

# APPENDIX A

## REQUEST FOR PROPOSAL

### 1. Project Overview:

#### 1.1. MetroParks Background:

For more than 50 years, Five Rivers MetroParks has been connecting people with nature in the Dayton, Ohio region. This is why protecting open space and natural areas is at the heart of the mission of MetroParks, which protects more than 16,000 acres of forests, grasslands, farmlands, and wetlands. Conservation efforts focus on river corridors and areas surrounding our parks, preserving habitat on the largest scale possible so that wildlife, flora, and fauna have better places to live and thrive. MetroParks has 30 locations, which include 18 parks, conservation areas and the 2nd Street Market.

The 2nd Street Market is a year-round public market that offers a one-stop shopping and dining experience unlike any other in the Dayton area. Housed in a charming historical freight house, the 2nd Street Market is a destination for unique and local products. More than 50 local vendors offer everything from produce to pantry staples.

Further information on MetroParks can be found at [www.metroparks.org](http://www.metroparks.org).

#### 1.2. Project Background:

MetroParks is soliciting proposals from qualified solar photovoltaic (PV) providers to design and build an approximately **45 kW DC** or better rooftop solar PV at the 2nd Street Market. 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.

#### 1.3. Project Goals:

MetroParks expects the solar array to reduce emissions, reduce electricity bills, and showcase renewable energy to its patrons and the broader community.

#### 1.4. Project/Site Details:

- **Site Use:** The public market is open year-round on Friday, Saturdays, and Sundays with the busiest season occurring from May through July.
- **Desired Solar PV System Description:** The selected vendor will construct an approximately **45 kW DC** solar PV system on the roof of the 2nd Street Market building with the interconnection point at the building's electrical room.
  - The **base bid must** be an approximately **45 kW DC**, or better rooftop system. The system design must consider potential expansion to include additional rooftop solar or parking canopy solar. A Conceptual Site Design is provided as an attachment for reference.
  - Vendors may submit an **alternate bid** that can include additional rooftop solar or parking canopy solar. MetroParks is open to considering additional solar at this site either now or in the future.
- **Electric Details:** The 2nd Street Market currently receives electricity distribution service from AES Ohio under their Secondary Three Phase Tariff. MetroParks shops for electricity supply and intends to continue shopping. The Market is served by a single electric feed

located on the southwest corner of the building. MetroParks is currently performing or considering energy efficiency upgrades to the market’s HVAC systems, building envelop and lighting. MetroParks intends to eventually convert their natural gas space and water heating system to electric. Pertinent details regarding the existing electric load and demand are provided below.

Month	2022 Electric Use (kWh/mo)	2022 Estimated Demand (kW)
January	11,504	77
February	10,300	69
March	13,697	91
April	13,880	93
May	17,815	119
June	23,181	155
July	28,557	191
August	27,185	182
September	19,695	132
October	14,264	95
November	13,270	89
December	13,821	92
<b>Total/Average</b>	<b>207,172</b>	<b>115</b>

- Roof Details:** MetroParks replaced the roof in 2022. The roof of the 2nd Street Market is a standing seam metal roof. The vendor shall include the necessary attachments to clamp to the seams of this roof **without penetrations**. The bidding vendor may otherwise propose the method of attachment subject to Owner review. The solar PV system will need to be compatible with the method of attachment. Details on the roof are provided in the appendices. The vendor must coordinate with the roof installer to ensure the system does not void the roof warranty. See contact information for Enterprise Roofing in the appendices.
- Construction Coordination:** MetroParks requires that array construction occur outside of market days (Friday, Saturday, and Sunday) to reduce the impact to vendors and customers. Additionally, MetroParks requires that the interconnection of the system be scheduled such that any power shut-off shall not interfere with 2nd Street Market vendors or Metroparks’ operational needs.
- Project Economics:** MetroParks expects solar to reduce distribution and supply costs by reducing the volumetric energy, kWh, charges on each bill. MetroParks intends to retain the array’s Renewable Energy Certificates (RECs). MetroParks expects the all-in project cost, excluding potential Investment Tax Credits and the optional scope items, to be at or below **\$108,000.00**. Base bids beyond 10% of this expected cost will not be considered.
- System Ownership:** MetroParks intends to purchase the solar array upfront and be the sole owner of the solar system and its associated Renewable Energy Certificates (RECs).
- Warranties:** MetroParks would prefer the following warranties, at a minimum. Longer warranties are encouraged and will be evaluated as part of the Cost Effectiveness evaluation criteria.

- Inverter(s), Optimizers and Panels under product warranty: 10 years
- Production Output: 80% for 25 years
- Workmanship: 10 years

1.5. Schedules:

The tentative RFQ and RFP schedules are listed below. They may be modified at any time.

