



Town of Southbury
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Southbury, CT, 06488
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REQUEST FOR PROPOSAL

Solar PV System Services

Due Date and Time: 1 pm, Friday, December 20, 2024



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Town of
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Introduction

Town of Southbury is soliciting proposals from qualified solar PV (solar) providers to design, build and possibly finance the installation of a ground mounted solar photovoltaic project at the town owned transfer station which is a capped landfill.

We ask for the project to be proposed as a full build out to the solar capacity of the site. Optionally, if a phased implementation is feasible, please propose a phased implementation that includes the details of the first phase and a schedule depicting subsequent phases on a yearly timescale.

The PV Solar Generation development (Developer) firm will be responsible for all solar development activities required to provide a fully functional, PV solar generation facility serving the Town of Southbury's electrical energy needs.

The Developer will be responsible for all development, permitting and engineering, procurement & construction (EPC) services for the facility and site that include, but are not limited to, the following:

1. Coordination between the Town of Southbury and Eversource for permitting/approvals, design and construction activities.
2. Conformance with environmental regulations and requirements.
3. Identification and coordination of applicable federal and state grants that are available for this type of project/facility.
4. Development of engineering documents (drawings and specifications) signed by a professional engineer licensed in the State of Connecticut that communicate to the Contractor the following:
 - a. Confirmation of adequate structural design of ground structure proposed and the design of PV solar panel supporting structures.
 - b. Horizontal and vertical controls.
 - c. Site utilities plan.
 - d. Site plan for hardscape including roads, fencing parking, sidewalks, and equipment yard.
 - e. Site plan for signage, fencing, gates, and site lighting.
 - f. Electrical single line diagram and design of electrical interconnection to the Eversource distribution system and metering/protection systems.

If the Town of Southbury 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, providing 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 Southbury to move forward with an award or complete the project described. The Town of Southbury 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 levels acceptable to the Town of Southbury.
5. Bid proposals shall remain valid for 60 days after private opening of the proposals. If Town of Southbury 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.



RFP Schedule

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

Project Milestone	Date/Time	Days
RFP Advertised/released	Tuesday, November 19, 2024	31
Mandatory Site Walk/Pre-Proposal Conference	Tuesday, November 26, 2024	7
Requests for Information (RFIs) Due	Tuesday, December 3, 2024	7
Answers to RFIs distributed	Tuesday, December 10, 2024	7
Proposal Due	Friday, December 20, 2024	30
Notice of Intent to Award	Monday, February 3, 2025	45
Fully Executed Contract	Monday, April 7, 2025	63
Project Notice to Proceed	Monday, April 14, 2025	7
System Operation Date	By Proposer	TBD

Mandatory Site Walk

All interested firms must attend the mandatory pre-bid meeting and site walk. Participants will meet at the Town Hall, 501 Main Street South, Southbury, CT 06488 at 9:00 am. Technical questions will be answered at this meeting. Please submit the names of those attending the site walk by 2 days prior to the site walk.

Request for Information

Please submit questions via email to Dan Colton, financedirector@southbury-ct.gov. Responses to questions can be shared with other bidders upon request.

Notice of Intent to Submit Proposal

Respondents must present their notice of intent to submit a proposal to Dan Colton, financedirector@southbury-ct.gov by the deadline listed above 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 to Dan Colton, financedirector@southbury-ct.gov.

RFP Submission Guidelines

Hard copy (4 copies) submission and a copy on a thumb drive.

Selection Process

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

Project Background

Objective

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

1. Offset or reduce grid electricity use/electricity bills.
2. Develop a solar construction and financial strategy that offsets as much of the energy use of the town buildings as possible and can be used to offset the electrical costs of other buildings such as the Region 15 school buildings.
3. Meet sustainability goals/ minimize impact on the environment.
4. Reliability

Town of Southbury Background

Southbury is a town in western New Haven County, Connecticut, United States. Southbury is north of Oxford and Newtown, and east of Brookfield. Its population was 19,879 at the 2020 census. Southbury comprises sprawling rural country areas, suburban neighborhoods, and historic districts. It is a short distance from major business and commercial centers, and is within 80 miles (130 km) of New York City and 40 miles (64 km) of Hartford; the latter the capital of Connecticut.

Project Description

The project site is located at 231 Kettletown Road, Southbury, CT.

Overview:

The Town of Southbury is considering a solar installation on the back hill of the transfer station as depicted in the picture below.



Desired Characteristics:

- **System Size:** Optimized solar generation for the capability of the site.
- **Project Financing:** The Town of Southbury would consider a cash purchase, Power Purchase Agreement (PPA) or Lease and desires to make use of state incentives under the NRES or SCEF programs.



- **Operation & Maintenance:** The selected Company will provide O&M services, including 1 panel washing per year, for 20 years following the installation of the project. Please include O&M costs as a separate line item for a cash purchased system.
- **Monitoring** – the system will include monitoring systems to measure the system's energy production, including WIFI or cellular network monitoring and to view the historical energy production, financial savings, and carbon offset derived from archived data.

