

City of Meriden, Connecticut Purchasing Department

Request for Proposal

For

Solar Carports and Truck Canopies

Meriden, CT

RFP021-16

Proposals Due: December 8, 2020 @ 4:00 P.M.

Purchasing Department

142 East Main Street, Room 210

Meriden, CT 06450

(203) 630-4115

LEGAL NOTICE

REQUEST FOR PROPOSAL

The City of Meriden is accepting sealed proposals for:

RFP021-16 – Solar Carports and Truck Canopies

The City of Meriden and the Meriden Public Schools seeks the services of a solar energy developer to design and construct solar carports and truck canopies at various locations within the City of Meriden.

Proposals shall be submitted on forms and in the manner specified. Forms and specifications may be obtained from the Purchasing Department, on the City of Meriden website (www.meridenct.gov/business/bids-rfps/), and on the State of Connecticut Department of Administrative Services website (www.biznet.ct.gov). Proposals will be accepted at the Purchasing Department, 142 East Main Street, Room 210, Meriden, Connecticut 06450 until 4:00 P.M. local, eastern standard time on December 8, 2020. Any proposal received after the time and date specified shall not be considered.

The right is reserved to reject any or all proposals, in whole or in part, to award any item, group of items, or total proposal, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden. No proposer may withdraw its bid within sixty (60) days of the date of the proposal opening.

The City of Meriden is an Affirmative Action/Equal Opportunity Employer. Disadvantaged, minority, small, and women business enterprises are encouraged to respond.

Adam B. Tulin Purchasing Officer City of Meriden, CT 06450-8022 Dated: November 16, 2020

CITY OF MERIDEN, CONNECTICUT

RFP021-16 Solar Carports and Truck Canopies

INFORMATION TO PROPOSERS

1. BIDDING PROCEDURES

Sealed Bids shall be submitted on the forms designated by the attached proposal bid forms. Bids will be received by the City of Meriden's Purchasing Department, Room 210, City Hall, 142 East Main Street, Meriden, Connecticut, 06450-8022 until 4:00 p.m. on December, 8 2020.

2. PROPOSALS

Proposals are to be submitted on the attached proposal forms. Please submit five copies of the proposal forms and Bidder's Qualification Statement. One shall be an original and four can be copies. Please include one complete version of the proposal on a flash drive.

PROPOSAL WILL BE AUTOMATICALLY REJECTED FOR ANYONE SUBMITTING A SURETY OTHER THAN THOSE SPECIFIED.

- a. Proposals must be made out and signed in the corporate, or other, name of Proposer, and must be fully and properly executed by an authorized person.
- b. The sealed envelope must denote the Proposer's name and address in the upper left hand corner and the words "PROPOSAL DOCUMENT RFP021-16 SOLAR CARPORTS AND TRUCK CANOPIES to be opened at 4:00 p.m." in the lower left hand corner.
- c. Proposals received later than the time and date specified will not be considered.
- d. Amendments to or withdrawal of proposals received later than the date and time set forth in the proposal opening will not be considered.
- e. All prices must be in ink or typewritten. In the event of a bidder's mathematical error in tabulating any bid prices, *the written unit prices shall govern*.

3. PROPOSER QUALIFICATIONS

Proposers will be required to fill out, and include as part of its bid, any attached Proposer's Qualification Statement.

In determining the qualifications of a proposer, the City of Meriden will consider the proposer's record of performance in any prior contracts for construction work. The City of Meriden expressly reserves the right to reject a proposal if the proposer's historical performance, in the sole opinion of the City of Meriden, has been unsatisfactory in any manner or if the proposer has habitually and without just cause neglected the payment of bills or has otherwise disregarded its obligations to subcontractors, suppliers, or employees.

4. EXAMINATION OF PROPOSAL DOCUMENTS

Proposers are to examine all documents and visit the site in order to make a thorough examination of the conditions so that the proposer may familiarize itself with all of the existing requirements, conditions, and difficulties that will affect the execution of the work in order to determine the amount of work necessary to carry out the true intent of the specifications and work shown on the drawings.

The City of Meriden and its agents do not have any responsibility for the accuracy, completeness, or sufficiency of any proposal document obtained from any other source other than from the City of Meriden. Obtaining documents from any other source(s) may result in obtaining incomplete and inaccurate information. Obtaining documents from any other source may also result in failure to receive any addenda, corrections, or other revisions to the documents that may be issued.

