



## Request for Proposals for 3 Tucson Area Non-profits

January 20<sup>th</sup>, 2023

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 (BICAS, Coyote TaskForce, and The Drawing Studio). 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): January 20<sup>th</sup>, 2023
2. Bidder information session: January 26<sup>th</sup> at 3pm MST ([register for Zoom meeting here](#))
3. Pre-bid site visits: January 31<sup>st</sup> and February 3<sup>rd</sup> (see each project description for dates & times)
4. **Proposals Due (end of bidding window): February 17<sup>th</sup> by 5:00 pm MST**
5. Selection Committee Review: Before March 17<sup>th</sup>
6. Notice of Intent to Award: Week of March 20<sup>th</sup> (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 MST on February 17<sup>th</sup>. Late submissions will not be accepted. Please contact Corey Ramsden at [azteam@solarunitedneighbors.org](mailto: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](mailto: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 microinverters 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

#### **BICAS**

2001 N 7<sup>th</sup> Ave, Tucson, AZ 85705

BICAS is a community bicycle recycling and education center. For over 30 years BICAS has been promoting education, empowerment, art, and environmental stewardship while providing skills and opportunities for those in need. BICAS was founded in 1989 as a part of a program called Bootstraps to Share when a group of like-minded community members came together to assist the houseless population in Tucson. The program narrowed its focus to sustainable transportation and its greatest impact has been to provide people with recycled bicycles and the resources to maintain them. 33 years later, BICAS continues to promote the bicycle as a means of accessible transportation and a tool of self-empowerment for all Tucsonans.

BICAS currently provides a variety of programs to teach bicycle repair, earn a bicycle, and create recycled art. In the Community Tools program, BICAS staff teach people how to repair their own bikes for a sliding scale fee. For those who cannot afford the shop fee, a Work Trade Program is available for folks to earn credit which can be applied towards Community Tools, earning a bike, purchasing used parts, or taking one of BICAS' classes. Classes provide structured learning opportunities in subjects such as Basic Maintenance and Wheel Building. Additionally, BICAS proudly hosts a weekly Women/Trans/Femme Workshop to provide opportunities for folks traditionally discouraged from mechanical know-how.

BICAS also hosts several youth programs including Youth Earn-A-Bike (YEAB) and Youth Drop-In. YEAB is a bicycle repair course that teaches youth new skills and develops self-confidence and creative problem solving as they earn a bicycle, helmet, and lock. Youth Drop-In is a free weekly club space where youth learn repair skills and participate in community service projects. Finally, BICAS' Art and Salvage programs reimagine old bicycle parts into whimsical, beautiful, and functional artwork via public workshops for all ages.

Electrical service: 120/240-volt three phase 400 Amp service with a transformer on site.

Utility usage information: Usage information will be included in the RFP360 portal. You can also receive a copy by contacting [azteam@solarunitedneighbors.org](mailto:azteam@solarunitedneighbors.org).

Questions about the site (physical, electrical, etc.): Matt Harman (520-261-4454)

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

#### Site-specific requirements & considerations:

BICAS would like to install solar on the roof of their building. It is a large, low-sloped roof with a white elastomeric coating. It will be extensively repaired this summer, after which it should be an ideal location for solar panels. It inspected when we purchased the building in 2017.

#### Site visit Open House

A site visit/walk through for all bidders will be held on **January 31<sup>st</sup> between 10 a.m. and 12:00 p.m.** to assist bidders in gathering information about the property. **Please contact Matt Harman at (520-261-4454) 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/6c4cd9fa-732c-4232-b7ab-0f7972129554>



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(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%]

### **Coyote TaskForce**

66 E Pennington St, Tucson, AZ 85701

Coyote TaskForce (CTF) is deeply rooted in Southern Arizona's mental health community, having been established in 1992 on the principles of the consumer movement. CTF was established by a group of mental health clients ("consumers"), mental health workers, families, and advocates as a consumer-run organization, operating the first and only Clubhouse in Arizona: Our Place Clubhouse (OPC). CTF subsequently opened Café 54 in 2004, a nationally recognized and award-winning restaurant and training program that simultaneously dismantles the stigma of mental illness while providing hands-on work training and job development for adults in mental health recovery. CTF has since grown into a licensed outpatient counseling facility with additional programs providing essential mental health support, training, and advocacy.

Electrical service: For OPC, 240V/High leg and for Cafe 54, 208V/3 phase

Utility usage information: Utility usage information: Usage information will be included in the RFP360 portal. You can also receive a copy by contacting [azteam@solarunitedneighbors.org](mailto:azteam@solarunitedneighbors.org).

Questions about the site (physical, electrical, etc.): Jeff Grobe (520-260-9433)

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

### **Site-specific requirements & considerations:**

The physical location for solar installation is the organization owned building in downtown Tucson that comprises both 54 and 66 E. Pennington St. Solar installation would be located on the roof of the building which does not have any significant history of recent upgrades. Additionally, beyond solar there are no plans for additional future renovations to the building. There are plans to replace the current air conditioning units on the roof of the building in the near future; however, this would not alter the physical layout.