Scope of Work

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.

A system design that is BESS (Battery Energy Storage Storage) ready is an optional component.

Design Guidelines

The contractor should consider the following guidelines when designing the solar system.

The Contractor shall:

- Develop a design for a new photovoltaic system.
- Assess the site for suitability to support structures and the shading limitations.
- Develop the electrical load profile analysis from EV charging points and/or other electrical loads.
- Develop and install a system layout that meets local fire department, code, and ordinance requirements.

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) and State Fire Marshall (if applicable).

- **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

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 (assuming the Town of Southbury owns the system).

- **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

Monitoring of system performance and providing public education and outreach is an important element of this RFP. The Town of Southbury will favor a proposal that includes robust monitoring.

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 a cash purchase or 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 Town of Southbury 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

If Town of Southbury decides to own the system, prior to system start-up, the successful respondent shall supply Town of Southbury two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for Town of Southbury 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.

Qualification Requirements

A Statement of Qualifications should include a clear response to the following items:

1. Experience in design and construction of projects of similar scope and complexity, specifically with:
 - a. PV solar generation installations
 - b. Eversource distribution system interconnection
 - c. Municipal facilities



2. Source and arrangements with manufacturers for the supply of PV solar equipment i.e. panels, inverters, structure
3. Experience in the operation and maintenance of PV solar generation facilities of similar scope and complexity
4. Potential risks for this project and potential mitigation strategies
5. Demonstrated capacity to complete projects on time & within budget
6. References from Municipal Owners, Architects, Engineers, and/or Contractors
7. Preferred Form of Agreement including Terms and Conditions
8. Audited financial statements for the past five (5) years indicating organization's financial capacity and performance
9. Company organization and personnel, including:
 - a. Project team with employee certifications and licensures
 - b. Key personnel resumes
10. Experience Modification Rate (EMR) for organization's operations over the past five (5) years
11. Point of contact (name, phone number, email)

Proposal Requirements

Please provide 1 original, 4 copies, thumb drive with electronic files to Dan Colton.

Please print double sided on recycled paper. Hard copies must be delivered to the First Selectman's Office no later than Proposal Due date listed above. 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:

First Selectman's Office
Town of Southbury
501 Main Street South
Southbury, CT 06488
(203) 262-0647

Proposal Format

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

- **Cover/Transmittal letter:** Cover letter must be addressed to Dan Colton 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 Town of Southbury 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 0.5%/ for 20 years. Performance guarantee should be measured and damages should be paid on an annual basis.
- **Price Proposal:** Submit as Exhibit G with both printed and electronic versions. At a minimum the proposal must include:
 - A cash purchase, PPA and lease costs and benefits to the town for the system
 - An analysis and detailing of all applicable federal and state financial incentives
 - Upfront and annual O&M costs
 - Year 1, 10, 20, and 30 year financial costs/savings
 - The NPV using the avoided cost provided by Town of Southbury
 - Payback period of the investment
 - PPA proposal should include a percent escalator for the PPA rate
 - All assumptions made in the analysis, including:
 - Annual Electrical Inflation Rate
 - Annual O&M Inflation Rate
 - O&M costs (\$/kW)
 - Insurance (\$/kW)
 - Percent Annual Panel Degradation
- **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 Southbury.

Evaluation/Selection Criteria:

The Town of Southbury 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 | 25 points |
| • Project team, team experience and approach | 25 points |
| • Performance of system | 30 points |
| • Delivery performance | 25 points |

Town of Southbury may elect to conduct interviews with selected respondents to ask questions or for more detail on the proposed project.

If selected for an interview, it will be conducted at:



Town Hall, Town of Southbury, CT
501 Main Street South
Southbury, CT 06488

At a minimum, the following people should be in attendance:

- Member of company leadership
- Proposed Project Manager

The interview will be approximately one hour in length. Thirty minutes will be allowed to introduce your firm and present your firm's qualifications and 30 minutes will be reserved for questions and discussion. If you desire, a monitor with PowerPoint will be available for your use. Email PowerPoint presentations to financedirector@southbury-ct.gov by the day prior to your interview.

The Town of Southbury 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 10 days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, the Town of Southbury reserves the right to accept the proposal of the firm offering the next best value to the Town of Southbury.

RFP Exhibits to be Included (Produced by the Proposer):

Exhibit A: Site plan with solar areas identified.

Exhibit B: Structural plans for the solar system

Exhibit C: Building electrical single line

Exhibit D: One year of utility bills

Exhibit E: Hourly electricity consumption data for all meters on property (kWh)

Exhibit F: Contract Terms and Conditions.

Exhibit G: Cost Proposal - Submit electronic cost proposal with RFP response.

Exhibit H: O&M Agreement - Submit copy with RFP response.

Exhibit I: Sample Lease and PPA agreements under these alternatives.

Exhibit J: Architectural Renderings of Support Structures