**REQUEST FOR PROPOSALS**

**Solar Urbana-Champaign**

**Group Buy Program**

**Summer 2022**

**INSTALLATION OF RESIDENTIAL AND SMALL COMMERCIAL**

**SOLAR ELECTRIC SYSTEMS**

**Date of Issue:** May 13, 2022

**Proposal Due Date:** June 3, 2022 at 2pm CST

**Issued By:** Midwest Renewable Energy Association

**RFP Point of Contact:** Taylor Ball, Program Manager

Midwest Renewable Energy Association

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**INTRODUCTION**

Midwest Renewable Energy Association (MREA) is seeking qualified firms to submit proposals for the design, procurement, and installation of new residential and commercial photovoltaic (PV) systems at a per-watt price lower than the prevailing single system market rate.

The “group buy” program is being led by MREA. The goal of the program is to increase consumer education and PV installations in the Illinois counties of Champaign, Piatt, and Vermilion, through a group purchase involving a competitive contractor selection process, an advantageous pricing and rebate structure, and free information sessions.

Between 2013 and 2021, MREA facilitated more than 50 Solar Group Buy programs around the Midwest, reaching over 11,600 individuals with our Solar Power Hour information sessions, and leading to more than 17,400 kW on over 2,300 properties. Among those who attended our presentations, an average of 20% purchased a PV system. To date, the average system size is 8.61 kW. Similar programs in the Urbana-Champaign area since 2015 have resulted in 259 installations.

The group buy program is offered with support from MREA, the City of Urbana, the Village of Savoy, Citizens Utility Board (CUB), University of Illinois Urbana-Champaign, Champaign County Sustainability Network (CCNet) and Common Ground Food Co-operative. MREA will coordinate and deliver a minimum of 12 free, public Solar Power Hour information sessions and market them widely with physical posters, email blasts, paid social media promotion, in the press, and more. Depending on local public health conditions, presentations may be webinars or in person.

**ABOUT THIS RFP**

The intent of this RFP is to select one proposal to provide system design and installation services for eligible participants in the group buy. Proposing firms are invited to submit proposals individually or collaborate with another firm to submit a joint proposal.

As a result of this solicitation, qualified solar installation contractors may enter into a Master Service Agreement (“Agreement”) with MREA. The Agreement will set forth the terms and conditions under which a contractor will provide site assessments/estimates and design, procure, and install residential and commercial solar systems for group buy participants. Installations shall be completed and energized before December 31, 2022, unless an extension is granted by MREA. **Note:** In our weekly team meetings we will continuously check in with the selected installer as to their projected remaining installation capacity for the calendar year. As the installer comes up against their installation capacity, we will communicate to program participants that contracts signed before October 31, 2022 are expected to be installed this calendar year, and contracts signed after that date or kW solar capacity are expected to be installed the following calendar year. Extensions would be granted on this basis, but installation timelines in customer contracts should still provide for production credits if delays result from installer’s failure to meet expectations. In other words, 2023 installations must still be performed in a timely manner.

Additionally, MREA reserves the right to select a single or joint proposal. To make a selection, MREA may negotiate with or solicit quotes from one or more solar installation firms applying 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.

**QUESTIONS RELATED TO RFP**

Questions, including requests for explanations of the meaning or interpretations of the provisions of the RFP, **shall be submitted in writing (via email)** to the RFP Point of Contact Taylor Ball at [taylorb@midwestrenew.org](mailto:taylorb@midwestrenew.org) by 5/27/2022 at 2:00pm CST. Questions and answers will be posted here: <https://www.growsolar.org/request-for-proposals-rfps/urbana-champaign/> as they are received, with no more accepted after 6/3/2022 at 2:00pm CST.

**PROPOSAL DUE DATE AND SUBMITTAL**

**Proposals must be received no later than 6/3/2022 at 2:00pm CST.** Proposals must be submitted on this submission form at <https://www.growsolar.org/submit-proposal/>. All emailed proposals will generate an emailed response within one business day confirming receipt of the proposal. If no confirmation email is received, please email [taylorb@midwestrenew.org](mailto:taylorb@midwestrenew.org) or call 715-900-2474.

