**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 Waukee, Iowa, area residents in accordance with the general scope of services outlined below. Program eligibility will extend to the [boundaries of the Waukee School District](https://educateiowa.gov/sites/files/ed/documents/SDRP2017_WAUKEE.pdf). 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 Waukee 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 March and July 2019, MREA and program partners will promote and deliver educational workshops (Solar Power Hours) 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 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 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,
* providing guidance and assistance to each contracted owner with completing a net-metering agreement with the resident or business utility service,
* providing each owner with the information regarding energy efficiency,
* providing each owner appropriate documentation and assistance with applying for the Solar Energy Systems Tax Credit (state of Iowa), 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, 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 / qualifications: (Check appropriate boxes to indicate compliance.)

□ Proof of insurance (required)

□ Master electrician on staff (required)

□ Certification through NABCEP (not required, but preferred)

□ Primary place of business located within Iowa (not required, but preferred).

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposing Firm's Signature Name & Title

**EXHIBIT C**

**SOLARIZE WAUKEE**

**B**aseline 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/estimate for each program enrollee
    5. $5,000 administrative fee which will be paid to the MREA
    6. $0.10/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 home
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)
4. Unusual permit or high permit costs (e.g. related to historic preservation permits or high solar permitting fees in a jurisdiction).

**EXHIBIT C (cont’d)**

**SOLARIZE WAUKEE**

|  |  |
| --- | --- |
| Proposer Firm Name |  |
| Contact Name |  |
| Contact Email |  |
| Contact Phone |  |
| Date |  |

**BASELINE PROPOSAL INFORMATION (ASSUMES ROOF MOUNTED ARRAY)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PV System Equipment Information** | | | **Total Participant Capacity (KW)** | | | | |
| **System** | **Modules** | **Inverter** | <50 KW | 51-100 kW | 101-200 kW | 201-300 kW | >300 KW |
| **EXAMPLE** | 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.

**Note:** If you would like to propose another pricing scheme that differs from this format, you may do so. You MUST, however, submit pricing in the above format, and any additional pricing scheme/format is optional.