

NOTICE & SCHEDULE OF EVENTS
REQUEST FOR PROPOSAL NO. 2026-103
SOLAR PV SYSTEMS

The City of Ames, Iowa (“City”) is soliciting proposals from qualified and experienced solar photovoltaic (solar) firms for the design and installation of roof-mount solar projects at two City-owned facilities. The City will own, operate, and maintain the equipment. Firms shall have demonstrated experience in designing, planning, scheduling, permitting, and constructing complete solar systems, provide project financial analysis and rebate support, provide a means for system monitoring, and have established onsite safety standards. The City seeks proposals for the following two locations:

- Site A: Fitch Family Indoor Aquatic Center, 115 N. Elm Ave., Ames, IA
- Site B: Steven L. Schainker Plaza, 510 Clark Ave, Ames, IA

The preferred method is to submit proposals in AmesBids at amesbids.ionwave.net in the format required, included with these proposal documents with all prices and requested data properly filled in, prior to the time and date proposals are due. If technical issues occur while submitting the proposal, contact the Purchasing Manager for the proposal and determine an alternate method to receive the proposal. Failure to submit the required information may deem the proposal non-responsive. The proposal shall include acknowledgement of receipt of all addenda. Addenda numbers shall be filled in the proposal response.

PROPOSALS will be accepted by the City of Ames until 2:00 PM Local Time on April 24, 2026, in AmesBids at amesbids.ionwave.net or delivered to City of Ames, Purchasing Department, Attn: Purchasing Manager, 515 Clark Ave, Ames, IA 50010, City of Ames Contract No, 2026-103. Must be a registered supplier to submit a proposal in AmesBids. Proposals shall be made in the Response Attachment in AmesBids. Once proposals have been thoroughly evaluated, the selected proposal will be presented to the approving authority for action thereon.

A Pre-Proposal Meeting followed by a Site Visit for the Fitch Family Indoor Aquatic Center and Steven L. Schainker Plaza is scheduled for Thursday, April 9, 2026, at 2:00 PM, held at the City of Ames City Hall, Conference Room 135. Attendees will be allowed to walk the site and collect measurements and other data to support their proposal.

Questions and requests for clarification of requirements for this project are encouraged. All questions and requests for clarification are to be submitted in AmesBids or email to Karen Server at karen.server@cityofames.org no later than 5:00 p.m. local time on Thursday, April 16, 2026.

The schedule represents the City’s best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will shift accordingly.

The City reserves the right to amend the schedule at its discretion. The approximate schedule is as follows:

Issue Request for Proposal:	March 27, 2026
Pre-Proposal Meeting and Site Visit:	April 9, 2026 at 2:00 PM
Final Date to Submit Written Questions:	April 16, 2026 at 5:00 PM
Responses to Questions Posted:	No Later than April 17, 2026
Proposals Due:	April 24, 2026 at 2:00 PM
Anticipated Presentations	May 13, 2026
Award of Contract:	May 26, 2026

Proposals received after 2:00 PM Local Time, April 24, 2026, will not be considered. It will be the sole responsibility of the Firm to have their response submitted in AmesBids before the closing hour and date.

Contact personnel of the City other than Karen Server, Layne Fober, or Keith Abraham regarding this Request for Proposal may be grounds for elimination from the selection process.

The City of Ames Purchasing Division is the only authorized source of proposal documents. Proposal documents obtained from any other source may be incomplete.

It is expressly understood that any costs associated with preparing a submittal shall be at the expense of the Firm.

The City of Ames does hereby reserve the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

Local Consideration Program

The City of Ames adopted a Local Consideration Program for the procurement of goods and/or services by competitive proposal. A 1% local consideration shall be applied to acceptable bids or proposals from businesses located within Ames City limits whom pays commercial property tax. Submit a notarized Local Business Certificate with your response. If the Firm is already registered, or if this does not apply to your business, do not complete the form. The Local Consideration Program details, application and current list can be found at <http://www.cityofames.org/local-consideration-program>.

Proposals must be valid for a period of at least 90 Days from the closing date and time of this Request for Proposal of April 24, 2026, at 2:00 PM Local Time.

END OF SECTION