



Solar Services Request for Proposals

**Solar Workgroup of Southwest Virginia
2018 Group Solicitation**

Issue Date: **July 31, 2018**

Response Due Date and Time: **September 28, 2018 at 5:00pm EDT**

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Table of Contents

Introduction	4
Project Background	4
Conditions of the RFP	5
Successful Respondent Term	6
Reservations	6
Local Finance Option	7
Request for Proposals	8
RFP Schedule	8
Optional Site Tours	8
Mandatory Pre-Proposal Conference	9
Request for Information	9
Sole Point of Contact	9
Notice of Intent to Submit Proposal	9
RFP Submission Guidelines	10
Respondent Qualifications	10
Local Participation	10
Disposition of Environmental Attributes	11
Disposition of Rebates, Incentives, and Tax Benefits	11
Selection Process	11
Proposal Requirements	12
Proposal Evaluation Criteria	14
Scope of Work	15
Project Description	15
Design Guidelines	15
Code Specifications	17
Selected Respondent Responsibilities	18
Final Design Package and Documents	18
Warranties	18
Operation and Maintenance of System	18
RFP Exhibits	19
Exhibit A1: Ridgeview High School Supporting Information	19

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Exhibit A2: Norton Green Apartments Supporting Information	19
Exhibit A3: Central High School Supporting Information	19
Exhibit A4: Not Used	19
Exhibit A5: UVa-Wise Oxbow Center Supporting Information	19
Exhibit A6: Lonesome Pine Technology Park Supporting Information	19
Exhibit A7: Powell Valley National Bank Supporting Information	19
Exhibit A8: Wetlands Estonoa Learning Center Supporting Information	19
Exhibit B: Draft General Conditions of the Contract	19
Exhibit C: Cost Proposal Form	19

**Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation**

Issue Date: July 31, 2018

Introduction

The Solar Workgroup of Southwest Virginia (SWG) is a collaborative effort of nonprofit and community action agencies, colleges, state agencies, planning district commissions and other interested citizens and businesses seeking to develop a renewable energy industry cluster in the seven coalfield counties of Southwest Virginia. The effort was formed as a result of the 2016 Southwest Virginia Economic Forum hosted by UVa-Wise. In early 2017, the Appalachian Regional Commission awarded a POWER Initiative Technical Assistance federal grant to fund the development of the Solar Roadmap of Southwest Virginia (the “Solar Roadmap”), and the Workgroup was also a recipient of grant funds and assistance through the U.S. Department of Energy SunShot Initiative’s Solar In Your Community Challenge.

The mission of The Solar Workgroup is to utilize the development of solar energy as an economic catalyst in the seven-county region of far Southwest Virginia. There are four key goals:

1. Identify and develop sites that are ideal for solar development, especially solar “ambassador” projects.
2. Grow workforce development and entrepreneurship opportunities to advance solar projects and maximize local benefits.
3. Expand education and outreach in communities and with local leaders around solar benefits and opportunities.
4. Promote policy changes that will help grow the solar industry in Southwest Virginia.

The Workgroup is co-convened by the UVa-Wise Office of Economic Development & Engagement, People Incorporated and Appalachian Voices, with facilitation assistance from Dialogue + Design Associates. Additionally, several smaller committees focus on specific areas of action discussed in the Solar Roadmap including developing policy recommendations, building a solar residential program called Solarize Wise, creating innovative financing models and mechanisms to build solar, and developing priority sites to serve as “ambassador” solar projects throughout SWVA.

The strategies to achieve the goals of the Workgroup are outlined in the Solar Roadmap, which has been developed collaboratively by members of SWG, and is available on the project website with additional background information at the website www.swvasolar.org.

Project Background

The objective of the 2018 Group Purchase Request for Proposals (“RFP”) is to increase solar installations in the seven coalfield counties of Southwest Virginia through a group procurement solicitation process which will result in reduced pricing for Subject Site building owners through a competitive selection process. In addition, this procurement process will develop a client base with improved awareness and education on solar PV issues and expectations. This 2018 Group Purchase RFP is the first of multiple group purchase solicitation efforts planned by SWG.

