



REQUEST FOR PROPOSALS FOR THE GROUP INSTALLATION OF RESIDENTIAL SOLAR ENERGY SYSTEMS

Olympia Community Solar and the Skagit Valley Clean Energy Cooperative are seeking proposals to support a group purchase of solar installations for a Solarize Campaign. The goals of this Solarize Campaign are to accelerate solar adoption, reduce customer acquisition costs, and save customers money. This Solarize Campaign will target residents and businesses within **Thurston, Mason, Lewis and Skagit Counties**. Olympia Community Solar will work with our partners to motivate 150 households and small businesses to participate.

Our 2021 Solarize Campaign resulted in 131 closed solar contracts around Thurston County. Our team completed our second Solarize Campaign in 2022 with 73 closed solar contracts in Thurston, Mason, Lewis, and Pierce counties.

We've seen strong support from local municipalities and community groups that have helped spread the word about Solarize to tens of thousands of homeowners. Olympia Community Solar provides solar 101 educational content to participants and works to ensure customers do not fall through the cracks. After each campaign we've collected feedback from our participants and installer partners that we've used to improve the program.

This year we're going to start the campaign earlier to drive business before the summer rush. We're developing new partnerships to ensure Solarize participants have options for heat pumps, energy efficiency, and electric vehicles. We're expanding the campaign to include Skagit County.

We hope you'll support the campaign by submitting a proposal.

Mason Rolph, President

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Founded in 2018, Olympia Community Solar (olysol.org) is a 501c3 nonprofit organization with the mission to steward an equitable and accessible clean energy transition. We provide solar project development and funding services, advocate for equity-focused solar policy, and organize community efforts to adopt solar.

2023 SOLARIZE CAMPAIGN TIMELINE

Registration dates are subject to change and should be used for planning purposes only.

RFP Announced	12/12/2022
Voluntary Q&A Webinar	1/6/2022 at 10am https://meet.google.com/pzr-wfdc-brs?hs=122&authuser=0
Proposals Due	1/20/2023 by 5:00pm
Reference Checks & Interviews	Week of 1/22/2023
Firm Selected	2/1/2023
Participant Registration Open	To be determined - Goal of 2/22/2023
Participant Registration Closed	6/4/2023
Participant List Available to Contractor	On a rolling basis in accordance with participant registrations.
Installations Completed Goal	12/31/2023 or as arranged

PROPOSAL DUE DATE & SUBMITTAL

Please submit a proposal no later than 1/20/2023 5:00pm PST in PDF format to mason@olysol.org and CC info@olysol.org.

BASIC REQUIREMENTS FOR PROPOSING FIRMS

- **Must provide a group-based pricing structure.**
- Must accurately represent solar regulations, incentives, and benefits.
- Must be registered, or indicate that they will register, with the appropriate Business License divisions in at least one of the campaign counties and be in good standing.
- Must be a general contractor and must hold an active Contractor Registration with the Washington State Department of Labor and Industries.
- Must maintain Workers' Compensation and Employer's Liability insurance.

PROPOSAL CONTENTS

I. Cover letter

The cover letter shall discuss the highlights, key features and distinguishing points of the Proposal. Please describe specifically why the firm wants to serve the Thurston, Mason, Lewis and Skagit County communities. 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(s).

II. Proposing firm profile

A. Detail the proposing firm's size and local organizational structure. Describe the demonstrated experience of the firm in developing, designing, and installing residential solar electric systems, and

how that would apply on a group scale. **Indicate how many installations or the kW capacity your team can commit to. Indicate your preferred service areas by county.** Describe your expected timeline for overall project commissioning.

B. Provide a statement describing the firm's capability to complete the project per the timeline specified above. Include a discussion of the firm's financial stability, number of employees, length of time in business, capacity, and resources.

C. Explain how the firm can expand quickly—and maintain quality—to meet the demand that may occur due to this project (the 2022 campaign experienced 200 signups in the first week). Present the firm's plan to accommodate demand within the timeline stated above. Provide a best estimate of the number of installations the firm can complete at the campaign price and which counties you can serve. Describe how the firm plans to maintain or exceed this installation rate, while maintaining quality, throughout the Solarize Campaign.

D. Describe the firm's expected time frames between receiving a lead and site visit, site visit and quote delivery, and contract signing and system installation.

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; and the Office Manager who will provide data to Olympia Community Solar per the specifications outlined in the Scope of Work.

B. Identify any subcontractors the firm plans to use, along with their value to the project, and provide background information on their size, experience, management, licensing, and subcontracting agreement.

IV. Business practices

A. Describe the process for in-office management of a large volume of leads, from receipt of lead information from Olympia Community Solar through customer contact, scheduling of site assessments and installations, and processing of relevant paperwork. Indicate what software and systems the firm uses to facilitate sales and reporting.

B. Provide a representative copy of the customer proposal and contract the firm plans to use that includes a description of the scope of work, equipment to be installed, terms of payment, terms for termination, post-installation performance verification, and construction timeline from execution of contract to final system commissioning. Identify how the billing cycle and process for this project might differ from a typical billing cycle and process.

C. Liability: Provide information on the level of insurance the firm has, such as General Liability and Auto coverage for residential work (including Broad Form Property Damage, Contractual Liability, No Collapse or Underground exclusions, and Stop Gap coverage). **Provide copies of certificates.**

D. Wages and Labor Practices: Provide information about labor practices, including your commitment to providing family wages, benefits, apprenticeships, and mentoring programs. Identify the percentage of workers who receive healthcare and other benefits.

V. Community practices

- A.** Discuss the firm's previous experience with public awareness and education in the target area of the campaign. Identify the individual(s) who will represent the firm at Solarize workshops.
- B.** Describe any sustainability practices adopted by the firm, partners or contractors. Include energy conservation, energy efficiency services, and waste management practices that the firm or its business partners provide to customers.

