

Template Request for Proposal

For

Municipal Solar Projects

2018

*This document and its counterpart Excel workbook are designed as tools for cities, towns, schools, and other political sub-divisions to use as a starting point when planning to solicit bids for the implementation of solar energy systems. Our goal is to facilitate the streamlining of all phases of the RFP process, including RFP design and dissemination, bidder response, and solicitor review. While we have done our best to strike the appropriate balance between comprehensiveness and simplicity, we expect and encourage users to adapt this template to fit their own particular circumstances and needs. Users are also encouraged to reach out to the* ***Clean Energy NH***(hello@cleanenergynh.org) *to discuss any technical questions or clarifications, both while tailoring the RFP and while reviewing and comparing competing bids. Clean Energy NH is available as a vendor-neutral expert to provide technical assistance and answer questions as needed.*

1. General Information
	1. Site:
		1. Location Address
		2. Description:
			1. For roof-mounted: square footage, stories, age, roof and structural details, historic electricity usage data, etc.
			2. For ground-mounted: cleared or forested, slope, orientation of slope, available acreage, etc.
		3. Objectives of solar project and installation timeline
	2. Finance structure solicited (E.g., PPA, ownership, either/or)
	3. Municipal permitting and approval process for solar development
	4. Administration:
		1. “This Request for Proposal is issued by *(insert name)*. All communications shall be made via *(email, phone)* to *(insert name, title, contact information)*.
2. Instructions to Bidders
	1. RFP Schedule:
		1. RFP Release Date: \_\_\_\_\_\_\_\_\_\_
		2. Pre-bid Site Walk: \_\_\_\_\_\_\_\_\_\_
		3. Deadline for Bidder Questions: \_\_\_\_\_\_\_\_\_\_
		4. Response to Bidder Questions: \_\_\_\_\_\_\_\_\_\_
		5. Proposal Due Date: \_\_\_\_\_\_\_\_\_\_
		6. Interviews: \_\_\_\_\_\_\_\_\_\_
		7. Award Date: \_\_\_\_\_\_\_\_\_\_
		8. The *(city or town)* may change these dates at its sole discretion.
	2. Contact:
		1. The issuing entity and sole contact for the coordination and dissemination of all information regarding this RFP is: *(Insert name, title, contact information).*
	3. Site Walk:
		1. Bidders interested in participating in a site walk should RSVP to *(insert name)* by *(insert date)*. Details:
	4. Questions:
		1. Bidders may submit written questions via email to *(insert name)* by *(insert date)*. Email subject line must read: *(Insert email subject line)*.
	5. Proposal Submission Format:
		1. Respondents should email proposals to *(insert name, address)* by *(insert due date and time)*.
3. Submittal Requirements
	1. Company Profile
		1. Headquarters Location
		2. Qualifications
		3. Key Personnel
		4. Project Profiles
		5. Other
	2. References
	3. Attachment A (please fill out and return the attached Excel workbook)
		1. *\*Note: The* (city, town, school) *acknowledges that precise forecasting of the value of the energy generated by the system requires an understanding of the proportion of energy consumed behind the meter versus exported to the grid using net metering, which may be beyond the scope of this solicitation. Such details to be covered as part of future contract negotiations.*
		2. Bidders are invited to provide information or details beyond those solicited in the attachment.
	4. Additional Factors
4. Selection
	1. Selection Process
	2. Criteria for Evaluations Shall Include but are not Limited to:
		1. Proposal price and value
		2. Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region
		3. Response of references
		4. Available resources to complete projects in a timely manner
5. Exhibits
	1. Facility roof plan (if applicable/available)
	2. Previous year (at minimum) utility electric bill(s) or documented usage
	3. Third-party electricity supply agreement (if applicable)