No request shall be honored if such request is made less than seven (7) calendar days prior to the date fixed for the opening of proposals. Any and all such interpretations, and any supplementary instructions, will be in the form of a written addenda to the specifications which, if issued, will be made available on the City of Meriden website (www.meridenct.gov) unless it is to change the date fixed for the opening of proposals, not later than three (3) days prior to the date fixed for the opening of proposals. Proposers are encouraged to check the website regularly for addenda. Failure of any proposer to receive any such addenda shall not relieve any proposer from any obligations under its proposal as submitted.

Any questions about the proposal document must be submitted in writing via email to meridenpurchasing@meridenct.gov. Any other format of question will not be answered.

5. PRPOSALS TO REMAIN OPEN

No proposer may withdraw its bid within sixty (60) days of the date of the proposal opening. Should there be reason why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City of Meriden and the successful proposer.

6. AWARD OF CONTRACT

The Purchasing Officer reserves the right to make an award on the proposal which, by the Purchasing Officer's judgment and recommendation from the Engineering Department and the Meriden Public Schools following proposal evaluations, best meets the specifications and is deemed to be in the best interest of the City of Meriden.

The contract will <u>not</u> be awarded to any corporation, firm, or individual which/who is in arrears to the City of Meriden by debt or contract, or who is in default as security or otherwise by any obligation to the City of Meriden.

The right is reserved to reject any or all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City of Meriden.

7. PROPOSAL PROTEST PROCEDURE – N/A

8. CITY OF MERIDEN, LOCAL PREFERENCE – N/A

9. EXTENSION OF AGREEMENT – N/A

10. TIME

Inasmuch as the contract concerns a public improvement, the provisions of the contract relating to the time of performance and completion of the work are of the essence of the contract. Accordingly, the successful proposer/contractor ("Contractor") shall begin work on the day specified in paragraph 2.04 of the General Conditions and shall perform the work diligently so as to permit full use not later than the first day following the construction period established in the Contract. See paragraph 10 entitled "Liquidated Damages" of the Agreement between City of Meriden, as owner, and the Contractor.

11. SCHEDULE OF WORK

The Contractor shall schedule all work in a manner that will not disrupt City of Meriden operations. Once the work has begun, the Contractor shall work full-time until completion of the Contract.

12. TAXES

The City of Meriden is exempt under Connecticut General Statutes from the payment of the excise taxes imposed by the federal government and the Sales and Use Tax of the State of Connecticut; such taxes should not be included in the proposal price. Upon request, exemption certificates will be furnished to the successful bidder.

13. FAIR EMPLOYMENT PRACTICES

The Contractor shall agree that neither it or its subcontractors, except in the case of a bona fide occupational qualification or need, to refuse to hire or employ or to bar or to discharge from employment any individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment because of the individual's race, color, religious creed, age, sex, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness or status as a veteran.

The aforementioned terms are obtained from Connecticut General Statutes Section 46a-60, *et seq.*, entitled "Discriminatory employment practices prohibited," as amended.

14. FORM OF AGREEMENT BETWEEN CITY OF MERIDEN AND CONTRACTOR

To Be Determined.

15. LOCAL SUBCONTRACTORS, SUPPLIERS, etc.

Local subcontractors, material suppliers, and labor in the City of Meriden should be considered and sought out insofar as it is practical in the performance of this project.

16. CITY OF MERIDEN CODE OF ETHICS

The City of Meriden has adopted a Code of Ethics located in Chapter 21 of the Code of the City of Meriden, sections 21-1 through 21-15, inclusive, which are expressly incorporated herein by reference. The terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City of Meriden as a result of this bid as if those terms were fully set forth in such contract or agreement.

Proposers are specifically advised that the Code of Ethics prohibits public officers and employees, as well as their immediate families and businesses, with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Proposers are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials.

PROPOSERS SHOULD NOTE THAT PROPOSALS, CONTRACTS, AND AGREEMENTS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk or may be found online on the City of Meriden's website.

17. NON-COLLUSION BID STATEMENT

Each proposer submitting a bid to the City of Meriden for any portion of the work contemplated by the documents on which bidding is based shall execute and attach thereto the sworn Non-Collusive Proposal Statement, to the effect that the proposer has not colluded with any other person, firm, or corporation in the submission of the proposal.