In order to maintain the fairness and integrity of the selection process, proposals must conform to the requirements of this RFP. All communications shall be through the RFP Point of Contact listed on the RFP Cover Sheet. Communications with members of the evaluation committee for the purpose of unfairly influencing the outcome of this RFP may be cause for the proposal to be rejected and disqualified from further consideration.

**ADVISORY COMMITTEE**

The selection of the solar installation firm will be made by the Group BuyAdvisory Committee (“Advisory Committee”). The Advisory Committee consists of representatives from MREA, the City of Urbana, the Village of Savoy, Citizens Utility Board (CUB), University of Illinois Urbana-Champaign, Champaign County Sustainability Network (CCNet), and Common Ground Food Co-operative.

The Advisory Committee is responsible for selecting one proposal for design, procurement, and installation of PV systems for participating residential and commercial property owners (herein “property owners”). During the evaluation process, the Advisory Committee has the right to require any clarification they need in order to understand the proposing firm’s approach.

**SOLAR GROUP BUY TIMELINE**

|  |  |
| --- | --- |
| RFP Announced | May 13, 2022 |
| RFP Questions Due/Posted | May 27, 2022 |
| RFP Proposals Due | June 3, 2022 |
| Firm(s) Selected | June 17, 2022 |
| Participant List Available to Contractor | Ongoing |
| Site Assessments Provided to Participants | June through October, 2022 |
| Participants Make “Go” or “No Go” Decision | June through October 31, 2022 |
| Installations Begin | Upon first customer contract signature |
| Installations Completed | December 31, 2022 unless extended by mutual agreement between selected installer and MREA |

**PROPOSING FIRM REQUIREMENTS**

Proposing firms are responsible for carefully reading 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. Proposing firms must review the entire RFP to ensure that all required information is included in their proposal.

**PROPOSING FIRM QUALIFICATIONS**

Proposing firms must meet the minimum qualifications described in this section to participate. The determination of whether a proposing firm meets the minimum qualifications will be based on the complete proposal.

**Required:**

1. Proposing firms must be, or contract with, a company that has at least one employee that is a North American Board of Certified Energy Practitioners (NABCEP) Certified PV Installer.
2. Proposing firms must be, or contract with, an electrical contractor(s) that has all applicable licensure requirements for the authorities having jurisdiction (AHJs).
3. Proposing firms must respond to each section of this RFP and use the following outline as a guide for formatting proposals.
4. Proposing firms will provide a volume-based pricing structure that incentivizes participation through lower prices as the kW capacity rises.
5. Proposing firms must have at least 200 kW installed capacity of residential solar experience.
6. Proposing firms must abide by the Illinois Power Authority Adjustable Block Program contract requirements: <https://illinoisabp.com/wp-content/uploads/2020/08/Final-Approved-Vendor-Requirements-10.30.18.pdf>
7. Proposing firms must be, or contract with, a company that is a Distributed Generation Installer certified through the Illinois Commerce Commission (ICC): <https://www.icc.illinois.gov/electricity/authorities/distributedgenerationcertification.aspx>

