

Wolfeboro Public Library
Request for Proposal
Solar Photovoltaic Roof Mounted System

Purpose and Background

The Wolfeboro Public Library is seeking design/build proposals from qualified contractors for the supply and installation of a new commercial roof-top mounted solar photovoltaic system. The intent is to install a net-metered system which maximizes the available roof space in order to offset the facility's required kWh electrical usage most efficiently, while adhering to Wolfeboro Municipal Electric Department's "[Net Metering Policy](#)". This installation will be on the Wolfeboro Public Library at 259 South Main St, Wolfeboro, NH. The successful contractor, its suppliers and subcontractors, shall be responsible for all phases of the work, to include system design, procurement of all equipment and materials, complete installation, and start-up assistance and training. Please see attached **Scope of Services** for further details.

The building consists of approximately 17,000 square/ft. of meeting rooms, central library, children's room, and office space. **Please see attachments: A. Building elevations and B. Roof Plan.** The original building was built in 1979 and a major renovation and expansion was completed in 2020 including a new roof which was built with the intention of holding a solar array.

The renovated library was designed to be a net zero building, with 100% of the heat and power to come from on-site solar generated electricity. The building has been averaging approximately 100,000 kWh's of electricity on an annual basis for the past two years. Monthly usage for 2021 and 2022 is in attachment C. We anticipate slightly higher electricity use in the future for a number of reasons including 2021 had lower library usage as a result of Covid, a warmer than average 2022, and we anticipate installing a Level II EV charger in the near future. Current yearly Peak Demand readings for the facility register 50 kW.

The library is electrically served by an 800Amp three-phase 208Y/120V electrical service. This consists of an 800 amp main panel located in basement mechanical room with corresponding sub and equipment panels. Utility power is fed from a pole mounted, three-phase bank of (3)37.5kVa transformers for a total of (112.5kVa capacity). Power enters the building from the pole via 3 sets of 4 # 300 KCMIL underground conductors where they enter a CT Cabinet located on the exterior of the building. Available Fault Current (AFC) at this location is 16,350 Amps @ 208Y/120V.

Full building, propane powered, back-up generation is currently pending installation (awaiting equipment arrival). Future generation transfer switching equipment shall take precedence of location in regard to access and wiring.

The Trustees of the Library are applying for several grants to help pay for this installation. Timing of the project will depend on success in receiving grant funding and whether the project needs to go to the voters in March of 2024. It is anticipated that the project will be installed in either 2023 or 2024. If the project needs to go before the voters in March 2024, and if it passes, we anticipate construction to begin soon after.

Scope of Services

It is the intent of the Wolfeboro Public Library to hire a contractor to provide and install a new Solar Photovoltaic system including all associated ancillary equipment, as well as a public educational component for the library lobby. Recommendations for the design and system sizing to obtain maximum efficiency levels for the building are to be determined by the successful contractor. The following contractor requirements are for the “**Turn Key**” (Design to Commission) installation of a new Solar Photovoltaic System to include but not be limited to the following services, conditions and information:

- Provide new photovoltaic system: design, sizing and associated structural engineering requirements as required to install and interconnect with the pre-existing building structure, electrical service, and space provisions for such.
- Provide manufacturers make and model information for all proposed equipment. Preferred consideration may be given to domestically (USA) manufactured equipment.
- Provide and install solar panels with a minimum 25-year warranty.
- Provide and install corresponding inverter(s) with rapid shut down feature.
- Provide and install panel racking system and details of roof attachment method. Panel racks and roof mounting shall not be installed in a manner which will void the roofing warranty, life expectancy and/or performance or interfere with the existing roof solar tubes.
- Provide and install all AC/DC electrical production and monitoring interconnections including conduits, wiring, connectors, boxes, switches/breakers, grounding, and required labeling.
- Permanently repair/patch all exterior/interior penetrations of the building's enclosures (brick/mortar/standing seam roofing/sheetrock, insulation, etc.) with an approved sealant for such material associated with the mounting, installation, cable routing and interconnection of the photovoltaic system.
- To the maximum extent possible, proposals shall utilize the space constraints of the existing roof and electrical equipment spaces in order to minimize the impact to the operations within the building.
- Contractor will apply for and readily furnish all local, state and federal permits as required.
- Contractor shall adhere to all requirements of the most current edition of the National Electrical Code.

- Contractor shall adhere to requirements of Wolfeboro Municipal Electric Department's Net-Metering Policy.
- Provide start-up, testing, warranty of all equipment, and warranty of installation.
- Provide operation training and documentation for future reference.
- Provide web-based monitoring capability of the solar production and system performance.

