



Request for Proposals for 3 Tucson Area Non-profits

November 17th, 2022

Dear Installer,

Thank you for your interest in this request for proposals (RFP). Solar United Neighbors (SUN) is releasing this RFP on behalf of 3 non-profit organizations (Edge Schools, Inc., Emerge Domestic Abuse Shelter, and Youth on Their Own). SUN and the Community Foundation for Southern Arizona (CFSA) have worked closely with this organization to develop this opportunity for solar on their property. The entire cost of each installation will be covered by funding provided through CFSA.

We understand this bidding process is more involved than what you might do to provide pricing for a standard small to medium-sized commercial installation. Due to the nature of the program and funding source, we've implemented a process that provides for more scrutiny and structure. Let us know if you have questions and thank you for accommodating the additional questions and process.

We are issuing these RFPs with the intent of each non-profit selecting a company ("Proposer") to provide a solar photovoltaic (PV) energy system. The Proposer will provide a turn-key offering that includes all services, equipment, permitting, installation, overhead, etc. **IMPORTANT:** We are announcing these together but there are 3 separate opportunities to bid (one for each non-profit). We highly encourage you to bid for each of them. The online portal (RFP360) where you will submit your bids will allow you to re-use responses to save you time in responding to multiple opportunities.

Timeline

1. RFP Issue Date (start of bidding window): November 17th, 2022
2. Bidder information session: November 29th at 3pm MST ([Zoom webinar, register here](#))
3. Pre-bid site visits: December 5th and 6th (see each project description for dates & times)
4. **Proposals Due (end of bidding window): December 9th by 5:00 pm MST** Deadline extended to December 16th
5. Selection Committee Review: Before January 13th, 2023
6. Notice of Intent to Award: Week of January 16th, 2023 (approximate)

Each organization will have a separate RFP web portal link listed in the solicitation below where you can respond. Submissions are due by 5:00 pm on December 9th, 2022. Late submissions will not be accepted. Please contact Corey Ramsden at azteam@solarunitedneighbors.org with any general questions on using the RFP web portal and submitting your bid. Also, see attached guidance on the use of the RFP web portal at the bottom of this document.

Below you will also find additional information about each non-profit, their site, and requirements for compiling a compelling proposal. If you have any questions about the process or expectations, please don't hesitate to email. Please see the document on the last page for guidance on commercial, non-profit and large systems as part of the co-op.

We look forward to receiving your submissions!

Best,

Bret Fanshaw, Arizona Program Director
azteam@solarunitedneighbors.org



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Please respond to this RFP by clicking on the link for each non-profit and submitting a completed response in the RFP360 web portal.

Scope of work

Services to be provided by Solar United Neighbors

1. Support the non-profit organization identified in this RFP and the selected developer throughout the process as needed.
2. Distribute updated information to all bidders should any details about the RFP be clarified or changed during the RFP period.

Services to be provided by the Proposer

1. A final proposal for each non-profit organization identified in this RFP. The final proposal should include language that explains all the services provided in the turnkey price for the system (assessment, system design, permitting, installation, interconnection paperwork, etc.)
2. Site assessment, structural assessment, design, equipment procurement, installation, monitoring setup, customer training (i.e. safety rules, monitoring, maintenance, how to deal with problems, etc.) permitting, and application/management of any applicable incentives.
3. Responsive communication with the non-profit organization
4. Responsive communication and coordination with SUN and CFSA about project status when requested
5. Participate in any planned public education/outreach events
6. Installation performed in conformance with all applicable laws and codes, interconnection requirements for net-metered installations and any incentive-related installation requirements, rules, and timelines. SUN defers to the [SEIA Solar Business Code](#) as a determinant of fair, transparent business practices to ensure solar customers are treated in a fair and honest manner. In addition to the SEIA Code, Companies shall abide by the law and all applicable ethical business guidelines set forth by the Council of Better Business Bureaus (BBB), Federal Trade Commission (FTC), Consumer Financial Protection Bureau (CFPB), relevant state consumer protection bureaus, and other regulatory bodies with jurisdiction.

