

City of Cambridge

DEPARTMENT OF PUBLIC WORKS PUBLIC SAFETY BUILDING
PHOTOVOLTAIC EXPANSION PROJECT

PROJECT DESCRIPTION

The City of Cambridge is requesting proposals for the design and installation of a grid-tied photovoltaic (PV) system expansion and upgrade to be installed on the roof of the City of Cambridge Public Safety Building, located at 8 Washington St.; thereafter called the Project.

The Project will be constructed under a single prime contract. Contractor will have limited use of the project site for construction operations. Contractor will be required to maintain portions of the existing building affected by construction operations in a weather-tight condition throughout the construction period. Contractor will be required to repair damage caused by construction operations. The City will utilize the existing building during the entire construction period; therefore, ingress/egress to the Public Safety Building must remain unobstructed and unaffected during construction.

Contractor must coordinate with the City and Facilities management during construction operations to minimize conflicts and facilitate the use and occupancy of the facilities by the City. Contractor must perform the work so as not to interfere with the City's day-to-day operations. **Work can only be performed between 7:30 a.m. and 4:30 p.m., Monday - Friday.**

BIDS DUE DATE

Sealed proposals (3 copies) should be submitted to City of Cambridge DPW, 1025 Washington St, Cambridge, Maryland 21613, by 2:00pm May 9, 2017; clearly marked on the outside "***Proposal –Solar Expansion PSB***" and to the attention of the Brent Jett. After that time, they will be reviewed by City Staff. Award will be made on a best-value basis for the funding available.

SCOPE OF SERVICES

The intent of this Project is to install the highest kilowatt (kW) photovoltaic array expansion possible, within the established budget. The system shall be installed on the roof of the City of Cambridge Public Safety Building located at 8 Washington St.

Photovoltaic Design: Contractor's response to the RFP shall provide a clearly written explanation of the photovoltaic design expansion and the benefits the design offers based on kW provided. Specific details on the equipment being proposed shall be specified in Contractor's response to the RFP. The racking system shall use standing metal seam roof clips based on 16" seam centers. All equipment (to include panels, inverters and racking) are to be made in the United States of America. Proposals should include as few roof penetrations as possible, to minimize the potential for roof leaks. The selected contractor

**City of Cambridge
Solar Expansion Project RFP**

will be responsible for preparing all necessary plans required to obtain City of Cambridge, Maryland building permits.

Supply and Installation: The Project includes the supply and installation of upgraded inverters to handle the total capacity of the existing panels. As well, additional panels shall be installed adjacent to the existing ones to provide the highest kW possible based on the installation location and site conditions while keeping within the established budget. The new panels will link to the new (per this project) fully functional grid-tied photovoltaic system. The Project includes all labor and materials required for a functional PV system expansion as outlined here, to include, but not be limited to the solar panels, racking, and sealants to provide a water-tight installation on the standing seam metal roof and connections to existing circuits, as well as any conduit, junction boxes, wiring, pull boxes, inverter(s), data connections, and other electrical items as required to expand the current system to handle the kW load at the end of the project.

The selected contractor will be responsible for preparing all plans required for the project and to obtain all City of Cambridge, Maryland permits that may be required for the project.

System Commissioning: The selected contractor will be required to provide verification to the Owner that the system is properly connected to the net-meter and producing electricity within 85% of design capacity prior to acceptance of the work. Contractor will be required to facilitate and handle all interconnection agreements, forms, etc. with the utility provider (Delmarva Power & Light; DP&L).

EXISTING CONDITIONS

The Public Safety Building currently has 39- 235w MOTECH solar panels wired to 3-5MVA SB4000US 4000watt inverters that are present and operational. A Sunny Boy web box is also functioning with a dedicated phone line to allow reporting of the solar array outputs.

PUBLIC SAFETY BUILDING DETAILS

Roof Construction: The roof system is standing seam metal, 16” on center. The plans for the roofing detail have been included in the RFP package.

PROJECT BUDGET

The Project has an established budget of **\$35,000** for Permitting, Design and Supply/Installation of the equipment. Proposals received in excess of the established budget will be rejected.

SUPPLIES AND MATERIALS

This Project must utilize panels, inverters, and racking systems that are made in the United States of America.

CONTRACTOR QUALIFICATIONS

The City intends to award a contract to a single prime contractor who has completed design and installation of no fewer than three (3) 3kW (or larger) commercial grid-tied photovoltaic systems within the last 5 years on municipal, public institution or commercial buildings. Contractor is required to provide references and describe the experience they have with photovoltaic installation (to be submitted on Form #2 titled “Photovoltaic Systems and Installation Experience”).

PROPOSED SCHEDULE

The selected contractor will be required to submit a proposed construction schedule for the Project within 10 days of issuance of Notice to Proceed.

EVALUATION

All proposals will be reviewed by the City of Cambridge based on the following criteria:

1. Size (kW production) and design of the PV system to be provided.
2. Warranty provided.
3. Demonstrated previous experience including evaluation of quality of references (Form #2) related to photovoltaic system design and installation.
4. Knowledge and experience in obtaining permits for photovoltaic system installation, including through the City of Cambridge Permits Office.

The City of Cambridge reserves the right to reject any and all proposals and to accept the proposal that the Town in its’ sole and absolute discretion, considers most advantageous. All proposals will become the property of the City of Cambridge.

AWARD

The contract award will be made to the most qualified bidder who, in the City’s sole opinion, has presented the proposal most advantageous to the City.

PERIOD OF PERFORMANCE

The successful bidder agrees to expedite the permitting process and submission of the agreement, insurance certificate and other required documents upon notification of being awarded the contract. Contractor further agrees to commence work immediately upon the issuance of Notice to Proceed by the City of Cambridge.

ADDENDA

All Addenda issued by the City for the Project will be posted on the City website at www.choosecambridge.com under the RFP for *Photovoltaic Project*. It is the responsibility of the interested party to check these locations for any issued addenda, prior to submitting a bid.