**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 property owners in Minneapolis and St. Paul, MN, 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.

Installations provided by the firm may take the form of cash purchase and/or power purchase agreement. The firm may offer financing and purchasers may acquire separate financing. The inclusion of community solar subscriptions sales in the education, marketing, and sales of the project will be at the sole discretion of MREA. Firms should expect that any community solar subscriptions associated with the public sector partners in the project may be incorporated into the project.

The purpose of this project is to enable the installation of solar photovoltaic systems on homes and commercial buildings in the program territory 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 June and October 2021, 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
* Simple payback
* Estimated Year 1 kWh production

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 all aspects of the PV installation, including but not limited to:

* 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.

**Internship**

The Contractor will host two to three 160-hour internship positions. This includes working with MREA to develop a position description to be included in a vacancy announcement and working with MREA to ensure that the position responsibilities align with industry-established learning objectives (or Job Task Analyses). Once the position description is approved and a vacancy announcement is posted by the employer, the MREA will promote the vacancy to MREA trainees. The Contractor will be responsible for interviewing, selecting, and hiring the intern.

Internship candidates will have completed introductory training with MREA in preparation for the NABCEP PV Associate Exam. The intern must complete this training before beginning the internship. The MREA will inform the Contractor when the intern has completed the training and can begin work.

If the Contractor and intern complete all program requirements, the MREA will provide the intern with a stipend to be applied directly to their education debts or remitted as a check less taxes.

**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.

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

□ Certification through NABCEP (required)

□ Principal place of business located within Minnesota. (Not required, but worth additional points.)

□ \_\_\_\_\_ (number of) Master Electricians on Staff. (Not required, but worth additional points.)

□ \_\_\_\_\_ (number of) NABCEP credential-holders in the field. (Not required, but worth additional points.)

□ I certify that the 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**

**Grow Solar Twin Cities 2021**

**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/cost assessment 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 workmanship 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)**

**Grow Solar Twin Cities 2021**

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

**PART 1: BASELINE PRICE INFORMATION (ASSUMES ROOF MOUNTED SOLAR ARRAY)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | EXAMPLE | Option 1 | Option 2 | Option 3 |
| Modules | PANASONIC 330 W |  |  |  |
| Inverter | FRONIUS PRIMO |  |  |  |
| Typical price\* pre-incentive (what your company would charge for this installation outside of the group buy) | $2.70/W | $ | $ | $ |
| Base Price, Participant Capacity <50 KW | $2.60/W | $ | $ | $ |
| Discount at Participant Capacity 51-150 kW | $.05/W | $ | $ | $ |
| Discount at Participant Capacity 151-250 kW | $.10/W | $ | $ | $ |
| Discount at Participant Capacity 251-350 kW | $.15/W | $ | $ | $ |
| Discount at Participant Capacity >351 kW | $.20/W | $ | $ | $ |

\*Assume a typical roof-mounted 7kW array, 2 story home, asphalt shingles, 5/12 pitch roof.

**PART 2: ADDERS SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Cost Factors**  **(if any)** | **Increased Cost ($/watt)** | **Flat Rate Adders ($)** | **Description** |
| Battery backup |  |  |  |
| Roofing - Metal (Standing Seam) |  |  |  |
| Roofing - Metal (Corrugated) |  |  |  |
| 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 (7:12 pitch or steeper) |  |  |  |
| Roof Height – 2 stories |  |  |  |
| Roof Height – 3 stories + |  |  |  |
| Electrical - Line Tap |  |  |  |
| Electrical - Full Panel Upgrade |  |  |  |
| Electrical - DC Disconnect (roof-mounted) |  |  |  |
| Electrical - Interior conduit run |  |  |  |
| Structural - Rafter bracing |  |  |  |
| Structural – Ground Mount |  |  |  |
| Structural - Pole Mount |  |  |  |
| Structural - Trenching |  |  |  |
| Permitting - Allowance Commercial  i.e. "Cost above $XXX.00 will be added to contract" |  |  |  |
| 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 |  |  |  |
| Animal exclosure (Ex. Critter Guard) |  |  |  |
| Other (explain) |  |  |  |
|  |  |  |  |

(Proposing firm may add more rows if necessary.)

**Note:** If you would like to propose an additional pricing scheme that differs from the above format, you may do so. You MUST, however, submit pricing in the above format, and any additional pricing scheme/format is optional and will not factor into installer selection. If your proposal is selected, your alternative pricing scheme may be used upon approval.

**PART 3: ADDERS NARRATIVE**

1. We have noticed that there are sometimes dramatic differences between the base price and actual price paid due to the average adder value. This varies between programs. Accordingly, what do you expect to be typical adders?
2. Based on your previous answer, please estimate how much you expect people to pay on average in this program.

**EXHIBIT D**

**Grow Solar Twin Cities 2021**

**Avenues for Youth installation specifications**

As part of this program, the selected installer will be hired to install a solar array on the roof of Avenues for Youth located at **7210 76th Avenue North Brooklyn Park, MN**.

For the purposes of this RFP, please provide a preliminary proposal for this system according to the following specifications:

* Modules
* Racking
* Inverter
* Balance of system

**12 months of electricity usage:**

|  |  |  |
| --- | --- | --- |
| **Last Read Date** | **Billing Days** | **Electric Usage (kWh)** |
| **3/24/21** | **29** | **3127** |
| **2/23/21** | **30** | **3491** |
| **1/24/21** | **34** | **3270** |
| **12/21/20** | **33** | **2429** |
| **11/18/20** | **29** | **2415** |
| **10/20/20** | **29** | **2271** |
| **9/21/20** | **32** | **3310** |
| **8/20/20** | **29** | **4095** |
| **7/22/20** | **30** | **5940** |
| **6/22/20** | **32** | **5061** |
| **5/21/20** | **29** | **3240** |
| **4/22/20** | **29** | **2660** |

A quick link to satellite image of the site [can be found here](https://www.google.com/maps/place/45%C2%B005'34.7%22N+93%C2%B022'25.5%22W/@45.0929346,-93.373962,80m/data=!3m1!1e3!4m6!3m5!1s0x0:0x0!7e2!8m2!3d45.092964!4d-93.3737399).