

**TOWN OF RYE
REQUEST FOR PROPOSALS**

Photovoltaic System

SOLAR SYSTEM INSTALLATION

for the

**MUNICIPAL FACILITIES
TOWN OF RYE, NEW HAMPSHIRE**

You are cordially invited to submit Proposals for a Photovoltaic System in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Introduction

The Town of Rye, NH Energy Committee requests proposals for the installation of photovoltaic systems to provide electrical power to Rye municipal facilities with the goal of reducing their operating costs. The Rye Energy Committee works with town governmental entities in an effort to find ways to conserve energy and reduce costs.

Project Description

The Rye Energy Committee has been asked to solicit proposals for the installation of solar panels to provide electricity for the Town of Rye municipal facilities. The Town will favor proposals that produce electricity for less than market rate and require no funds from the Town for equipment, installation or maintenance. Proposals that offer the option to purchase the solar systems outright in the future will also be favored. The Town seeks arrangements providing value to the taxpayers that may include power purchase agreements, ownership, leases, or other relationships that provide the best benefit to the Town. Additional considerations may include appearance, security and the availability of performance data for monitoring purposes.

The photovoltaic systems must be turnkey systems including solar panels, inverters, wiring, metering, controls and all other components necessary for a complete system installation. The firm submitting the successful proposal will design, engineer, install, monitor, evaluate, maintain, finance and decommission these systems.

The Committee has conducted preliminary discussions with solar vendors and other towns to learn about their experience installing solar panels. Having learned that panels installed at the consuming locations offer lower operating costs, proposals to install panels positioned “behind the meter” will be favored.

The Town of Rye has zoning regulations governing the installation of solar panels in the historic district. (See attachment A, Rye Zoning Ordinance Section 303.5 G, Solar Collectors). Since the Public Library, Public Safety Building and Town Hall are all located in the Historic District these buildings cannot have solar installations that are visible from the street.

It is probable that the economic success of these projects will depend on supplemental funding from other sources. These funds may derive from a variety of sources including tax incentives, RGGI and other rebates, and renewable energy credits. The proposer/developer should demonstrate a clear understanding of these programs and applicable requirements, deadlines and limitations to the Town. The Town further anticipates that the success of a proposal may require other partners to participate in the relationship. Proposals should describe the nature of such relationships and the parties involved. Respondents who have NABCEP certification are preferred. (<http://www.nabcep.org/certification/pv-installer-certification>)

Potential Municipal Project Sites

The Town possesses very limited structural information for most of the buildings listed below. All responses to this RFP must acknowledge that the selected developer is responsible for analyzing the structural capacity of any building for which a rooftop installation is proposed and all engineering analysis, including electrical, geotechnical, and structural must be performed or approved by a New Hampshire professional engineer and reviewed and approved by the Town Building Official.

The Rye municipal facility sites are listed below in order of electrical use. These sites may be used in combination at the discretion and expertise of the proposer to create an efficient and reasonable system. It is incumbent on proposers to familiarize themselves with the sites. Interior site visits can be arranged by the contacting the Rye Energy Committee.

Town of Rye 2016 Municipal Electricity Use

	<u>Address</u>	<u>Cost</u>	<u>Annual kWh</u>
Public Safety ¹	555 Washington Road	\$24,732	147,100
Rye Public Library ^{1, 2}	581 Washington Road	\$11,831	61,400
Town Hall ¹	10 Central Road	\$9,158	51,734
Public Works Garage ³	309 Grove Road	\$4,115	20,787
Recycling Building	309 Grove Road	\$2,199	11,860
Swap Shop	309 Grove Road	\$1,029	3,376
Goss Farm Barn ^{2, 3}	251 Harbor Road	\$264	415
Recreation ²	40 Recreation Road	\$2,451	6,580
Snack Shack ²	40 Recreation Road	\$228	424
Cemetery ²	50 Central Road	\$358	421
TOTAL		\$56,365	304,097

¹ Historic District zoning does not allow solar panels to be visible from the street

² Separate entity from Town of Rye included for their information and consideration

³ Roofs may be large enough to support solar panels for buildings below. It is believed that these roofs will support panels, which would require confirmation by the installer. This does not preclude other roofs from use after installer evaluation.

SUBMITTAL REQUIREMENTS (any missing items may result in rejection of the proposal)

General Requirements

**Ten (10) printed copies of the Proposals must be submitted in a sealed envelope,
plainly marked: RFP - Photovoltaic System**

Proposals should be sent to:

**Rye Energy Committee
Town of Rye
10 Central Road
Rye, NH 03870**

All Proposals must be received by **August 25, 2017 at 4:00 p.m. EST**

Questions and an electronic version of proposal submissions should be directed to Rye Energy Committee members: Howard Kalet (kaletfamily@comcast.net) and Tom Pfau (tompfau15@gmail.com).

No late, email or facsimile documents will be accepted. Any proposals received after the specified date and time will not be considered, nor will late proposals be opened.

Costs incurred for the preparation in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Rye reserves the right to select or reject any vendor that it deems to be in the best interest of the Town to accomplish the project specified. The Town reserves the right to award the bid to other than the low bidder if deemed most advantageous to the town, to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The Town reserves the right to waive defects and informalities of the proposals.

Procurement information shall be a governmental record to the extent provided in NH RSA 91-A: 4 and RSA 91-A: 5 and shall be available to the public. Proprietary information shall be considered a governmental record. Vendors seeking to restrict public access to information contained in a response shall address concerns with the Town prior to submission of the response.

