

REQUEST FOR PROPOSAL

INSTALLATION OF SOLAR FACILITIES ON THE WILLOWS CIVIC CENTER AND FIRE STATION AND THE INSTALLATION OF A NEW ROOF FOR THE CIVIC CENTER FINANCED THROUGH A POWER PURCHASE AGREEMENT, AND/OR LEASE OR PURCHASE OPTION



Release Date: March 23, 2023

Proposal Due Date:

April 4, 2023, by 4:00 pm

**City of Willows
Community Development & Services Department
201 Lassen Street, City Hall
Willows, California 95988
(530) 934-7041**

I. INTRODUCTION

The City of Willows (City) is soliciting proposals from qualified licensed financing or construction firms to design, install, and operate new solar facilities to be mounted on the roofs of the Willows Civic Center and the Willows Fire Station, and to include financing through a Power Purchase Agreement (PPA), and/or lease or purchase option. A quote for a new roof on the Civic Center, which includes the City Hall and the Public Library is to be included for consideration in the bid; however depending on cost, may not be included in the project.

The City intends to award a contract to a qualified licensed financing or construction firm that satisfies the requirements of this RFP and can verify successful performance of similar activities. The City encourages responses from qualified entities as well as individuals with a qualified team of contractors, designers, engineers, and finance professionals with proven expertise to complete this project. The City reserves the right to reject any and all proposals or waive any irregularities in any proposal during the proposal process. The City reserves the right to request additional information from applicants. Information or materials submitted in response to this RFP will be stored on file with the City of Willows and may be subject to the requirements of the California Public Records Act, or subject to public disclosure as ordered by a court of law.

II. BACKGROUND

Willows is located in the Sacramento Valley region of northern California, lying inland between the State's coastal mountain ranges and the Sierra Nevada Mountains. Willows' economy continues to be predominantly based upon agricultural production and agriculturally oriented industry. Willows is situated approximately 85 miles north of the City of Sacramento on Interstate 5.

III. SCOPE OF WORK

Proposals are being sought for the design, finance, installation, operation, and maintenance of new solar facilities to be installed on two public buildings: Willows Civic Center and Willows Fire Station. Additionally, a quote to install a new roof on the Civic Center should be included in the proposal for consideration as part of the project. A financing package is to be included for all components. A Power Purchase Agreement is desired, however, lease or purchase options will be accepted and evaluated for the best value to the City.

Task 1 – Design Solar Facilities: Design a Tier 1 systems that will be installed on the Willows Civic Center and the Willows Fire Station. Each system is to be sized to include 110% of each facilities estimated power usage and the City desires to have the selected company provide a 90% guarantee of energy generation from each system. The design of the system for each building shall be submitted to the City for review and approval prior to installation. See Attachment 1 for a one-year sample of the energy needs and usage of both public buildings.

Task 2 – Roof Replacement: The Contractor shall prepare the entire roof area for a new rubberized roof system. Once all preparation work is completed, the contractor shall provide and install a new rubberized white PVC roofing membrane overlay over the existing roofing material. The new roofing system shall be designed to prevent areas of significant ponding and create swales to move water off the roof. The roof installation shall include a R-10 rated poly-iso underlayment and new slip sheet.

Installation shall include raising all pipes, drains, skylights, and mechanical equipment as necessary to accommodate the thickness of all new material. All materials to be installed per current Building Codes and manufacture specifications.

Task 2 – Financing: Identify an entity to provide financing, and fully describe a financing package with terms and conditions, cost to the City and payment schedule, and buyout options. Coordinate efforts between the City and the lending institution for all underwriting needs through to a financed project. The City’s preference would be to enter into a Power Purchase Agreement, however, submissions for leasing and purchasing options will be accepted. Financing shall include both facilities, including all labor and materials, and should include financing for the roof on the Willows Civic Center.

NOTE: Certain financing options may require all labor to be performed based on prevailing wage requirements. Under a Power Purchase Agreement, the project is exempt from prevailing wage requirements, given that the City will not be an owner of the system. Lease and purchase options will require installations based on prevailing wage requirements and submissions should reflect those costs. For example, a proposed project involving a direct payment or subsidy (excluding tax credits) to the contractor or other expenditure of public funds such may be categorized as a public works project subject to prevailing wage. In the event the project is submitted as not subject to prevailing wage, the proposer/contractor shall include in the agreement a section that provides the contractor will fully indemnify the City for any “increased costs” inclusive of labor costs, penalties (including civil penalties under Labor Code 1773.3), attorney fees and costs.

Deliverables:

- Connect City with a financing entity within the necessary timeframe to ensure City and financing entity have sufficient time to meet the goals of the best NEM plan available.

Task 3 - Submit Application to PG&E for a NEMS Plan: Submit applications to PG&E for each facility for inclusion into the NEM plan that is being proposed. NEM2 is desired but not mandatory. Manage process through completion independent of City staff, other than support from staff for providing any necessary information.

