

## MEMORANDUM

To: All Interested Vendors

From: Mona Mawalkar  
Procurement Manager

Date: April 24, 2023

Subject: Addendum No. 2  
RFP 23-012 Solar Photovoltaic Panels  
Update to Proposal Due Date  
Further Questions and Answers for questions submitted before the deadline but  
not answered earlier

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### **Part I - Proposal Due Date:**

**CML is extending the due date for this project. The new due date for all bids is Friday, April 28, 2023, at noon (12:00 PM) Eastern Standard Time – EST.**

### **Part II - Question and Answer**

Q1: 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 - Does this step need to be completed by RFP bid date? Our approach is turn-key and this step is typically completed at the permitting stage post-contract.

A1: The proposer needs to provide assurance that the proposed solar PV system will not exceed the roof capacity as part of the proposal. Without this assurance, the proposer could possibly over-size the system, skewing the return on investment analysis. Detailed engineering calculations can be completed and provided after the award of the contract.

Q2: We can provide proof of COI for the proposal, and then once awarded, we can list CML as additional insured. Is this sufficient? Or do we need to have you listed for the RFP response?

A2: You can provide proof of COI for the proposal, and then once awarded or before the contract is signed, you will need to provide COI, that lists CML as additional insured.

Q3: Please send a summary of the Pre-Bid conference, as indicated on the RFP? The RFP stated that this will be published as an addendum to the solicitation and will be available on the “Doing Business with Us” page of Columbus. We couldn’t find it.

A3: CML 23-012 RFP - Addendum 1 has the necessary information. It was released on April 21 at <https://www.columbuslibrary.org/doing-business/>

Q4: Can you please send more detailed elevation drawings for the sites (especially Karl Rd) with slopes of each roof surface?

A4: Additional drawings have been posted on <https://www.columbuslibrary.org/doing-business/>

Q5: Can you please send the Utility Plan Drawing for Karl Rd?

A5: The electrical one lines, drawing E701, and site utilities, drawing C202, are posted at <https://www.columbuslibrary.org/doing-business/> under Exhibit A

Q6: Are there any target completion dates for these projects?

A6: As soon as material lead times allow in 2023.

Q7: When do you plan on selecting the successful proposer?

A7: We plan to award contracts, either one contractor for all sites or up to six contractors, one per location before May, 31 2023.

Q8: Are you open to mechanical attachments in addition to ballasted roof mounts to maximize the system size? The RFP specifically says no roof penetrations. However, the slants on several roofs will prevent us to use ballasted mounts for those sections, minimizing the system size.

A8: Mechanical attachments may be used where necessary. Minimize the quantity being used. Please indicate in the proposal where and how many mechanical fasters are being used.

Q9: Is there any flexibility on waiting until AFTER the portfolio is awarded to perform the structural analysis on the proposed PV system? We typically calculate the existing roof's additional structural load allowance and demonstrate that the solar PV system installation will not exceed roof capacity AFTER we provide a firm quote. We cover the cost of the structural engineering and the roof structural analysis if selected.

A9: The proposer needs to provide assurance that the proposed solar PV system will not exceed the roof capacity as part of the proposal. Without this assurance the proposer could possibly over size the system, skewing the return on investment analysis. Detailed engineering calculations can be completed and provided after award of the contract.

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**All Proposals must be received no later than 12:00 Noon on April 28, 2023, EST.**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 2) ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS**