

**Town of Johnstown
450 S. Parish Ave.
PO Box 609
Johnstown, CO 80534**

**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFP)
Solar Photovoltaic (PV) System
For the Town of Johnstown, Colorado**

Date: October 1, 2021

1.0 OBJECTIVE

The Town of Johnstown (TOJ) is seeking a qualified Solar Developer (Developer) to install a solar photovoltaic systems (the "Systems") the roof of the Johnstown Community YMCA located in the Town of Johnstown, CO. The preferred size of the System is approximately 101.5 kW.

2.0 SOLICITATION SCHEDULE

October 1, 2021	RFP Available
October 7, 2021	RFP Optional Pre-Bid Meeting with Roof Tour 8:30 A.M. at 450 S. Parish Avenue – Johnstown, CO
October 22, 2021	RFP Submittal Responses Due 2:00 P.M. via email to mlecerf@johnstownco.gov
November 2, 2021	Candidates Notified of Award

Questions regarding the RFP requirements must be received by Matt LeCerf, Town Manager electronically at mlecerf@johnstownco.gov by 2:00 PM MT on October 22, 2021. Oral and late questions will not receive responses.

3.0 PROJECT INFORMATION

Town of Johnstown is soliciting bids from qualified Developers to design and build a Solar PV systems on the roof of the TOJ owned Johnstown Community YMCA Recreation Center located at 165 Settler Way, Johnstown, CO 80534. The winning Developer will design and build the project which will be paid for by TOJ exclusively.

The Developer must have a project team with experience in the design, construction, installation, of solar photovoltaic systems. The Developer must be familiar with and follow all local and state rules, regulations and requirements related to on-site solar photovoltaic installations. In addition, the Developer should be familiar with Xcel Energy's (Xcel) net metering, interconnection and other applicable policies.

4.0 PROPOSAL AND SELECTION PROCESS

Interested applicants shall follow the instructions provided in this RFP to be considered. The proposal and selection process will progress as follows:

Qualifications Submittal/Proposal

- Interested Developers may consider attending the optional pre-bid meeting prior to submitting a response to this RFP. The pre-bid meeting is shown above on Page 1.
- All Developer requests for clarifications will be responded to via addenda.

Acceptance and Rejection by TOJ

- TOJ shall enter into negotiations of contract terms with the apparent winner. If the subsequent negotiations with the apparent winner are unsuccessful, TOJ reserves the right to negotiate with other Developers.
- After review of the bids submitted a preferred Developer will be selected to continue moving forward in the award process. The Developer will be responsible for submitting a final draft agreement to be used for this project. TOJ's Attorney and Town Manager will review the agreement and negotiate final terms prior to bringing the item forward to Town Council who will determine appropriate action and awarding the contract. This must be completed prior to commencement of work and prior to any costs incurred.

TOJ reserves the right to:

- Issue additional addenda to this RFP
- Reject any and all submittals at any time, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or otherwise incomplete bids.
- Waive any irregularities, informalities, or omissions in submittals at any time;
- Re-advertise when it is in the best interest of TOJ;
- Terminate, suspend, or modify the solicitation process or any contract negotiations entered into pursuant to the process at any time.

Completed proposals will be due on Friday October 22, 2021 at 2:00 p.m. by email. An electronic submission of all information requested shall be submitted to Town of Johnstown to the Town Manager at mlecerf@johnstownco.gov. The subject line and file

name for the bid should be: [Company Name] TOJ PV System. Late responses will not be considered. A bid tab sheet will be provided out to all bidders detailing bid company and price within 2 business days of the submittal deadline.

5.0 SUBMITTAL REQUIREMENTS

By the stated RFP Submittal deadline, deliver Sections 1-6 of the submittal (defined below) as follows:

1 electronic copy via email

mlecerf@johnstownco.gov

Matt LeCerf, TOJ Manager

Organize your RFP response using the following outline. Please separate each section using the appropriate section labels. Submittal responses are to be limited to no more than 20 pages. Organization and brevity will be appreciated.

Electronic submittals shall be limited to no more than 10MB per email. If necessary, submittals may be broken down into multiple packages at logical break points, with subject lines labeled accordingly.

SECTION 1 – LETTER OF INTEREST

A letter of interest that includes a description of the firm, business principals, distinguishing characteristics, documented experience of construction and ownership of similarly-sized solar projects, your approach to completing the TOJ solar project, primary contact information, and signed by the principal-in-charge. Letter shall acknowledge receipt of all addenda. TOJ will issue an addenda summary email to all firms that have provided a Notice of Intent to submit by the required deadline.

SECTION 2 – EXPERIENCE AND QUALIFICATIONS

Firms are requested to provide the following information to TOJ in response to this RFQ.

Firm History: Provide information about your firm including:

- Address and phone number of home and any branch offices.
- Contact person, direct phone and email address.
- Provide proof that you firm has been in business for a minimum of three (3) years.

- Insurance coverage/limits currently in force, policy renewal dates, and agent name and telephone number. Provide a sample certificate of insurance showing the firm's current insurance limits.
- Bonding Letter. Demonstrate bonding capability to \$2M.
- Describe any and all claims, lawsuits or legal settlements your firm has had during the past five years or which are currently pending.
- Project Team: Describe your firm's project organization structure and responsibilities.
- Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. TOJ reserves the right to determine the acceptability of this individual.
- Provide a list of key personnel, their skills and qualifications, certifications, technical competence, AND experience on similar projects.
- Provide resumes for all team members (including key consultants) to include experience, credentials/certifications, background and responsibilities.

Relevant Project Experience:

- All applicants must demonstrate proven experience in the design, development, and finance of solar projects of similar scope and complexity. Preference will be given to firms who have entered into financing arrangements with public entities.
- Describe your firms past experience in relation to the requirements of this project.
- References shall include individual point of contact, telephone number, and email address (if available).
- Identify any other unique challenges/approaches that you have experienced that will assist TOJ with a successful project.

SECTION 3 – PROJECT APPROACH

Firm shall provide a detailed narrative describing their project approach in terms of how the Scope of Work (outlined below) will be achieved. Firms shall provide details with respect to process, communication and coordination, key milestones, project updates, responsibilities of other team members, quality assurance plan, delivery/storage plan, project management, and other essential information relevant

to the Scope of Work. Firms shall clearly note any deviations to the Scope of Work provided below including supplemental services not listed and/or exclusions.

SECTION 4 – SCHEDULE / CAPACITY

Provide a detailed schedule, including milestones, from the notice to proceed date through completion. Based on your current workforce and staffing - in addition to the number of projects your firm currently has under contract or in negotiation - does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects? Include information as to how the location of the project will impact your operating procedure.

SECTION 5 – REFERENCES

Provide a comprehensive list of Solar PV projects of 75KW or more completed or begun within the last 3 years. Include contact information and a project description. Provide references for projects that you highlight under similar project experience and for projects that your proposed key personnel have managed.

SECTION 6 - SCOPE OF WORK AND PROPOSAL

Prepare a detailed proposal as outlined below. The proposal should be based on the Scope of Work and terms and conditions provided in this RFP. Failure to provide a proposal which addresses each of the items listed below may result in disqualification from the RFP process. Proposal shall include ALL costs of work including items such as travel, engineering, permitting, etc. The desired system size is approximately 101 kW, at the facility located at 165 Settler Way.

SCOPE OF WORK

The proposal should include:

1. Detailed Technical Specifications to include overall design, telemetry, mounting of array, type and size of PV modules to be utilized, inverter, cable, conduit, wiring, etc.
2. Schematics, drawings, wiring diagrams, etc.
3. An estimated project schedule or timeline.
4. Letter from Bonding Agent for \$2M
5. Also please include a Draft Contract document (not included in the 20 page limit).

The winning Developer will install the solar project and provide support and facilitate with Xcel and finance the balance of the solar project for the first six years. Please

describe your financial offer, and include all relevant materials which illustrate financing option.

6. The Developer will be required to follow the roofing manufacturers Photovoltaic Installation procedures and coordinate with the roofing contractor to maintain the roofing warranty. Provide details on how the Developer has managed maintaining a roofing warranty on projects in the past three years.

DETAIL: SOLAR PROJECTS

Johnstown YMCA Roof

165 Settler Way

Johnstown, CO 80534



6.0 SELECTION

The TOJ will use a qualitative - based selection process using the following criteria:

- Respondent qualifications.
- Past experience, representative work and references.
- Proposed method and approach to fulfill the TOJ's needs.
- Price and Timeline for completion of the project