



**Town of Davidson's Request for Proposal (RFP)
To Provide Construction Services for the Installation of Rooftop
Solar PV Project at Town Hall & Community Center**

Response Due:

October 10, 2024, by 5pm

Town's Contact information:

Name: Kayla Kovach

Title: Sustainability Manager, Town of Davidson

Email: kkovach@townofdavidson.org

REQUEST FOR PROPOSAL

by Town of Davidson, NC for
Construction Services

for the Installation of Rooftop Solar PV Project at Town Hall & Community Center

Introduction: The Town of Davidson (hereinafter called the “Town”) requests proposals from qualified solar photovoltaic (PV) providers to install rooftop solar PV ballast system on the Town Hall & Community Center. The Town of Davidson anticipates awarding a single contract for the services required.

Project Description: The Town is soliciting proposals from qualified solar providers to build a turn-key installation of a rooftop solar PV project at the Town Hall & Community Center located at 251 South Street, Davidson, NC 28036. The PV system design progress plan set is included in this RFP package. The goal of this RFP is to identify a solar partner with the necessary experience to ensure a well-executed process. The successful respondent will have demonstrated experience planning, scheduling, permitting, constructing, and interconnecting a solar PV system. Proposer is responsible for all permitting and licenses, and should include the cost of all permitting in their proposal. Respondents should be familiar with Duke Energy utility regulations and have established on-site safety standards. The Town reserves the right to modify the scope of the project at any time.

The project cost should include PV system materials, installation, permitting, and all other associated costs and fees. Additionally, the Town would like to utilize the IRS tax credits now available for solar projects, thus this project will need to meet the requirements of that credit and any applicable bonus IRS tax credits including prevailing wage requirements and domestic content manufacturing requirements (if applicable).

Detailed permit sets will be provided with full electrical and structural guidance for this project to be used by the installer. Permit sets at time of the RFP process will be considered progress sets. Sealed, 100% complete permit sets will be made available for planning and permitting purposes. The Town will maintain interest in working with the engineering team providing the permit sets, and the selected vendor/installer will also have a direct channel to the engineering team for revisions necessary to address preferred equipment and permitting revisions.

Site visits will be available at 10 AM (Eastern Time) on the dates identified below and must be requested. If you would like to request to attend one of the optional site visit days, please contact Kayla Kovach, Sustainability Manager at kkovach@townofdavidson.org.

Schedule for Awarding the Contract: The following are preliminary milestone dates for this project:

TASK	COMPLETION
ISSUE RFP	Tuesday, September 10, 2024
SITE VISIT OPTIONS	Tuesday, September 24, 2024 Wednesday, September 25, 2024
RFP QUESTIONS DEADLINE	Monday, September 30, 2024
QUESTIONS TO BE ANSWERED NO LATER THAN	Friday, October 4, 2024
RFP RESPONSES DUE	Thursday, October 10, 2024
RECOMMENDATION TO BOARD FOR APPROVAL	Tuesday, November 12, 2024

Proposal Content: The written proposal should provide background information about the team, its employees, and its experience with related projects and related clients. It should cover the experience of the team, as well as any consultants on the proposed team. For the purposes of the RFP, the term “team” shall refer to the prime respondent of this RFP, or in other words, the team with whom the Town of Davidson will contract. The term “consultant” shall refer to all consultants whom the prime respondent will include on the project team. The proposal shall clearly delineate any experience, background, etc. between the prime “team” and “consultants.”

Specifically, the proposal should address the following information. Teams may submit their standard proposal package supplemented by a cover letter or attachments as necessary to comply with this request.

1. Team profile listing: name, address, year established, type of ownership, size of team and staff, and an organization chart. If team has multiple offices, please list where the work for this project will be performed.
2. Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties and each team member’s experience with similar design projects.
3. Information about any consultants included on the team. Areas of expertise may include architectural, civil engineering, structural engineering, mechanical engineering, fire protection engineering, and electrical engineering. Identify consultant team name, address, telephone number, contact person, and names of key personnel. Identify consultant’s experience with similar projects.
4. Team’s experience in installing rooftop solar and any experience installing on municipal buildings. Team shall have demonstrated experience planning, scheduling, permitting, and constructing complete solar PV systems, and have knowledge of local utilities. A summary of similar projects in the past 5 years, for which the team was responsible.
5. Proposed installation approach by the team for this project. Proposed timeline if accepted.
6. Installation cost itemized breakdown including materials, construction documents, permitting, inspection and commissioning, and any post-construction deliverables.
7. Demonstrate ability for this project to meet the requirements of the IRS tax credit and any applicable bonus IRS tax credits.
8. Proposer must provide their standard system warranty coverage along with specific equipment warranty coverage for modules, inverter, racking, and workmanship.
9. The installation and power generation and transmission equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Construction must comply with current adopted and applicable State, County, or Town Building Code, which includes: International Building Code, National Electric Code (NEC) and Fire Marshall.
10. Include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
11. List of any pending or settled lawsuits or professional liability claims in which the team was involved during the past ten (10) years.
12. Additional information the respondent believes to be relevant to the selection efforts of the Town of Davidson.
13. Proposal limit 32 pages, including Attachment A and Attachment B.

Proposal Submission: Submit one (1) electronic copy of the proposal, including Attachment A & Attachment B, by **Thursday, October 10, 2024 at 5 PM.** No submittals will be accepted after this time. Submit Proposals to:

Town of Davidson
Kayla Kovach, Sustainability Manager kkovach@townofdavidson.org

All questions regarding this package or project shall be emailed to Kayla Kovach at kkovach@townofdavidson.org.

In order that the selection process is as objective as possible, do not contact any Town of Davidson officials other than noted above.

Evaluation:

Please keep in mind that cost, while an important factor, will not be the sole determining factor. The lowest bid will not automatically be awarded preferential consideration. The firm best meeting the Town's expectations for experience, qualifications, approach, and cost requirements will be selected.

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

Staff will review the proposals and make a recommendation to the Board of Commissioners on November 12, 2024.

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

General Comments:

- 1: Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- 2: Ownership of all data, materials and documentation originated and prepared for the Town of Davidson pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Freedom of Information Act. Trade secrets or proprietary information submitted shall not be subject to public disclosure under the Freedom of Information Act; however, the respondent must invoke the protections of the appropriate section of the Code of North Carolina, in writing, either before or at the time the data or other materials are to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire document, line-item prices and/or total costs as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- 3: The Town of Davidson reserves the right to reject any or all packages received or to request additional information as may be needed to determine qualifications.
- 4: Following the selection of a team by the Town of Davidson, a contract will be negotiated for services. If negotiations are unsuccessful with the first team selected, a second team will be selected, and negotiations initiated.
- 5: The team must be licensed in North Carolina.

TOWN OF DAVIDSON
NORTH CAROLINA

REQUEST FORM FOR
CONSTRUCTION SERVICES

Date: _____

Team Name: _____

Address: _____

Contact Person: _____

Phone #: _____

Email address: _____

Authorized Signee: _____

Print Name: _____

Print Title: _____

REFERENCES

Respondent must supply three (3) references for clients for whom similar work was performed.

Reference Team Name: _____

Contact: _____

Phone#: _____

Nature of work performed:

Reference Team Name: _____

Contact: _____

Phone#: _____

Nature of work performed:

Reference Team Name: _____

Contact: _____

Phone#: _____

Nature of work performed:
