

**GROW SOLAR WISCONSIN
CENTRAL WISCONSIN SOLAR GROUP BUYING PROJECT
Request for Proposal (RFP)**

Date of Issue: 8/8/2012

Proposal Due Date: 8/27/2012

Issued by: Sustainable Resource Group LLC

RFP Point of Contact: Bryant Moroder, Project Coordinator,
Bryant@GrowSolar.org



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I. Introduction

Sustainable Resource Group LLC (SRG) is seeking qualified firms to submit proposals for the design, procurement, and installation of new, customer-owned photovoltaic systems at a per-watt price lower than the typical installation in Central Wisconsin. This effort is part of Grow Solar Wisconsin, created and administered by the Midwest Renewable Energy Association in partnership with RENEW Wisconsin, Milwaukee Shines, MadiSUN, the City of Marshfield, Madison Solar Consulting, Sustainable Resource Group and with the support of the U.S. Department of Energy.

BACKGROUND

In partnership with the City of Marshfield, the Central Wisconsin Solar Group Buying Project is replicating the success of other group solar purchase programs, by helping potential customers understand solar electric technology and reducing the cost of solar installations. The results of this project, along with similar efforts underway in Madison and Milwaukee areas, will be summarized in a guide for developing group solar buying programs in any community or region.

Outreach for the project began in March 2012 with at the Marshfield Green Living Expo and at the Midwest Renewable Energy Fair. In addition, the project generated local media coverage and was promoted on the City of Marshfield's website. In May, Central City Credit Union support promotion of the program using a direct mailing and email blast to members, on-site displays of promotional materials and an ad in the local newspaper. Subsequently, four informational workshops were held in Central Wisconsin with over 50 total attendees.

As of 8/8/2012, there are ten potential participants with active interest in the project. A brief overview of each potential project can be found in Attachment 3. Several of these potential participants have met with project coordinators to discuss and determine the solicitation parameters of this RFP.

The active participants collectively represent a potential solar PV purchase of 40 kW to 67.5kW. This includes one potential commercial project totaling 15 to 20 kW depending on their selection in the Focus on Energy Renewable Energy Competitive Incentive Program.

After a qualified installer is selected, we expect additional project interest in Central Wisconsin based on the benefits of participating in the group and marketing/outreach activities including word of mouth.

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General Project Timeline (Estimated)

Central Wisconsin Group Buy Outreach and Participant Coordination	3/2012 – 9/2012
RFP Release Date	8/8/2012
RFP Due Date	8/27/2012
Vendor Selection	9/10/2012
Installations Begin	9/17/2012
Installations Completed	12/15/2012

As a result of this solicitation, qualified solar installation contractor(s) may enter into a Master Service Agreement (“Agreement”) with Sustainable Resource Group LLC (SRG) on behalf of the project. The Agreement will set forth the terms and conditions under which a contractor will design, procure, and install PV solar systems. Installations are anticipated to occur between the months of September and December 2012. **To select contractor(s), SRG may negotiate with or solicit quotes from one or more contractors qualified under this RFP. Nothing in this solicitation process, RFP, or any contemplated or final agreement relieves any qualified vendor from complying with all laws and regulations applicable to the agreement.**

II. Notice

Bidders are responsible for carefully reading and understanding all the terms and conditions contained in this RFP and for following the instructions given. Proposals that do not contain all the information requested may be rejected as non-responsive.

Bidders must review the entire RFP to ensure that all required information is included in their proposal. The complete RFP consists of the following:

1. Proposal
2. Attachment 1, Bidder Qualification Statement
3. Attachment 2, Price Proposal Baseline Case Plus Customization Instructions and Price and Equipment Schedule Form
4. Attachment 3, Current Portfolio of Potential Participants with Active Interest

III. Minimum Bidder Qualifications

Bidders must meet the minimum qualifications described in this section to participate. The determination of whether a bidder meets the minimum qualifications will be based on the complete proposal (refer to Section VI).

- A minimum of five (5) years of solar installation experience with a portfolio of installations representative of the variety of project types listed in Appendix D.
- Meets the entire installer requirements listed in the Program Qualifications section of the Focus on Energy Residential Rewards Solar Electric Program application.

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- Provide workmanship warranty against any defects in labor or workmanship under normal use and service for a period of minimum period of five (5) years from the date of the completion of the system at no cost to the owner.

IV. Minimum Module Specifications

Modules provided must meet the minimum specifications described in this section to be eligible. The determination of whether a module meets the minimum specifications will be based on the complete proposal (refer to Section VI).

- Proposal that include modules in the Equipment Specifications form that are manufactured by companies whose primary product line is solar technology **MUST INCLUDE** warranty insurance. Proposals that include in the modules manufactured by companies that produce and offer a diversity of other technologies including solar modules **DO NOT** need to include warranty insurance (i.e. Kyocera Group, Sharp Electronics Corporation, Hyundai Heavy Industries Co. LTD, Bosch Group, etc.)
- Modules and inverters listed in the Equipment Schedule must be listed on the California Energy Commission's List of eligible equipment www.gosolarcalifornia.ca.gov/equipment/index

V. Scope of Work

A. Specific Requirements

Successful bidders (Contractors) will be asked to enter into a Master Services Agreement (Agreement) with the SRG by September 14, 2012. Selection of bidder and a signed Agreement with the installer does not imply or otherwise guarantee a minimum purchase volume or participation level. Contractor's responsibilities include but are not limited to:

- Fielding and responding appropriately to inquiries from potential program participants
- Performing a complete solar site assessment for homeowners that inquiry about participating at no-cost. **Note:** To eliminate potential participants with "poor" solar window, a MREA trained volunteer and/or SRG will provide a site assessment to questionable sites prior to the complete assessment. The assessment will include a financial estimate based on the PV Focus modeling spreadsheet and discounted pricing schedule provided by the installer.
- Finalizing the customer contract and managing all financial transactions
- Addressing all customer service matters related to the project including but not limited to scheduling and customer complaints
- Obtaining all permits needed to begin work as required by federal, state and local jurisdictions

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- Handling preparation and submission of paperwork for net metering with utility servicing the territory; and Focus on Energy Rebate program by relevant deadline if project qualifies for rebate.
- Completion of a structural analysis for roof-top arrays, communication to the customer of results and any recommendations of the analysis and implementation of any required structural modifications based upon authorization by customer.
- Purchase of all installed components in accordance with the System Requirements outlined in Attachment 2 of this RFP.
- Installation of the solar electric system, and completion of all related testing and approval of the system to the customer's, inspector's and utility's satisfaction.

B. General Requirements

Contractors shall perform the following work and meet the following requirements from the Agreement resulting from this RFP:

1. Participate in planning meetings and debriefing meeting/interview with the SRG and others, as requested.
2. Present the program to customers in a professional, positive manner.
3. Work with SRG and others as needed to identify and resolve technical and program issues.
4. Work with the SRG to resolve problems, issues, and concerns relating to the program. Failure to resolve technical and program issues will result in termination of the Agreement.
5. Make available all pertinent data and information generated or otherwise acquired during performance of the Agreement upon request of SRG.

VI. Proposal Content

Bidders are responsible for carefully reading all the terms and conditions contained in this RFP, following the instructions given, and including all information requested below. The proposal should clearly describe qualifications, experience and capability to do the work described in this RFP. Proposals that do not contain all the information requested may be rejected as non-responsive. Bidders must submit the following:

1. Cover Letter. Must bear the original signature(s) of the official(s) legally authorized to sign the proposal.
2. Original proposal narrative, typewritten, single-sided on standard (8½" x 11") paper, maximum eight (8) pages, plus Attachment 1 and any additional requested attachments.
3. Cost Proposal - Attachment 2

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* Joint bids are permitted under this RFP. In the case of a joint bid, one cover letter should be submitted presenting information and signatures from officials of each entity. The cover letter should clearly indicate that a joint proposal is being submitted. A separate narrative (six pages maximum each) should be provided by each firm, but only one joint cost proposal should be presented.