18. SOIL CONDITIONS

The City of Meriden does not guarantee the accuracy of any information which it may have obtained as to the kind or condition of the soil that may be encountered in the performance of

the proposed work; neither does the City of Meriden represent that the plans and specifications drawn are based upon any soil data so obtained. The City of Meriden does not make any representations as to the soil data so obtained. The City of Meriden does not make any representations as to the soil conditions to be encountered or as to foundation materials.

19. AWARD IN CASE OF A TIE – N/A

20. ASSIGNMENT OF CONTRACT

No contract may be assigned without the written consent of the Purchasing Officer or designee.

21. PERMITS

The Contractor shall be responsible for obtaining any and all necessary permits required by the City of Meriden prior to the commencement of work. The Contractor may contact the City of Meriden Building Department for permit information at (203) 630-4091. For all other required permits, contact the City of Meriden Engineering Department at (203) 630-4018.

22. PROPOSAL PRICE AND PAYMENT

The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal government and the Sales and Use Tax of the State of Connecticut under Connecticut General Statutes; accordingly, such taxes shall not be included in the proposal price.

The City of Meriden, unless stated otherwise in the proposal documents or Contract, will make payment to the Contractor not less than thirty (30) days following completion of services.

23. QUALITY

All materials, equipment, supplies, and services shall be subject to rigid inspection. If defective material, equipment, supplies, or services are discovered, the Contractor shall remove or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that any inspection by the City of Meriden will in no way lessen the responsibility of the Contractor or release Contractor from the obligation to perform and deliver to the City sound and satisfactory materials, equipment, supplies, or allow the cost to be deducted from any monies due it from the City of Meriden. All services will be performed in a workmanlike manner.

24. INSURANCE

The successful proposer shall be required to provide a Certificate of Insurance denoting general liability, automobile liability, workers compensation liability, and other coverage required by the City's Risk Manager.

25. <u>CITY HALL CLOSING</u>

If Meriden City Hall is closed due to inclement weather, or any other unforeseen event, proposals will be due at the same time on the next business day that City Hall is open.

Request for Proposals City of Meriden Solar Carports and Truck Canopies RFP021-16

REQUEST FOR PROPOSALS

The City of Meriden is issuing this request for proposal (RFP) to experienced solar energy developers to design, construct, own, maintain, operate and eventually remove solar photovoltaic (PV) energy carports and truck canopies at various locations on property owned by the City of Meriden.

The City of Meriden desires to purchase renewable power and renewable energy credits from solar photovoltaic distributed generation facilities to be built as carports and truck canopies over existing parking lots. The City is requesting proposals priced for design-build services with a design-build purchase cost and/or per kWh price through a PPA and site lease.

An award under this RFP may not be based solely on the lowest price but will be made to the proposer with the overall best value proposal. Proposal must include a statement on the transfer of funds occurring through the life of the project, including preliminary design and through construction. The successful proposal will provide the best life-cycle cost to the City of Meriden.

Proposers will coordinate design, procurement and construction of the solar carport, provide the necessary interconnect to the regional power grid where necessary, and ensure the PPA is accordance with the City's requirements. City will evaluate the proposals and determine in its sole discretion whether to purchase the project outright or enter into a PPA and site lease.

It is the responsibility of the proposer to assess topography and geotechnical attributes to estimate costs related to the Project. A geotechnical analysis of the properties are to be included in the RFP.

Solar carport designed by the proposer such that power delivered at the interconnection point shall meet the requirements of IEEE 519 and IEEE 1547.

Project Sites

55 Michael Drive – City of Meriden Public Works Facility

Truck Canopy – 18' min clearance, 30' wide x 200' long.

Site Plan included in Appendix

121 Gravel Street - Maloney High School

All carports shall have a minimum clearance of 10 feet above the final grade.

One - 20'wide x 100' long

Two - 40' wide x 100' long

One - 20' wide x 80' long

Site Plan included in Appendix

220 Coe Avenue - Platt High School

All carports shall have a minimum clearance of 10 feet above the final grade.

One - 20'wide x 300' long

Two - 40' wide x 200' long

One - 20' wide x 300' long

One -40' wide x 100' long

Site Plan included in Appendix

168 Chamberlain Highway - Fire Department Engine Company 2

Truck Canopy – 18' min clearance, 40' wide x 50' long.

All carports shall have a minimum clearance of 10 feet above the final grade.

One - 30'wide x 90' long

Site Plan included in the Appendix

All solar arrays shall meet the following design conditions:

- Tilted to allow for drainage and to reduce soil build-up.
- The carport solar array design shall account for snow and ice management.
- All lines interconnecting solar arrays to the point of interconnection shall be underground.

Construction must comply with current adopted City of Meriden Building Code.

The final design package and documents shall include the following, but not all are required in the proposal stage.

- Description of the solar system
- Layout drawing of installation site providing location of all equipment
- Equipment details and specifications
- Schedule for equipment procurement and installation
- Description of how grid interconnection requirements will be met
- Description of controls, monitors, and instrumentation to be used for the solar system
- Equipment and installation manuals
- Safety plan
- Quality control plan
- Operations and Maintenance manuals for system operations and performance monitoring over the life of the contract
- Web-based monitoring for the life of the contract
- Close out report including the following information: system nameplate size, the overall installed cost of the system and estimated and guaranteed annual kilowatt hour (kWh) production.

The solar provider's standard system warranty coverage should cover modules, inverter, racking and workmanship.

- **Modules:** 25-Year Power Output & 10-Year Workmanship Limited Warranty
- **Inverter:** 10-Year Limited Warranty, Provide a price and/or plan for inverter replacement in year 11 and beyond
- Racking: 10-Year Limited Warranty priority
- Workmanship: 1 Year Limited Warranty

Operation and Maintenance of System

If awarded the solar carport project priced per kWh using a PPA, the successful proposer will be required to provide operation and maintenance of the entire solar electric system for twenty-five (25) years for a cash purchase or the term of the PPA. Operations and maintenance services include:

- Online monitoring
- Performance monitoring, notification, and troubleshooting must have personnel available to notify the City of Meriden of an outage or decrease in system production

- Corrective maintenance to mitigate any risk to the system or minimize down time
- System Performance Reports that compares actual production to predicted production
- Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings

If awarded the solar carport project priced as a design-build purchase, the successful proposer shall supply two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient to evaluate and ensure appropriate O&M is being completed over the life of the system. Examples of components include solar panels, conduit, inverter, etc. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

The pricing for solar generation PPA proposals shall be in terms of dollars per megawatt hour (\$/MWh) or cents per kilowatt hour (&/MWh).

The PPA provides for a contract term length of twenty-five (25) years, with renewal options as will be provided in the PPA. Proposers may submit alternate term lengths for consideration.

Proposals will be accepted until **4:00 p.m**. on December 8th, 2020. Any proposal received after 4:00 p.m. will not be accepted. The City expects to hold interviews on December 10th and/ or December 11th, Proposers MUST be available on those dates to be considered.

RFP Schedule

A preliminary schedule for this RFP process is provided below. The City of Meriden may revise this schedule at any time in its sole discretion.

RFP Issued November 16, 2020 Questions due November 23, 2020 Addendum Issued November 30, 2020 **Proposals due** December 8, 2020 Notice of Award December 15, 2020 Notice to Proceed December 22, 2020

The successful Proposer shall be responsible for the design, permitting, construction, and maintenance of all site work, drainage, erosion controls and landscaping associated with the System and lease area. The successful Proposer shall be responsible for the installation and maintenance of site specific safety and security requirements or other measures as are required to comply with all necessary permits and approvals. The Town makes no representations or warranties regarding the existing security systems that are installed, or may be installed, as relates to the security of the site.

Proposals should include responsibilities due to natural or man-made disasters, i.e. damage to City property/personnel due to failures caused by hurricanes/trees/snow etc., such as Canopy failure causing damage to stored vehicles/personnel, including reduced generation rates.

Proposals must comply with all NEC, NESC, NFPA 70, 88A, 855, and all other applicable code requirements. Successful respondent shall be required to secure all State and local permits required, and shall hold a pre-construction meeting with the City including the City Electrical Inspector.

CITY OF MERIDEN, CONNECTICUT

RFP021-16 SOLAR CARPORTS AND TRUCK CANOPIES

NON-COLLUSIVE PROPOSAL STATEMENT/AFFIDAVIT

The undersigned proposer, having been duly sworn, does hereby depose and says:

- 1. The proposal has been arrived at by the proposer independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the Request for Proposal.
- 2. The contents of the proposal have not been communicated by the proposer or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.
- 3. The undersigned proposal is duly authorized to bind the business entity identified below.