VI. Work quality and Equipment

- A.** Explain why the products included in the proposal are appropriate for this project. **Include the manufacturing spec sheets and warranty information for each piece of major equipment.** Please describe any system monitoring capabilities or production gauges included. Please consider including a "Made In Washington" module option in your pricing (not required).
- B.** Describe the installation process, including how the firm will minimize disruption and disturbance.

VII. 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.** Discuss the most common problems and reported issues that the firm has experienced and how they have been resolved. List any complaints received by the Better Business Bureau or the Washington Attorney General's office, or other relevant agency over the last 3 years.
- C.** Describe the training the firm provides the homeowner, including materials or manuals, customer care books, and/or support for later questions and system performance.

VIII. Pricing and financing schedule

- A.** Using Exhibit C, please present a price-per-watt, exclusive of any incentives, tax credits, or company promotions for a grid-tied system installed on a typical detached dwelling. The price shall include all work described in Exhibit A, Scope of Work.
- B.** Identify any factors or special conditions which would result in additional costs (such as roof materials, roof slope, improvements to existing wiring, roof access) and provide estimates of additional charges for each such factor or condition in Exhibit C. Describe any changes to the proposed pricing that would be applicable to small business.
- C.** Consider indicating common additions your firm provides such as EV chargers or energy efficiency.

Note: Customer contact, site assessments, system design and cost estimates are to be provided free of charge. Contracts shall include online monitoring and extended inverter warranties.

IX. Appendix

The Appendix may include any supporting information, such as resumes, references, or other data that will support the firm as the best for this project.

PROPOSAL EVALUATION

Olympia Community Solar may invite the Proposer for interview and evaluation by a selection committee. Proposal and interview will be the central valuation in determining the final award. Evaluation Criteria include, but are not limited to:

Cost proposition (both base price and additional cost factors)

Equipment and warranty quality

Contractor's capacity and service area

Contractor's proximity to the program's geographic scope

Contractor is a minority or woman owned business

Contractor has engaged in Justice, Equity, Diversity, and Inclusion (or the equivalent of) Trainings

CONDITIONS AND RESERVATIONS

Olympia Community Solar is not obligated to enter into an agreement with any Proposer and has no financial obligation to any Proposer arising from this RFP. The contract between the homeowner and the selected firm will not include Olympia Community Solar as a party, and the selected contractor will be solely liable for any claims, losses, or damages arising out of the Contract. The contractor will be expected to sign a Memorandum of Understanding (MOU) with Olympia Community Solar to confirm each party's roles and responsibilities prior to work starting.

Furthermore, Olympia Community Solar reserves all rights regarding this RFP, including, without limitation, the right to:

- Amend, delay, or cancel the RFP without liability if the team finds it is in the best interest of the project to do so. In the event it becomes necessary to amend any part of this RFP, notice will be provided in the same manner as notice of the original solicitation;
- Reject any or all Proposals received;
- Waive any minor informality or non-conformance with the provisions or procedures of the RFP, or to seek clarification of any Proposal;
- Negotiate and/or amend the Scope of Work to serve the best interest of the project.

EXHIBIT A - SCOPE OF WORK

The purpose of this Campaign is to enable the selected firm to access cost efficiencies through a program that combines lowered customer acquisition costs with group purchasing. Project partners have set a goal of 150 solar installations across Thurston, Mason, Lewis and Skagit Counties.

Olympia Community Solar will perform outreach to motivate participants to seek solar site assessments. The Campaign will reach more than 30,000 households using municipal utility mailing inserts alone. Our team will present information, answer questions, and provide an interface to the community at workshops.

As prospective participants are identified, their information will be provided to the selected firm(s) on a rolling basis. The selected firm(s) will provide site assessments and system design proposals for each interested participant. Individual system designs should be aesthetically pleasing, taking into consideration the preferences of the owner while minimizing project costs and maximizing solar energy production. Proposals should take into consideration each owner's financial and site limitations.

The installations will be carried out by the selected firm(s) in conformance with all applicable laws, codes, and interconnection requirements for net-metered installations.

For each participating home or small business, the selected firm(s) will be responsible for securing all required permits and scheduling and passing all jurisdictional and utility inspections. The firm(s) shall provide each owner appropriate documentation and guidance for applying for the federal residential solar tax credit. The firm(s) will provide introductions and support materials to the campaigns selected Financing Partners.

The selected firm(s) will submit monthly progress reports to Olympia Community Solar that include the following information:

- Customer status
- Date of scheduled or completed site assessment
- Date of contract signing
- Date of scheduled installation
- Date of targeted completion
- Date of actual completion
- Kilowatt capacity, price of system, and the system's cost adder

EXHIBIT C - SOLARIZE PRICING FORM

Modules	Inverter	\$/Watt non-solarize	\$/Watt Solarize

Additional Cost Factors	Proposed Cost:	Installer's Proposed cost:	Criteria for Cost Factor
Monitoring	Lifetime Included		
Extended Inverter Warranty	Included		
Specialized Mounting	\$0.15/watt		Not Shingle or Standing Seam
Roof slope	\$0.10/watt		8:12 or Greater
Electrical Panel Upgrade	No greater than \$3,000		
Number of Roof Surfaces	Each roof surface after two: \$0.05/watt		More than two roof surfaces hosting modules
L2 EV Charger			
Small System Adder	\$300		Smaller than 5kW DC
Trenching	No more than \$8/foot		\$ per foot
Lift required	No more than \$500/day		Per day
Heat Pump?			
Energy Efficiency Services?			

*Add other factors if applicable