The Solar Workgroup is soliciting proposals from qualified solar photovoltaic (solar service) providers to design, build, maintain, and finance solar photovoltaic (PV) installations at and on behalf of the following sites:

**Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation**

Issue Date: July 31, 2018

Site	Address	Estimated Array KW DC*
Ridgeview High School	310 Wolfpack Way, Clintwood, VA 24228	700.0
Norton Green Housing Complex	380 14th St NW, Norton, VA 24273	216.3
Central High School	5000 Warrior Drive, Norton VA 24273	486.0
UVa-Wise Oxbow Center	16620 E Riverside Dr, St Paul, VA 24283	108.9
Lonesome Pine Technology Park (Wise County)	5934 Windswept blvd. Wise, va, Wise, VA 24293	104.7
Powell Valley National Bank	33785 Main St, Jonesville, VA 24263	138.0
Wetlands Estonoa Learning Center	3126 Deacon Drive, St. Paul, VA 24283	8.4
	Total Preliminary Potential KW DC Installation:	1,762.3

*Note: The array sizes and configurations noted here and in Exhibit A for each subject site should be considered for illustrative purposes only. Each Respondent is responsible for determining what, in the Respondent's professional experience, the most appropriate and advantageous array size, type, configuration, and location is for each Subject Site.

Subject Site owners shall negotiate and enter into agreements with the selected Respondent individually. Respondents are invited to submit proposals individually or collaborate with another firm to submit a joint proposal. SWG anticipates the selection of a single proposal firm/team.

The selected Respondent will be responsible for all project permitting. If any Subject Site decides to proceed with a Third-Party Ownership Option, the selected Respondent is expected to maintain the system for the term of the agreement. All Respondents shall have demonstrated experience designing, planning, scheduling, permitting and constructing complete solar electric systems, have demonstrated experience in successfully working with utilities similar to those serving the Subject Sites, provide project financial analysis and applicable incentive/rebate support, providing system monitoring and maintenance, and have established onsite safety standards.

Conditions of the RFP

1. Nothing in this solicitation process, RFP, or any contemplated or final agreement relieves any qualified vendor from complying with all laws and regulations applicable to the agreement.
2. Each Respondent is responsible for reviewing and understanding all terms of this RFP. Failure to thoroughly examine or request clarification on RFP terms may result in disqualification.
3. Any bid may be withdrawn at any time prior to the due date with a written request signed by an authorized Respondent representative. Revised proposals may be submitted up to the Response Due Date.
4. Issuance of this RFP and receipt of proposals commits neither SWG nor any of the Subject Sites to move forward with an award or complete projects described herein. SWG 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.

**Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation**

Issue Date: July 31, 2018

5. 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 SWG.
6. Bid proposals shall remain valid for 60 days after the Response Due Date. For each Subject Site that decides to proceed with a certain bid, contract negotiations will begin on or before the 60th day following the Response Due Date, or Respondents will be allowed to renegotiate pricing.
7. Upon award, successful Respondent shall secure all appropriate licenses to complete the scope of work included in this RFP.
8. Successful Respondent will negotiate and enter into a formal agreement with each Subject Site individually. The Exhibit B Draft General Conditions of the Contract outlines some of the general expectations of contracts with each individual Subject Site. Respondents must note any and all exceptions Respondent makes to these Draft General Conditions of the Contract. Failure to note exceptions to these General Conditions of the Contract will be understood to indicate acceptance on behalf of Respondent.

Successful Respondent Term

It is the intent of this group solicitation to allow for cooperative procurement. Accordingly, any public body, public health or educational institution, any non-profit entity, or any University-related foundation within the Southwest Virginia region that is affiliated with any Subject Site (each, a "Cooperative Procurement Participant"), may enter into negotiations with the successful Respondent of this 2018 Group Purchase RFP during the Successful Respondent Term. Such engagement shall be upon mutual agreement and authorization by the successful Respondent, the SWG Selection Committee, and the relevant Cooperative Procurement Participant. The Successful Respondent Term shall be for three years starting on the date the successful Respondent is notified of selection by the SWG Selection Committee.

