

## **INVITATION TO SUBMIT QUALIFICATIONS**

1. Invitation is hereby given for electronic qualifications packages for:
  - MetroParks is soliciting proposals from qualified solar photovoltaic (PV) providers to design and build an approximately 45 kW DC rooftop solar PV at the 2<sup>nd</sup> Street Market. This PV array would be MetroParks first PV array. MetroParks may consider expanding solar at this site in the future.
2. Firms are requested to submit a single PDF electronic file containing qualifications demonstrating the ability to complete the project described above and as outlined below. PDF Files are limited to **15 pages** including cover letter or other submitted materials. Submittals will be reviewed and up to three qualified firms will be selected to submit detailed proposals and cost estimates to perform the work.
3. There will be a site visit (pre-Bid meeting) at 2<sup>nd</sup> Street Market on August 29<sup>th</sup>, 2023 at 1:00 PM local time. This meeting is not mandatory, but highly encouraged to gain the best understanding of the project requirements possible,
4. Qualification packages shall be submitted via email as PDF documents no larger than 10 MB and emailed to [alex.clark@metroparks.org](mailto:alex.clark@metroparks.org) no later than **September 12th, 2023 at 1:00 PM, local time**. It is the responsibility of the submitting firm to ensure that the email was received.
5. Firms shall review this entire document including the representative contract documents that will be used to execute the final contract. Bidders submitting qualifications *must* be able to meet all bidding and contract requirements or risk disqualification as an un-responsive bidder.
6. Project estimate is still being finalized; however the total remaining project budget is approximately \$120,000 of which 10% shall be reserved as contingency funding.
7. This project **will be** subject to State of Ohio prevailing wage rates.
8. The desired completion date is on or before **March 15, 2024**.
9. The Owner reserves the right to accept or reject any or all submittals.
10. Items to be provided in Qualifications Package:
  - A. Company or Firm Overview
  - B. Project Manager and other key staff assigned to the project including basic experience or qualifications.
  - C. Listing of any anticipated sub-consultants or sub-contractors that will be utilized for the project. If subcontractors are utilized, provide details on history of working together.

- D. A minimum of three project examples that demonstrate relevant experience to complete this project. Representative projects shall only include those projects completed by staff assigned to the project. Projects should reflect a similar size and scope to this project. Projects completed for park districts are also preferred.
  - E. Proposed project approach that the firm will take to complete the project.
  - F. Statement indicating that the firm is capable of meeting all bidding and contract requirements and executing the contract here-in including but not limited to: securing a surety/contract and construction bond for 100% of the contract amount per the Ohio Revised Code, providing a bid guaranty or cashiers check for 10% of the project, all required insurance, EEO certificate, all required bid documents, etc. Firms not able to meet this requirement **will be disqualified**.
10. The following scoring will be used to evaluate the qualification submittals:
- 1 Firm and assigned personnel qualifications – 30 Points
  - 2 Project Approach and Technical Understanding – 30 Points
  - 3 Relevant solar PV project experience – 20 Points
  - 4 Ability of the firm to self-perform the work – 15 points
  - 5 Minority-Owned, Women-Owned, or Disadvantaged Business Ent. - (MWDBE) – 5 Points
11. MetroParks is soliciting proposals from qualified solar photovoltaic (PV) providers to design and build an approximately 45 kW DC rooftop solar PV at the 2nd Street Market per the Request for Proposals in the Appendices. This PV array would be MetroParks first PV array. MetroParks may consider expanding solar at this site or adding solar at other MetroParks sites in the future.
12. FRMP will shortlist up to three firms from the qualifications submittals and provide additional program and project details to the shortlisted firms to prepare proposals for final selection. The following documents will be utilized to select the final firm and execute the final project contract.

**Bidders shall review the preliminary example Contract document below and the Request for Proposals prior to submitting their qualification packages to ensure that their firm is able to meet the contract requirements and are competent to execute the contract provided herein. Firms shall provide an affidavit in the qualifications package affirming that they are competent to perform all aspects of the contract and provide all required bidding and contracting documents as required herein.**