

MEMORANDUM

To: All Interested Vendors

From: Mona Mawalkar
Procurement Manager

Date: April 21, 2023

Subject: Addendum No. 1
RFP 23-012 Solar Photovoltaic Panels
Summary of Pre-Proposal Conference and Walkthroughs
Question and Answer

Part I. Summary of Pre-bid Conference

On Thursday, April 13, at 1 pm, the Columbus Metropolitan Library (“the library” or “CML”) conducted a pre-bid conference for the Solar Photovoltaic Panels RFP. The conference was held at the Karl Road Branch Library.

The following companies sent representatives for the conference:

Kokosign Solar
Nova Consultants

The library sent the following representatives:

Andrew Kistler, Director of Property Management
Mona Mawalkar, Procurement Manager

Andrew Kistler presented information regarding the RFP, also present in the RFP. The presentation is attached to this Addendum.

Part II. Summary of Walkthroughs:

Following the Preproposal meeting and presentation, the library held walkthroughs at the following locations and times:

- Thursday, April 13, 2023, 1:30 pm at Karl Road
- Thursday, April 13, 2023, 3 pm at Dublin
- Friday, April 14, 2023, 1 pm at Northern Lights
- Friday, April 14, 2023, 3 pm at Whitehall
- Monday, April 17, 2023, 11:30 am – Driving Park
- Monday, April 17, 2023, 1 pm Parsons

The library sent the following representatives:

Andrew Kistler, Director of Property Management
Mona Mawalkar, Procurement Manager
Daniel Jones, Procurement Buyer

The following companies sent representatives for all or some of the walkthroughs:

Kokosign Solar
Nova Consultants
Telamon Energy
Melink Solar
MS Consultants

Part III. Question and Answer

Q1: Do the Solar panel companies need to bid on all solar sites, or can we bid on just one?

A1: We will accept any valid proposals for up to six sites from each vendor. The vendors are encouraged to submit proposals for any sites they prefer. If possible, the library would prefer to choose one vendor for all six sites. However, that is not a requirement.

Q2: Do you have similar scope for all the sites?

A2: CML has similar requirements for all sites, although each site and roof will vary.

Q3: Do you want the assurance from the roof warranty holder of record before or after the RFP is awarded?

A3: When a company or vendor is selected to perform the work, the written roof warranty assurances can be provided before the contract is signed.

Q4: Do you want us to submit all the proposals in one file or separate the proposal for each site.?

A4: Each proposal should include two submissions, Technical and Cost proposals. The technical proposals should not include cost information. You can submit one submission (email) for each site or combine them if file size allows. All Proposals should be emailed to Procurement@columbuslibrary.org at or before 12 pm on April 26, 2023.

Q5: Do any branches have generators? Do you plan to include them in this proposal?

A5: No branches have a generator, and the current scope does not include scope for a generator for any site.

Q6: Are you looking to add electric car charging stations with solar panels?

A6: This project scope does not include electric car charging stations.

Q7: Do you want the solar panel's setback at 6 feet or more?

A7: Depending on the site and roof and shadows, you will need to adjust the location on each site. System layout shall meet local fire department, code and ordinance requirements for roof access and setback. System layout shall take into consideration maintenance access to

roof mounted equipment such as HVAC, condensers, windows, drains, exhaust vents, etc. System layout should comply with the current edition of NFPA 1.

Q8: Do you want information displays at each site and what should they look like?

A8: We would like some form of display in the main lobby of each location to provide the following information:

1. Real-time energy production in kW
2. Accumulated energy output (daily, monthly and annual kWh and Life to date total kWh)
3. Greenhouse gases averted including Metric Tons of Carbon dioxide. Accumulated greenhouse gases averted (daily, monthly, annual and Life to date CO₂)

The above is for reference only; the vendor should include cost for a display as there technical capabilities allow or as they see fit.

