



**Town of Becket**

William Caldwell  
557 Main Street  
Becket, MA 01223  
413-623-8934x113  
413-623-6036  
[administrator@townofbecket.org](mailto:administrator@townofbecket.org)

# **REQUEST FOR PROPOSAL**

Solar PV System Services

**September 23, 2019**

**October 21, 2019 no later than 4:30pm**

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## Introduction

The Town of Becket is soliciting proposals from qualified solar PV (solar) providers to design, build and finance the installation of 30,000 kW DC GROUND-mount solar photovoltaic project at the site address. The contractor is responsible for all project permitting and if the Town of Becket decides to move forward with a PPA or lease financed project, the contractor is expected to maintain the system for the term of the agreement. Respondents shall have demonstrated experience designing, planning, scheduling, permitting and constructing complete solar electric systems, have relationships with/knowledge of local utilities, provide project financial analysis and rebate support, providing system monitoring and maintenance, and have established onsite safety standards.

## General Conditions

1. Each respondent is responsible for reviewing and understanding all terms of this Request for Proposal. Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.
2. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative. Revised proposals may be submitted up to the original due date/time.
3. Issuance of this RFP and receipt of proposals does not commit the Town of Becket to move forward with an award or complete the project described. The Town of Becket reserves the right to postpone the RFP award process, to accept or reject any or all proposals received in response to this RFP, and to modify the scope of the project at any time.
4. An award under this RFP may not be based solely on the lowest price but will be made to the respondent with the overall best value proposal. The successful proposal will meet the project site design guidelines and provide service level acceptable to the Town of Becket.
5. Bid proposals shall remain valid for 60 days after private opening of the proposals. If the Town of Becket decides to move forward with a certain bid, contract will be executed in the 60 day timeframe or contractors will be allowed to revise pricing.
6. Upon award, successful respondent shall secure all appropriate licenses to complete the scope of work included in this RFP.
7. Successful respondent will enter into a formal agreement with the Town of Becket.

## RFP Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of Town of Becket. An addendum will be issued in the event of any scheduling changes.

| Project Milestone                           | Date/Time                                              |
|---------------------------------------------|--------------------------------------------------------|
| RFP Advertised/released                     |                                                        |
| Mandatory Site Walk/Pre-Proposal Conference | 1 week after release (September 30, 2019, 11:30am)     |
| Requests for Information (RFIs) Due         | 4 business days after site walk (October 4, 2019)      |
| Answers to RFIs distributed                 | 3 business days after RFIs submitted (October 9, 2019) |
| Notice of Intent to Submit Proposal         | 2 business days after RFIs answered (October 11, 2019) |
| Proposal Due                                | October 21, 2019 no later than 4:30pm                  |
| Notice of Intent to Award                   |                                                        |
| Fully Executed Contract                     |                                                        |
| Project Notice to Proceed                   |                                                        |
| System Operation Date                       |                                                        |

### Mandatory Site Walk

Mandatory pre-bid meeting and site walk are scheduled for September 30, 2019 at 11:30am. All interested firms must attend this required site visit. Participants will meet at Becket Town Hall at 557 Main Street, Becket, MA 01223 at the time stated above. Technical questions will not be answered at this meeting. Site walk is scheduled for September 30, 2019. Please submit the names of those attending the site walk by September 27, 2019.

### Request for Information

Please submit questions via email to Town Administrator William Caldwell, [administrator@townofbecket.org](mailto:administrator@townofbecket.org) by October 4, 2019. Responses to questions will be shared with all bidders.

### Notice of Intent to Submit Proposal

Respondents must present their notice of intent to submit a proposal to William Caldwell [administrator@townofbecket.org](mailto:administrator@townofbecket.org) to ensure receipt of all addendums and other project documents. Addendums to this RFP based on submitted technical questions, along with changes to the proposal schedule, will be issued via email.

### RFP Submission Guidelines

Three hard copies and an electronic copy on a thumb drive must be submitted in a sealed envelope to Town Administrator William Caldwell no later than October 21, 2019 at 4:30pm

## Selection Process

Depending on the number and quality of the proposals received, the Town of Becket reserves the right to either select a vendor or shortlist two to three companies. Shortlisted companies will be asked to meet with the Town of Becket to present their proposal to the decision team and answer any outstanding questions.