The term of engagement for the successful Respondent shall be as defined by the agreement negotiated and executed between the Subject Site or the Cooperative Procurement Participant, as the case may be, and the successful Respondent. The "Successful Respondent Term" defined in this section applies to the minimum period of time any Cooperative Procurement Participant may enter into negotiations with the successful Respondent to design, build, maintain, or finance solar PV installations on additional solar pv arrays on any Subject Site or additional sites. Participation in this cooperative procurement is strictly voluntary. Subject Sites and their agencies and Cooperative Procurement Participants each reserve their right to issue additional solicitations and engage other vendors during the Successful Respondent Term.

Reservations

SWG and the SWG Selection Committee are not obligated as a result of the issuance of this RFP or a proposal submission by a Respondent to enter into an agreement with any Respondent, and have no financial obligation to any Respondent arising from this RFP. All contracts will be executed between each property owner and the selected Respondent. Property owners are not obligated to use the Respondent selected by the SWG Selection Committee for any services and may still choose another solar service provider. Through this Group Solicitation process, however, the SWG Selection Committee and the Subject Sites anticipate Respondents to reflect the significant potential aggregate installation potential represented in the scope of this RFP in highly competitive rates and quantity discount considerations

**Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation**

Issue Date: July 31, 2018

The agreement between the property owner and the selected Respondent will state that SWG, the SWG Selection Committee, and Solar Workgroup Co-conveners are not parties to the agreement, and that the selected Respondent will be solely liable for any claims, losses or damages arising out of the agreement.

Local Finance Option

Respondents are encouraged to include and plan for the financing structure and partners best suited to their team structure and proposal terms. Respondents wishing to explore local finance partnerships for placement of capital and/or equity, are encouraged to contact Powell Valley National Bank (PVNB). PVNB is both located within the Southwest Virginia region as well as, itself, a Subject Site included in this group solicitation. NOTE: Use of PVNB is not a requirement for this RFP and is not reflected in the selection criteria of this RFP. For inquiries into local financing only, Respondents may contact:

Bank Contact:

Leton Harding

President

Powell Valley National Bank

harding@powellvalleybank.com

276-346-1414

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Request for Proposals

RFP Schedule

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

Project Milestone	Date/Time
Issue Date	July 31, 2018
RSVP for Optional Site Tours	August 22 th at 1:00PM
Optional Site Tours	August 28 th and August 29 th , 2018
Mandatory Pre-Proposal Conference (GoToWebinar option available)	August 29, 2018 at 1:00 PM at Oxbow Center, 16620 E Riverside Dr, St Paul, VA 24283
Notice of Intent to Submit Proposal	August 31, 2018 at 1:00 pm EDT
Questions from Respondents Due	August 31, 2018 at 1:00 pm
Answers to Respondent Questions distributed	September 7, 2018
Response Due Date (electronic submission only)	September 28, 2018 at 5:00 pm EDT
Interviews of Shortlist of Respondents (if desired by the SWG Selection Committee)	October 23rd, 24th, or 25th 2018
Notice of Intent to Award	October 25, 2018
System Operation Date	Negotiated Individually per Subject Site

Optional Site Tours

A site tour will be provided for Respondents interested in viewing the Subject Sites prior to bid. Respondents interested in viewing each subject site must do so within this organized site tour. Respondents will not be granted site access at any other time in this RFP process. Transportation will be provided for all Respondents who RSVP by the "RSVP for Optional Site Tours" date shown on the RFP Schedule. Respondents who do not RSVP may still attend the Optional Site Tour, however, they may be required to provide their own transportation and must arrive at each Subject Site at the designated tour time in order to access sites along with the rest of the tour group. Access to each Subject Site will not be granted outside of the scheduled tour date/time for that Subject Site. To reserve space on the tour transportation, please RSVP to Austin Counts, austin@appvoices.org (276) 679-1691.

The site tour shall occur over two days, attendance for both tour dates is required to view all subject sites. No Subject Site shall be visited more than once. The Subject Site tours provided on Tour Day One, August 28th, 2018 shall depart no later than 8:00 AM EDT, from Oxbow Center, 16620 E Riverside Dr, St Paul, VA 24283 and shall return around 5:00PM. The Subject Site tours provided on Tour Day Two, August 29th, 2018 shall depart no later than 8:00 am from Oxbow Center, 16620 E Riverside Dr, St Paul, VA 24283 and shall return around 11:30 PM just prior to the Mandatory Pre-Proposal Conference. Note, Subject Site tour time is subject to change. Any Respondent not traveling with the group is solely

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

responsible to verify tour schedule prior to the tour date.