All Proposals must be received no later than 12:00 Noon on April 26, 2023, EST.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS



Request for Proposal Solar Photovoltaic System

RFP Number: CML #23-012

Pre-Bid Conference

April 13, 2023

Request For Proposal

- Request for Proposal (“RFP”) for the installation of Solar Photovoltaic (PV) Systems
- Proposals must be received no later than **12:00PM Noon on April 26, 2023.**
- Any Proposal (“Proposal”) arriving after 12:00PM Noon will be considered late and will receive no consideration for selection.



columbuslibrary.org | 614-645-2275



Request For Proposal

Submit RFP to:

procurement@columbuslibrary.org

Include Bid Identification Number CML #23-012, title, and Proposer name in the subject line of the email and the file names.



columbuslibrary.org | 614-645-2275



Proposal Submittal

- Each Proposer must submit a **Technical Proposal** AND a **Cost Proposal** as part of its Proposal package.
- Proposals must be submitted as two (2) separate components.
- **IMPORTANT:** Technical Proposals must NOT contain cost or pricing information.



columbuslibrary.org | 614-645-2275



Projected Timeline

Activity	Target Completion Date
Issuance of RFP	April 3, 2023
Pre-Bid Conference & Walkthrough 1 Dublin, Karl Road	Thursday, April 13, 2023 1 pm at Karl Road 3 pm at Dublin
Walkthrough 2 Northern Lights and Whitehall	Friday, April 14, 2023 1 pm at Northern Lights 3 pm at Whitehall
Walkthrough 3 Driving Park and Parsons	Monday, April 17, 2023 11:30 am – Driving Park 1 pm Parsons
Inquiry Period Ends	Seven (7) days before the proposal's due date – April 19, 2023
Final Response to Vendor Questions	Five (5) days before the proposal due date – April, 21, 2023
Due Date	April 26, 2023, 12:00 PM EST
Selection of Successful Proposer	TBA



Project Overview



Project Overview

Columbus Metropolitan Library (CML) is soliciting proposals for six (6) solar photovoltaic (PV) systems to be set on the roof of select CML owned facilities (Project).

- **Driving Park** - 1422 E. Livingston Ave., Columbus, OH 43205
- **Dublin** - 75 N. High St., Dublin, OH 43017
- **Karl Road** - 5590 Karl Rd., Columbus, OH 43229
- **Northern Lights** - 4093 Cleveland Ave., Columbus, OH 43224
- **Parsons** - 1113 Parsons Ave., Columbus, OH 43206
- **Whitehall** - 4445 E. Broad St., Columbus, OH 43213



columbuslibrary.org | 614-645-2275



Project Overview

- The Project consists of designing and building a turnkey and fully operational behind-the-meter rooftop solar PV system.
- A kiosk connected to the data acquisition system will be mounted in each facility to provide real-time energy production values for public viewing.



columbuslibrary.org | 614-645-2275



Project Overview

- The successful respondent will be required to provide operation and maintenance of the entire solar electric system for one (1) year from start-up of the solar PV system, the cost of which shall be included in the proposal.
- Proposers are asked to submit pricing to provide operation and maintenance of the entire solar electric system for years two (2) through five (5) of the solar PV system.



columbuslibrary.org | 614-645-2275



Project Overview

- CML intends to self-finance and wholly own the PV system. A power purchase agreement (PPA) is not being considered and proposals of such will not be considered.
- The Library further intends to make a single award as a result of the RFP. CML may consider multiple awards if it is determined to be in the best interests of the Library.
- Prevailing Wage



columbuslibrary.org | 614-645-2275



Scope of Work



columbuslibrary.org | 614-645-2275



Scope of Work

The proposer shall develop a design for a new solar PV system. It is the responsibility of the proposer to assess site topography and applicable attributes to estimate costs related to project installation. Proposer is responsible for securing the electrical and any other permits necessary to install a ballasted roof-mounted solar PV system.



