

**REQUEST FOR QUALIFICATIONS**  
**Photovoltaic Solar Systems for The Town of Wolfeboro, NH**  
**May 2023**

The Town of Wolfeboro and the Wolfeboro Municipal Electric Department (collectively the “Town”) is soliciting qualifications related to the design, financing, procurement, installation, operation, and maintenance of multiple photovoltaics (PV) solar systems on Town of Wolfeboro, New Hampshire municipal properties. You are invited to submit Qualifications in accordance with the attached specifications, terms, and conditions.

**Overview**

The Town of Wolfeboro is one of five NH communities with their own municipal electric departments. [Wolfeboro’s 2019 ten-year Master Plan](#) has set ambitious goals to adopt renewable power.

The Wolfeboro Municipal Electric Department (MED) and The Town of Wolfeboro, N.H., collectively the “Town”, is accepting qualifications for a firm or firms to assist with the design and installation of turnkey photovoltaic (PV) solar systems at multiple locations throughout the town. It is the Town’s intent to use this qualification process to select a firm or firms to then submit full contractual proposals. The qualified firm(s) will be invited to submit detailed project proposals to design and build solar PV projects.

The Town has identified likely potential sites as described in Attachment A. Because the installations may be owned by the Municipal Electric Department, the installations will not be limited to the scale as required in Wolfeboro’s Net Metering Policy.

Additional properties may be considered.

**Anticipated Timeline**

<b>Task</b>	<b>Completion</b>
Site Visit	5/31/2023
RFQ Responses Due	6/13/2023
Proposals Due	7/25/2023
With the key stakeholders , develop strategy for projects	Through Sept
Present solar project(s) and warrant article(s) to the CIP and BOS for their support	Oct and Nov
Develop and implement communications and outreach	Nov and Dec
Vote on Warrant	March 2024

## **RFQ Proposals**

### **Qualifications Submittal and Selection Process**

Prospective firms shall submit a Qualifications Statement in response to this RFQ. The Qualifications Statement shall include the following:

1. **Cover Letter:** Signed by a representative of the firm authorized to enter contracts and commit the staff and firm's resources to complete the scope of work as expeditiously as possible.
2. **Firm Profile:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided.
3. **Project Team:** Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the Town: provide individual resumes of no more than two pages each describing the background and experience of each.
4. **Firm's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar work. Provide other pertinent information that may clearly and effectively identify the prospective firm as being qualified, especially experience in analysis, design, installation and follow-up services for similar PV systems.
5. **References:** Provide a minimum of three (3) references for relevant projects completed over the past three (3) years that were successfully completed of similar size or larger as compared to this potential project size. Include the environmental, health, and safety record for these projects, specifically detailing any reportable issues. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
6. **Firm Performance:** Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and a successful project.
7. **Demonstration of the ability of the firm to:**
  - A. Assess town qualified properties for suitability of ground and/or roof mount options;
  - B. Calculate the maximum appropriate project scale balancing appropriate power generation with all other considerations;
  - C. Develop a project proposal with specific design criteria;
  - D. Provide economic calculations of costs, breakeven term and return on investment and ability to budget model and propose commercially viable projects designed to achieve specific ROI, cashflow, and/or return profiles.
  - E. Establish equipment specifications and vendor procurement recommendations for such;

- F. Assist the municipality with identifying, reviewing and assessing funding options including federal and state grants and rebates;
- G. Secure all necessary permits and approvals for the successful completion of the project in conformance with Federal, State and local building codes;
- H. Work with the Wolfeboro Municipal Electric Department's (MED) Electrical Engineer for interconnection requirements with the MED distribution system;
- I. Install and maintain (if applicable) the project either with or without subcontractors;
- J. Provide contract administration, engineering support and contractor/subcontractor oversight throughout the project;
- K. Ability to coordinate and conduct weekly construction meetings detailing progress reports, budget status, requisitions, and concerns with the project Team and Town representatives;
- L. Establish and provide a post construction Operations and Equipment Plan to include: equipment manuals, maintenance schedules, safety procedures, wiring schematics, and as-built drawings;
- M. Provide an anticipated cost \$/kW associated with the scope of services requested;
- N. Support public engagement, communications, and awareness of the project.
- O. Create public display to showcase the solar production.

### **Questions and Submission**

Six (6) copies of the Qualifications Statement presented in 8 ½" x 11" format and one electronic copy in PDF must be submitted by 2:00 pm on June 13, 2023, plainly marked and delivered to:

**"Photovoltaic Solar Systems for The Town of Wolfeboro, NH"**

Attention: Wolfeboro Finance Department  
84 S. Main St  
Wolfeboro, NH 03894

All submissions received after that time will not be considered.

Questions can be directed to Nancy Hirshberg, Chair Wolfeboro Energy Committee, [nancy@nhirshberg.com](mailto:nancy@nhirshberg.com).

An **optional site visit** will be held at 10:00 a.m. May 31, 2023 beginning at the Pop Whalen Ice Arena, 390 Pine Hill Road, 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.

#### **EXAMINATION OF PROPOSED MATERIALS**

The submission of a response shall be deemed a representation and warranty by the firm that it has investigated all aspects of the RFQ, that it is aware of the applicable facts pertaining to the RFQ process and its procedures and requirements, and that it has read and understands the RFQ.

No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the firm was not fully informed as to any fact or condition.

#### **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.

#### **EVALUATION CRITERIA AND CONSULTANT SELECTION**

A committee will be created comprised of individuals representing some or all of the following: the Municipal Electric Department, Town Board of Selectmen, Town Manager, Wolfeboro Energy Committee members and/or public citizens. The committee will review submitted qualifications and may request a meeting with the firm, either in person or virtually, to determine which firms are best suited for the work. Firms will be evaluated based on multiple factors including previous experience with similar projects, and technical understanding of the project, its purpose, and scope. The committee will make a recommendation to the Town Manager and the Municipal Electric Department as to which firm or firms to qualify and request detailed project proposals.

The Town is under no obligation to grant interviews to any vendor receiving a copy of this RFQ and/or submitting a written response to this RFQ.

## **ACCEPTANCE AND REJECTION OF RESPONSES**

Qualification will be awarded to the firm or firms that most closely satisfy the needs of the Town and are deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response.

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

The Town also reserves the right to reject any and all responses, or portions thereof, received in response to the RFQ, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Town. The Town of Wolfeboro also reserves the right to eliminate the need for the selected firm or firms 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.

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

## **INSURANCE**

Qualified firm(s) selected for solar contracts will be required to show proof of insurance to the town's minimum qualifications prior to contract signing.

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