The undersigned proposer further certifies, under oath, that this statement is executed for the purposes of inducing the City of Meriden to consider the proposal and make an award in accordance therewith.

Signature of Proposer	
Print Legal Name of Proposer	
Relationship to Business Entity Below	<u> </u>
Business Entity Name, Address, Telephone	e Number, and Email Address
STATE OF CONNECTICUT) ss:	
COUNTY OF NEW HAVEN)	
Duly sworn and subscribed to before me this day of, 2020.	
Notary Public	
My Commission Expires:	
Commissioner of the Superior Court	

PROPOSER'S QUALIFICATION STATEMENT

This Statement of Proposer's Qualifications is to be submitted by the proposer at the time of the proposal opening. All questions must be answered and the data given must be clear and comprehensive. If necessary, questions must be answered on attached sheets. The proposer may submit any additional information they desire. It is understood that when the City has executed an Agreement, to which these General Conditions are a part, it is, in part, done upon the reliance of the answers provided herein by the proposer or the agent of the proposer.

Firm Name			
Address			
		Fax	
		President Vice President Secretary Treasurer	
Bank References:			
employee.		ole proprietorship, give name and tit	
		y experience to perform work of this the past five (5) years, with the name	
PROJECT	OWNER	TELEPHONE NUMBER CONTACT NAME	COST
			_

Minority owned business?	yes	no	
Years organized.			
Is your company a corporation If yes where incorporated?	yes	no	
How many years have you been en	ngaged in business under	your present firm name?	
Former Firm Name (if any)			
List total number of Personnel			
List Vehicles and Equipment that yequipment, sizes, capacities, etc.	you will use to perform t	nis work: (show age of vehi	cles and
List the work to be performed by S	Subcontractors and summ	arize the dollar value of eac	ch subcontract.
	 		
List the name and address of the mapproximate gross cost for each, and			starting the
General character of work perform	ned by you		
Have you ever failed to complete a	any contract awarded to	ou? If so, where and why?	
			

3.			-	in:	
4.				be required by the City of Meriden?	
5.	The undersigned hereby authorizes and request any person, firm or cooperation to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Stateme Bidder's Qualifications.				
ated	this	day of	. 20		
	day	day of month	,	year	
				Name of Bidder	
toto c	.f			Title	
late C	и v of				
ount,					
lame			being duly	sworn deposes and says that they are	
		of			
tle			name of orga		
nd th	at the answers to	the forgoing question and al	ll statement the	erein contained are true and correct	
	Subscribed and	sworn to before me			
nis		day of	20		
	day	month	year		
					
