**EXHIBIT A**

**SCOPE OF WORK**

The selected firm will provide for estimates, design procurement and installation of residential and commercial solar electric systems for a group of property owners in Wayne County, Michigan, 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 September, 2021 and January 2022, program partners will promote and deliver educational workshops at easily accessible public locations or online. Prospective participants may also sign up through the MREA website. 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 property owner, 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 an interconnection agreement is completed for each contracted property owner.
* 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 each owner appropriate documentation and assistance with applying for the Michigan Saves energy financing (State of Michigan) as necessary.
* providing each owner with guidance and assistance about any applicable opportunity to sell SRECs (if applicable).
* 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 a 160-hour internship position. 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 program partners. 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. For any intern that will be participating in hands-on field work (e.g. PV installation) and that hasn’t completed appropriate safety training, the MREA will enroll them in its 2-hour online Safety and Best Practices for PV Installers (PV 280) course at no cost to the Contractor. The intern must complete this training before beginning the internship. The MREA will inform the Contractor when the intern has completed the safety 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 certifications / qualifications: (Check appropriate boxes to indicate compliance.)

* Certification through NABCEP (required)
* Electrical or other subcontractors have required licensure for area to be served (Proof of insurance/bonding will be needed if selected) (required)
* Principal place of business located within the State of Michigan (not required, but worth additional points)
* Have a physical presence (i.e. an office and/or sales staff, not telecommuter or P.O. Box) within 100 miles of Highland Park City Hall (not required, but worth additional points)
* Have \_\_\_\_ (number) Master Electrician(s) on staff (not required, but worth additional points)
* Prioritize diversity and inclusiveness in business practices as outlined on page 4 (not required, but worth additional points)
* Have at least 200 kW of installed capacity residential solar experience (not required, but worth additional points)
* Are, or contract with, a Minority/Women-owned Business Enterprise(s) (MWBE) as outlined on page 4 (not required, but worth additional points)
* Have \_\_\_\_ (number) NABCEP credential-holders (PV Installer or PV Associate) performing field work (not required, but worth additional points)
* I certify that Proposing Firm agrees to abide by the SEIA Solar Business Code (required): <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 Highland Park-Detroit 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)
4. Unusual permit or high permit fee costs (e.g. related to historic preservation permits or high solar permitting fees in a single jurisdiction with the program territory).

**EXHIBIT C (cont’d)**

**Grow Solar Highland Park-Detroit 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) | $3.30/W | $ | $ | $ |
| Base Price, Participant Capacity <50 KW | $3.00/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 >350 kW | $.20/W | $ | $ | $ |

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

**PART 2: (Optional): BASELINE PRICE INFORMATION – POWER PURCHASE AGREEMENT (ASSUMES ROOF MOUNTED SOLAR ARRAY)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PV System Equipment Information** | | | **Total Participant Capacity (KW)** | | | | |
| **System** | **Modules** | **Inverter** | <50 KW | 51-150 kW | 151-300 kW | 301-500 kW | >500 KW |
| **EXAMPLE** | Solar World 275W | SMA 4KW Sunny Boy | $ | $ | $ | $ | $ |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |

**PART 3: 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 4: 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 Highland Park-Detroit 2021**

**Nonprofit Solar Installation Specifications**

In addition, the selected installer will be hired for installation of approximately 4 kWDC on [The Avalon Village](http://theavalonvillage.org) and approximately 6.5 kWDC on [We Want Green Too](https://www.wewantgreentoo.org) per specifications in this RFP for(see Exhibit D).

The selected installer will be hired for installation of approximately 4 kWDC on [The Avalon Village](http://theavalonvillage.org) (**24 Avalon St Highland Park, MI 48203**) and approximately 6.5 kWDC on [We Want Green Too](https://www.wewantgreentoo.org) (**3007 Pennsylvania St Detroit, MI 48214**).

A total of $25,000 in funding is available for these installations, courtesy of [Hammond Climate Solutions’ Solar Moonshot Program](https://www.hammondclimatesolutions.com/solar-moonshot), and we expect this total budget to limit the sizes of the installations.

For the purposes of this RFP, please provide a preliminary proposal for these systems including information about the following:

* Module specifications
* Racking specifications
* Inverter specifications
* Balance of system
* Site plan
* Estimated annual production
* Estimated cost per watt