSIBILITY:

The local government will be responsible for the following:

- Providing all available existing relevant plans and records.
- Coordinating access to the site for review before the bid due date.

PROVIDER SELECTION CRITERIA:

The local government, based on the requirements of this RFP has designated the following items as selection criteria for the successful provider. Each item will be individually and separately scored by Selection Committee members.

- A. Proposal Completeness (10 points): The measure for which the provider has provided all the requested information in a clear non ambiguous way as requested in this RFP.
- B. Cost/Best Value: (50 points): Cost information provided by the provider detailing the cost to the owner and potential savings over a 30-year period. This includes Domestic Content Certification.
- C. Financial Strength and Stability (10 points): Provide information indicating the provider's financial strength in terms of capital and liquid assets sufficient to complete the project listed in this RFP; and the stability of the provider in terms of length of service, professional capabilities, construction experience and capabilities over time.
- D. Photovoltaic engineering, project, and construction experience, including a minimum of five successful photovoltaic projects within the scope of this RFP (15 points).
- E. Project engineering analysis (10 points). Information provided by the provider detailing the estimated kWh generated by the proposed photovoltaic systems in this RFP; including all necessary assumptions for example sunlight availability, dark time, maintenance downtime, MTBF (mean time between failures), efficiency of the systems proposed, efficiency losses, net metering, etc.

- F. Photovoltaic performance monitoring (5 points). The provider's capabilities of monitoring photovoltaic generating systems, for example, how many systems does the provider monitor in centralized stations, etc.
- G. Provider customer service, and maintenance capabilities (5 points). The ability of the provider to respond quickly, efficiently, and cost-effectively to service calls so the photovoltaic systems are operating at optimum output.
- H. It is encouraged to provide multiple equipment proposals so the efficiencies and degradation factors can be evaluated. Low cost is not the only criteria being considered.

Criteria/Points	Points
Proposal Completeness	10
Cost/Best Value	50
Financial Strength	10
Project Experience	10
Engineering Analysis	10
Photovoltaic Performance Monitoring	5
Customer Service/References	5
Total Possible Points	100

RFP EXHIBITS:

Exhibit A: Southbridge Mall Solar Information Form

Exhibit B: Southbridge Mall Solar On Public Buildings

Cost Sheet (Bid Form)

Exhibit C: Southbridge Mall Roof Overview

Exhibit D: Southbridge Mall Roof Plan and Details

Exhibit E: Fire Department Solar Information Form

Exhibit F: Fire Department Solar On Public Buildings Cost Sheet (Bid Form)

Exhibit G: Fire Department Roof Overview

Exhibit H: Fire Department Plan and Details

City of Mason City Company Information Form

Company Information

Company					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Tax ID#		Corporation or Partnership			
Years in Business					
Permanent Employees		Temporary Employees			
Type of work performed by your Company					

Recent Projects of similar scope and size performed.

Company	Contact	Email	Type of Work/Size/Year Installed

List all your companies applicable Licenses and Certificates

License/Certificate	Number	Expiration

[illegible]

Company Reference						
Main Contact		Title				
Email		Phone				
Address						
City		State		Zip		
Website						
Description of Work Performed						

Company Reference						
Main Contact		Title				
Email		Phone				
Address						
City		State		Zip		
Website						
Description of Work Performed						

Company Reference					
Main Contact		Title			
Email		Phone			
Address					
City		State		Zip	
Website					
Description of Work Performed					



City of Mason City Certification of Proposal

We have read the City of Mason City Solar on Public Buildings Request for Proposal and fully understand its intent. We certify that we have adequate personnel and resources to fulfill the proposal requirements. We further understand that our ability to meet the criteria and provide the required services shall be judged solely by the City of Mason City.

We further certify that since the receipt of this RFP, no contact, discussion, or negotiation has been made nor will be made regarding this RFP with any City of Mason City Council Member or City of Mason City staff.

We certify our quote shall remain valid for a period of 60 days after the due date of responses.

Submitted by:

Name

Authorized Signature

Title

Date



City of Mason City Responsible Bidder Evaluation

The City will review the qualifications and experience of quoters for construction, alteration, repair, or maintenance of real or personal property after quotes are opened and before a contract is awarded, to determine if the quoter is “responsible.” A “responsible” quoter is a quoter qualified to do the work. This will be determined by assessing the quoter’s skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed. In all cases where a quoter is unknown or where there are any questions about the qualifications of the quoter, the following information will be required of the apparent low quoter:

You are required to complete and return this questionnaire before the City Council considers awarding you the contract.