## Project Background

### Objective

The Town of Becket's interest in pursuing solar photovoltaic projects reflects the following prioritized goals:

1. Offset or reduce grid electricity use/electricity bills
2. Meet company sustainability goals/ minimize impact on the environment

### Company Background

The Town of Becket is a rural community in Berkshire County with about 1,800 full-year residents. This population expands to more than 8,000 in the summer thanks to second homes, summer camps and area tourists. Becket Town Hall is open 5 days a week with about a dozen staff available. Office hours vary by department.

### Project Description

The project site is located at: 557 Main Street, Becket, MA 01223

- **Description of Site:** The potential project is proposed as a ground mounted at the Becket Town Hall. It is expected that this project would produce at least 30,000 KW annually with the potential for greater sizes. Existing plans are included as Exhibit A.
- **Desired System Size:** The solar system shall be comprised of an array of photovoltaic panels and electrical equipment components generating a minimum of 30,000 kWh.
- **Description of Desired Solar System:** Ground mount with tracking available
- **Project Financing:** The Town requests bidders propose financing options that include either a lease or Power Purchase Agreement (PPA).
- **System Ownership Information:** Ownership is dependent upon financing option.
- **Operation & Maintenance:** The selected Company will provide O&M services for 20 years following installation of the project this will include panel washing twice annually.

## Scope of Work

The Town of Becket is soliciting proposals from qualified solar providers to design, build and finance services for the installation of at least 30,000 kW DC ground-mount solar photovoltaic project at the site address. The goal of this RFP is to identify a solar partner with the necessary experience to ensure a fully managed and well executed process. The successful respondent will have demonstrated experience financing, designing, planning, scheduling, permitting and constructing, interconnection and owning a solar PV system. Contractor is responsible for all permitting. Respondents must have worked with Eversource regulations, provide project financial analysis and have established onsite safety standards. The most important things to the Town of Becket include:

- Reduction of electric bill
- Support the Town's goals of increasing renewable energy sources

### Design Guidelines

Contractor should consider the following guidelines when designing the solar system.

## Ground-Mounted Solar

The contractor shall develop a design for a new photovoltaic system. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to project installation. Contractor is responsible for securing the environmental permits necessary to install a ground-mounted system.

- Mounting system shall be either directly anchored into the ground (driven piers, concrete footers, ground screws, etc.) or ballasted on the surface without ground penetration. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Mounting system can either be fixed tilt or single axis tracker.
- Panels' orientation or azimuth shall be within 20-30 degrees of due south.
- Panels' tilt shall be based on site latitude and wind conditions.
- Ground cover and vegetation management shall be included in the proposal.
- Storm water management and erosion control management plan shall be included in the proposal.
- All lines interconnecting solar arrays to point of interconnection shall be underground.

## Code Specifications

All power generation and transmission equipment must be UL listed for its designed use. Construction must comply with current adopted State Building Code, which includes: International Building Code, National Electric Code (NEC).

## Contractor Responsibilities

The final design package and documents shall include the following but are not all required in the proposal stage. Please reference the proposal requirement section for detailed bid submission requirements:

- Description of the solar system
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer
- Layout drawing of installation site providing location of all equipment
- Equipment details and specifications
- Schedule for equipment procurement and installation
- Description of how Eversource grid interconnection requirements will be met
- Description of controls, monitors, and instrumentation to be used for the solar system
- Equipment and installation manuals
- Safety plan
- Quality control plan
- Operations and Maintenance manuals for system operations and performance monitoring over the life of the contract
- Web-based monitoring for 20 years
- Close out report including the following information: system nameplate size, the overall installed cost of the system and estimated and guaranteed annual kilowatt hour (kWh) production (if applicable).

## Warranties

The solar provider's standard system warranty coverage should cover modules, inverter, racking and workmanship.