Required Proposal Elements

1. Name and address of person/s responsible for contract. Include contact information.
2. Number of employees working on-site during construction.
3. Qualifications and experience of:
 - a. Principal members
 - b. Designer engineers
 - c. Project managers and installers
 - d. Subcontractors, if any
4. Names of any Town officials or employees who are related to any of the partners, officials or directors of your company or have any ownership interest in the firm.
5. Project schedule, from town approval to interconnection with utility (turn-on).
6. PV System design consisting of:
 - a. The location of the PV modules and inverters,
 - b. Type and number of PV modules, inverters, and mounting with specification sheets including efficiency ratings
 - c. PV system sizes in kW DC STC and kW AC maximum continuous
7. Provide information as to whether the equipment and materials used, and the labor for installation, meet the anticipated requirements and benefits of the Direct Pay option of the Inflation Reduction Act including prevailing wage, apprenticeship program, US made, etc. We recognized that without published guidance or rules from the federal government on Direct Pay, we cannot know what the specific requirements will be, but please address as best you can such as whether you have an apprenticeship program, pay prevailing wage in the region, etc.
8. Considerations, if any, for future energy storage.
9. Cost quote that covers all costs including design, engineering, permitting, equipment, building structural work (if necessary), installation, interconnection, financing (if any), internet-based production monitoring, and periodic maintenance (if any) costs. Please include details of maintenance contracts if applicable. Provide notification if there are to be any interconnection costs such as an upgraded transformer.
10. Manufacturer and installation company warranties for parts and labor.
11. Schedule of maintenance and approximate costs.

12. Proof of general liability and professional liability Insurance and current good standing with the State of NH Secretary of State office.
13. Plans and costs for an online monitoring system with a public display to be located in the library. Contractor will be responsible for the design and installation of the display with approvals of design and location required by the Library Director. Please break out the price of this separately from the cost of the solar system.
14. Wiring diagram and discussion.
15. Software and analytics description.
16. Provide a list of a minimum of three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
17. Provide economic calculations for Total Savings/Year, Breakeven Payback Timeframe and Return on Investment.
18. Provide any timeline/schedule limitations in 2023 and 2024.
19. Submit the attached **bid form** and a **signed anti-collusion clause** completed by an authorized representative of the bidding company.

Questions and Submission

Bid proposals must be received no later than March 20th at 2:00 PM, at which time they will be publicly opened and read aloud in the Great Hall at the Wolfeboro Town Hall, 84 South Main St, Wolfeboro, NH. Any bids received after that time will not be considered.

Six (6) copies of the proposal presented in 8 ½" x 11" format and one electronic copy in PDF on a flash drive must be submitted and/or received in a sealed envelope by Monday, March 20th at 2 p.m., plainly marked and delivered or mailed to:

Photovoltaic Solar System for Wolfeboro Public Library
Attention: Wolfeboro Finance Department
84 South Main St, P.O. Box 629
Wolfeboro, New Hampshire 03894

An **optional site visit** will be held at 10:00 a.m. March 14th, 2023 at the Wolfeboro Public Library, 259 S. Main St., Wolfeboro, NH 03894.

The cost of preparing and submitting a response is the sole responsibility of the Consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any Consultant for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town.

Evaluation Criteria and Consultant Selection

A committee will be created comprised of individuals representing some or all of the following: the Municipal Electric Department, Wolfeboro Public Library staff, Trustees of the Wolfeboro Public Library, Wolfeboro Energy Committee members and/or public citizens. The committee will review submitted proposals and may request a meeting with the firm, either in person or virtually. Firms will be evaluated based on multiple factors including previous experience with similar projects, technical understanding of the project, its purpose, and scope, knowledge of grants, loans and other funding mechanisms, and experience with educational installations. The committee will make a recommendation to Trustees of the Wolfeboro Public Library who will make the final decision.

The Wolfeboro Public Library is under no obligation to grant interviews to any vendor receiving a copy of this RFP and/or submitting a written response to this RFP.

Acceptance and Rejection of Responses

The contract may be awarded to the firm that most closely satisfies the needs of the Wolfeboro Public Library (WPL) and is deemed to be the most advantageous. The Wolfeboro Public Library reserves the right to accept or reject any item or group of items in a response.

The WPL also reserves the right to waive any informality or irregularity in any response.

The WPL also reserves the right to reject any and all responses, or portions thereof, received in response to the RFP, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the WPL. The WPL also reserves the right to eliminate the need for the selected firm to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

Additionally, the WPL may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any response shall not imply that the proposal was deficient.