1. Identify all similar public projects in which you were the contractor. If you have had more than three such contracts, list only the last three contracts, and as to each contract identified provide the following information:

Project #1		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #2		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			

Project #3		Date	
Project Description			
City Contact Person			
County Contact Person			
State Contact Person			
Were change orders in excess of 5% requested? If yes, explain the circumstances.			
Were liquidated damages assessed? If yes, explain the circumstances.			
Was the project completed on schedule? If no, explain the circumstances.			



Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned is registered with the Iowa Labor Commissioner under Iowa Code Chapter 91C.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a “registered contractor” as defined in Iowa Code Chapter 91C, renders a bidder ineligible to be awarded a construction contract for the Project or to perform work on the Project.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a constructed project and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this _____ day of _____.

Printed name, Title

Signature



City of Mason City Affidavit of Non-Collusion

I hereby swear (or affirm) under the penalty for perjury:

1. That I am a partner in the quoting partnership (if the quoter is a partnership) or an officer or employee of the quoting corporation (if the quoter is a corporation) having authority to sign on its behalf;
2. That the attached quote or quotes have been arrived at by the quoter independently, and have been submitted without collusion with, or without any other vendor of materials, supplies, equipment, or services described in the invitation to quote, designed to;
3. That the contents of the quote or quotes have not been communicated by the quoter or its employees or agents to any person not an employee or agent of the quoter and will not be communicated to any such person prior to the official opening of the quote(s); and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Company Name: _____

Authorized Signature: _____

Title: _____

Quoter's E.I.N.: _____
Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941

Subscribed and sworn to before me this _____ day of _____ 202_.

Notary Public Signature/Seal

Solar Information Form

Location –

Southbridge Mall

Provider: _____

Date: _____

Description	Answer
Solar Panel Equipment Manufacture	
Solar panel Equipment Model Number	
Watts per Panel (DC)	
Total System kW (DC)	
Watts per Panel (AC)	
Total System kW (DC)	
Number of Panels	
UL Approvals	
Meets Xcel's Requirements for Solar Program and Net Metering	
Efficiency of Panel	
Degradation Rate Year 1	
Degradation Rate years 2-30	
Efficiency at year 30	
Inverter Manufacture	
Warranty of Inverter	
Option for 20 Year inverter Warranty	
Optional Price for 80 kW electrical infrastructure equipment so it is solar ready in the future for an expansion.	
Performance Guarantee	

Panel Warranty	
If there is warranty work needed, is labor and equipment included?	
Weight Per Panel	
Panel Technology (HJT, PERC, Topcon...)	
Weight per SF of Total Solar System	
Does Solar System Meet Domestic Content requirements of IRA?	
Completion Date	

* Please include specification sheets for Panels and Inverters

Solar Cost Sheet _ Southbridge Mall

Customer Name:	
Option #	
Date:	
Solar Manufacture	
Model #	
Watts/Panel	
Efficiency	
Degradation rate at 30 Years	
Cost of Panels	
Cost of Invertors	
Installation	
Electrical	
Total	\$ -
Performance Guarantee of Panels	
Warranty on Panels	
Monitoring Included	
Alternative 1 to increase monitoring to 5 years	\$ -
Inverter warranty included	
Alternative 2 to extend inverters to 20 Years	\$ -
Alternative 3 to increase electrical to handle 80 kW AC in the future	\$ -