**RFQ Schedule**

Project Milestone	Date
RFQ Released	Aug. 11 <sup>th</sup> , 2023
Site Visit (Pre-Bid Meeting)	Aug. 29 <sup>th</sup> , 2023
Deadline to Submit RFQ Questions	Sept. 4 <sup>th</sup> , 2023
RFQ Questions Answered	Sept. 7 <sup>th</sup> , 2023
Qualifications Due	Sept. 12 <sup>th</sup> , 2023
Qualify Short-Listed Firms	Sept. 15 <sup>th</sup> , 2023

**RFP Schedule**

Project Milestone	Date
RFP Released to Short-Listed Firms	Sept. 18 <sup>th</sup> , 2023
Deadline to Submit RFP Questions	Sept. 25 <sup>th</sup> , 2023
RFP Questions Answered	Sept. 26 <sup>th</sup> , 2023
Proposals Due	Oct. 3 <sup>rd</sup> , 2023
Award of Contract	Oct. 13 <sup>th</sup> , 2023

Respondents are required to provide a preliminary project schedule as part of their response. Below is a suggested project schedule based on MetroParks’ goal of having the system installed and fully operational before the 2023 holiday season. Please edit as you see fit.

## 2. Scope of Work:

The vendor's role will include all tasks associated with a successful and operational installation including the system engineering and design, permitting, interconnection process and paperwork, material procurement, installation, inspections, and commissioning, resulting in the delivery of a full operational system to MetroParks. MetroParks reserves the right to modify the scope of the project at any time.

### 2.1. Engineering and Design:

The selected vendor will be responsible for all engineering and design of the system. The vendor will provide engineering source documents and design drawings stamped (by an appropriately licensed Ohio professional engineer) specifying all details of design including structural support and electrical interconnection. The vendor will provide as-built record drawings, specifications for all major components of the systems (ex: panels, inverter(s), etc.), and any other appropriate supporting documentation. Owner will require a design review at 30%, 60%, and 100% completion.

### 2.2. Permitting and Interconnection:

The selected vendor is responsible for all permits, licenses, applications (e.g., interconnection with AES Ohio), and meeting applicable codes and standards. For example, the solar PV system design must comply with current adopted Federal, State and Local Codes, Regulations and Standards including but not limited to Ohio Building Code, National Electric Code, National Electric Safety Code (NESC), Arc Flash Hazard Safety, OSHA, etc. Specifically, the vendor must comply with sections 4703.182, 4703.332, and 4733.16 of the Ohio Revised Code, **including the use of a licensed design professional for all design services.**

### 2.3. Procurement:

The selected vendor will be responsible for procuring all materials. Preference may be given to materials that meet the domestic content requirements outlined in the Inflation Reduction Act (IRA) that could result in MetroParks receiving an additional 10% Investment Tax Credit (ITC).

### 2.4. Installation and Inspection:

The selected vendor, in addition to all applicable construction codes and standards, must follow MetroParks's construction and safety standards which are provided as Attachment X.

The selected vendor is responsible for coordinating all required inspections and ensuring that the system receives all required approvals.

### 2.5. Commissioning:

The selected vendor must ensure that the installed system operates as expected. Vendors should provide a commissioning plan with their bid that states what documentation deliverables will be provided to MetroParks to confirm the completion of commissioning activities. The commissioning plan should include steps to record true power production to confirm the utility-grade meter is reading correctly and the panels are producing as expected.

### 2.6. Monitoring:

The selected vendor must provide a platform for online performance monitoring and grant MetroParks full access to the data. Regularly collected data should include, but not be limited to, the measured and accumulated solar generation (kWh/day, kWh/year, and cumulative kWh) and an estimated percentage of site electric use offset by solar. MetroParks must receive performance notifications. The vendor must establish a process and identify a contact for assistance with troubleshooting.

### 2.7. Interactive Kiosk Data (Required):

The selected vendor is required to provide the data to support an interactive kiosk. The required data includes:

- Measured and accumulated solar generation (kWh/day, kWh/year, and cumulative kWh)
- Estimated percentage of site electric use offset by solar
- Air quality emissions averted and real-world equivalents conversion (e.g., trees planted, homes powered, vehicle miles drive, etc.)

### 2.8. Interactive Kiosk Design & Installation (Add-Alternate):

Vendors can elect to submit a separate price for the design and installation of an interactive kiosk. The kiosk should at a minimum provide patrons with access to the solar generation data and impacts, as outlined in the previous section. MetroParks may consider awarding this scope of work to the selected vendor but reserves the right to exclude this scope item from the contract. This optional, additional scope item will not be considering in the RFP scoring.