				Notary Public signature	

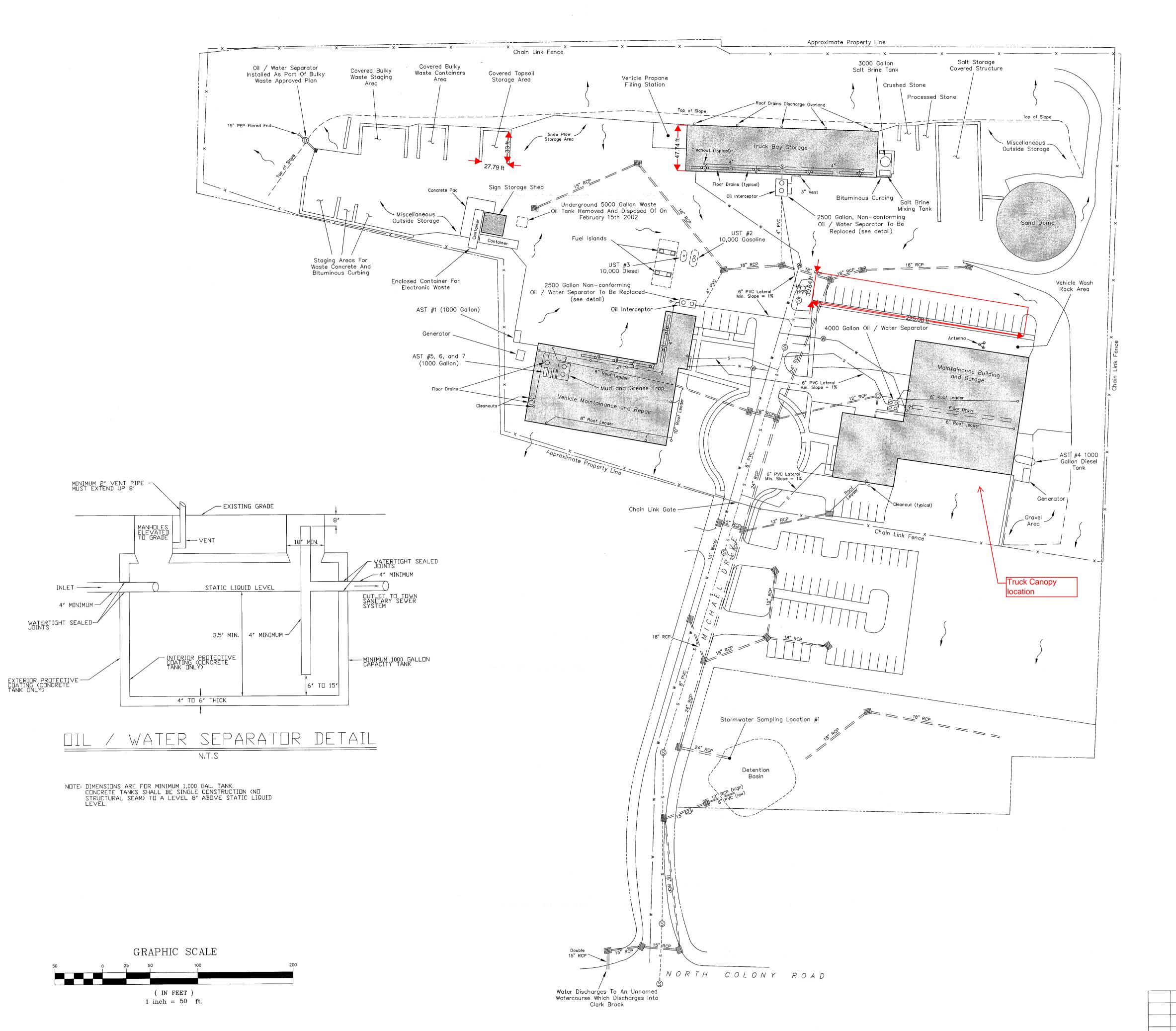
CITY OF MERIDEN, CONNECTICUT

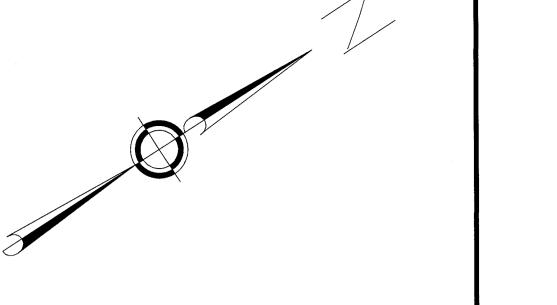
INSURANCE REQUIREMENTS

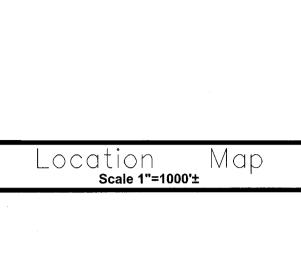
Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Meriden as an **Additional Insured on a primary and non-contributory basis** to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation. Umbrella/Excess shall state that it follows form over General Liability, Auto Liability and Workers Compensation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII. In addition, all Carriers are subject to approval by the City of Meriden.

Tr the tr		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
·	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
·	Each Accident	\$1,000,000
Umbrella	Each Occurrence	\$1,000,000
(Excess Liability)	Aggregate	\$1,000,000
Workers' Compensation	and WC Statutory Limits	
Employers' Liability	EL Each Accident	\$1,000,000
1 3	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000
Errors & Omissions	Each Occurrence	\$1,000,000

Original, completed Certificates of Insurance must be presented to the City of Meriden prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.









SPPC NOTES

- 1. Site drainage confines all spills to site.
- An unnamed watercourse to Clark Brook is located approximately 220' east of North Colony Road.
- 3. Work noted as proposed was completed.