Exhibit C



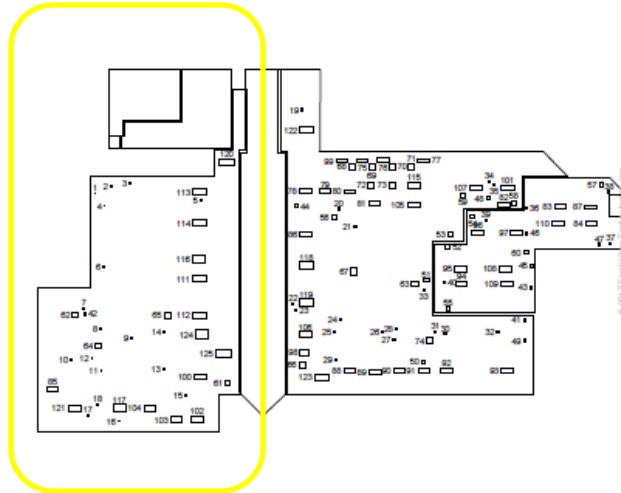
Exhibit D

Total Penetrations = 125

Total Penetrations Perimeter = 2,182 ft

Total Penetrations Area = 2,882 sq ft

Total Roof Area Less Penetrations = 91,356 sq ft

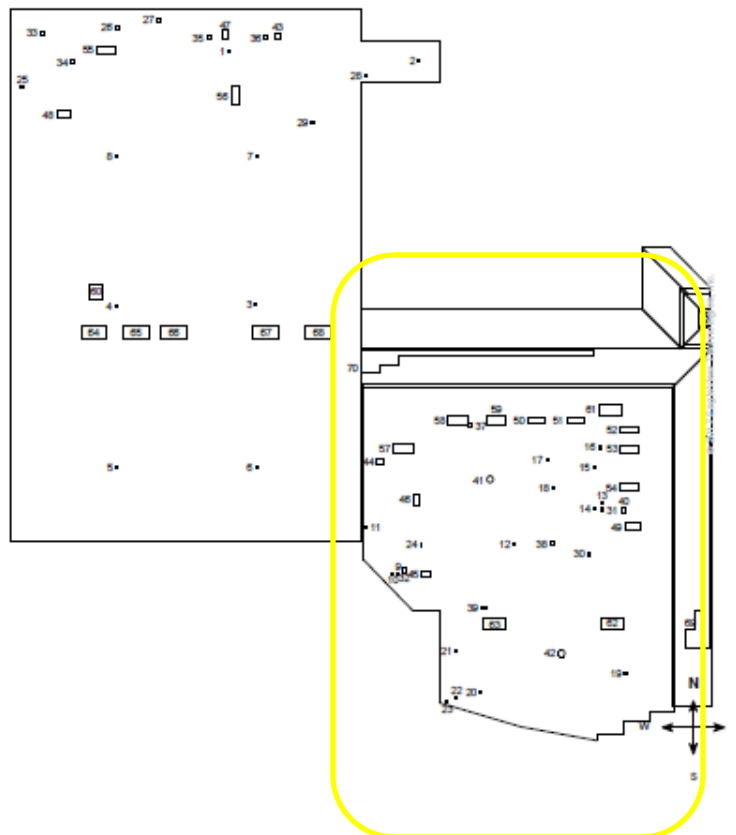


Total Penetrations = 70

Total Penetrations Perimeter = 1,476 ft

Total Penetrations Area = 2,617 sq ft

Total Roof Area Less Penetrations = 87,758 sq ft



Solar Information Form

Location –

Fire Department

Provider: _____

Date: _____

Description	Answer
Solar Panel Equipment Manufacture	
Solar panel Equipment Model Number	
Watts per Panel (DC)	
Total System kW (DC)	
Watts per Panel (AC)	
Total System kW (DC)	
Number of Panels	
UL Approvals	
Meets Xcel's Requirements for Solar Program and Net Metering	
Efficiency of Panel	
Degradation Rate Year 1	
Degradation Rate years 2-30	
Efficiency at year 30	
Inverter Manufacture	
Warranty of Inverter	
Option for 20 Year inverter Warranty	
Optional Price for 80 kW electrical infrastructure equipment so it is solar ready in the future for an expansion.	
Performance Guarantee	

Panel Warranty	
If there is warranty work needed, is labor and equipment included?	
Weight Per Panel	
Panel Technology (HJT, PERC, Topcon...)	
Weight per SF of Total Solar System	
Does Solar System Meet Domestic Content requirements of IRA?	
Completion Date	

* Please include specification sheets for Panels and Inverters

Solar Cost Sheet _ Fire Department

Customer Name:	
Option #	
Date:	
Solar Manufacture	
Model #	
Watts/Panel	
Efficiency	
Degradation rate at 30 Years	
Cost of Panels	
Cost of Invertors	
Installation	
Electrical	
Total	\$ -
Performance Guarantee of Panels	
Warranty on Panels	
Monitoring Included	
Alternative 1 to increase monitoring to 5 years	\$ -
Inverter warranty included	
Alternative 2 to extend inverters to 20 Years	\$ -
Alternative 3 to increase electrical to handle 80 kW AC in the future	\$ -

Exhibit G



Exhibit H

NOTE: CONTRACTOR SHALL VERIFY ALL CONNECTIONS AND REPAIRS AT JOINTS BEFORE PROCEEDING TO THE NEXT.

BERGLAND + CRAM
architecture + planning + interiors
115 South Delaware Ave.
Mason City, Iowa 50401
P: 561-425-5959
F: 561-423-7514
c: info@berglandcram.com
www.berglandcram.com