### 2.9. Operations & Maintenance (Add-Alternate):

Vendors can elect to submit a separate price for the annual operation and maintenance (O&M) for the solar PV system. These services include, but are not limited to:

- Corrective maintenance to mitigate any risk to the system or minimize downtime
- Preventative maintenance and inspections to identify and fix problems before they occur

MetroParks may consider awarding this scope of work to the selected vendor but reserves the right to exclude this scope item from the contract. This optional, additional scope item will not be considering in the RFP scoring.

## 3. Minimum Qualifications:

This section outlines the minimum qualifications that vendors **MUST** meet in order for their proposals to be considered.

### 3.1. Previous Project Experience:

Vendors must have designed, installed, and monitored at least three (3) roof PV projects in the past three years, each of which was at least 30 kW DC in nameplate capacity.

### 3.2. Financial Requirements:

Vendors must secure a 10% Bid Guarantee and Contract Bonds for 100% of the contract price as outlined in Section 153:1-4 in the Ohio Revised Code. Vendors must have minimum insurance of \$1 million. Vendors must be willing to provide audited financial statements from their most recent three financial years. All project financial requirements are outlined in the Contract Documents in the Appendices.

**4. RFQ Evaluation Criteria:**

Proposals will be evaluated by a review team based on the evaluation criteria and weighting as summarized in the table below.

RFQ Evaluation Criteria	Point Value
Firm and assigned personnel qualifications	30
Project Approach and Technical	30
Relevant solar PV project experience	20
Ability of the firm to self-perform the work	15
Minority-Owned, Women-Owned, or Disadvantaged Business Ent. (MWDDBE)	5
<b>TOTAL</b>	<b>100</b>

**5. Proposal:**

**5.1. Submission Instructions:**

Proposals shall be emailed in PDF format to Alex Clark at <[alex.clark@metroparks.org](mailto:alex.clark@metroparks.org)>. No hard copy proposals will be received nor considered.

Proposals will be received until **5:00 PM ET on Tuesday, Oct. 3rd, 2023**. No proposals will be accepted thereafter.

**5.2. Questions:**

Direct questions via e-mail only to Alex Clark <[alex.clark@metroparks.org](mailto:alex.clark@metroparks.org)>.

No contact is to be made with Five Rivers MetroParks staff other than with Alex Clark through e-mail with respect to this proposal or its status. The deadline for questions is **5:00 PM ET on Monday, Sept. 25th, 2023**. Answers to all questions received will be emailed to all vendors by **Tuesday Sept. 26th, 2023**.

**5.3. Site Visit:**

Interested vendors are required to attend the site visit with MetroParks staff on **August 29th at 1:00 PM local time**. Questions will be collected at the site visit and answered in a written addendum.

**5.4. Interviews:**

MetroParks reserves the right to conduct interviews with any, all, or none of the responding firms. MetroParks could deem interviews necessary for firms to present their project team, to clarify and respond to questions relating to their Proposal from the evaluation committee, or to refine Proposal scores for finalists.

**5.5. Required Content:**

Proposals must include the following content. Example table formats are suggestions and can be edited as needed. These sections correspond to the evaluation criteria noted in Section 4.

**Section A. Executive Summary**

**Section B. Minimum Qualifications**

- Provide a brief statement acknowledging your firm meets the minimum qualifications outlined above in Section 3 including previous project experience and financial

requirements. Details on previous experience are requested below. Do not provide them here.

**Section C. Qualifications and Experience**

**C.1 Anticipated Project Team**

- Identify the Project Team, including sub-vendors, the percentage of work to be performed by each firm along with the address of each sub-vendor’s office.

Replicate a completed version of the table below in your proposal.

Firm Name	Location	Role	Percentage of Contract

- Identify key personnel and their qualifications and experience.

**C.2 Past Performance**

- Provide at least three (3) examples of past projects that meet the minimum requirements listed above in Section 3. First, fill out a version of the summary table shown below. Then, provide a narrative of each project and why you selected them as your examples.
- Five Rivers MetroParks reserves the right to contact the provided references to assess the respondent’s performance.

Project Name/ Location	Client Name/ Contact Info	Capacity (kW DC)	Operational Date	Cash or PPA?	Installed Project Cost or PPA Terms (\$/kW or \$/kWh)

**Section D. Availability**

- MetroParks would like the PV system operational before the 2023 holiday season, beginning in mid-November. State your ability to meet this timeline and include a preliminary project schedule. An example schedule is provided in Section 1.5.

**Section E. Cost Structure**

- The **base bid must** be an approximately 45 kW DC, or better roof mounted system. The system design must consider potential expansion to include additional roof-mounted solar or parking canopy solar. A Conceptual Site Design is provided as an attachment for reference.
- Vendors may submit an **alternate bid** that can include additional rooftop or parking canopy solar. MetroParks is open to considering additional solar at this site either now or in the future.

- Include a version of the following table.