Mandatory Pre-Proposal Conference

A mandatory pre-bid meeting is scheduled as noted in the RFP Schedule. Questions will be taken and answered at this meeting. Any questions incapable of being answered at the meeting will be responded to in the Answers to Respondents Questions. All interested Respondents must attend this required pre-bid meeting either in-person, via conference call, or via webconference as follows:

Potential Respondents wishing to **attend via conference call or web conference** may do so by first registering to attend the GoToWebinar event. It is recommended that you register at least 30 minutes prior to the start of the Pre-Proposal Conference as indicated on the RFP Schedule. You may register for the GoToWebinar at:

<https://attendee.gotowebinar.com/register/6468659295620258051>

After registering, you will receive a confirmation email containing information about joining the webinar for web-based viewing as well as a phone-in option as well.

Potential Respondents wishing to **attend in person** will meet at the time and location stated in the RFP Schedule. To help assure seating is accommodated for everyone, if you intend to attend the Pre-Proposal meeting in person, please RSVP your intent to please RSVP to Austin Counts, austin@appvoices.org (276) 679-1691

Request for Information

Please submit questions via email by the Questions from Respondents Due date and time as shown on the RFP Schedule above. Responses to all submitted questions will be shared with all Respondents. Questions are to be emailed to the contact below:

Sole Point of Contact: Adam Wells, Appalachian Voices: adam@appvoices.org 276 679 1691

Sole Point of Contact

Adam Wells shall be the sole point of contact for all Respondents and interested parties. Respondents shall not contact Subject Site owners, nor SWG selection committee members directly unless explicitly directed to do so by Mr. Wells. Direct contact of Subject Sites without the explicit direction of Mr. Wells may disqualify Respondent's proposal.

Notice of Intent to Submit Proposal

Respondents must state their notice of intent to submit a proposal to Adam Wells, Appalachian Voices at adam@appvoices.org by the date and time shown on the RFP Schedule 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 only.

RFP Submission Guidelines

Responses to this RFP will be accepted via email only. All submissions must be made by the Response Due Date and time identified in the RFP Schedule. Email size is limited to 25MB. Respondents may

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

elect to transmit documents via compressed / cloud transfer methods such as Google Drive, Dropbox, zip files, etc. Email submissions to the contact below:

Adam Wells, Appalachian Voices: adam@appvoices.org

Respondent Qualifications

Respondent teams must meet the minimum qualifications described in this section to participate. Each Respondent is responsible for determining whether that firm will be able to meet the minimum qualifications based on their completed proposal.

Required:

- Respondent team **must** have at least one employee that is a North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer.
- Respondent team must meet insurance requirements included in the General Conditions of The Contract, Exhibit B. Proof of liability insurance and worker's compensation policy, as well as any documentation for pending or active judgements or liens will be required prior to contract execution with the selected Respondent.
- Respondent team must include a licensed electrician in the Commonwealth of Virginia.
- Respondents must respond to each section of this RFP and use the Proposal Format outlined in this RFP as a guide for formatting proposals.
- Respondents shall provide a group-based pricing structure that incentivizes participation through lower prices as the number of participants or kW capacity rise. Pricing discounts for increased installed capacity/participants are to be identified in the Cost Proposal Form.

Additional Consideration Awarded To:

- Respondents with a clearly outlined plan and commitment to employ Southwest Virginia residents for the implementation of project(s).
- Respondent teams that have a Master Electrician on staff.
- Respondent teams with a clearly outlined plan and commitment to prioritize diversity and inclusiveness in their business practices. Please provide program(s) descriptions and current progress.

Local Participation

As outlined in the Introduction section, one of the goals of SWG is to "Grow workforce development and entrepreneurship opportunities to advance solar projects and maximize local benefits". In that spirit, SWG encourages Respondents to include in their proposal, as outlined in Proposal Requirements and Evaluation Criteria section, consideration of:

Local Workforce: Opportunities for inclusion of local Southwest Virginia sub-consultants and/or sub-contractors, as well as strategies for hiring of individuals in the local workforce.

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Community College Interns: Inclusion of Solar PV interns through the Mountain Empire Community College (MECC) Energy Technology pathway program.