columbuslibrary.org | 614-645-2275



Scope of Work

- Mounting system shall be ballasted on the surface without roof penetration. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake load factors, as well as setbacks.
- The Proposer shall calculate the additional structural load allowance of the existing roof and demonstrate the proposed solar PV system installation will not exceed the roof capacity.
- Solar PV arrays azimuth shall be designed to point in a direction and with such tilt as to maximize kWh performance for the site.



columbuslibrary.org | 614-645-2275



Scope of Work

- System layout shall meet local fire department, code and ordinance requirements for roof access.
- System layout shall take into consideration maintenance access to roof mounted equipment such as HVAC, condensers, windows, drains, exhaust vents, etc.
- Solar PV modules and inverters shall be a commercial off-the-shelf product, shall be UL listed, and shall be on the California List of Eligible Photovoltaic Modules
- The Proposer shall provide a solar PV system designed for a 30 year expected life span of service.



columbuslibrary.org | 614-645-2275



Scope of Work

- The inverter(s) shall be capable of parallel operation with the existing AC power. Each inverter(s) shall automatically synchronize its output waveform with that of the local utility upon restoration of power.
- The electrical interconnection will occur behind-the-meter. The proposer will work in conjunction with the local utility provider, AEP Ohio for the six facilities, for net metering.
- Proposer should coordinate with the roof installer/manufacture to ensure that the system to be installed will not adversely affect the roof's warranty. Provide such assurances in writing.



columbuslibrary.org | 614-645-2275



Scope of Work

- **System Monitoring:** All monitoring hardware and monitoring equipment shall be provided by the selected Proposer. The monitoring system should include a Bacnet compliant system that can be integrated with the building automation system (BAS).
- CML exclusively utilizes Automated Logic WebCTRL BAS. For support contact EMCOR Services Automated Controls 614-529-7500.
- The BAS will include a monitor in the foyer that will show building energy consumption and renewable energy production. The system should display and analyze historical and live solar electricity generation data.



columbuslibrary.org | 614-645-2275



Scope of Work

Operation and Maintenance

- The successful respondent will be required to provide operation and maintenance of the entire solar electric system for one (1) year from start-up of the solar PV system.



columbuslibrary.org | 614-645-2275



Scope of Work

WARRANTIES

The solar provider's standard system warranty coverage should cover modules, inverter, racking and workmanship.

- *Modules*: 25-Year Power Output will generate no less than 80% of rated output under standard testing conditions (STC). 10-Year Workmanship Limited Warranty.
- *Inverter*: 10-Year Limited Warranty.
- *Racking*: 10-Year Limited Warranty.
- *Workmanship*: 1 Year Limited Warranty.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

Page 12 of the RFP provides the specific details to be included in the Technical Proposal.

- Cover Sheet and Cover Letter
- Company details, experience
- References
- Staffing Plan
- The Work Plan must address exactly how the Proposer will provide all required services specified in this RFP.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- Technical Solution/Scope of Work
 - Proposed physical layout with overall solar PV system rating in kW-AC, kW-DC.
 - Equipment details and specifications (i.e., spec sheets of solar PV module, inverter, AC or DC disconnect switches, and any other devices).
 - Description of where the point of interconnection (POI) is located and how grid interconnection requirements will be met.
 - Description of controls, monitors, and instrumentation to be used for the solar system.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- The Proposer shall calculate the additional structural load allowance of the existing roof and demonstrate the proposed solar PV system installation will not exceed the roof loading capacity.
- Description of the proposed public monitoring solution.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- Provide system production data showing the expected initial solar PV annual energy production in kWh by month compared to the site monthly energy usage. Identify and include any anticipated system degradation, shadowing or other impacts in the forecast.
- Use the current electric bills, Exhibit B and/or interval data from Exhibit C, for comparison.
- Provide data comparison for each site separately.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- Provide annualized data showing the solar PV energy production in kWh compared to site energy usage over the 30 year life of the system. Identify and include anticipated system degradation, shadowing or other impacts in the forecast.
- Use the current electric bills, Exhibit B and/or interval data from Exhibit C, for comparison.
- Assume the site usage and demand remain constant each year.
- Provide data comparison for each site separately.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- Provide data on the annualized greenhouse gas offset equivalents in metric tons of CO₂.
- Provide equipment documentation and warranties.
- Provide the proposed implementation schedule identifying key project milestone with dates.