**Additional Points Awarded to Firms that:**

1. Have a principal place of business located within the Illinois counties of Champaign, Piatt, or Vermilion. A company's principal place of business is the primary location where its business is performed. This is generally where the company’s books and records are kept and is often where the head of the firm – or, at least, upper management – is located. (Up to 3 points)
2. Have at least one Journeyman Electrician on staff. (1 point for each Journeyman Electrician, up to 3 points total)
3. Provide financing options for solar arrays that increase opportunities for PV ownership. (Up to 3 points)
4. Offer a Power Purchase Agreement (PPA) option. (Up to 3 points)
5. Demonstrate prioritization of diversity, equity, inclusiveness, and justice in business practices with regards to equity on the basis of age, disability, ethnicity, gender, religion, sexual orientation, criminal record, and/or other protected status. This may include but is not limited to, for example, staff participation in cultural awareness and competency training sessions and dialogues; establishment and achievement of equity and inclusion goals in hiring, contracting, management, and professional development processes; and/or substantial professional service to individuals and institutions in lower income communities. (Up to 3 points)
6. Are, or contract with, a Minority/Women-owned Business Enterprise(s) (MWBE). MWBEs are businesses which are at least 51% owned, operated and controlled on a daily basis by women and/or one or more (in combination) of the following identifications: African American, Asian American or Pacific Islander, Latino or Hispanic American, Native American including Aleuts. (Up to 3 points)
7. Pay employees prevailing wage. (Up to 3 points)
8. Employ Qualified Trainees of Qualified Job Training Programs as defined in Section 15.2 of the [Solar for All AV Manual vol. 4.0.](https://www.illinoissfa.com/app/uploads/2020/06/ILSFA-Approved-Vendor-Manual.pdf) (Up to 3 points)
9. Have NABCEP credential-holders (PV Installer or PV Associate) performing field work. (1 point for each credential-holder in the field up to 3 points)
10. Can demonstrate working relationships with other vendors who offer services to decarbonize one’s home or property. This could include installation and maintenance of systems or improvements but is not limited to: Insulation and Sealing, Home Improvements, or beneficial electrification technologies (geothermal, air source heat pumps, electric vehicle chargers, electric water heaters, induction stoves, etc.). (Up to 5 points)

**PROPOSAL SCORING & EVALUATION**

The Advisory Committee shall evaluate each proposal based on the categories outlined below. Proposal ranking will be the central evaluation in determining successful applicants and final award. All proposing firms will be notified of the outcome of the selection.

**CONDITIONS AND RESERVATIONS**

MREA and the Advisory Committee are not obligated as a result of the submission of a proposal to enter into an Agreement with any proposing firm, and have no financial obligation to any proposing firm arising from this RFP. All contracts will be executed between the home or commercial building owners and the selected firm. Home and commercial building owners are not obligated to use the selected firm for any services and may still choose other contractors.

Any contract between a property owner and the selected firm will state that MREA, the City of Urbana, the Village of Savoy, Citizens Utility Board (CUB), University of Illinois Urbana-Champaign, Champaign County Sustainability Network (CCNet), and Common Ground Food Co-operative, and the Advisory Committee are not parties to any such contract, and that the selected solar installation firm will be solely liable for any claims, losses or damages arising out of the contract. The solar installation firm will be expected to sign an Agreement with MREA to confirm each organization’s roles and responsibilities prior to work starting. The selected firm and MREA shall retain and own participant and customer data resulting from the project. The selected firm and MREA are prohibited from selling or sharing customer data without permission from individual participants.

Furthermore, MREA reserves all rights regarding this RFP, including, without limitation, the right to:

* Amend, delay, or cancel the RFP without liability if MREA finds it is in the best interest of the project to do so. In the event it becomes necessary to amend any part of this RFP, notice will be provided in the same manner as notice of the original solicitation;
* Reject any or all proposals received upon finding that it is in the best interest of the project to do so;
* Waive any minor informality or non-conformance with the provisions or procedures of the RFP, and seek clarification of any proposal, if required;
* Reject any proposal that fails substantially to comply with all prescribed RFP procedures and requirements; and
* Negotiate and/or amend the Scope of Work to serve the best interest of program participants.

**SOLAR GROUP BUY 2022 PROPOSAL CONTENT**

**PROPOSAL FORMAT AND EVALUATION CRITERIA**

Please create project proposals in 8½” x 11” document size using a minimum 12 point font size. Proposals should be submitted as one PDF file, or, if multiple files are required, one ZIP file containing the proposal folder and files. Proposals are encouraged not to exceed 25 pages, including cover page, cover letter and any appendices and/or attachments. The sample site assessment/cost estimate and sample contract do not count toward your page count.