All documents must be submitted electronically and compiled into one electronic file of 5MB or less. Proposals greater than 5MB in size may be divided into separate electronic files. However, the number of files should be kept to a minimum.

Proposals must contain the following information:

1. Cover Letter & General Firm Profile:

Provide a cover letter on company letterhead. In the cover letter or on a title page, include the title of the proposal, the name of the proposer (firm or individual), the name, address, telephone number and e-mail address of proposer's contact person, and the date of submission. Include a brief description of the proposer's firm(s) size, number of years in business and organizational structure. Include a discussion of the firm's financial stability, capacity (i.e. number of installations capable of installing per month) and resources, and a description of the installations and services your firm specializes in. The authorizing signature(s) should appear on one of these pages. These pages are not included in the 8-page limit.

2. Narrative: Limited to 8 pages.

a) Installer Experiences + Attachment 1:

Identify the project team members, including subcontractors, who will perform the work being proposed, by name and position. Provide a summary of each person's relevant experience including number of years installing solar, licenses and professional certifications (if applicable).

b) Specific Project Experience:

Describe work performed during the last 5 years that is similar to the work being proposed under this Solicitation. Describe the demonstrated experience of the firm(s) in developing, designing and installing residential solar electric systems and similar to work describe in Attachment 3 of this RFP. Provide a statement describing the firm's capability to complete the estimated installation volumes before December 31st, 2012.

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Also provide the following:

- List the total number of residential projects completed and total number of kW installed in each of the following years, 2008, 2009, 2010, 2011 and 2012 to date. Indicate the number of projects that were flush-mounted, ballasted, ground-mounted and pole-mounted over this same time period.
- If the project team consists of more than one business jointly responding to this request, please detail the nature of the business relationship.

c) References:

Please provide at least three references from previous solar electric clients (including mailing address, contact name, and contact person's E-mail and/or telephone) that we may contact.

Question areas may include, but are not limited to:

- Professionalism in interactions
- Efficient resolution of installation and operational challenges
- Quality of installation work
- Timeliness of installation work
- Quality and accuracy of cost estimates

d) Warranty, Customer Service and Payment Schedule:

Describe your firm's policies and procedures by including the following:

- Installation service warranty. Please attach a copy of your current policy (not included in 8 page limit).
- Maximum number of days, after the site visit, to complete quote including equipment description, description of the energy produced relative to their consumption, pricing, and a description of where the various components would be installed.
- Deposit requirements and other payment terms. Please attach a sample copy of a site assessment, quote and project contract (not included in 8 page limit).
- Service plan including average residential response time, trip charge, diagnostic fee or other service charges or fees that may be included for servicing an installation within or out-side the scope of the product or service warranty.

e) Equipment:

- Explain why the equipment (modules, inverters and racks) included in your response to this proposal is appropriate for this project and your experiences with the selected equipment.
- Complete and specify equipment manufacturer and model # in the Equipment

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Schedule form.

- Attach the spec/data sheet, warranty policy and warranty insurance (if applicable) for each panel, inverter and racking manufacturer listed in the Equipment Schedule form (not included in 8 page limit).

3. Pricing Proposal: Complete Pricing and Equipment Schedule forms

VII. Evaluation

A group of the active participants will evaluate the proposals. Grow Solar Wisconsin partners will provide technical assistance during the selection process. During the evaluation process, we have the right to request any clarification needed in order to understand the proposer's approach in writing and/or through an interview process.

In evaluating proposals the following response attributes will be considered:

- Completeness of response
- Adequacy of response
- Quality of response
- Ability of response to meet or exceed requirements.

Materials not requested in this RFP will not be considered in the evaluation of proposals. All bidders will be notified of the results of the selection.

VIII. RFP Terms and Conditions

Cost of developing the proposal, attending an interview, or any other such costs are entirely the responsibility of the bidder, and shall not be reimbursed in any manner by SRG.

Bidders are not guaranteed for any particular volume or dollar amount of work.

SRG reserves the right to issue amendments to this RFP. In the event it becomes necessary to amend any part of this RFP, SRG will provide notice of the amendment in the same manner as notice of the original RFP. If amendments to the RFP are issued, each proposer must acknowledge each specific amendment in the transmittal letter accompanying proposals. If a proposer does not acknowledge any amendment, then that proposer may be deemed non-responsive.

SRG reserves the right to reject any or all proposals. SRG reserves the right to cancel or postpone this solicitation at any time, if such would be in the public interest. SRG reserves the right to award no Agreements, or to award multiple Agreements. Likewise, SRG reserves the right to negotiate the statements of work, from within the scope of work described in the RFP that may be required under Task Order Assignments with a

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specific contractor.

Firms or individuals submitting proposals in response to this RFP may be requested by SRG to answer questions, participate in an interview or provide additional documentation. This will allow the proposer to clarify the proposal and answer questions SRG may have regarding proposer's understanding of the scope of work identified herein. However, the evaluation may be completed without further discussion of the proposals received. Therefore, it is important that each proposal submitted be as complete, clear and concise as possible.

IX. Contract Terms and Conditions

Agreements will be written for a term of six months. Selection of, and an Agreement with, the installer(s) does not imply or otherwise guarantee a minimum purchase volume or participation level. SRG reserves the right to extend any or all Agreements for additional periods as needed. The Agreement will clearly indicate a legal liability separation from SRG and other related contributors and developers of the program.

Contractors are required to obtain and provide evidence of the following insurance coverage:

- Workers' compensation, comprehensive general liability with a combined single limit or equivalent in an amount not less than \$1,000,000, and
- Automobile liability with a combined single limit or equivalent in an amount not less than \$1,000,000.

Contractors are required to provide the SRG with certificates of insurance and prior notice of change or cancellation. Sustainable Resource Group LLC should be included as additionally insured. Contractor shall provide SRG with a copy of its professional liability insurance policy upon request. An Agreement will not take effect until documentation of insurance coverage is received by SRG.

X. Questions

Questions about this RFP or the selection procedure should be directed to:

Project Coordinator, Bryant Moroder
Email: bryant@growsolar.org

No telephone questions will be accepted or considered.

XI. Submission of Proposals

Proposals must be received at SRG on or before 9:00 AM central time on **Monday,**

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August 27, 2012. Proposals received after that time will not be considered.

Proposals must be submitted electronically to the attention of Bryant Moroder with the title “Installation of Central Wisconsin Group Solar Project” in the Subject line.

It is the responsibility of the proposer to ensure that proposals arrive at Sustainable Resource Group LLC:

Bryant Moroder
Email: bryant@growsolar.org

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ATTACHMENT 1

Bidder Qualification Statement

Bidder Qualification Statement:

I, _____, have read the entire contents of the RFP- Installation of Residential Solar Photovoltaic Energy Systems and certify that Bidder has necessary purchasing contacts, equipment, storage facilities, experience, ability and capital to furnish the proposed products in the manner described and to perform the required work satisfactorily.

Authorized Signature: _____ Date: _____

Title of Signatory: _____

Bidder declares the following legal status in submitting this proposal:

- () A corporation organized and existing under the laws of the State of _____
- () A partnership
- () An individual doing business as _____

Company Name FEIN

Address City/State/Zip Code

Bidder's Signature Name & Title

Witness' Signature Name & Title

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ATTACHMENT 2

Price Proposal Baseline Case Plus Customization

Instructions

- 1) For this baseline price estimate assume the following solar energy “system” installations for the Central Wisconsin group purchasing project for up to 9 residential projects and 1 commercial project including:
 - Three 4 kW Pitched Flush-Mount Arrays on asphalt shingle or metal roof with a pitch <40 degrees
 - One 17.5 kW Ballasted Roof Mount Array on a rubber membrane roof
 - Two 3 kW PV Pole-Mount Fixed Arrays
 - Three 5 kW PV Pole-Mount Fixed Arrays
 - One 15 kW Ground Mount Arrays

