

RFQ Photovoltaic Solar Systems and Power Purchase Agreement

TOWN OF PLYMOUTH
Plymouth Energy Commission
6 Post Office Square
Plymouth, NH 03264

PREQUEST FOR QUALIFICATIONS PHOTOVOLTAIC SOLAR SYSTEM AND POWER PURCHASE AGREEMENT

The Town of Plymouth is soliciting qualifications related to the installation of a photovoltaic (PV) solar system at its municipal recycling center. The Town anticipates that the system would be financed through a power purchase agreement, and could be large enough to accommodate group net metering of additional town owned buildings. Information related to this RFQ is available on the Town's web site – www.plymouth-nh.org

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REQUEST FOR QUALIFICATIONS PHOTOVOLTAIC SOLAR SYSTEMS AND POWER PURCHASE AGREEMENT TOWN OF PLYMOUTH

1. OVERVIEW

The Town of Plymouth (the "Town") is accepting qualifications for a firm to assist with the design and installation of photovoltaic (PV) solar panels at its recycling center located at 56 Beech Hill Road. The recycling center was identified by the Town as the most desirable location for its first solar electricity generating system at a Town-owned facility.

The Town anticipates that the system would be financed through a power purchase agreement, but will also expect to see costs related to a turnkey system. The selected firm will be responsible for creating a detailed project proposal for the Town's consideration. If approved the selected firm will also be responsible for securing all necessary permits and approvals for the successful completion of the project in conformance with the State of New Hampshire Building Code, and will assist with securing approval to interconnect the project with the New Hampshire Electric Cooperative. The firm/contractor will also be responsible for all maintenance to the installed equipment. The Town is seeking a qualified firm that can meet these requirements.

Qualifications packages will be evaluated based on technical understanding of the project, proposed implementation, and relevant background and experience.

It is the Town's intent to use this qualification based process to select a limited number of qualified firms to interview. The Town will evaluate responses to this RFQ and will then select one qualified firm to work with on project development.

~~Firms selected to participate in the RFP process will be required to:~~

- ~~• Provide firm pricing based on a pre-defined term provided by the Town~~
- ~~• Meet the Town's insurance and bonding requirements~~
- ~~• Provide details of the proposed PV installations, including size, locations, roof connection details (if applicable), and power system information~~
- Provide a detailed construction schedule

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2. QUALIFICATIONS SUBMITTAL

The Town is seeking qualifications for the installation of PV solar panels at its municipal recycling center. Qualified firms must be able to demonstrate experience in turnkey design, and building and maintenance of PV systems on similar facilities in power purchase agreements. Firms will be expected to integrate municipal assets, the energy consumption needs of municipal facilities, solar tax credits, and any available subsidies to create a cost-effective proposal for consideration.

Interested firms shall also submit:

- Sample agreement with terms and conditions (excluding final purchase price)
- Description of the type(s) of equipment that would most likely be used (manufacturer, model number, etc.), and the process for designing the system.
- List of all of the information the firm would require from the Town to complete a price proposal for the project
- References (limit 6 per respondent) of similar projects, preferably from other municipalities. Include client name, a brief summary of the work, and the name, address, and phone number of a responsible contact person. Respondents shall verify all contact information is correct at the time of submission
- Qualification data, including firm background, years in business, experience, key staff, and construction capabilities

Questions concerning this RFQ must be submitted by email (questions will not be answered verbally) no later than April 21, 2015. Written inquiries should be emailed to Chris Brown at cbnh12@gmail.com

3. EVALUATION CRITERIA

The Town will review submitted qualifications to determine which firms are best suited to work with the Plymouth Energy Commission to develop this project. Firms will be evaluated based on previous experience with similar projects, technical understanding of the project, its purpose, and scope. Qualified firms will be invited to interview with the Town.

Please submit an electronic copy of the RFQ. RFQ responses shall be clearly labeled with RFQ title, date, and firm name. Submit by Tuesday April 21, 2015 via email to Chris Brown at cbnh12@gmail.com.