**Proposal Checklist:**

* **1. Cover Letter**
* **2. Firm Profile**
* **3. Qualifications**
  + **NABCEP certified staff member**
  + **Any Subcontractors**
* **4. Business Practices**
  + **Sample Site Assessment / Cost Estimate**
  + **Sample Contract**
* **5. Work Quality**
* **6. Customer Service**
  + **References**
* **7. Point of Contact**
* **8. Appendix (Optional)**
* **9. Exhibit A**
* **10. Exhibit B**
* **11. Exhibit C**

**I. Cover Letter**

The cover letter shall discuss the highlights, key features and distinguishing points of a proposal. As part of this discussion, please explain specifically the proposing firm’s interest in working with MREA on this program. The cover letter must be prepared and signed by a manager having the authority to make offers and enter into financial agreements on behalf of the firm.

**Provide responses to the following prompts using the section numbers/letters provided.**

**II. Proposing Firm Profile**

1. Detail the proposing firm size and local organizational structure. Describe the demonstrated experience of the firm in developing, designing and installing residential solar electric systems. (Up to 5 points)
2. Describe how the firm’s business-as-usual practices would apply on a community-wide scale. (Up to 5 points)
3. Provide a statement describing the firm’s capability to complete the project per the project timeline specified above. Include a discussion of the firm’s financial stability, number of employees, length of time in business, capacity, and resources. Include any website or marketing support the firm plans to provide for this project. (Up to 5 points)
4. Explain how the firm can expand quickly if necessary—and maintain quality—to meet the large demand that may occur due to this project. Present the firm’s plan to accommodate large demand within the timeline stated above. If possible, provide two examples of projects completed to date which have prepared the firm for an undertaking of this scale. (Up to 5 points)
5. Although installations may begin as soon as the first customer contract is signed, many systems will be contracted at the end of the program. Please include an estimate of the greatest capacity the firm can accommodate after the deadline—in other words, the approximate number of 7-kW systems the firm can install between 10/1/2022 and 12/31/2022. (Up to 5 points)

**III. Qualifications of the Project Team**

1. Identify key personnel for this project including roles, experience, licenses and certificates, with corresponding numbers as appropriate. Key personnel should include at a minimum: Owners; Project Managers; Designers; Installers; and Office Managers who will provide data to property owners per the specifications outlined in the Scope of Work (see Exhibit A). Include NABCEP Certification information here, as well as any Journeyman Electrician or other certified staff involved in this project. (Up to 5 points)
2. Identify any subcontractors, along with their value to the project, and provide background information on size, experience, management, licensing, and subcontracting agreement. (Up to 5 points) (Companies that do not use subcontractors will be awarded 5 points)

**IV. Business Practices**

1. Lead management practices: Describe the process for in-office management of a large volume of leads, scheduling of site assessments and installations, and processing of relevant paperwork. (Up to 5 points)
2. **Please provide a sample site assessment and cost estimate that is representative of what program participants will receive from the firm as the selected installer for the program.** (Up to 5 points) **\*Not included in page count.**
3. Provide a sample customer contract tailored for use within this group buy program that includes a description of the firm’s terms of payment, process, and timeline, from initial deposit to final payment. **\*Not included in page count.   
   NOTE:** Customer contract must require no more than 20% down payment upon contract signing, with further payments due after delivery of equipment.

**NOTE:** Customer contract must require final payment after interconnection and final inspection have been completed.

**NOTE:** Customer contract must also provide “production credit” in the event installation ends on or after 1/1/2023 according to production estimates given to the customer in the site assessment and cost estimate. (Systems installed before 1/1/2023 but interconnected after 1/1/2023 do not need production credit.)“Production credit” is defined as the calculation of the sun-hours from each month multiplied by the value of generation of a kWh in the customer’s utility rate tariff, i.e. the value of solar power that would have been generated by a completed installation. This number should be consistent with any financial calculations produced by the installer on the customer’s proposal.

