



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL – Roof Top Solar Installation

INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals for the installation of 44kw-46kW solar photovoltaic (PV) system at the UCA's South Salt Lake Head Start Building (SSL) located at 2825 S. 200 E., South Salt Lake, UT 84115.

UCA was a 2019 Rocky Mountain Power Blue Sky Renewable Energy Award Recipient and all proposals must meet the interconnection and monitoring guidelines from the program. The Request for Proposal (RFP) is to solicit bids from photovoltaic (PV) system installers (contractor) to design, supply and install a photovoltaic system. UCA seeks to gain pricing and equipment information from the Contractor in order to install stated system by December 31, 2020.

The information presented in this RFP document has been assembled to facilitate bidding on a common PV system design that meets UCA's and Rocky Mountain Blue Sky requirements.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families and build communities through self-reliance and education programs. Utah Community Action is a multi-faceted agency that helps low-income individuals and families overcome barriers to self-reliance. The agency has approximately 550 employees, of which over 495 are benefit eligible, and annual revenues of approximately \$31M.

Utah Community Action helps remove these barriers through six core programs:

Adult Education – Helps adults with low- to moderate-income levels get access to courses and certifications that can help them work toward self-reliance.

Head Start – Provides education and health services to young children who would otherwise not be prepared for Kindergarten.

HEAT – Helps struggling households pay their utility bills. Both yearly application and emergency need services are available.

Case Management & Housing – Helps families find and maintain safe, affordable housing.

Nutrition – Helps feed households in need, provides meals for Head Start classrooms, and offers educational programs to teach better eating habits.

Weatherization – Helps low-income households reduce energy costs and increase comfort and safety in their homes.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200. Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by UCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms when possible. A firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201, Subsector 541512) by having average annual receipts for the last three fiscal years not exceeding \$27.5 million.



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PROJECT GENERAL REQUIREMENTS

- A. The contractor will be responsible for producing the complete PV System design, procuring all required materials and installing all materials in compliance with applicable national and local codes.
- B. The contractor will be responsible for securing all planning, building, and electrical permits required to complete the scope of work outlined in the RFP.
- C. The Contractor will provide structural engineering design and secure the necessary building permits required to complete the scope of work outlined in this RFP.
- D. The contractor will install an on-site monitoring system designed in collaboration with the agency as an interactive and educational display of project's real-time impact.

PROJECT WALKTHROUGH

The MANDATORY site walk-through for contractors interested in bidding on this project will be held at the South Salt Lake Head Start Building (2825 S. 200 E.) Friday June 5, 2020 between 10:00 am and 2:00 pm. The onsite contact for the walkthrough will be Ian Spangenberg. Contractors will meet in the lobby of the building.

By submitting a proposal, interested Parties acknowledge and agree that the scope of work, and evaluation process outlined herein are fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents.

All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations are the responsibility of the Interested Parties and will not be reimbursed.

Proposals must be received by Friday, June 12, 2020 at 5:00 pm. Bids received after the deadline will not be accepted. Bids must be submitted to the address provided below. Any bids not meeting the requirements of this RFB may be rejected. All materials submitted will become the property of Utah Community Action.

KEY DATES

RFP Released	Friday, May 28, 2020
Mandatory Site Visit	Friday, June 5, 2020
Proposal Due Date	Friday, June 12, 20120
Award Notice	Wednesday, June 17, 2020

Utah Community Action may request interviews or meetings with any of the proposers to clarify any bids.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your bid is via electronic copy. When providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104



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Email: stacy.weight@utahca.org

UCA SSL Solar Project RFP:

1. Contractor requirements:

- a. Licensed contractor in the State of Utah.
- b. Must be a certified NABCEP PV installer.
- c. Ability to complete the project by end of calendar year 2020.
- d. Prior experience: Contractor shall have been in business for a minimum of 3 years and shall have self-performed a minimum of 2 installations photovoltaic systems of similar size (>10kW).

2. RFP Response shall include:

- a. Title: Utah Community Action SSL Solar project
- b. Background information on your company
 - i. Contractor license number
 - ii. Proof of insurance
 - iii. Number of years in business
 - iv. Installation manager's contact information
 - v. Resumes or qualifications, education and relevant experience of key team members to be assigned to this project and their role in the project.
 - vi. Descriptions and photographs of similar projects completed by Contractor.
 - vii. Lump-sum (fixed price) bid for all services (including but not limited to labor, materials, taxes, transport, permitting, engineering and monitoring) associated with the design and installation of permitted and operable PV systems.
 - viii. Specification sheets of major system components including racking components
 - ix. Proposed construction plan with timeline including completion dates for major project milestones.

3. Services requested from Contractor

- a. **System Design** – Contractor must submit the following design documents prior to system installation.
 - i. Detailed Site Diagram.
 - ii. Selection of electrical equipment (inverter & disconnect) layout.
 - iii. Electrical single-line diagram.
 - iv. Wire sizing calculations- Ampacities of conductors shall be determined using NEC tables.
 - v. PV Array Racking – The Contractor will be responsible for generating the PV array racking design and attachment methodology.
 - vi. Field Verification – Contractor must field verify design feasibility prior to commencing work in order to ensure proper system installation and adherence to contract timeline.
- b. **Procure Materials**
 - i. Contractor shall be responsible for procuring all system materials as outlined in the system description.
- c. **PV System Installation**
 - i. Contractor shall be responsible for installing a grid-tied photovoltaic installation at the host facility. The installation must be compliant with the current NEC and/or local authority having jurisdiction. It is the installer's responsibility to ensure code compliance with the local authorities. The installation shall be executed according to the system design documentation.



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d. Interconnection

- i. Contractor Shall coordinate with the utility to confirm an acceptable location for the AC disconnect at the site. It will be the responsibility of the Contractor to ensure that any and all other documentation necessary to meet permit and utility requirements is submitted to UCA and the local authority having jurisdiction.
- ii. It shall be the responsibility of the Contractor to ensure that the system has passed all required inspections.

e. Electrical Permit

- i. It will be the responsibility of the Contractor to obtain all electrical permits, schedule inspections and pay associated fees.

f. Building Permit

- i. It will be the responsibility of the Contractor to perform all structural engineering, submit all required applications to the permit office and utility company to obtain the permit.

g. System Commissioning

- i. Contractor Shall develop a PV system commissioning protocol to assure the system is operating as designed. The final PV system commissioning report shall be included in the project documentation.

h. Onsite Monitoring Display

- i. Contractor shall install an interactive kiosk to show real time data, how the solar panels work, energy saved, carbon footprint reduced, and environmental impact. Design(s) will be developed in collaboration with agency.

Proposals will be evaluated based on the following criteria:

Proposals will be considered in a two-step selection process. In order to qualify for consideration, proposals must meet the basic project requirements outlined in this RFP. Proposals that do not meet the basic project requirements will be deemed nonresponsive and such offers will be rejected on that basis without further consideration.

All proposals that meet the basic requirements will then be evaluated by a selection committee based on the following criteria:

1. Meets basic equipment specifications (Yes / No)
2. Meets UCA's timeline and completion date expectation, 25 points
3. Experience and credentials, 25 points
4. Demonstration of project requirements, 30 points
5. Lump sum bid amount, 20 points

All factors considered, the award of the contract will be made to the Offeror whose proposal is deemed most advantageous to Utah Community Action. Prior to the award of the contract, proposals may be held by UCA for a period not to exceed 30 days from the date due for the purpose of reviewing the proposals and investigating the qualifications of the offeror.