Disposition of Environmental Attributes

For all “Cash Purchase Options”, all Environmental Attributes shall be conveyed to the Subject Site owner upon and following the System Operation Date. For all “Third Party Owner Options”, disposition of the Environmental Attributes for each Subject Site shall be as described in Exhibit A.

“Environmental Attributes” means any and all claims, renewable energy credits, benefits, emissions reductions, offsets, and allowances, howsoever entitled, resulting from the generation and/or consumption of renewable energy (other than the energy itself) or the avoidance of the emission of any gas, chemical, or other substance to the air, soil or water, which are deemed of value. Environmental Attributes include but are not limited to: (1) any avoided emissions of pollutants to the air, soil, or water such as (subject to the foregoing) sulfur oxides (SO_x), nitrogen oxides (NO_x), carbon monoxide (CO), and other pollutants; and (2) any avoided emissions of carbon dioxide (CO₂), methane (CH₄), and other greenhouse gases (GHGs) that have been determined by the United Nations Intergovernmental Panel on Climate Change to contribute to the actual or potential threat of altering the Earth’s climate by trapping heat in the atmosphere. Environmental Attributes do not include (i) PTCs or certain other tax incentives existing now or in the future associated with the construction, ownership or operation of the system, (ii) adverse wildlife or environmental impacts.

Disposition of Rebates, Incentives, and Tax Benefits

For all “Cash Purchase Options”, the right to all Rebates, Incentives, and Tax Benefits resulting from the ownership of the system shall be conveyed to the Subject Site owner. For all “Third Party Owner Options”, the right to all such Rebates, Incentives, and Tax Benefits shall be retained by the selected Respondent, unless specified otherwise in Exhibit A.

Selection Process

The SWG Selection Committee shall evaluate each proposal based on the Proposal Format and Evaluation Criteria section of this RFP. Proposal ranking will be the central evaluation in determining successful Respondents and final award. All Respondents will be notified of the outcome of the selection.

Depending on the number and quality of the proposals received, the SWG Selection Committee reserves the right to interview a shortlist of select proposing teams. Shortlisted Respondents will be asked to present their proposal to the SWG Selection Committee and answer any outstanding questions.

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Proposal Requirements

Please create project proposals in 8½" x 11" document size using a minimum 10-point font size. Proposals should be submitted as one PDF file, or, if multiple files are required, one ZIP file containing the proposal folder and files. Proposals shall not exceed 25 pages, excluding cover page, cover letter, Cost Proposal exhibits, and any appendices and/or attachments.

Proposal Checklist:

- 1. Cover Letter
- 2. Respondent Profile
 - References
- 3. Qualifications of Respondent Team
 - Project Experience
 - Respondent Team including NABCEP certified Team Member, Licensed Electrician Team Member and Subcontractors
 - Local Workforce
 - Learn and Earn
- 4. Business Practices
 - Sample Contract
- 5. Work Quality
- 6. Customer Service
- 7. Cost Proposal (use RFP Exhibit C, one copy for each Subject Site)
- 8. Appendix (Optional)

1: Cover Letter

The cover letter shall discuss the highlights, key features and distinguishing points of the proposal. As part of this discussion, please describe specifically why Respondent wants to work with SWG and the Subject Sites and why Respondent's proposal should be considered superior. The cover letter must be prepared and signed by a manager having the authority to make offers and enter into financial agreements on behalf of the Respondent or Respondent team, as the case may be.

2. Respondent Profile

- A. Detail Respondent team's size and organizational structure. Describe the demonstrated experience of the Respondent's team in developing, designing and installing projects similar in scope and size to the proposed Subject Site projects, particularly over the last three years. Include project name, system size, location, and brief 2-3 sentence project description. Please also state Respondent team's total number of solar installations and total capacity installed in the last three years.
 - a. **References:** Provide 3 references for projects completed within the last 3 years with direct client phone numbers and email addresses.
- B. Provide a statement describing Respondent's capability to complete the project per the project timeline specified above. Include a discussion of Respondent's financial stability, number of

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

employees, length of time in business, capacity, and resources. Include any website or marketing support Respondent plans to provide for this project.