**Note:** All contracts will be executed between the home or commercial building owner and the selected contractor. The contract between the owner and the selected firm will state that the Midwest Renewable Energy Association, program partners, and the Advisory Committee are not parties to the contract, and that the selected contractor will be solely liable for any claims, losses or damages arising out of the contract.)(Up to 5 points)

1. Please describe any financing options the firm provides (or partners with a lending institution to provide) to customers who intend to finance their solar array. (Up to 5 points)
2. Change orders: Describe how the firm addresses change orders. Please provide an example of a recent change order and how it was priced, tracked, and managed. (Up to 5 points)
3. Work practices: Address the firm’s health and safety record and practices. Identify any communications with Labor and Industries regarding workplace issues in the last 3 years. (Up to 5 points)
4. Demonstrate familiarity with permitting fees and requirements in relevant local jurisdictions. (Up to 5 points)

**V. Work Quality**

1. Explain why the products included in the firm’s response to this request for proposals are appropriate for this project. Provide descriptions of warranties and support that ensure the long-term durability, operation, and maintenance of PV installations. Include performance and reliability figures, in addition to where the products were manufactured. (Up to 5 points)
2. Describe the installation process, including how the firm will minimize disruption and disturbance of neighbors, landscaping, structures, and clients’ living arrangements during preparation, installation, and clean up. (Up to 5 points)
3. Describe final testing and sign-off procedures, including punch lists, inspection, and other necessary requirements. (Up to 5 points)

**VI. Customer Service**

1. Describe how the firm plans to handle incident reports (property damage, warranty, service calls, and inquiries). Discuss the firm’s typical response time on calls, hours of coverage for customer service calls, and process for providing status reports after an incident is logged. (Up to 5 points)
2. List any complaints received by the Better Business Bureau over the last 3 years. (Up to 5 points)
3. Describe any training the firm provides the property owner, including materials or manuals, customer care books, and/or support for later questions and system performance. (Up to 5 points)
4. Describe the firm’s approach to encouraging energy efficiency. (Up to 5 points)
5. Describe the firm’s plans to assist purchasers in securing sale of SRECs, including income-qualified SRECs and other SRECs established by the Climate and Equitable Jobs Act (CEJA). (Up to 5 points)
6. Describe the firm’s involvement with Illinois Solar For All (SFA) in the past, and/or the firm’s plans, if any, to be involved with SFA in the future. (Up to 5 points)
7. Provide references from at least 3 recent residential installations, including size, date of installation, location, and contact name and telephone number. (The Advisory Committee will not assign points based on information provided, but will take into consideration the presence and quality of the references in addition to scoring proposals.)
8. **Note:** Proposing installer must abide by the SEIA Solar Business Code: <http://www.seia.org/policy/consumer-protection/seia-solar-business-code>

**VII. Working with the Midwest Renewable Energy Association and Advisory Committee**

1. Identify the main point of contact at the proposing firm.
2. Confirm this individual’s ability to **provide weekly progress reports** per the specifications outlined in the Scope of Work (see Exhibit A).

**VIII. Appendix**

1. The firm may provide an Appendix to include any supporting information, such as resumes, references or other supporting data. If present, the Appendix is not included in the 25-page maximum for the entire proposal.

**IX. Pricing schedule**

* 1. Using **Exhibit C**, proposing firms should present pricing as price-per-watt of installed capacity for direct-owned installations and power purchase agreement installations, exclusive of any eligible incentives or tax credits for a grid-tied system installed on a typical dwelling. The price is to apply to all work described in Scope of Work identified in Exhibit A.
  2. Provide per-watt pricing for each module/inverter combination offered as a tiered structure based on the total installed capacity of all systems. The tiered structure is to be based on four tiers as indicated in Exhibit C. (Up to 5 points)
  3. The firm may provide up to three equipment pricing options in Exhibit C. Exactly three pricing options need not be provided. (Up to 5 points)
* At least one of the system options for which a cost estimate is provided must have U.S. made modules.
* The firm may also provide the cost estimate of a battery-based system (in the “Additional Cost Factors” column of the “Part 3: Adders Schedule” table in Exhibit C).
  1. Identify any potential additional costs by pricing Adders in Exhibit C to establish fixed costs for potential solar array peripherals. (Up to 5 points)
  2. Describe ability and process to assist program participants with selling SRECs including income qualified SRECs
  3. Pricing based solely on specific individual system size will not be considered.
  4. **Note:** Include all of the firm’s anticipated costs of customer development in this RFP. Customer communication, site assessments, system design and cost estimate development should be factored into the final RFP price.   
     **(There is no charge for property owners to have a site assessment and cost estimate from the selected contractor – it is all in the final price)**. The firm must calculate any costs associated with system design and a site visit into the firm’s price-per-watt pricing in Exhibit C.
  5. **Note:** An administrative fee of $5,000 will be due from the selected firm upon selection. A $5,000 check should be made out to the Midwest Renewable Energy Association. The fee is designed to cover programmatic administration costs. This is the equivalent of $.10/w for 50 kW. In addition to the $5,000, a $.10 per watt fee will be applied for contracted installations above 50kW. This $0.10/watt fee will be paid to MREA after installations are completed. It should be reflected in the firm’s baseline pricing provided in Exhibit C. (For example, if the firm is providing a baseline price of $3.00/watt for install, the firm’s final price on Exhibit C should read $3.10/watt.)
  6. **Note**: MREA will provide each participating home or business owner (those who install solar through the program) with a 1-year complimentary membership on behalf of the selected installer.
  7. **Note:** Special considerations may be required for placement of solar installations on historic properties.

