

Homes First

Request for Solar Proposal (RFP)

Issued by Olympia Community Solar and Homes First
RFP Point of Contact:

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REQUEST FOR PROPOSAL FOR INSTALLATION OF RESIDENTIAL SOLAR PROJECTS

Summary

Homes First, with the support of Olympia Community Solar is seeking a turnkey proposal from a qualified firm to install seven solar energy installations on low-income occupied buildings in Olympia. Olympia Community Solar is partnering with Homes First to site the solar projects on the nonprofit owned and low-income occupied buildings.

Olympia Community Solar has received a Community Development Block Grant from the City of Olympia of \$250,000 dollars to fund this project. The grant requires that work begin before the end of August 2022. Please be prepared to contract immediately if you submit a proposal.

SITE VISIT

There will not be a pre-proposal site assessment. The selected firm will have the opportunity to perform site assessments.

SITE ADDRESS

Homes First keeps the locations of their distributed housing confidential to protect their residents. **To receive a list of the properties, please submit a short letter of intent to Olympia Community Solar.**

PROPOSAL SUBMITTAL

Please submit a proposal in PDF form to the points of contact by 5:00pm on June 3rd.

BASIC REQUIREMENTS FOR PROPOSING FIRMS

- Must be registered, or indicate that they will register, with the appropriate Business License divisions in Mason County and in good standing to be considered for this project.
- Must be a general contractor and must hold an active Contractor Registration with Washington State Department of Labor and Industries.
- Must prove and maintain Workers' Compensation and Employer's Liability insurance.

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|-------------------------|------------------------|
| Proposals Due | 6/3/2022 by 5:00pm PST |
| Firm Selected | The week of June 6th |
| Installation Work Start | 8/31/2022 |

PROPOSAL FORMAT AND EVALUATION CRITERIA

Please create project proposals in 8½" x 11" document size using a minimum 12-point font size. Proposals shall not exceed 20 pages, including cover page, cover letter and any appendices and/ or attachments.

I. Cover letter

A. The cover letter shall discuss the highlights, key features and distinguishing points of the Proposal. The cover letter must be prepared and signed by a manager having the authority to make offers and enter into financial agreements on behalf of the firm.

II. Proposing firm profile

A. Detail the proposing firm's size and local organizational structure. Describe the demonstrated experience of the firm in designing and installing commercial solar electric systems. Please note any significant installations by the firm in Thurston County.

B. Please indicate your firm's existing installation commitments and crew availability.

III. Qualifications of the project team

A. Identify key personnel for this project including roles, experience, licenses, and certificates (e.g., NABCEP), with corresponding numbers as appropriate. Key personnel should include at a minimum: Owners/Principals; Project Managers; Designers; Installers.

B. Identify any subcontractors the firm plans to use.

IV. Business practices

A. **Work practices:** Address the firm's health and safety record and practices. Identify any communications with the Washington State Department of Labor and Industries and state or federal human rights agencies regarding workplace issues in the last 3 years.

B. **Liability:** Provide information on the level of insurance the firm has and provide copies of certificates.

C. **Workmanship Warranties:** Describe your workmanship warranties.

D. **Wages and Labor Practices:** Provide information about labor practices, including your commitment to providing family wages, benefits, apprenticeships, or mentoring programs.

V. Work quality

A. Explain why the products included in the proposal are appropriate for this project.

B. Provide descriptions of warranties and support that ensure the long-term durability, operation, and maintenance of PV installations. Please describe any system monitoring capabilities or production gauges included. **Please attach the manufacturer's specification sheets and warranty information for each major piece of equipment.**

C. Include a solar production estimate. If the proposal includes modules on multiple different roof orientations, please factor each orientation into your production estimate.

VI. Customer service

A. Describe how the firm plans to handle incident reports (trouble, warranty, service calls, and inquiries). Discuss the firm's typical response time on calls, hours of coverage for customer service calls, and process for providing status reports after an incident is logged.

B. List any complaints received by the Better Business Bureau or the Washington Attorney General's office over the last 3 years.

C. Describe the training the firm provides the host including materials or manuals, customer care books, and/or support for later questions and system performance.