The cost of preparing and submitting a proposal is the sole responsibility of the bidder and shall not be chargeable in any manner to the WPL or the Town of Wolfeboro (the "town"). The WPL will not reimburse the bidder for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the WPL.

The WPL reserves the right to reject any or all proposals, or accept any proposal determined to be in its best interest.

All submissions or components thereof become property of WPL.

Insurance

Prior to commencing work, and throughout the term of this contract, the Provider shall obtain and maintain, in the limits and under the conditions set forth below, insurance coverage naming the Town, its officers, employees, volunteers, and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

Contractor, and all subcontractors, shall procure and maintain for the duration of the contract the following coverages, and shall provide a certificate and endorsement naming the Town and its officials, employees and agents as additional insured. These coverages shall be primary in the event there is other insurance applicable. The Town must be provided with notice of cancellation of coverages at least thirty days prior to cancellation.

Commercial General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate

Automobile Liability \$1,000,000 per accident for bodily injury and property damage

Workers Compensation As required by NH Statute

Sole Proprietors SHALL provide Worker's Compensation or a certification that only their employees will be on site. If this is not satisfactory to the Town's provider, they shall be responsible for the cost of Worker's Compensation premium.

Employer's Liability \$1,000,000 per accident, injury, disease

If design and construction involved:

Professional liability \$1,000,000 per occurrence / \$2,000,000 aggregate

Builder's risk value of completed project with no co-insurance penalty, Town named as loss payee

The Contractor shall furnish the Town, at the time the contracts are returned to the Contractor for execution, Certificates of Insurance and/or policies. This coverage shall be primary to the Additionally Insureds' existing insurance and shall not be contributing with any other insurance or similar protection available to the Additionally Insureds' whether other available insurance be primary, contributing or excess.

All coverage shall be with insurance carriers licensed and authorized to do business in New Hampshire.

If any of the above coverages expire during the term of this contract, the Provider shall deliver renewal Certificates and/or policies to the Town at least ten (10) days prior to the expiration date.

Sixty (60) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Wolfeboro Library Director, Wolfeboro Public Library, 259 South Main St., Wolfeboro, NH 03894

If a sub-Contractor is used for any portion of the work, the contractor will supply to the Town similar certificates, in similar amounts and under similar conditions, from the sub-Contractor.

Should the Contractor fail to maintain Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the WPL may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.

Indemnification

To the fullest extent permitted by law, Contractor shall protect, indemnify, save, defend and hold harmless Town, including its officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which Town and/or its officers, officials, volunteers, employees and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any subcontractor and/or agent.

Town's Use of Material

All material submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the firm.

Hold Harmless

The selected firm shall indemnify and hold harmless the Town and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the firm, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Wolfeboro.

The Town of Wolfeboro Public Library reserves the right to reject any or all proposals without explanation, to waive technicalities and informalities and to re-advertise for new proposals for whatever reason deemed to be in the best interest of the Town of Wolfeboro. Proposals which fail to meet the requirements or which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind including evidence of collusion, or in which errors occur or which contain abnormally high or abnormally low prices may be rejected as informal.

Wolfeboro Public Library Public Bid Form

**Photovoltaic Solar System for Wolfeboro Public Library
(Per Description of Work Scope and Specifications)**

\$ _____

Checklist of Required Proposal Elements

- Name and address of person/s responsible for contract.
- Number of employees working on-site during construction.
- Qualifications and experience of team and subcontractors
- Names of any Town officials or employees who are related to any of the partners, officials or directors of your company or have any ownership interest in the firm.
- Project schedule, from town approval to interconnection with utility (turn-on).
- PV System design
- Provide information as to whether the equipment and materials used, and the labor for installation, meet the anticipated requirements and benefits of the Direct Pay option of the Inflation Reduction Act.
- Considerations, if any, for future energy storage.
- Cost quote
- Manufacturer and installation company warranties for parts and labor.
- Schedule of maintenance and approximate costs.
- Proof of general liability and professional liability Insurance and current good standing with the State of NH Secretary of State office.
- Plans and costs for an online monitoring system with a public display to be located in the library.
- Wiring diagram and discussion.
- Software and analytics description.
- A list of a minimum of three (3) references
- Economic calculations for Total Savings/Year, Breakeven Payback Timeframe and Return on Investment.
- Timeline/schedule limitations in 2023 and 2024.
- Submit the attached **bid form** and a **signed anti-collusion clause** completed by an authorized representative of the bidding company.

“Anti-Collusion Clause”

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word “Person” means any natural person, joint venture, partnership, corporation, or other business or legal entity.

Signature: _____

Print Name/Title: _____

Company: _____

Address: _____

Date: _____