Bid Requirements (see each school's project description below for any additional requirements)

- Offer a single purchase price and if available, a third-party ownership option. Partial bids will not be accepted.
- Explicitly state any additional charges not included in the \$/watt price in the proposal Expected costs should be factored into your RFP proposal but we understand that some costs may not be identifiable prior to a more detailed site assessment. Please identify the costs for any such unexpected charges (e.g., charges for electrical upgrades, steep roofs, specific roofing types/materials, roof attachment methods/components, multiple array locations, customized racking, tree trimming, etc.)
- Bid with PV modules that:
 - Are listed and reviewed on the California Energy Commission list, '[Incentive Eligible Photovoltaic Modules in Compliance with SB1 Guidelines](#)' or installer must provide



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similar performance information for selection committee from an alternate source, or by referencing a CEC-listed panel from the same product family.

- Have at least a 25-year power warranty with a specified performance degradation curve showing acceptable levels of performance or replacement and show achievement of a minimum of 80% of the nameplate rated power at STC by year 25;
- Have a product warranty of at least 10 years.
- **Bid with inverters that:**
 - Are included in the California Energy Commission list '[List of Eligible Inverters per SB1 Guidelines](#)' or installer to provide similar performance information for selection committee from an alternate source or by referencing a CEC-listed inverter from the same product family.
 - Have a warranty that allows for replacement due to premature failure over the specified warranty time frame and be a minimum of 15 years for micro inverters and 10 years for string inverters.
- **Utilize mounting equipment that is:**
 - Grounded in accordance with manufacturer's specifications.
 - Used in accordance with its manufacturer's listed purpose and specifications.
 - Used in accordance with manufacturer specifications for waterproofing penetrations
 - Meets any specific, additional local zoning requirements not listed above
- **Meet the following insurance requirements (for proposer and any sub-contractors):**
 - General liability - \$1,000,000 per occurrence, \$2,000,000 in aggregate
 - Worker's compensation - \$1,000,000 each accident, each employee, policy limit
 - Automobile liability - bodily injury, death, and property damage combined single limits of at least \$1,000,000 per occurrence covering vehicles owned, hired, or non-owned
 - NOTE: Official proof of exemption by applicable jurisdiction for any above insurance requirements for a company is also acceptable.

During selection

After the receipt of all submissions, a selection committee representing each the non-profit organization will review and select a winning bid for their non-profit. During this deliberation, the committee may follow up directly with bidders with additional questions to clarify information included in the bid.

After selection

After the winning proposal is selected, SUN will contact the winning proposer at which point, the proposer will be put in touch with the appropriate contact at the non-profit organization to proceed with the following in preparation of the non-profit signing a final agreement.

1. If not already completed during the bidding process, conduct a site visit to gather additional information about the property
2. Present a final proposal and contract to the non-profit organization and to SUN for review
3. Answer questions about the final proposal and contract



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About the non-profits, their sites, and how to submit a bid

The Edge School, Inc.

2555 East 1st Street Tucson AZ 85716

Pima County Adult Education founded the Educational Group Effort (Edge) in 1985 to address the needs of highly disadvantaged high school students who had dropped out of school or were at risk of dropping out. At that time, Edge was a grant-funded program designed to provide a self-paced, counseling intensive, educational alternative. In 1995, Pima County Adult Education, applied for charter status for Edge, and Edge became Pima County's first charter school for vulnerable students who needed the advantages of innovative school practices. In 1995, Edge was split off from Pima County Adult Education and reformed as an independent IRS §501(c)3 non-profit corporation known as the Edge School, Inc. It began then and has continued under local leadership for over 35 years.

Edge students reconnect with learning, take control of their education through self-paced and instructor-led curriculum in a small classroom setting proven to re-engage youth. Edge serves 300 students annually from throughout Tucson at two campuses: Northwest and Himmel Park. Our population generally consists of 70% juniors and seniors and many students who are on their 3rd or 4th school and who may need five to six years to graduate. Edge's curriculum includes a blended online learning model with programs that assess student skill level and tailor and assign course work specific to the individual's needs. Our students further build their life skills through involvement in community-based life support electives.

