



**Request for Proposals  
for the  
Design and Installation of a Photovoltaic Electrical Generation System  
for the City of Durham**

Date of Issue: 3/26/2020

A. PURPOSE FOR RFP

1. Through this request for proposal (RFP), notice is hereby given that the City of Durham, North Carolina, General Services Department, is seeking qualified Companies to design and install a **Photovoltaic (Solar) Electric Generation System** on the roof of the City's **Sign and Signal Shop located at 320 Muldee Street, Durham, NC 27703**.
2. This RFP provides complete information on the services being sought, the submittal requirements, and timeline. Copies of the RFP may be downloaded directly from this site: <http://durhamnc.gov/bids.aspx>.

Interested Companies **MUST** contact the Project Manager to indicate their interest in the Project and intent to submit a Proposal. They may submit their Proposals meeting the requirements defined in the RFP to:

Todd Tingler, Senior Construction Project Manager  
City of Durham, Owner  
General Service Department  
2011 Fay Street  
Durham, NC 27704  
Phone: 919-257-0008 (Cell)  
Email: [todd.tingler@durhamnc.gov](mailto:todd.tingler@durhamnc.gov)

3. **Proposals must be received by 3:00 p.m. on Friday, 4/24/2020**  
Please contact the Project Manager listed above to register your Company if interested. The City is not responsible for providing updated information/changes to Companies not known by the City as holding a copy of this RFP.

**Due to the current City Facility closings, Proposals MUST be sent via e-mail to:**  
[todd.tingler@durhamnc.gov](mailto:todd.tingler@durhamnc.gov) IF your Proposal cannot be e-mailed, contact the Project Manager to discuss an alternate method of submittal.

4. **All questions regarding this RFP** should be submitted in writing and directed to Todd Tingler at [todd.tingler@durhamnc.gov](mailto:todd.tingler@durhamnc.gov). All written questions will be responded to via e-mail and posted to the City's Purchasing Website.
5. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a response. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. The City of Durham reserves the

right to reject any and all submittals. The City of Durham is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

6. Access to the building for review and inspection is restricted. Contact the Project Manager to schedule a site visit.

## B. BACKGROUND AND SCOPE OF SERVICES

As an integral part of its energy conservation and sustainability goals, the City of Durham plans to install a photovoltaic electrical generation system (P/V) on the roof of the City's Sign and Signal Shop (Shop) located at 320 Muldee Street. The Shop is a single-story pre-engineered metal building with a steel frame and metal roof. The City recently completed the total renovation of the building; installing a completely new electrical service, switch gear, emergency generator and building-wide electrical system.

When completed, the P/V system will be fully integrated into the building's electrical system utilizing roof-mounted solar panels connected to grid-tied inverters to offset the use of commercial power. As annual demand varies, it is strongly suggested Companies/Contractors submitting a Proposal verify the building's annual demand kWh load.

Average annual building demand: 75,481 kWh

**Minimum Array Size: 45 kW DC (30 kW AC), 120-208V 3PH**

The Company contracted for this Project will:

- design and install a complete and fully-functional photovoltaic system including, but not limited to: roof mounted solar panels, grid-tied inverters, disconnects, conduit, conductors, fuses, meter lugs, buss bar service lugs, support systems, anchoring/attachment devices, and control wiring;
- Work with the City and roof manufacturer to maintain roofing warranties;
- Provide all labor, materials and equipment to install the system per the approved design;
- Provide any and all roof and/or wall penetrations; which will be designed and executed in accordance with the City of Durham General Services Department, and sealed to prevent water infiltration;
- Submit all required documents to the Durham City/County Development Services Center for Permit Review and Inspections. The Project will require, at minimum, a Building and Electrical Permit;
- Payment of all submittal, permit application, document review, permit, inspection and re-inspection fees;

- Provide specifications and operational manuals on all system equipment;
- Provide 1-year installation and equipment warranty of the complete system. This is in addition to manufacturer’s warranties on equipment;
- Provide 1-year of system maintenance and management.

The City intends to take full advantage of Duke Energy’s Solar Rebate Program to off-set purchase and installation costs. The Company contracted for this Project will:

- Work with the City to complete Duke Energy’s Interconnection Agreement, providing any and all plans and documentation on the array’s design, equipment, output, capacity, and layout.