SITE NOTES

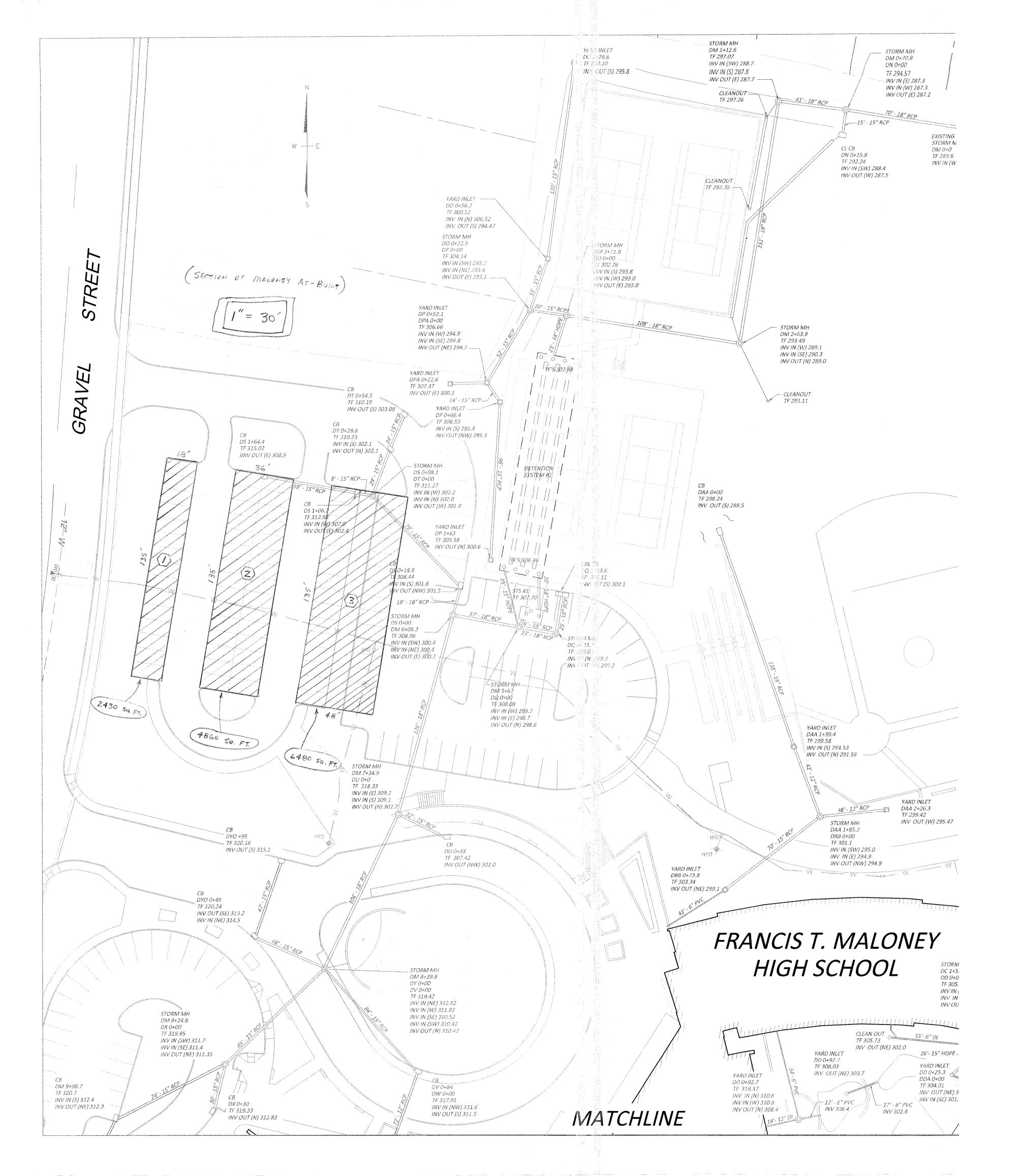
- All outside storage to be maintained in a neat and orderly fashion. Only stock construction and building inventory, e.g., pipe, brick, and poles. No junk or scattered debris allowed.
- No outside storage of oil, paint, grease, fuel, or other hazardous liquids or compounds allowed.
- Do not store empty containers or barrels for oil, paint, grease, or other hazardous liquids or compounds outside.

