

## EXHIBIT A

### SCOPE OF WORK

The selected firm will provide for design and installation of residential and commercial solar electric systems for a group of Greater Minneapolis-St. Paul property owners in accordance with the general scope of services outlined below. Proposers may use this outline as a guide for organizing a scope of work for their proposal, but are encouraged to expand upon, refine or suggest alternative approaches based on previous experiences with similar projects.

The purpose of this project is to enable the installation of solar photovoltaic systems on homes and commercial buildings in Greater Minneapolis-St. Paul at a per-watt price lower than that typically offered by the firm. The selected firm will access cost efficiencies through a program which combines lowered customer acquisition costs with group purchasing and installations.

Between the months of May and August 2018, program partners will promote and deliver educational workshops at easily accessible public locations. As prospective participants are identified who wish to proceed with the process, their names and contact information will be provided to the selected firm. If more than one firm is selected, MREA and the Advisory Committee will refer prospective participants to the firms in an equitable manner determined at the time of firm selection.

The selected firm must provide **weekly progress reports or a progress report updated weekly** to the MREA regarding campaign progress and lead status. Progress reports should include the following:

- Name, address, phone, and email as available for each lead
- Date for status changes of each Lead and sum of all statuses
  - Contacted
  - Declined Site Assessment
  - Scheduled Site Assessment
  - Cost Estimate Sent
  - Contract Signed
  - Cost Estimate Declined
  - System Energized
  - Type of System
  - Size of System
  - Price of System

The selected firm(s) will provide site assessments and system design cost estimates for each participant free of charge. Individual system designs should be aesthetically pleasing, taking into consideration the preferences of the owner while minimizing project costs and maximizing solar energy production. System cost estimates should also take into consideration each owner's self-identified financial limitations including, if applicable, any owner-arranged financing with a bank, credit union or other financing entity.

The installations will be carried out by the selected firm in conformance with all applicable laws, codes, and interconnection requirements for net-metered installations in the resident or business utility service area.

For each participating home or small business, the selected firm will be responsible for:

- securing all required permits (typically building and electrical permits),
- completing and submitting all incentive applications,
- scheduling and passing all inspections,

- ensuring each contracted owner with completing an interconnection agreement with the resident or business utility service,
- providing each owner with information regarding energy efficiency,
- providing each owner appropriate documentation and guidance for applying for the federal residential solar energy tax credit and where applicable federal commercial asset depreciation tax credit,
- providing introductions and support materials to banks, credit unions, and other interested financing entities as needed.

**Note:** To ensure that participants in the group buy are receiving complete and accurate site assessments and cost estimates, the MREA reserves the right to review site assessments and cost estimates given to potential customers as part of the program.

**Note:** Program may be extended to another round of group purchase at mutual consent of MREA and selected Installer.

**EXHIBIT B**  
**PROPOSING FIRM QUALIFICATION STATEMENT**

**Proposing Firm Qualification Statement:**

I, \_\_\_\_\_, have read the entire contents of the RFP, and certify that Proposing Firm 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: \_\_\_\_\_

I acknowledge that Proposing Firm possesses the following certifications: (Check appropriate boxes to indicate compliance.)

- ☐ Certification through NABCEP (required)
- ☐ Master electrician on staff (not required, but worth additional points)
- ☐ Primary place of business located within Greater Minneapolis-St. Paul (not required, but worth additional points).

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

I certify that Proposing Firm agrees to abide by the SEIA Solar Business Code: <http://www.seia.org/policy/consumer-protection/seia-solar-business-code>.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Proposing Firm 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

\_\_\_\_\_  
Proposer's Signature Name & Title

## EXHIBIT C

### SOLAR TWIN CIITES: 2018

Baseline cost per watt price assumes:

1. Cost for major system components (modules, inverter) – must be new. Solar electric modules and inverters must be listed here: [www.gosolarcalifornia.ca.gov/equipment/index](http://www.gosolarcalifornia.ca.gov/equipment/index).
2. Standard racking and mounting hardware and wiring
3. Flush mount systems
4. Cost of complete site assessment/cost assessment for each program enrollee
5. \$5,000 administrative fee which will be paid to the MREA
6. \$0.07/watt fee (after program total exceeds 50 kW) which will be paid to the MREA
7. Installation of net metered system
8. 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 contractor that installs the solar electric system.

What is NOT included in baseline price:

1. Costs related to analysis of any structural improvements that may be needed for a property
2. Electrical work that may be required beyond basic interconnection of solar installation (costs incurred by participant to bring electrical system up to code, for example)
3. Upgrades as requested by the program participant (see below)

**EXHIBIT C (cont'd)**  
**SOLAR TWIN CITIES: 2018**

Proposer Firm Name	
Contact Name	
Contact Email	
Contact Phone	
Date	

**BASELINE PRICE INFORMATION (ASSUMES ROOF MOUNTED SOLAR ARRAY)**

PV System Equipment Information			Total Program Capacity (kW)			
System	Modules	Inverter	<50 kW	51-100 kW	101-200 kW	>200 kW
<b>EXAMPLE</b>	Solar World 275W	SMA 4KW Sunny Boy	\$	\$	\$	\$
1						
2						
3						

Additional Cost Factors (if any)	Increased Cost (\$/watt)	Flat Rate Adders (\$)	Description
Battery backed			
Roofing - Metal			
Roofing - Spanish (clay) tile			
Roofing - Concrete tile			
Roofing - Wood Shake			
Roofing - Flat (torch-down)			
Roofing - Single-ply membrane			
Roofing - Foam			
Roofing - Tar and Gravel			
Slope - angle exceeding 30 degrees			
Height - Building exceeding 2 stories			
Height - Cost adder			
Electrical - Line Tap			

Electrical - Full Panel Upgrade			
Electrical - DC Disconnect (roof-mounted)			
Electrical - Interior conduit run			
Structural - Rafter bracing			
Structural - Pole or Ground Mount			
Structural - Trenching			
Permitting - Allowance Commercial			
Permitting-Structural			
System - Micro-Inverter			
System - Monitoring			
Ex. Small system adder			
Ex. Large system cost subtraction			
Premium modules (High Efficiency)			
Premium modules (All American made)			
Multiple string inverters (Ex. SMA)			
Obstruction - Vent pipe removal			
Multiple roof arrays			

(Proposing firm may add more rows if necessary.)