**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 the Illinois counties of Champaign, Piatt, and Vermilion, in accordance with the general scope of services outlined below. Proposing firms 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 2022, 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 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 program 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 each owner with guidance and assistance about any applicable opportunity to sell SRECs,
* ensuring licensed staff are on site for the duration of each installation,
* 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 participants 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the proposing firm (“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 the Proposing Firm possesses, or contracts with a company that possesses, the following: (Check appropriate boxes to indicate compliance.)

□ PV Installer Certification through NABCEP (required)

□ Certification as a Distributed Generation Installer through the ICC (required)

□ Journeyman electrician on staff (not required, but worth additional points)

□ Principal place of business located within the Illinois counties of Champaign, Piatt, or Vermilion (not required, but worth additional points).

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

□ Are, or contract with, a Minority/Women-owned Business Enterprise(s). (Not required, but worth

additional points.)

□ Pay prevailing wage (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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company Name FEIN

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Address City/State/Zip Code

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

Proposer’s Signature Name & Title

**EXHIBIT C**

**Solar Urbana-Champaign 2022**

Baseline cost per watt price assumes:

* + 1. Cost for major system components (modules, inverter, etc.) – 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 participant;
    5. $5,000 administrative fee to be paid to MREA;
    6. $0.10/watt fee (after program total exceeds 50 kW) to be paid to MREA. Selected firm will be invoiced by MREA as systems are completed;
    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.

Baseline cost per watt price does NOT include:

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 program participant to bring electrical system up to code, for example);
3. Upgrades as requested by the program participant (see below).

**EXHIBIT C (continued)**

**Solar Urbana-Champaign 2022**

|  |  |
| --- | --- |
| Proposing 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 395 W (example) |  |  |  |
| Inverter | FRONIUS PRIMO (example) |  |  |  |
| Typical price\* pre-incentive (what the firm would charge for this installation outside of the group buy) | $3.00/W (example) | $ | $ | $ |
| Base Price, Participant Capacity <50 KW | $2.70/W (example) | $ | $ | $ |
| Discount at Participant Capacity 51-150 kW | $.05/W (example) | $ | $ | $ |
| Discount at Participant Capacity 151-300 kW | $.10/W (example) | $ | $ | $ |
| Discount at Participant Capacity >301 kW | $.15/W (example) | $ | $ | $ |

\*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** | Panasonic 395W (ex.) | SolarEdge HD Wave (ex.) | $ | $ | $ | $ | $ |
| 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:** The firm may propose an additional pricing scheme that differs from the above format if desired. The firm MUST, however, submit pricing in the above format, and any additional pricing scheme/format is optional and will not factor into installer selection. If the firm’s proposal is selected, the firm’s alternative pricing scheme may be used upon approval by MREA and the Advisory Committee.

**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 does the firm expect to be typical adders?
2. Based on the firm’s previous answer, please estimate how much the firm expects people to pay on average in this program.