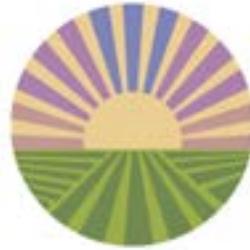


MAXWELL
at the *Heart* of Iowa



**REQUEST FOR PROPOSALS
FOR SOLAR ARRAY AT WASTEWATER TREATMENT
COMPLEX FOR MAXWELL, IOWA**

Proposals Due Date/Time

July 1, 2026
4:30 p.m. (C.S.T.)

Timeframe

Six months from notice to proceed

City of Maxwell, Iowa
Public Works Department
107 Main Street
Maxwell, Iowa 50161
maxwell.iowa.gov

Request for Proposals

Background

The City of Maxwell, Iowa, is currently using a traditional grid electrical system and is considering transitioning to solar energy technology with backup power generation. The solar system would potentially be installed at the Wastewater Treatment location (1100 5th St) in Maxwell.

Scope of the Project

The City of Maxwell is requesting formal proposals from experienced firms to install a new solar array at the Wastewater Treatment location. The selected Firm will be responsible for the complete installation of a solar panel system on the West side of the Complex (1100 5th St.). The project is aimed at reducing the energy costs for the citizens of Maxwell.

The scope of work is expected to include, but not limited to the following tasks:

1. Assessment and Design

- Evaluate the site for solar potential
- Design a solar panel system that maximizes energy production

2. Installation

- Install solar panels, inverters, and other necessary equipment
- Ensure all electrical and building code standards are adhered to

3. Documentation

- Provide all necessary documentation and support to file for net metering
- Assist with any other applicable tax incentive programs (state or federal)
- Offer a comprehensive report detailing the installation and specifications of the installed system

4. Training and Warranty

- Provide training to City personnel on the operation and basic maintenance of the system
- Include warranty details and maintenance schedule

5. Timeframe

The Firm shall complete the installation and have the system operational within six months from notice to proceed.

The selection process will include:

- Soliciting Requests for Proposals for a solar system installation at the Wastewater Treatment Complex.
- Reviewing proposals and determining qualified firms who show a clear understanding of the project goals, tasks, and the ability to work cooperatively and constructively with City staff.
- Cost-effectiveness of the proposal and feasibility of the implementation plan.
- Recommending a Firm to the Maxwell City Council to provide professional services as outlined in this RFP.

Proposal Format

Proposals should adhere to the format below and contain all the information specified.

1. Full name and address of the Firm.
2. Brief statement of the Firm's approach to satisfying the requirements of this project.
3. Brief statement of the Firm's experience with projects similar in size, scope, and involving governmental entities (Please provide names and phone numbers as references).
4. Name and qualifications of the primary supervisor of the project, plus names and qualifications of the one or two professional staff members who will be assigned to the project.
5. A statement of whether or not the Firm is currently involved with any material litigation, arbitration, or bankruptcy proceedings, or has been within the past three years, directly or indirectly.
6. Proposed design of the solar system, including estimated energy production.
7. A detailed breakdown of equipment and installation costs.
8. Statement of Work: Provide a narrative description of the services you propose to provide and a statement of how your Firm proposes to achieve each of the identified tasks within the timeline of the project.
9. Budget: Specify a not-to-exceed cost for the installation and operational elements of the solar system at Wastewater Treatment Complex.

The City of Maxwell reserves the right to reject any and all proposals based upon evaluation of the above considerations and determines which Firm has the necessary background, skills, and understanding required by the City for this project.

Upon notification of the selection by the City of Maxwell, the successful respondent is required to execute and deliver a contract within two (2) weeks of notification. If the respondent is unable or unwilling to do so, the City of Maxwell has the right to request another respondent to enter into the contract for the project.

All dates in the RFP are subject to change at the discretion of the City of Maxwell, and notice of any changes will be provided to all respondents.

Prospective firms are advised that no obligations or commitments are incurred by the City of Maxwell in soliciting proposals. Any action taken in response to this RFP or any action taken in making or canceling an award shall be without any liability or obligation on the part of the City of Maxwell. In addition, the City of Maxwell reserves the right to request additional information. We will not return any materials received in response to this invitation. The City of Maxwell reserves the right to select the most highly qualified Firm based upon the Firm, which appears to have the background skills required by the City of Maxwell at this time.