**C. SCHEDULE**

<b>Preliminary Project Schedule:</b>	<b>Date</b>
Issue Request for Proposal	March 26,2020
Receipt of Proposals via e-mail	April 24,2020
Complete firm selection	May 1, 2020
Negotiate Contract Costs	May 8, 2020
Contract Award	May 11, 2020
Notice to Proceed	May 22, 2020

**D. EQUAL BUSINESS OPPORTUNITY PROGRAM-Equity & Inclusion Department UBE goals statement**

1. It is the policy of the City to provide equal opportunities for City contracting for persons who own underutilized businesses doing business in the City’s Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination.
2. There are NO goals for M/UBE or W/UBE on the Project. There ARE sub-contractor opportunities for Minority, Underutilized or Woman Business Owners in the areas of: Electrical Contractor, Electrical Suppliers, Equipment Suppliers, and Installation. The Primary Contractor is encouraged to take advantage of these opportunities where ever possible.
3. Equity & Inclusion Department is responsible for the Equal Business Opportunity Program. All questions should be referred to Deborah Giles or other department staff at (919) 560-4180.



**E. NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)**

1. The City of Durham will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact Logan Small, ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or Logan.Small@durhamnc.gov, as soon as possible but no later than 48 hours before the scheduled event.

**F. E-VERIFY COMPLIANCE**

1. If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subcontractors," and "comply" as used in this subsection (a) shall have the meanings intended by NCGS 143-129(j); and (iii) the City is relying on this subsection (a) in entering into this contract. (b) If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.

**G. STATE TREASURER'S LISTS REGARDING IRAN AND BOYCOTT OF ISRAEL**

1. If the successful bidder or the City signs the contract on October 1, 2017 or afterwards, and the value of the contract is \$1,000 or more, the following applies unless the bidder otherwise states in its bid: the bidder affirms (by submitting a bid) that (1) its name does not appear on the list of companies that are engaged in a boycott of Israel developed by the N. C. State Treasurer under N.C.G.S. 147-86.81(a)(1) or on a list created by the Treasurer pursuant to N.C.G.S. 147-86.58 as a company engaging in investment activities in Iran, and (2) it has no reason to expect that its name will appear on either of those lists. Take notice that a contract between a company named on either list and the City may be void.

**H. VALUES OF CITY OF DURHAM REGARDING TREATMENT OF EMPLOYEES OF CONTRACTORS**

1. Statement of City EEO Policy. The City of Durham opposes discrimination in employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Therefore, it desires that firms doing business with the City:
  - not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
  - take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. This action includes employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- state, in solicitations or advertisement for employees, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
  - include this Statement of City EEO Policy in every purchase order for goods to be used in performing City contracts and in every subcontract related to City contracts.
2. **Livable Wage** - The City of Durham desires that firms doing business with the City pay their workers a livable wage rate while working on City contracts. The livable wage rate is \$14.15 per hour through June 30, 2018, and \$15.00 per hour for July 1, 2018 – June 30, 2019. The City will re-set the rate for the period after June 30, 2019.

**I. SUBMITTAL RESPONSE REQUIREMENTS**

1. Due to the current City of Durham operational status, **RFP Submittals MUST be submitted in electronic (PDF) format via e-mail**. Please limit response to 20 single-sided or 10 double-sided pages, excluding City required non-collusion affidavit. Font size shall be no less than 10 pt.
2. Following e-mailing of a Submittal, it is strongly recommended that the Project Manager be contacted to verify an e-mailed submittal has been received.

**Submittals must contain the following information:**

Letter of Interest: The Letter of Interest should include a synopsis of the prime Company/Contractor and ALL sub-contractors. Indicate the Company's qualifications, the project manager and primary contact.

Project Description outlining the proposed solar P/V system, size of array, estimated electrical (kW) output in both DC and AC. Indicate electrical offset and comparisons with current building demand and usage. Estimated the City's return on investment, time and cost, showing annual electrical savings.

Proposed equipment cut sheets with manufacturer's information for: solar panels, grid-tied inverters, structural support system, attachment brackets;

Total Gross System Cost to purchase and install the complete system. Include estimated Duke Energy solar rebate.

Reference Projects - Identify four commercial projects of similar scale and scope the Company is currently installing or has completed in the last five years. Provide a Contact name and number for each project.

Required City Forms: Appendix B: Non-Collusion Affidavit

**J. SELECTION CRITERIA**

- 30%: Understanding of Project Objectives and Constraints
- 30%: Experience Working on Similar Projects and Working with Applicable Regulatory Bodies. Durham City / County Development Office and Inspections is a positive.
- 40%: Company's experience and technical abilities

**K. NON-CONTACT PROVISION**

1. Interested firms shall be prohibited from contacting any City official or employee involved with the two stated Projects during the course of the submittal, negotiations, pre-contracting, or other process of this solicitation, except to submit questions via the City's designated project manager. Any such contact shall be grounds for disqualification of any firm who may have initiated such contact.

#### L. ATTACHMENTS

1. Appendix A: Insurance Requirement
2. Appendix B: Non-Collusion Affidavit
3. Appendix C: Trade Secrets and Confidentially
4. Appendix D: Standard City of Durham Contract