IMEG

whks
WHEELER KLEINFELDER ARCHITECTS

gēnus
landscape architects

**MASON CITY FIRE DEPARTMENT
DORM ADDITION AND REMODEL**
350 5TH ST SW
MASON CITY, IOWA

City of
MASON CITY
IOWA

FINAL
CONSTRUCTION
DRAWINGS
12.14.23

CO-2023-01

DRAWN BY:
AMM

REVISIONS

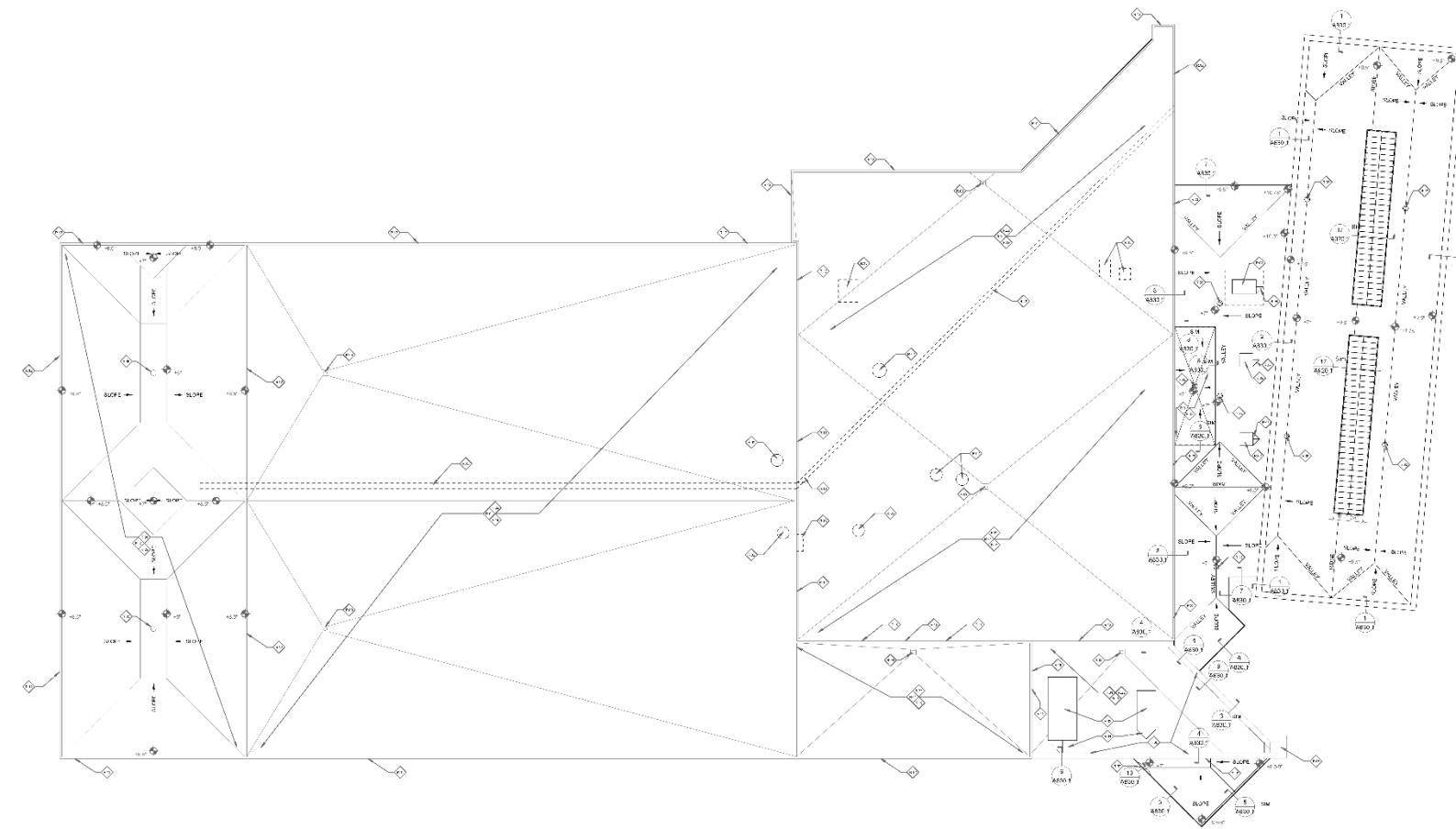
PROJECT #

22008

ROOM PLAN

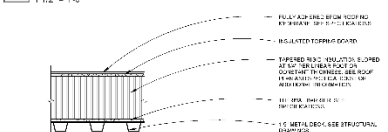
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17 OF 21



1 ROOF PLAN
1/8\"/>

2 DORM ROOF SECTION
1/12\"/>



4 ROOF SECTION
1/12\"/>

3 EXISTING ROOF SECTION
1/12\"/>



KEYED NOTES - ROOF PLAN	
1. ALL ROOF SLOPES SHALL BE MINIMUM 1/12\"/>	
2. ROOF FLASHING SHALL BE INSTALLED AT ALL ROOF PENETRATIONS AND ROOF EDGES. FLASHING SHALL BE INSTALLED OVER THE ROOF FINISH AND UNDER THE ROOF COVERING.	
3. ROOF COVERING SHALL BE 1/2\"/>	
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GENERAL NOTES - ROOF PLAN