Respondents are encouraged to provide a response that specifically addresses each of the items below. The Town looks favorably upon responses that provide thorough, detailed responses and follow the format below.

Qualifications will be evaluated on the following:

i. Management & Performance Capabilities

- a) Describe the general reputation and performance capabilities of the firm and explain how these characteristics translate to optimizing results for the Town.

- b) Provide the number of years the respondent has been engaged in providing renewable energy installation/integration services.
- c) Describe the experience the respondent has had with municipalities, particularly in the Northeast. Respondents shall demonstrate by example its experience working in facilities similar to the facilities included in this RFP.

ii. Experience & Project References

- a) Fully describe at least three (3) projects that Respondent has implemented within the last ten (10) years that are greater than 200 kilowatts. Please list at least three (3) examples of projects in the Northeast. Provide detailed project information for all reference projects including: customer name, project dates, total project cost at response stage, total final project cost, projected annual electricity generation, actual realized electricity generation to date, and any shortfalls. Respondent must also indicate whether the project was completed on schedule and on budget, and if not, explain the reasons for such delay or budget noncompliance. A response in table format is preferred.

For each reference, please include the names, addresses, email addresses and telephone numbers. It is understood that the Town may contact any or all of the above references regarding the project and personnel performance as part of the RFP submittal review process.

- b) Provide resumes of the project team members for each project team personnel, please list the current projects such employee is currently involved with and the status of the project.

iii. Project Approach

a) Engineering Study

1. Describe respondent's approach to the technical design of any project to be developed pursuant to this RFP, including the methodology respondent normally uses to compute the performance of the system.
2. Describe respondent's general approach to conducting an engineering study. Specifically, what is the process? How will the Town be involved? Detail.
3. Provide a proposed project schedule or timeline.

b) Power Generation

1. Describe Contractor's experience in analysis, design, installation and follow-up services of power generation facilities.
2. Describe the potential for a web based interactive component of the electric generation.

All costs related to the proposal submission will be borne by the submitters in responding to this RFP or in responding to any further request for interviews, additional information, etc., prior to the issuance of a contract.

The successful respondent shall be required to post performance and payment bond for construction, consistent with their proposal.

Insurance

The successful vendor will be required to submit a certificate of insurance showing minimum liability limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate, types of liability coverage and workers compensation participation. Thirty day notice is required for cancellation of policy and Town of Rye shall be listed as additional insured.

Licenses and Permits- (if any)

All State of NH & local codes, permits and licensing requirements must be met by anyone performing work on Town property. Vendor will be required to obtain permits prior to commencing any work. Local permit fees will be waived by the Town.

SELECTION

Town properties come under the jurisdiction of the Board of Selectmen. The municipal properties that are managed by separate entities (Public Library, Goss Farm and Cemetery) will evaluate and make their own decisions on the proposals. To facilitate the review and selection of the successful proposer, we request that each proposal for each property be placed in separate envelopes and clearly marked on the outside of the envelope the name of the property.

After review of submissions the Town may conduct interviews with a limited number of firm(s). The Town may, at its discretion, visit sites representing the work of a specific firm. If the Town desires to interview a firm, that firm will receive notification of the date and time of the interview. Vendors who are interviewed should anticipate interviews that focus on the professionals who will be directly involved in the project.

The Town is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

The Town will rank the vendors and select the most qualified vendor on price, terms and conditions. The Committee's recommendation will be submitted to the Town Board of Selectmen for consideration.

TOWN OF RYE, NEW HAMPSHIRE
ZONING ORDINANCE
Amendments through March 2017

303.5 Guidelines for Decisions on Appropriateness: The following principles shall be followed in the granting of a Certificate of Approval within the Historic District.

- G. **Solar Collectors:** The Rye Historic District Commission has jurisdiction over solar collectors as appurtenant exterior fixtures of buildings in the Rye Historic District. Solar panels require the Historic District Commission's review and approval. The Historic District Commission shall evaluate applications on a case-by-case/property- by-property basis. (Adopted March 12, 2013)

The Commission takes into consideration five factors in evaluating solar panel installation, including:

1. The structure's historic character and architectural importance,
2. The purpose of the installation,
3. Alternative means to conserve energy,
4. Visibility from adjacent public streets and adjoining properties and
5. The project's design and compatibility with the structure.

The essential form and integrity of the historic property and its environment should be unimpaired.

Site Mounted: Consider solutions that respect the building's historic setting by locating arrays in an inconspicuous location, such as a rear or side yard, low to the ground, and sensitively screened further to limit visibility.

Roof Mounted: Solar panels should be flush with or mounted no higher than a few inches above the existing roof surface. They should not be visible above the roofline of a primary façade. On a flat roof, solar panels should be set back from the edge.

Insure that solar panels, support structures and conduits blend into the surrounding features of the historic resource. Visibility of solar panels and support structures can be substantially reduced if the color matches the historic resource and reflectivity is minimized.

Solar panel installations should be reversible. The use of solar roof tiles, laminates, glazing or other technologies that require removal of intact historic fabric or that alter permanently or damage such fabric, shall be avoided. Consider placing solar panels on an existing non-historic addition or on an accessory structure. In cases where new buildings or new additions to historic buildings are proposed, the placement of the solar panels should be on the new construction. Avoid disjointed and multi-roof solutions.

- H. Exceptions to the above, based on hardship, may be considered and granted by the Commission. (Re-indexed 1997, 2007, 2013)