- C. Explain how Respondent can expand quickly if necessary—and maintain quality—to meet the large demand that may occur due to this project. Describe your plan to accommodate a potentially large aggregate installation demand while meeting each Subject Site's required deadlines.

3. Qualifications of the Respondent Team

- A. Identify key personnel for this project including roles, experience, licenses and certificates, with corresponding numbers as appropriate. Key personnel should include at a minimum: Owners; Project Managers; Designers; Installers and Project/Office Manager who will act as the key point of contact to property owners. Include NABCEP Certification information here, as well as any Master Electrician or other certified staff involved in this project.
- B. Identify any subcontractors Respondent plans to use, along with the value they add to the project, and provide background information on size, experience, management, licensing, and subcontracting agreement. Include subcontractor's certificates of insurance and an outline of the worker's compensation policy.
- C. Local Workforce: Describe any plan and/or commitment Respondent has, if any, to employing Southwest Virginia residents in the execution of Subject Site projects.
- D. Community College Interns: Describe any plan and/or commitment Respondent has, if any, to employing solar PV interns through the MECC internship program in the execution of Subject Site projects (see Local Participation section for more on project goals).

4. Business Practices

- A. Work practices: Address Respondent's health and safety record and practices. Identify any communications with Labor and Industries regarding workplace issues, as well as the OSHA Reporting Indicators for the last 3 years.
- B. Provide a review of Respondent's plan and commitment to prioritize diversity and inclusiveness in their business practices.
- C. Change orders: Describe how Respondent addresses change orders. Please provide an example of a recent change order and how it was priced, tracked, and managed.
- D. Demonstrate knowledge of permitting fees and requirements in relevant local jurisdictions.
- E. Demonstrate knowledge of interconnection requirements of local utility.
- F. Provide a sample contract and note any exceptions Respondent makes to the Draft General Conditions to the Contract, Exhibit B of this RFP.

5. Work Quality

- A. Explain why the products included in the proposal are appropriate for this project. Provide descriptions of warranties and support that ensure the long-term durability, operation, and maintenance of PV installations. Include performance and reliability figures, in addition to where the products were manufactured.
- B. Describe the installation process, including how Respondent will minimize disruption and disturbance of neighbors, landscaping, structures, and clients' use of site during preparation, installation, and clean up.

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

- C. Describe final testing and sign-off procedures, including punch lists, inspection, and other necessary requirements.

6. Customer Service

- A. Describe how Respondent plans to handle incident reports (property damage, warranty, service calls, and inquiries). Discuss typical response time on calls, hours of coverage for customer service calls, and process for providing status reports after an incident is logged.
- B. List any complaints received by the Better Business Bureau over the last 3 years.
- C. Describe the training Respondent provides the property owner, including materials or manuals, customer care books, and/or support for later questions and system performance.
- D. **Note:** Respondent must abide by the SEIA Solar Business Code:
<http://www.seia.org/policy/consumer-protection/seia-solar-business-code>

7. Cost Proposal

- A. Using **Exhibit C**, Respondents should present pricing for each Subject Site and include pricing options to match the desired ownership options and line-item pricing identified in the Exhibit A project descriptions. The price is to apply to all work described in the Scope of Work and as required to achieve an interconnected and operational solar system.
- B. **Production Guarantee:** Provide at least a 90% kWh guarantee for year 1, degrading by a maximum of 0.5% per year for 20 years. Performance guarantee should be measured and damages should be paid on an annual basis.
- C. **Cost Proposal:** Provide for each system (1) a price for a cash purchase (“Cash Purchase Option”), and (2) a price for a solar equipment lease, Solar Services Agreement or a Power Purchase Agreement, as the Respondent prefers, (each, a “Third-Party Ownership Option”). Include a version of Exhibit C for each Subject Site as a part of your electronic proposal submission.

8. Appendix

- A. As needed, provide an Appendix to include any additional supporting information. **Note:** SWG prefers proposals to be as succinct as possible – please do not include unnecessary documentation.

