

San Juan Community Home Trust

Request for Solar Quote (RFQ)



Issued by Olympia Community Solar

Mason Rolph
Olympia Community Solar
112 4th Ave E, STE 208
Olympia WA, 98501
(360) 481-4020
mason@olysol.org

Lily Goldberg
Homeownership Program Manager
San Juan Community Home Trust
Lily.g@hometrust.org
(360) 378-5541



REQUEST FOR QUOTE FOR INSTALLATION OF A SOLAR PROJECT

Summary

The San Juan Community Home Trust, with the support of Olympia Community Solar, is seeking a quote from a qualified firm to install eight residential solar energy installations in late 2023. Olympia Community Solar is supporting the land trust to develop the solar project on the non-profit owned and low-to-moderate income occupied property.

The San Juan Community Home Trust creates permanently affordable housing for low- and moderate-income island residents. By doing this the Home Trust promotes economic diversity and development, and supports a sustainable island community while practicing responsible stewardship of our rural environment.

SITE VISIT

Project partners will not host a site visit.

SITE ADDRESS

Holli Pl & Price St, Friday Harbor, WA 98250

PROPOSAL SUBMITTAL

Please submit a proposal in PDF form to the points of contact by 5:00pm on January 27th.

BASIC REQUIREMENTS FOR PROPOSING FIRMS

- Must be registered, or indicate that they will register, with the appropriate Business License divisions in Thurston 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.

Site Visits	NA
Proposals Due	January 27th by 5:00 PM
Firm Selected	Week of January 30th
Installation Work Start	Q4 2023

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 15 pages, including cover page, cover letter and any appendices and/ or attachments.

I. **Cover letter**

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**

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.

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.

EXHIBIT A

San Juan Community Home Trust

The San Juan Community Home Trust is a non-profit that creates permanently affordable homes for San Juan Island families and individuals with low- to moderate-incomes. The community land trust model preserves affordability in perpetuity. The Home Trust works with low-income buyers making between 50-80% of area median income (AMI), and moderate-income buyers making between 81-115% of AMI.

They operate 41 properties and are in the process of constructing four new duplexes in a neighborhood called HolliWalk. HolliWalk will bring the San Juan Community Home Trust's portfolio up to 49 permanently affordable homes. The Home Trust's HolliWalk project will provide eight new high-quality, energy efficient homes at the intersection of Price Street and Holli Place in Friday Harbor. The 4 duplexes consist of 2, 2 bedroom, 2 bathroom, 1,000 square-foot homes, with 2 parking spaces per residence.

The properties will be occupied by income eligible residents – 5 low-income families, and 3 moderate-income families.

Electricity Consumption - This new construction does not have a consumption history.

RFP ATTACHMENTS

- **Holliwalk Architectural Planset**
- **Holliwalk Electrical Planset**
- **Site Plan**