Electrical service: 208 Volt/3-phase

Utility usage information: Please contact azteam@solarunitedneighbors.org to request.

Questions about the site (physical, electrical, etc.): Rob Pecharich (520-444-6201 / robp@edgehighschool.org)

Questions about the RFP, program, etc.: SUN (azteam@solarunitedneighbors.org)

Site-specific requirements & considerations:

This installation will be a carport structure/parking structure. Edge would be installing the solar in the school parking lot with its capacity of 30 parking spaces (approximate area 160' x 30'). The parking lot is located the full distance on the north side of the building, adjacent to the back patio that runs most of the length of the building. The school would like all construction to be completed by the end of July before the school year starts in August 2023.

Site visit Open House

A site visit/walk through for all bidders will be held on **December 5th between 9:00 a.m. and 11:00 a.m.** to assist bidders in gathering information about the property. Please contact Rob Pecharich at robp@edgehighschool.org to sign up to attend.

Additional bid requirements and information:

- All bids will be opened in person at the school (2555 East 1st Street) and recorded, per school procurement rules, on December 14th at 1pm MST.
- Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being awarded a contract.
- Multi-award (multiple bidders) contracts will not be offered.



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- In accordance with school procurement rules, the name of the school district representative must be included in this solicitation. The representative is Anne Ortiz (anneo@edgehighschool.org).
- The school district may cancel the solicitation or reject a bid in whole or in part if deemed advantageous to the school district.
- Any amendment(s) to this RFP will be shared via email with the bidder and require the bidder to acknowledge the receipt of that communication.
- Specifying where documents incorporated by reference may be obtained by the school; (**NOTE:** This question will be included in the online response template.)
- A certifying statement that your submission did not involve collusion or other anticompetitive practices and that the bidder has taken steps and exercised due diligence to ensure that no violation of A.R.S. § 15-213(O) has occurred. (**NOTE:** This question will be included in the online response template.)
- A declaration whether the bidder has been debarred, suspended, or otherwise lawfully prohibited from participating in any public procurement activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. (**NOTE:** This question will be included in the online response template.)
- Per school procurement rules, the contents of your bid will be recorded and available for public inspection when bids are opened after the submission deadline. You may mark items as proprietary and confidential and not to be made available for public inspection except for contract terms and conditions, pricing, and information generally available to the public.

To submit a solicitation for this non-profit, please click on the link below:

<https://my.rfp360.com/public/rfp/a89d9d77-ed5b-4e1a-a197-27094f47d95c>

(NOTE: See bottom of document for tips on how to use the RFP360 web portal)

Selection Criteria:

Pricing [20%]

Technical Solution/Equipment Quality [20%]

Warranties [20%]

Reputation, Qualifications, & Project Experience [20%]

Hiring Practices [10%]

Community Involvement [10%]



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Emerge Domestic Abuse Shelter

Address: Not available due to the organization's security requirements

Emerge has 46 years of experience supporting DV survivors with their immediate needs as well as long-term goals toward establishing self-sufficient lives free from abuse. Emerge provides a continuum of support services, including the only emergency shelter with services dedicated to DV victims in Tucson. Our emergency shelter provides DV victims and their children in serious danger or crisis with 24-hour access to safety and support services to help them heal from trauma. Our services include a multilingual crisis hotline, risk assessment, safety planning, crisis intervention, case management, basic needs, support groups, domestic abuse education, lay-legal assistance, life-skills education, financial literacy, housing stabilization assistance, transportation assistance, parenting education and age-appropriate services for children.

Electrical service: 208 Volt/3-phase

Utility usage information: Please contact azteam@solarunitedneighbors.org to request.

Questions about the site (physical, electrical, etc.): Savannah McDonald (smcdonald@pmm.design)

Questions about the RFP, program, etc.: SUN (azteam@solarunitedneighbors.org)

Site-specific requirements & considerations:

This is a new building with no historic annual usage. This installation will be a carport structure/parking structure. A parking lot site plan is available upon request. Electrical plans with some electrical demand estimates are also available upon request at the utility information contact listed above.