Proposal Evaluation Criteria

Final selection shall be made upon Proposal Evaluation, References, and Respondent Interview. For the shortlisting of Respondents for interview, the SWG Selection Committee will evaluate all proposals based on the SWG Selection Committee’s perception of each Proposal’s technical merit. In the event that two or more proposals are considered to be basically equal in merit, cost or price may ultimately be the deciding factor. The SWG Selection Committee will evaluate all respondent proposals received based on the following criteria, as detailed in the Proposal Checklist:

Responsive and Complete Proposal Submission:	Required for further consideration
Qualifications of Team:	Up to 25 points
Local Workforce Plan:	Up to 10 points
Learn and Earn Internship Plan:	Up to 10 points

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Business Practices:
Work Quality
Customer Service
Cost Proposal

Up to 10 points
Up to 10 points
Up to 10 points
Up to 25 points

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

Scope of Work

SWG is soliciting proposals from qualified solar providers on behalf of the Subject Sites to design, build finance, and maintain installations, with one or more ownership options as described in the Exhibit A series of project descriptions. 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. Selected Respondent will be responsible for all permitting. Respondents must provide project financial analysis and have established onsite safety standards.

Project Description

Please see Exhibit A for project supporting information for each of the Subject Sites to be included in this RFP.

Design Guidelines

Respondents should consider the following guidelines when designing the solar system. **Note:** Detailed design of solar array is not required as of the Response Due Date. Respondents are encouraged to provide any preliminary design information or illustrations they believe best represents their proposal for each Subject Site. Respondents may propose arrays similar to those indicated in Exhibit A for each Subject Site, or may propose alternative approaches the Respondent believes to be in the best interest of the Subject Site using one or more of the array types outlined below:

Rooftop Solar (where applicable)

Respondent shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of Respondent to assess the building's structural integrity, roof condition and shading limitations.

- Respondent is responsible for securing all permits and approvals required of the project prior to the Construction Start Date as defined in each Subject Site's final agreement terms.
- Mounting system shall be fully ballasted or, when existing structure is incapable of supporting a ballasted or hybrid racking system, anchored racking solar PV system based on Exhibit A project descriptions per Subject Site. For Subject sites requiring anchored mounting, Respondent shall endeavor to limit roof penetrations. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, earthquake and other factors as defined in building code.
- Solar system installation should not void the roof warranty. Prior to installation, Respondent will be responsible to coordinate with the property owner's roof warranty holder and obtain a letter indicating warranty shall not be voided based on proposed installation. See General Conditions of The Contract, Exhibit B for additional information on this requirement.
- Conduit penetrations shall be minimized and coordinated with property owner prior to design finalization.
- System shall be fixed tilt with an orientation that maximizes annual savings to property owner.
- All roof access points shall be securely locked at the end of each day during the installation process.
- System layout shall meet local fire department, code and ordinance requirements.

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

- Solar PV arrays on flat roofs shall be the self-ballasted style designed to minimize penetrations through the roofing system if roof framing is found by the structural engineer to be structurally capable of carrying loads.
- If the building structure cannot support the full amount of an array ballast, the Respondent shall propose a partially ballasted system that uses minimum roof penetrations. If the building structure cannot support any array ballast, and where high wind speeds warrant, fully anchored systems will be allowed as a last choice. For roofs where hybrid solutions can be accommodated (partially ballasted/anchored), array systems may in these cases incorporate a tie-down system that penetrates roofing in order to attach to underlying roof frame members. One such example is comprised of cabling strung through arrays with perimeter tie-downs to the building, but proposers are to recommend what they judge to be effective. Extra system tie-down will be allowed only where ballast weight needs to be reduced and/or wind speeds are high. A tie-down system that incorporates a minimum number of roof penetrations is preferred.

Ground-Mounted Solar (where applicable)

Respondent shall develop a design for a new photovoltaic system. Not all locations identified need to be utilized. It is the responsibility of Respondent to assess site topography and geotechnical attributes to estimate costs related to project installation. The successful Respondent shall be responsible for securing the environmental permits necessary, if any, to install a ground-mounted system.

- Respondent responsible for securing all permits and approvals required of project prior to commencing construction.
- 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, single axis tracker, or dual axis tracker.
- Panels' orientation, tilt, and azimuth shall provide an orientation that maximizes annual savings to property owner.
- Pollinator friendly ground cover and vegetation and their management shall be included in the proposal.
- Storm water management and erosion control management plan, as required, shall be included in the proposal.
- All lines interconnecting solar arrays to point of interconnection shall be underground.

