

Town of Plaistow Energy Committee

Energy Committee
145 Main St
Plaistow, NH 03865

Request for Proposal (RFP) SOLAR FOR MUNICIPAL BUILDINGS – RFP #EC-23-01

RFP Date of Issue: August 17, 2023
RFP Reply Deadline: September 28, 2023, 4:00 PM

Introduction:

The Town of Plaistow, NH is seeking a company to implement a roof top solar panel project with connections to the power grid via net metering.

Scope of Work:

Deliverables 1 – Evaluation: Evaluate all Town Buildings, except for the Town Hall, for the feasibility of installing roof top solar panels that would connect to the Unitil power grid through net metering. The evaluation should include either a statement of why a building is not suitable for roof top solar or a statement of the number of solar panels that could be installed along with their combined total DC and AC output.

Buildings to be evaluated:

Town Hall Annex – 14 Elm St
Public Safety Complex – 27 Elm St
Public Works Garage – 144F Main St
Plaistow Public Library – 87 Main St
Historical/Museum Building – 127 Main St
Plaistow Area Recreation Complex (PARC) – 51 Old County Rd

Deliverable 2 – Drawings: Prepare a drawing for each feasible roof top showing the location of the solar panels and how they would be integrated into the building's existing electrical system and connected to the power grid with net metering. Solar panels shall be specified as to the brand and manufacturer, with particular emphasis paid to the UL listing and warrant information. Specifications for the weight load and fastening for panels will be required to properly prepare the roof for the solar panels.

Deliverable 3 – Cost estimate: Prepare a cost estimate sheet for each rooftop where the solar panels are to be installed that lists the costs of all administration/project management oversight, materials, installation, and permitting.

Deliverable 4 – Financial Report: Prepare a financial report that gives estimated return on investment (ROI); renewable energy certificate (REC) recommendations; and alternatives, if any,

for how this project may be financed including any up-front costs and list any applicable rebates available to the Town of Plaistow. The reports should list financing options for each building as well as any savings that would be accrued for doing all roofs as a single project.

Deliverable 5 – Completion schedule: Prepare a schedule of work that includes permit dates, starting and ending installation dates, inspection dates and any other significant project dates.

Please note: Cost information should consider the probable need for a public vote at March Town Meeting in 2024 for project approval.

Additional Provisions:

In addition to the deliverables in the Scope of Work, the proposer must also submit at least two (2) examples of similar projects completed by the proposer. The submission should, where possible, include a letter of recommendation from the project owners.

This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services, supplies or equipment. The Town reserves the right to accept or reject any or all proposals received in response to this request, or to cancel all or part of this RFP if it is in the best interest of the Town to do so.

The Town reserves the right to waive any formalities, to negotiate with any proposer and to reject any or all proposals.

Any contract resulting from this RFP shall be signed by the Town Manager and/or Selectboard Chair and will be in response to the RFP and subsequent discussion thereof. It is the policy of the Town that contracts shall be awarded only to qualified proposers. To qualify, the proposer must meet the following standards:

1. Have adequate financial resources as required during performance of work
2. Demonstrate adequate experience, technical and professional qualifications or skills of personnel assigned to the project
3. Be able to comply with proposed or required completion schedule
4. Demonstrate a satisfactory level of performance
5. Adhere to all specs of this proposal and all accompanying documentation required including insurance, workmen's compensation, guarantees, warranties, and compliance with state and federal specification as it pertains to the work performed.

Questions:

Please submit all questions in writing no later than **September 14, 2023**. All questions will be answered in the form of an Addendum to this RFP no later than **September 21, 2023**. The Addendum shall be posted to the Energy Committee page of the Town's website www.plaistow.com.

Questions can be emailed to planning@plaistow.com and please put SOLAR RFP QUESTION in the subject line.

Submission:

Please provide six (6) copies of the proposal in a sealed envelope. The envelope should be marked ***SOLAR FOR MUNICIPAL BUILDINGS – RFP #EC-23-01***

Interested parties should submit their proposal to:

Town of Plaistow Energy Committee
Attn: Mr. Timothy Moore, Chair
145 Main Street – 2nd Floor (Planning Office)
Plaistow, NH 03865

PROPOSALS MUST BE RECEIVED NO LATER THAN Thursday, September 28, 2023, 4:00 PM.
Proposals received after this date and time will not be accepted or reviewed.

Opening:

There will be a PUBLIC OPENING for all submissions on **Thursday, September 28, 2023, at 4:00 PM**, Plaistow Town Hall, 145 Main Street, 2nd Floor, Plaistow, NH 03865

Please note: *The doors at Town Hall automatically lock at 4:00PM. The doors will be immediately unlocked for the Public Opening of any proposals that are received prior to the doors locking at 4:00PM.*