- 2) Baseline cost per watt price assumes:
 - Cost for all system components (modules, inverter, mounting, racking hardware and wiring are included) and all other balance of system components
 - The cost of a complete site assessment and project quote for project participants
 - Installation of a net metering system
 - Cost associated with completing necessary utility, municipal and Focus paperwork and include permit fees needed to complete work as required by federal, state and local jurisdictions

- 3) Included in the Pricing schedule are allowances to provide an increase price for customization. In this group purchasing program, vendors bid on a base installation price. However, an allowance for customization needs to be considered to allow for consumer preference and the expertise of the contractor given a particular installation situation. Customization takes into account upgrades to more efficient solar panels, more than 3 arrays, site electrical panel upgrade, just to name a few.

- 4) Prices should be guaranteed through the length of the Agreement.

“System” Requirements:

New Components: All of the system components (modules, inverter) must be new.

Net Metering: The system should be designed and installed to allow for net metering and must meet the inverters interconnection requirements of the customer’s electric provider.

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Modules: The module manufacturers whose primary product is solar technology MUST INCLUDE warranty insurance. Manufactures that produce and offer a diversity of other technologies including solar modules DO NOT need to include warranty insurance (i.e. Kyocera Group, Sharp Electronics Corporation, Hyundai Heavy Industries Co. LTD, Bosch Group, etc.). Solar electric modules must also be listed on the California Energy Commission's list (www.gosolarcalifornia.ca.gov/equipment/index) of eligible equipment.

Inverters: Solar electric nverters must be on the California Energy Commission's list (www.gosolarcalifornia.ca.gov/equipment/index) of eligible equipment.

Monitoring: Monitoring system must be able to continuously monitor the performance of each individual module and be able to electronically provide current and historical performance data.

Five-Year Installation Warranty: The system must include at least a five-year installation warranty that covers any defects in the workmanship of the installation at no charge to the owner. The warranty must be provided by the same contractor that installs the solar electric system. Repairs, general maintenance, or replacement of batteries (if needed) are the responsibility of the homeowner.

Code: All systems installed must meet the requirements spelled out by the Wisconsin Department of Commerce for building, plumbing, heating and/or electrical code as it pertains to this solar electric system, as well as conform to all other state, and local requirements.

Permits: System owners and installers must adhere to permit requirements by federal, state, and local jurisdiction.

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Please use the Pricing Schedule template provided

Use retail \$/DC/kW unless otherwise specified						
<h1>Pricing</h1>		Three 4 kW Pitched Flush Roof- Mount Arrays	One 17.5 kW Ballasted Roof Mount Array	Two 3 kW PV Pole- Mount Fixed Arrays	Three 5 kW PV Pole- Mount Fixed Arrays	One 15 kW Ground Mount Array
Group Purchase Size	Central Wisconsin Group Discounted Pricing					
	Non-Group Pricing - <i>For comparison purposes only</i>					
	Additional discount per kW if total group size > X? kW (Please indicate price discount and level of kW for additional group discount. E.g. 70kW total = \$200 per kW discount)					
Inverter	Micro-inverter					
	Central-inverter					
Roof-type Customization Cost Adder	Flat-roof (20 to 35 degree tilt)					
	Steep roof (>40 degrees)					
	High roof (>2 stories, <5 stories)					
Equipment Upgrade Cost Adder	Solar panel upgrade to high-efficiency					
	US manufactured solar panel (If not baseline panel)					
	Multiple arrays (3 or more on same building/property)					
	Conduit Run >100 ft (\$ per linear foot)					
	Roof Reinforcement (\$ per hour)					
	Interior Conduit Run (\$ per linear foot)					

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Other Customization Costs	Service panel upgrade					
	AC Disconnect					
	Boring (\$ per linear foot)					
	Trenching (\$ per linear foot)					
	Line Tap					
	Subpanel install					
Other Customization Costs	Other					
	Other					
	Other					
	Extended Warranty (if applicable)					