Carport Solar (where applicable)

Respondent shall develop a design for a new photovoltaic system. Not all locations need to be utilized. It is the responsibility of the Respondent to assess site topography and geotechnical attributes to estimate costs related to Project installation.

- It is recommended that carport solar shall be tilted at a minimum of 5 degrees to allow for drainage and reduce soil build-up.
- The carport solar shall be at least 9 feet clear in all locations.
- Lighting shall be provided under each carport as required to maintain existing grade level night illumination levels at Subject Site locations. This lighting shall be energy efficient (e.g., LED) and

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

allow for adjustable times for illumination with photocell controls to turn the lights on at dusk and off in the morning prior to daylight.

- All lines interconnecting solar arrays to point of interconnection shall be underground.
- Trees can be removed from parking lot to accommodate solar installation. Removal of trees shall be kept to a minimum. Parking lot can be restriped to better orient the parking spaces for PV installation. Reorientation of the parking spaces cannot reduce the number of spaces in the parking lot.

Code Specifications

As required by the Commonwealth of Virginia's Net Metering legislation, all customer-generator electrical generating systems are to meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers and accredited testing laboratories such as Underwriters Laboratories. All power generation and transmission equipment must be UL listed for its designed use. Construction must comply with current adopted Commonwealth of Virginia and Local Building Codes.

- **Modules:** System modules shall be UL1703 listed, and CEC-listed.
- **Inverters:** Shall be UL1741 listed and must be CEC-listed with an efficiency of 95% or higher.

Issue Date: July 31, 2018

Selected Respondent Responsibilities

Final Design Package and Documents

The final design package and documents are to be completed within the time frame appropriate to the final agreement terms for each Subject Site and are not all required in this proposal stage. Please reference the proposal requirement section for detailed bid submission requirements. The final design package and documents shall, at a minimum, include:

- Description of the solar system
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer as required.
- Layout drawing of installation site providing location of all equipment
- Equipment details and specifications
- Schedule for equipment procurement and installation
- Description of how local utility 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 term of service.
- 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, System Commissioning report, and System Decommissioning/Removal Plan..

Warranties

The solar provider's standard system warranty coverage for Cash Purchase and Third-Party Ownership Options should cover modules, inverter, racking and workmanship.

- **Modules:** 20-Year Power Output & 10 year Workmanship Limited Warranty
- **Inverter:** 10-Year Limited Warranty
- **Racking:** 10-Year Limited Warranty priority
- **Workmanship:** 1 Year Limited Warranty

Operation and Maintenance of System

The successful Respondent will be required to provide operation and maintenance of the entire solar electric system based on the Project Description set forth in Exhibit A for each Subject Site. Operations and maintenance services will be understood to include:

- Online monitoring
- Performance monitoring, notification, and troubleshooting – must have personnel available to notify property owner of an outage or decrease in system production
- Corrective maintenance to mitigate any risk to the system or minimize downtime
- 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

Solar Services Request for Proposals
Solar Workgroup of Southwest Virginia,
2018 Group Solicitation

Issue Date: July 31, 2018

- Array inspection and cleaning at a minimum of once annually, with additional cleaning as required by array performance and Respondent's operational standards.
- Weed abatement as needed for ground mount

O&M Manual and Data: If property owner selects a Cash Purchase or Third-Party Ownership Option, prior to initial System Operation Date, the successful Respondent shall supply two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for property owner 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 to the property owner within 30 days of the initial System Operation Date.

RFP Exhibits

All exhibits can be found online at:

<http://www.bluedotregister.org/solar-workgroup-of-southwest-virginia-group-solar-solicitation-2018>

Exhibit A1: Ridgeview High School Supporting Information

Exhibit A2: Norton Green Apartments Supporting Information

Exhibit A3: Central High School Supporting Information

Exhibit A4: Not Used

Exhibit A5: UVa-Wise Oxbow Center Supporting Information

Exhibit A6: Lonesome Pine Technology Park Supporting Information

Exhibit A7: Powell Valley National Bank Supporting Information

Exhibit A8: Wetlands Estonoa Learning Center Supporting Information

Exhibit B: Draft General Conditions of the Contract

Exhibit C: Cost Proposal Form

Please submit a completed Cost Proposal Form electronically for each Subject Site with RFP response.