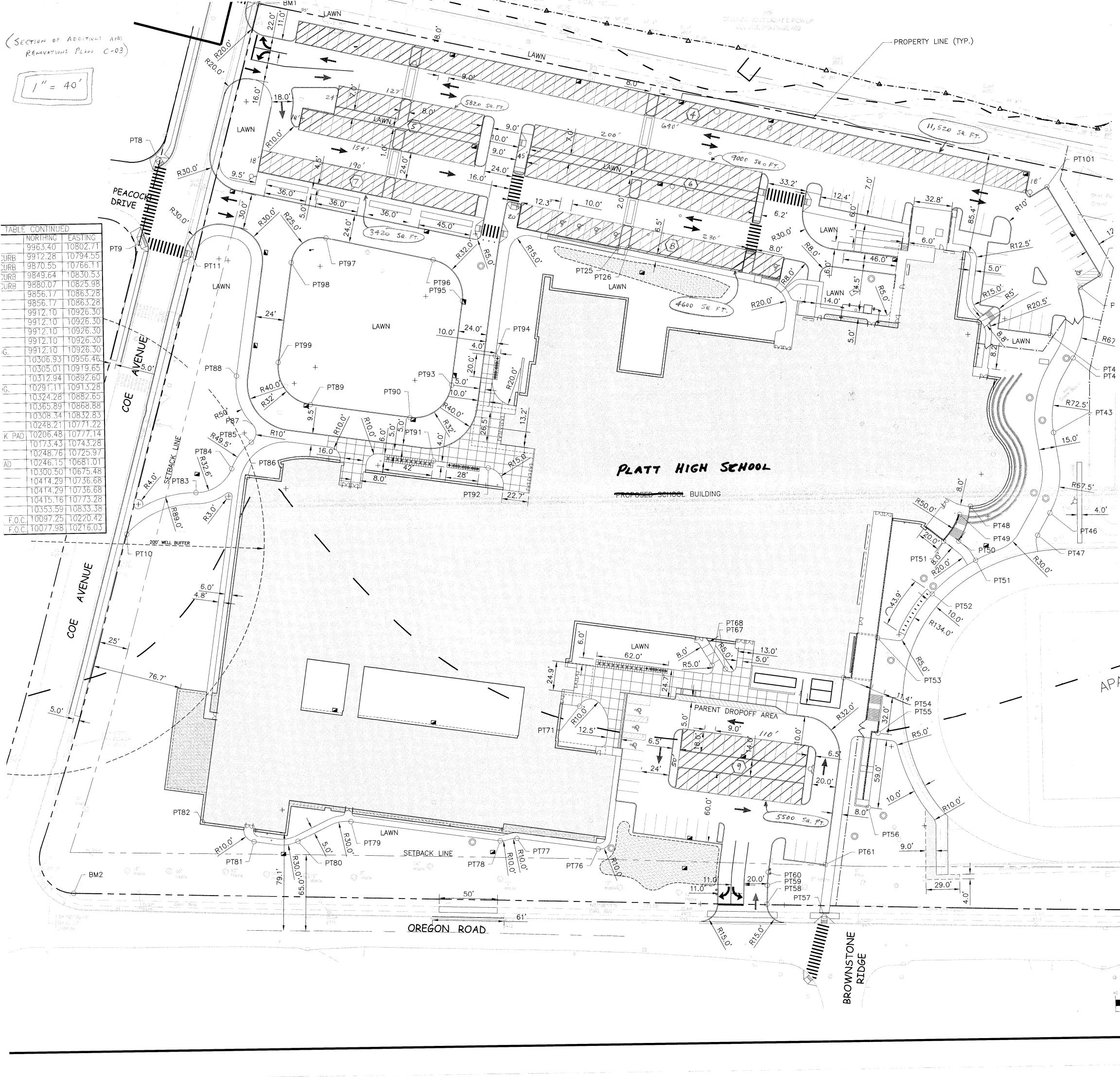
GENERAL NOTE

This map is an updated version of City of Meriden Department of Public Works "Site Map Stormwater Pollution Prevention Plan" dated 1996 and revised to May 5, 2009.

Attachment "A"

			CITY OF MERIDEN DEPARTMENT OF PUBLIC WORKS Stormwater Pollution Prevention Plan 55 Michael Drive	DATE: 5/20/2011 DESIGN: PK DRAWN:
REVISIONS		DIRECTOR OF PUBLIC WORKS AND CITY ENGINEER	BBD SCALE:	
			ENGINEERING DIVISION	1" = 50'
. DATE	DESCRIPTION	BY	ROOM 19 CITY HALL MERIDEN, CONNECTICUT	SHEET OF









Date: 11/6/2020

CITY OF MERIDEN, CT GIS 168 CHAMBERLAIN HWY