Site visit Open House

Because this is new construction and due to the locational security concerns due to the nature of the work done by the non-profit, there will be no scheduled pre-bid site visit. Any site-specific questions you have to complete your bid should be directed to the physical site contact listed above.

Additional bid requirements: None

To submit a solicitation for this non-profit, please click on the link below:

<https://my.rfp360.com/public/rfp/edd5057c-e45f-4434-8c37-7bd474fdeb56>

(NOTE: See bottom of document for tips on how to use the RFP360 web portal)

Selection Criteria:

Pricing [20%]

Technical Solution/Equipment Quality [20%]

Warranties [20%]

Reputation, Qualifications, & Project Experience [20%]

Hiring Practices [10%]

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Youth On Their Own (YOTO)

2525 N Country Club Rd. Tucson, AZ 85716

For 36 years, YOTO has helped Pima County's youth experiencing homelessness to stay in school. We also assist our graduates in their pursuit of higher education, workplace readiness, and other opportunities for self-sufficiency. Today, YOTO has two major programs: (1) the YOTO Program, focused on getting youth to high school graduation and (2) the Alumni Program, focused on supporting youth transitioning from high school to further education or the workforce.

Electrical service: 208 Volt/3-phase

Utility usage information: Please contact azteam@solarunitedneighbors.org to request.

Questions about the site (physical, electrical, etc.): Daniel Armenta (darmenta@yoto.org)

Questions about the RFP, program, etc.: SUN (azteam@solarunitedneighbors.org)

Site-specific requirements & considerations:

This installation will be a carport structure/parking structure. A site plan (available upon request) is available showing the intended location for the structure over the parking lot. The site plan currently notes the locations of the overhead electricity service line (EP) as well as two light poles (LP). YOTO would like to move the electrical service underground and they are currently working with a utility expert who is facilitating that process with their renovation contractors. The two light poles will likely be in the way of the solar structure, so we would like to remove those, however, they would like to explore options for maintaining lighting for the parking area, perhaps as part of the carport structure.

Site visit Open House

A site visit/walk through for all bidders will be held on **December 6th between 11:00 a.m. and 1:00 p.m.** to assist bidders in gathering information about the property. Please contact Daniel Armenta at darmenta@yoto.org to sign up to attend.

Additional bid requirements: None

To submit a solicitation for this non-profit, please click on the link below:

<https://my.rfp360.com/public/rfp/2c682304-fdeb-4ef4-80ff-730a1e24901a>

(NOTE: See bottom of document for tips on how to use the RFP360 web portal)

Selection Criteria:

Pricing [20%]

Technical Solution/Equipment Quality [20%]

Warranties [20%]

Reputation, Qualifications, & Project Experience [20%]

Hiring Practices [10%]

Community Involvement [10%]



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RFP360 HELP

PLEASE READ IN FULL

Thank you for bidding! To submit a bid, please go to the links provided above. If you already have an account on RFP360, use that to access the RFP response portal. If not, you'll need to create an account before submitting your bid. **NOTE:** If you plan to respond to more than one SUN RFP, *this software will let you save and re-use your responses for easier preparation and submission next time!*

- See page below for some tips on using the RFP360 portal along with help articles from RFP360
- For any other questions or help with RFP360 software, please reach out to their support team at help@RFPIO.com
- For any questions about the RFP itself, please contact SUN using the information provided in the published RFP announcement.

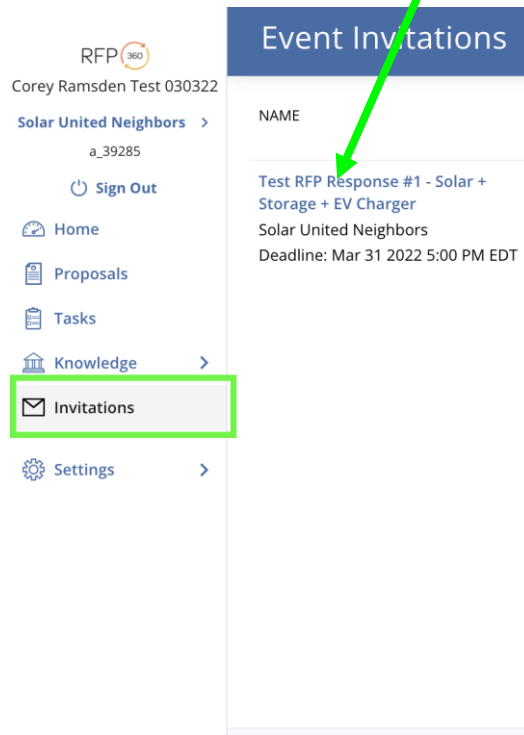
Thank you,

Solar United Neighbors

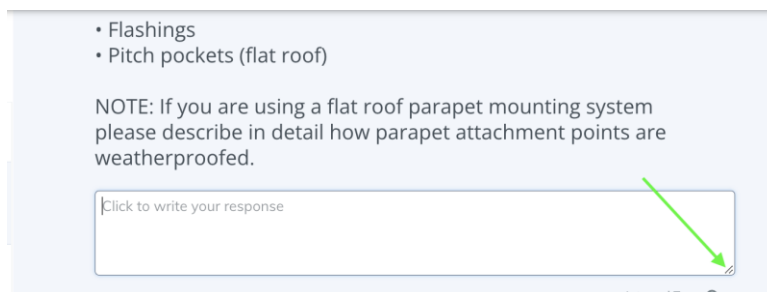
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Helpful Tips:

1. Click here (green box) on the left side menu after login to access the RFP and start submitting your bid and then click on the name of the RFP to which you want to respond.



2. If you need more room to write your response, you can expand the response window for questions by clicking the bottom right corner and dragging down:



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- Flashings
- Pitch pockets (flat roof)

NOTE: If you are using a flat roof parapet mounting system please describe in detail how parapet attachment points are weatherproofed.

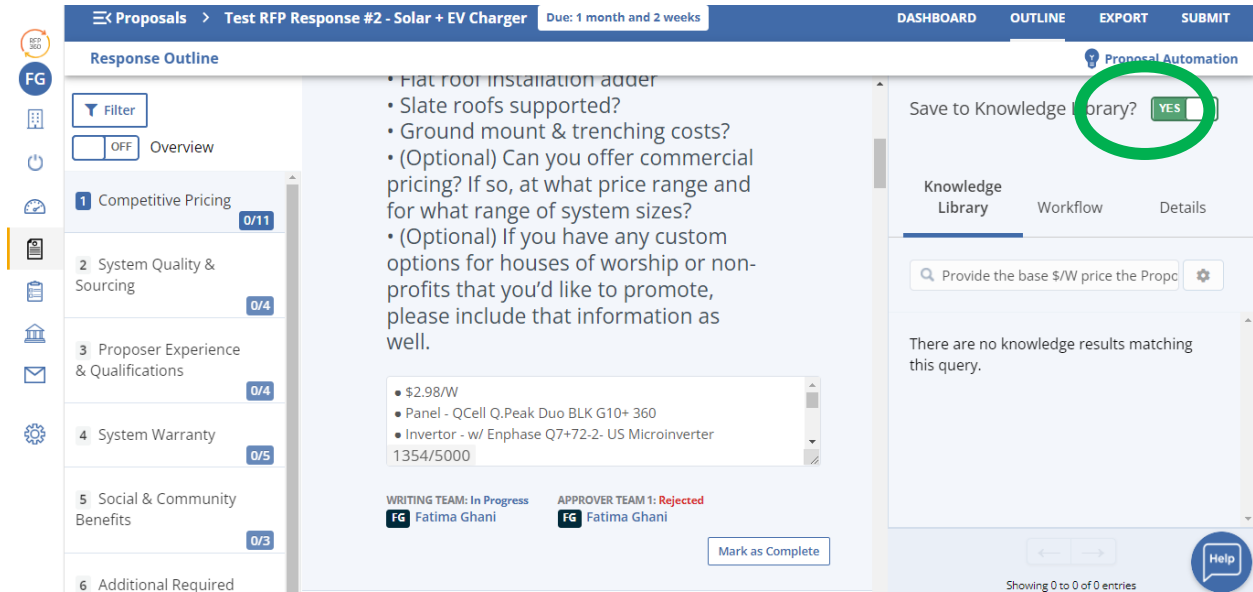
Click to write your response

3. If you mark a response that you've written as "Complete" and wish to edit it again before submission, you need to "reject" the question so it goes back into editing mode.

The screenshot shows a software interface for managing RFP responses. The top navigation bar includes 'Proposals', 'Test RFP Response #2 - Solar + EV Charger', and 'Due: 1 month and 2 weeks'. The main content area is titled 'Response Outline' and shows a list of questions. The selected question is: 'Flat roof installation adder'. Below the question, there is a list of options: '\$2.98/W', 'Panel - QCell Q.Peach Duo BLK G10+ 360', and 'Invertor - w/ Enphase Q7+72-2- US Microinverter 1354/5000'. At the bottom of the question card, there are two status indicators: 'WRITING TEAM: In Progress' and 'APPROVER TEAM 1: Rejected', both associated with 'Fatima Ghani'. A red circle highlights the 'APPROVER TEAM 1: Rejected' status. The interface also includes a 'Mark as Complete' button and a 'Knowledge Library' section on the right.

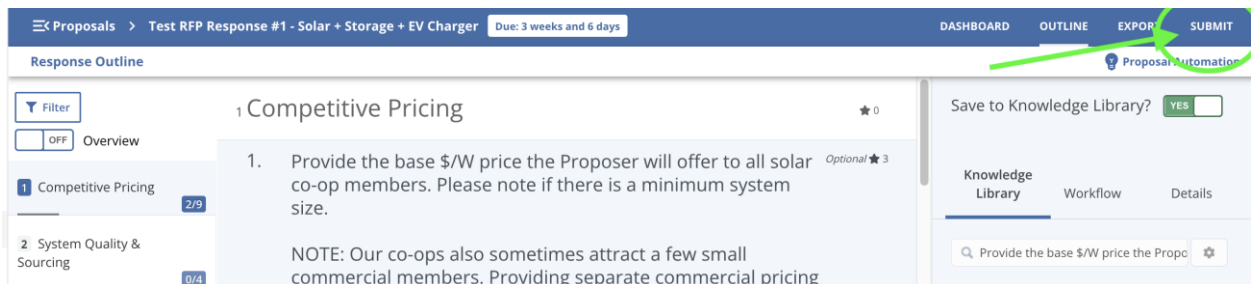
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- There is a “Save to Knowledge Library?” option on the righthand side of the screen. The green button is set to automatically save your responses into the library on your account in case you want to use them for future Solar United Neighbor RFPs. **You don’t need to do anything with this option to submit your bid.** As long as it is set to “Yes”, you’ll be able to use the response again in the future.



The screenshot shows the 'Response Outline' for 'Test RFP Response #2 - Solar + EV Charger'. The 'Save to Knowledge Library?' checkbox is checked and highlighted with a green circle. The interface includes a list of questions on the left, a central text area with a list of questions and a dropdown menu, and a right-hand panel with the 'Save to Knowledge Library?' option.

- When you are finished answering all the questions, click the “submit” option in the upper right-hand corner to send your RFP response to us.



The screenshot shows the 'Response Outline' for 'Test RFP Response #1 - Solar + Storage + EV Charger'. The 'SUBMIT' button in the top right corner is highlighted with a green arrow. The interface includes a list of questions on the left, a central text area with a list of questions, and a right-hand panel with the 'Save to Knowledge Library?' option.



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Help articles:

- **Can't respond to bid?** Confirm you have moved beyond the "preview" screen. You will need to complete the registration/sign on process before you can begin to respond, ask questions, etc.
 - [Help Article: I was invited to participate. Now what?](#)
- **Questions re: the bid?** Use the system to submit questions (via 'Messages' located in the top right corner of the blue bar).
 - [Help Article: How do I send a message to the RFP owner?](#)
- **Due Date?** Submit your response via the system no later than the due date specified in the published RFP announcement.
 - [Help Article: What do I need to do as an Invited Responder?](#)
- **Need to change Point of Contact or add teammates to bid?**
 - [Help Article: How do I assign tasks to my team?](#)