columbuslibrary.org | 614-645-2275



Technical Proposal Requirements

- A disclosure of all adverse information that may be publicly available.
- Include a list of proposed Subcontractors
- W-9
- Certificate of Insurance
- Diversity & Inclusion Participation Form
- Acknowledgement of Addenda



columbuslibrary.org | 614-645-2275



Cost Proposal Requirements



columbuslibrary.org | 614-645-2275



Cost Proposal Requirements

- Proposers shall submit a detailed cost proposal that shall include all tasks required to perform the Scope of Work.
- Costs should include all services, permitting and materials needed to complete the Project.
- Prices offered shall be all inclusive and shall remain fixed for the duration of the agreement.
- CML is a tax-exempt entity. Do not include any tax incentives, rebates, grants or other incentives in the cost proposal.



columbuslibrary.org | 614-645-2275



Cost Proposal Requirements

- List pricing for each site separately using Appendix D – Cost Proposal Form.
- Provide turnkey pricing to design, permit, install and start-up a fully operational behind-the-meter rooftop solar photovoltaic (PV) systems. A kiosk connected to the data acquisition system will be mounted in each facility to provide real-time energy production values for public viewing.
- Include the installed cost for each site in \$/kW.



columbuslibrary.org | 614-645-2275



Cost Proposal Requirements

Provide an in depth capital investment analysis for each site separately.

- See pages 14-15 of the RFP for assumptions and analysis data to use in calculations.
- Present year 1 and 30 year financial savings.
- Use the current electric bills, Exhibit B and/or interval data from Exhibit C, for comparison.
- Present avoided costs, payback period, NPV and IRR.
- Present levelized cost of energy (LCOE) for 30 years in kWh



columbuslibrary.org | 614-645-2275



Cost Proposal Requirements

- Provide pricing for Year one (1) operation and maintenance of the entire solar electric system. List pricing for each site separately.
- Submit pricing to provide operation and maintenance of the entire solar electric system for years two (2) through five (5) of the solar PV system.
- List pricing for each site separately.



Evaluation




Appendix A
Solar Photovoltaic System - RFP Number: CML #23-012
EVALUATION TOOL

Responsiveness Criteria	Criteria Weight	Score (0-5)	Extended Score
Technical Evaluation			
1. Quality and comprehensiveness of the Contractor's response	30		
2. Quality and comprehensiveness of the Contractor's work plan, technical approach and operational efficiency	60		
3. Review of the contractor's staffing plan and project team	20		
4. Review of experience on projects of similar size and scope	20		
5. Implementation schedule	10		
Criteria Weight	700		
Weighted Technical Score			
Cost Evaluation			
Installed cost, \$/kW, LCOE \$/kWh, ROI			
Criteria Weight	300		
Weighted Cost Score			
Total Composite Score (Weighted Technical Score + Weighted Cost Score)			

Criteria Weight x Score = Extended Score

Members of the evaluation committee will utilize the evaluation form in Appendix C and apply the scoring formula outlined below.

Zero (0)	Unsatisfactory	Does not conform to requirements.
One (1)	Poor limited manner	Conforms to requirements in a
Two (2)	Satisfactory limitations	Generally meets requirements with.
Three (3)	Good	Meets requirements as written.
Four (4)	Excellent written	Meets and generally exceeds requirements as.
Five (5)	Outstanding	Exceeds requirements in all aspects.

columbuslibrary.org | 614-645-2275 

Questions?

columbuslibrary.org | 614-645-2275 