Design	System Size		Cash Price			
	Rooftop (kW-DC)	Parking Canopy (kW-DC)	Cash Price [EPC] (\$)	ITC (\$)	Interactive Kiosk D&I [optional] (\$)	Annual O&M [optional] (\$/year)
Base Design						
Alternate Design						

- In the “Cash Price [EPC]” column, the vendor should provide their Engineering, Procurement, and Construction contract price. Do not include the potential Investment Tax Credit (ITC) or Operation and Maintenance (O&M) cost.
- MetroParks is a non-profit entity that may receive the ITC under the “direct pay” option of the Inflation Relief Act (IRA). Please list the anticipated ITC percentage considering client applicability and potential adder credits.
- Vendors may include their proposed cost for the design and installation of an interactive kiosk under the “Interactive Kiosk D&I” column. Do not include this optional scope item in the “Cash Price [EPC]” column. This scope item will not be considered in scoring.
- Vendors may include an annual operations and maintenance (O&M) cost under the “Annual O&M” column. Do not include this optional scope item in the “Cash Price [EPC]” column. This scope item will not be considered in scoring.
- The price submitted shall be inclusive of all professional design services, preconstruction services, design-build services, generation conditions, and contingencies.
- Provide a narrative describing the following:
  - Any assumptions made in the cost calculations (i.e., the ITC %).
  - Warranties on array components (i.e., inverter, optimizers, panels), production output, and workmanship.
  - Clearly explain the invoicing and payment frequency process along with all documentation expected to be produced by the vendor to justify invoices.
  - Vendor’s protocol for fixing or replacing components of the solar PV system due to normal wear and tear, or damage due to nature or vandalism, etc. and how this protocol will support the production output warranty.
  - If proposing an O&M contract, include the Vendor’s overall plan for site maintenance. Be specific about how frequently you anticipate routine maintenance items such as cleaning of the panels or servicing of the inverters and when throughout the year you propose those tasks will be performed.
- Provide a summary table including the following:
  - Number of panels and rated panel wattage



- Solar array degradation factor
- Expected annual solar production through Year 30
- Expected avoided electric costs through Year 30
- Expected annual cashflow through Year 30

MetroParks reserves the right to consider different financing structures, different ownership structures, and different system options in the contract negotiation phase.

**Section F. Project Approach/Understanding**

- Present the vendor’s understanding of the scope, challenges, and limits within the context of the project. Confirm that your design adheres to the design criteria outlined in the sections above.
- Describe the proposed design services and any preconstruction services.
- Describe how you will coordinate with the roofing company to ensure the system does not void the roof warranty.
- Include a description of required MetroParks involvement.
- Include base bid draft design drawings.

**Section G. Local Presence and Projects**

- Provide narrative describing your local presence, past local projects, and the percentage of local workforce that will be part of this project team.

**Section H. MWDBE**

- Provide a percentage of the firms/subcontractors that are minority-owned, women-owned, or disadvantaged business enterprises (MWDBE) and what roles such subcontractors will undertake throughout the project.

**Section I. Alternate Design Description (Optional)**

- Include description of this design and how it compares to the base bid.
- Provide the roof-mounted, parking canopy, and total system capacities (kW-DC) and the total system annual generation (kWh-AC/year).
- Include alternate bid draft design drawings.

**6. Confidentiality/Non-Disclosure:**

Recipients of and respondents to this RFP should (a) ensure all information contained in the bid/RFP remains confidential, (b) only disclose such information to essential personnel tasked with responding to the RFP, and (c) not make any public announcements or other reference to the RFP without MetroParks’s prior written consent.

**7. Terms and Conditions**

**7.1. Communications:**

No contact with respect to this proposal or its status is to be made with any member of MetroParks’s staff other than with Mr. Alex Clark via email ([alex.clark@metroparks.org](mailto:alex.clark@metroparks.org)). No calls will be taken during this process.

7.2. Amendments:

This RFP shall be modified only by a written addendum issued by MetroParks. It is the responsibility of the firms to verify that they have received and incorporated all changes due to addenda into their responses.

7.3. Cancellation/Rejection:

MetroParks reserves the right to cancel at any time, for any reason, this solicitation and to reject all proposals. MetroParks shall have no liability to any proposer arising out of such cancellation or rejection. MetroParks reserves the right to waive minor variations in the selection process.

7.4. Proposal Costs:

MetroParks assumes no responsibility for costs incurred in the preparation, presentation, or submission of the RFP.

7.5. Negotiations:

If MetroParks and the firm ranked best qualified cannot negotiate a contract in good faith, MetroParks shall notify the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the procedure will be followed with each next best qualified firm until a contract is negotiated. However, MetroParks retains the right to cancel at any time, for any reason, this solicitation and to reject all proposals.

**8. RFP Attachments**

8.1. Appendix A: Bid Book & Contract Documents

8.2. Appendix B: Conceptual Site Design

8.3. Appendix C: Roofing System Details