- **Modules:** 25-Year Power Output & 10 Workmanship Limited Warranty
- **Inverter:** 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- **Racking:** 10-Year Limited Warranty priority

- **Workmanship:** 1 Year Limited Warranty

## System Monitoring

The Town of Becket will favor a proposal that includes a turnkey monitoring system that can be integrated into the Becket computer system for display on the Becket website. The system should display and analyze historical and live solar electricity generation data. Additionally, the regularly collected data should reflect, but not be limited, to the following:

- Average and accumulated output (kWh/kW and total kWh)
- Capacity factor
- Air quality emissions averted (and real world equivalents conversion)

## Operation and Maintenance of System

The successful respondent will be required to provide operation and maintenance of the entire solar electric system for 20 years for the term of the PPA or lease. Operations and maintenance services include:

- Online monitoring
- Performance monitoring, notification, and troubleshooting – must have personnel available to notify the Town of Becket of an outage or decrease in system production
- Corrective maintenance to mitigate any risk to the system or minimize down time
- System Performance Reports that compares actual production to predicted production
- Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings
- Weed abatement for ground mount

The successful respondent shall supply the Town of Becket two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for the Town of Becket to evaluate and ensure appropriate O&M is being completed over the life of the system. Examples of components include solar panels, conduit, inverter, net metering equipment, etc. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

## Proposal Requirements

Please provide 1 original, 2 copies, thumb drive with electronic files and an email response to William Caldwell, Town Administrator 557 Main Street, Becket, MA 01223, [administrator@townofbecket.org](mailto:administrator@townofbecket.org).

Please print double sided on recycled paper. Hard copies must be delivered to the William Caldwell, 557 Main Street Becket, MA 01223 no later than 4:30pm on October 21, 2019. Proposals received after this time will be returned to the respondent un-opened. Proposals will not be considered for award unless submitted in the format described below. It is the responsibility of the respondent to ensure that the submittal is received in a timely manner. Fax proposals will not be accepted. Hard copy proposal must be submitted to the following address:

William Caldwell  
Town of Becket  
557 Main Street  
Becket, MA 01223

## Proposal Format

Please include the following sections in your proposal submittal in the following order.

- **Cover/Transmittal letter:** Cover letter must be addressed to the Town of Becket and signed by a legally authorized representative of the respondent. Cover letter must summarize key provisions of the proposal and must include name, address, phone and email of the respondent contact.
- **Executive Summary:** Include key provisions of the proposal, including understanding of the Town's goals, pricing, respondent's role on project, brief description of proposed system, financing, relevant experience of respondent/company, and key timeline dates.
- **Company Profile:** Years in business, description of respondent/company background, applicable state licensing, OSHA background and safety protocol, Insurance, Quality Assurance/Quality Control documentation.
- **Project Experience:** Include projects completed in the last 3 years similar in scope and size to the proposed project. Include project name, system size, location, and brief 2-3 sentence project description. Highlight companies permitting and interconnection experience with local utility.
  - **References:** Provide 3 project references with direct client phone numbers.
- **Project Team:** Organization chart and bios (length of time with firm, key projects) of key team members, capability to perform work/workload capacity. Please only profile individual that will directly be working on this project. Clearly identify the project manager.
- **Technical Solution/Scope of Work:** Describe your technical approach to the design and construction of the solar project including:
  - Technical Approach, Design, Equipment, Installation
    - Panel, inverter, racking specifications
    - Equipment and workmanship warranties
  - Exhibits showing proposed layouts and system single line diagrams
  - PVSYST Report indicating production of the proposed system
  - Proposed monitoring system/solution
  - Operations & Maintenance Plan offered for the project. Please price O&M plan separately from cash purchase option
- **Production Guarantee:** Provide at least a 90% kWh guarantee for year 1, degrading by a maximum of 0.7%/year for 20 years. Performance guarantee should be measured and damages should be paid on an annual basis.
- **Price Proposal:** Provide a PPA and lease price for the system. Submit an electronic version of Exhibit D.
  - Present year 1 and 20 year financial savings
  - Present the NPV using the avoided cost provided by Town of Becket
  - PPA proposal should include a percent escalator for the PPA rate
- **Safety** – Please include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
- **Proposed Schedule** – Identify key project milestones and include any necessary review periods for Town of Becket.

## Evaluation/Selection Criteria:

The Town of Becket will evaluate proposals according to the evaluation criteria below. Result of this step will be the identification of the selection of a proposal for negotiation of a contract. Points will be awarded based on the relative merit of the information provided in the response to the solicitation. Selection based on the total number of points awarded by the evaluation committee.