Task 4 – Permitting: Contractor/Consultant shall produce all required plans, submittals and reports for submittal to the City’s Building Department to obtain a building permit for the project (including both the PV system and the roof replacement.) The system shall meet the desired 110% of the energy needs of the buildings as proposed. Contractor to expedite preparation of needed information for permitting to ensure an active system is in operation at the earliest date possible.

Task 5 – Installation: Installation of new Tier 1 solar facility on the Civic Center and Fire Station roof, meeting 110% of the energy needs of both public facilities is to be conducted at the earliest date possible after the project has been approved by PG&E and the CPUC. Installations are to be per the approved design.

NOTE: if installation is being conducted without the installation of a new roof, all penetrations into the existing roof are to be sealed using materials and methods prescribed by the manufacturer of the existing TPO roofing material. Contractor to provide warranty for leaks that may occur at any penetration and duration of warranty shall be clearly stated.

Task 6 – Maintenance and Repairs: An agreement containing components for all maintenance and repairs is desirable. Proposal shall clearly state whether maintenance and repairs will be included, duration of maintenance period, and description of the maintenance that will be provided.

Inclusion of repairs throughout the life of the solar facilities is desired but is not required. A description of the length of time repairs will be included in the agreement should be clearly stated as well as a list of any repairs of any portion so the system that would not be included in the agreement.

IV. SUBMITTAL REQUIREMENTS

The following information should be included in the proposal submittal. Clear distinction of chapters or sections should be made for clarity:

- **Cover Letter.** Letter should be signed by an individual that is authorized on behalf of the firm.
- **Introduction.** Provide a brief project description conveying an understanding of the project and a statement of qualification for providing all aspects of the project. Provide a brief narration of each of the partners that are included in this project including project designers, financing entity, contractor, and providers of maintenance and repairs to the system.
- **Project Schedules.** Provide a project schedule of all tasks, major project milestones, approximate number of weeks to complete each task and anticipated completion timeframe upon execution of agreement, assuming all data necessary is delivered promptly upon request.
- **Related Experience and References.** Provide references for a minimum of three customers that your organization has serviced over the past five years in a similar project.
- **Financing and Cost Structure.** Provide description of the proposed financing mechanism. Provide details of the costs to the City and the structure by which the City will pay for the project. Clearly state whether the cost will be based on charges per kWh, monthly or annual lease or purchase payments. This section should demonstrate the value to the City, the savings over the current and projected costs of PG&E increases, and the opportunity or path for ownership of the system by the City.

V. SUBMISSION INSTRUCTIONS

Before submitting a proposal, interested firms should fully inform themselves of the scope of work and to all conditions and limitations. Consultant shall provide five (5) copies of the proposal, and one (1) electronic copy in PDF format. The proposal shall be submitted in a sealed envelope, clearly marked "Proposal for Willows Solar Facilities for the Civic Center and Fire Station".

SUBMISSION OF QUESTIONS (ELECTRONICALLY)

All interested parties should express an interest via email to ppiatt@cityofwillows.org, to be included in correspondence for any potential updates, questions, and responses related to this RFP, all Questions Regarding this RFP must be submitted via email by Tuesday, March 28, 2023, and are to be directed to Patrick Piatt, Community Development & Services Director, by e-mail to ppiatt@cityofwillows.org. Responses to all questions will be circulated on Thursday, March 30, 2023,

via email to all those who submit questions or have expressed an interest by in the project as well as posted on the City's website.

PROPOSAL MUST BE RECEIVED NO LATER THAN 4:00 p.m. on Tuesday, April 4, 2023, at the following address:

Community Development and Services Department
Attn: Patrick Piatt, Community Development & Services Director
201 N. Lassen Avenue
Willows, California 95988

Proposals arriving after the specified date will not be considered, nor will late proposals be opened. Proposers are solely responsible for ensuring the receipt of delivery. Postmarks will not be accepted. Electronic proposals will not be accepted.

VI. EVALUATION CRITERIA

All proposals will be reviewed by a panel of City staff. The City reserves the right to interview selected consultants, or to recommend to the Willows City Council/City Manager a consultant based on the strength of the proposal, experience of the team, and references. It is anticipated that if any interviews are necessary, they will be scheduled within thirty (30) days of the initial submission date.

The City reserves the right to cancel this Request for Proposals for any reason without any liability or to waive irregularities at its discretion. This solicitation does not constitute a contract offer of employment or offer of purchase. The City makes no representation that any contract will be awarded to any respondent to this solicitation. The City also reserves the right to reject any and all proposals at its sole discretion. The contract, if awarded, will be awarded to the firm whose proposal is considered the best value to the City and will be determined on responsiveness, completeness of services and price.