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Please use the Equipment Spec template provided

Equipment Specs		Specify brand and model #
Module Brand	Baseline Panel	
	US-Made Panel (If not baseline panel)	
	Ultra Efficiency Panel	
Racking System Brand	Flush-mount Racking	
	Pole-mount Racking	
	Ballasted Racking	
	Ground-mount Racking	
Micro- inverter Brand and Monitoring	Micro-inverter	
	Central inverter	
	Monitoring	

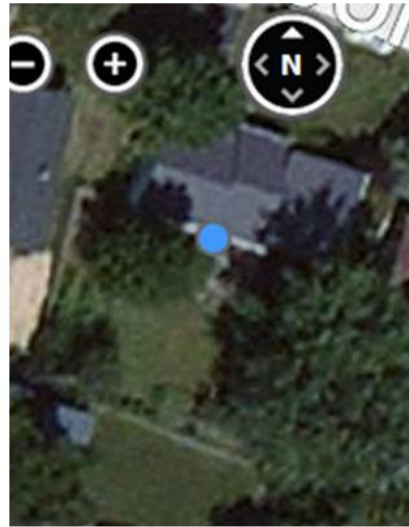
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ATTACHMENT 3

Current Portfolio of Potential Participants with Active Interest

Customer A

- 2.5kW solar PV roof-mount
- Standing seam metal roof
- Tree in SW corner will be removed
- Eligible for Focus incentive
- Location: Stevens Point, WPS utility



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Customer B

- 15-20 kW ballasted
- Applying for Focus commercial incentive
- Historical building
- Rubber membrane roof approx. 10-15 years old
- Location: Marshfield, Marshfield Utilities

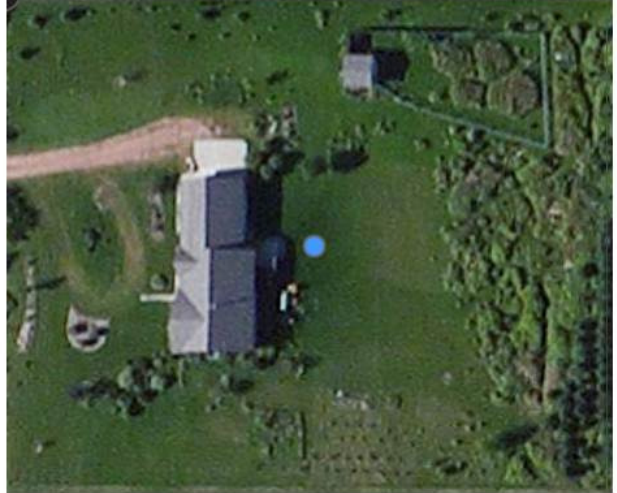


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Customer C

- 3 kW rooftop solar array
- 10 year old home
- 10 year old roof
- Location: Marshfield, Marshfield Utility territory
- Not currently eligible for Focus incentive



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Customer D

- ~3.5 kW pole-mount or ground-mount
- 20 year old home
- Location: Marshfield, Marshfield Utilities



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Customer E

- 4-5kW ground mount preferred, ~100 feet north of house
- 5 year old house
- Location: Amherst, Alliant territory



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Customer F

- 5 kW system - Ground mount preferred
- 40 year old home
- System to be installed on south end of property
- Location: Stevens Point, WPS Territory
- May include wiring for future expansion



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Customer G

- 5-6 kW - Seasonably adjustable pole-mount preferred
- Has had site assessment done previously
- May include wiring for future system expansion
- Trees on west end of the property have been removed
- Alliant territory



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Customer H

- 15 kW – Fixed ground mount or 4/5kW with wiring for later expansion
- Prefers array located due west of the shed (red roof)
- Transformer and meter on north side of shed. May need to move be moved to more accessible location.
- Location: Marshfield, Marshfield Utilities