- |                                               |           |
|-----------------------------------------------|-----------|
| • Proposal Cost Effectiveness                 | 35 points |
| • Technical Approach/ Implementation Schedule | 30 points |
| • Company Qualifications/Project Experience   | 20 points |
| • Project team, team experience and approach  | 15 points |

The Town of Becket may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project. The Town of Becket reserves the right to seek supplemental information

from any respondent at any time after official proposal opening and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful respondent will be required to execute and return all required project documents and certificates of insurance within 90 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the Town of Becket reserves the right to accept the proposal of the firm offering the next best value to the Town of Becket.

## RFP Exhibits

**Exhibit A:** Site with solar areas identified

**Exhibit B:** Three years of utility usage and cost

**Exhibit C:** Contract Terms and Conditions.

**Exhibit D:** Cost Proposal Form

## Exhibit A: Solar Site

The solar area to the south side of the building is the proposed project area. The area closest to the road contains septic system components and will need to be avoided.



## Exhibit B: Electrical Costs

|    | A          | B       | C         | D              | E    | F        | G    | H | I       | J       | K         | L       | M        | N        | O       | P        | Q       | R       | S       | T       | U |
|----|------------|---------|-----------|----------------|------|----------|------|---|---------|---------|-----------|---------|----------|----------|---------|----------|---------|---------|---------|---------|---|
| 1  |            |         |           |                |      |          |      |   | FY 2017 | FY 2017 | FY 2017   | FY 2017 | FY 2017  | FY 2017  | FY 2017 | FY 2017  | FY 2017 | FY 2017 | FY 2017 | FY 2017 |   |
| 2  | Department | Complex | Facility  | Fuel (units)   | One  | Provider |      |   | July    | August  | September | October | November | December | January | February | March   | April   | May     | June    |   |
| 3  |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Cost |   | 618     | 969     | 651       | 597     | 567      | 829      | 238     | 545      | 588     | 574     | 608     | 653     |   |
| 4  |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Use  |   | 3,013   | 5,279   | 3,041     | 2,646   | 2,697    | 5,168    | 1,496   | 3,174    | 3,657   | 3,519   | 3,696   | 3,816   |   |
| 5  |            |         |           |                |      |          |      |   |         |         |           |         |          |          |         |          |         |         |         |         |   |
| 6  |            |         |           |                |      |          |      |   | FY 2018 | FY 2018 | FY 2018   | FY 2018 | FY 2018  | FY 2018  | FY 2018 | FY 2018  | FY 2018 | FY 2018 | FY 2018 | FY 2018 |   |
| 7  | Department | Complex | Facility  | Fuel (units)   | One  | Provider |      |   | July    | August  | September | October | November | December | January | February | March   | April   | May     | June    |   |
| 8  |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Cost |   | 547     | 562     | 531       | 525     | 518      | 972      | 646     | 260      | 641     | 696     | 649     | 595     |   |
| 9  |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Use  |   | 2,987   | 3,240   | 2,796     | 2,814   | 2,824    | 5,858    | 3,701   | 1,425    | 3,485   | 3,748   | 3,553   | 3,441   |   |
| 10 |            |         |           |                |      |          |      |   |         |         |           |         |          |          |         |          |         |         |         |         |   |
| 11 |            |         |           |                |      |          |      |   |         |         |           |         |          |          |         |          |         |         |         |         |   |
| 12 |            |         |           |                |      |          |      |   | FY 2019 | FY 2019 | FY 2019   | FY 2019 | FY 2019  | FY 2019  | FY 2019 | FY 2019  | FY 2019 | FY 2019 | FY 2019 | FY 2019 |   |
| 13 | Department | Complex | Facility  | Fuel (units)   | One  | Provider |      |   | July    | August  | September | October | November | December | January | February | March   | April   | May     | June    |   |
| 14 |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Cost |   | 581     | 653     | 635       | 542     | 542      | 1,000    | 255     | 578      | 629     | 589     | 541     | 512     |   |
| 15 |            |         | Town Hall | Electric (kWh) | 0.97 | WMECo    | Use  |   | 3,075   | 3,372   | 3,147     | 2,557   | 2,770    | 4,687    | 1,249   | 2,759    | 2,900   | 2,785   | 2,665   | 2,568   |   |
| 16 |            |         |           |                |      |          |      |   |         |         |           |         |          |          |         |          |         |         |         |         |   |

## Exhibit C: Terms and Conditions

Each respondent should provide a copy of their Terms and Conditions to the Town of Becket based on the RFP provided.

## Exhibit D: Cost Proposal Form

This form will be created by the respondent depending on the proposal financing option.