### **Site visit Open House**

A site visit/walk through for all bidders will be held on **January 31<sup>st</sup> from 1:00 p.m. and 3:00 p.m.** to assist bidders in gathering information about the property. **Please contact Jeff Grobe (520-260-9433) 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/03b7dc18-e055-4602-9770-8bc1e764c8af>

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



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### **Selection Criteria:**

Pricing [20%]

Technical Solution/Equipment Quality [20%]

Warranties [20%]

Reputation, Qualifications, & Project Experience [20%]

Hiring Practices [10%]

Community Involvement [10%]

### **The Drawing Studio**

2760 N Tucson Blvd, Tucson, AZ 85716

The Drawing Studio (TDS) is a nonprofit visual arts center that brings art deep into the Tucson community. We foster awareness of the positive effects of creative practice by offering free and paid art courses to people of all ages and backgrounds. In 1992, TDS began as a grassroots space where people could learn art and build fellowship together, later incorporating in 1999.

In the 2000s our philosophy became increasingly rooted in community and equity, which included launching an immersion camp for youth from under-resourced communities; an outreach program for isolated seniors; and partnerships with several veterans' groups. Since then, we've continued to grow programs and impact, spurring a move to a larger, more accessible studio in midtown Tucson in 2015. We also began offering free art courses through a partnership with 22 Pima County Library branches – markedly expanding public access.

Broadly speaking, services include:

- Adult Programs, which offer a wide variety of classes in drawing, painting, printmaking, and other media;
- Youth Programs, including our Art of Summer immersion camps, and schoolyear offerings;
- ArtMoves, which integrates visual art with movement and dance to reconnect people to artistic expression as a source of healing from trauma and grief.

Electrical service: 120/208 volts AC 3 phase 4 wire 400 amps

Utility usage information: Usage information will be included in the RFP360 portal. You can also receive a copy by contacting [azteam@solarunitedneighbors.org](mailto:azteam@solarunitedneighbors.org).

Questions about the site (physical, electrical, etc.): Em Brott (520-620-0947 / [em@thedrawingstudio.org](mailto:em@thedrawingstudio.org))

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

### **Site-specific requirements & considerations:**

We would be installing solar on the low slope area of our main building. This portion of the roof was resurfaced in 2018, by Independent Roofing Company. Besides ongoing maintenance, we do not have plans to upgrade or renovate this part of the roof. The low-sloped area of the building is covered with a built-up material, with hot asphalt layers. The built-up roofing system is coated with a white reflective roof coating.

### **Site visit Open House**

A site visit/walk through for all bidders will be held on **January 31<sup>st</sup> between 3:00 p.m. and 5:00 p.m.** to assist bidders in gathering information about the property. **Please contact Em Brott (520-620-0947) to sign up to attend.**



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**Additional bid requirements:** None

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

<https://my.rfp360.com/public/rfp/13bad54c-2e69-4746-9a02-15fa0c796dad>

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

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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](mailto:help@RFPIO.com)
- For any questions about the RFP itself, please contact SUN using the information provided in the published RFP announcement.

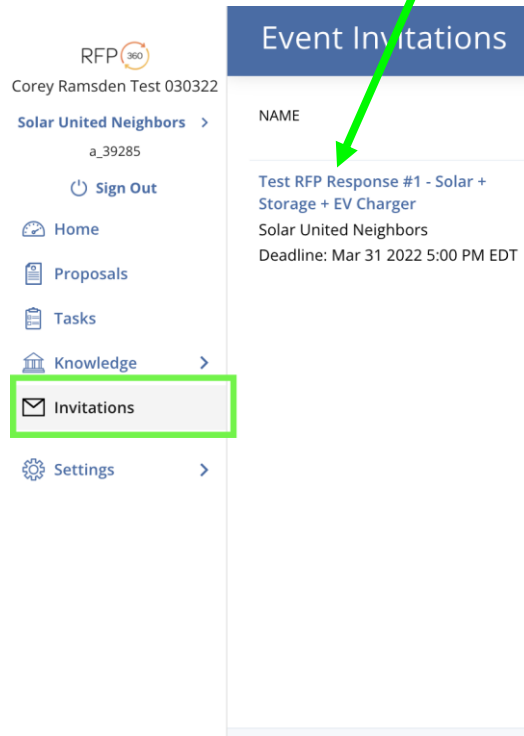
Thank you,

Solar United Neighbors

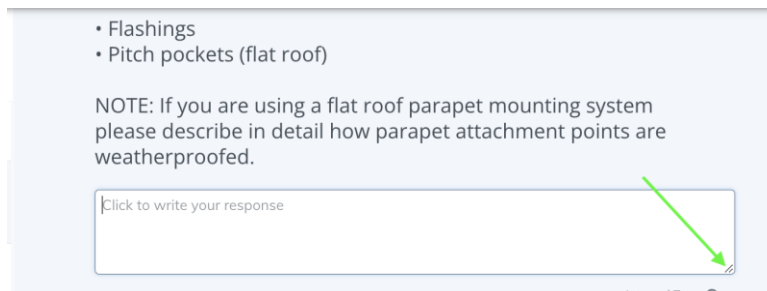
## Request for Proposals for 3 Tucson Area Non-profits

### 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:

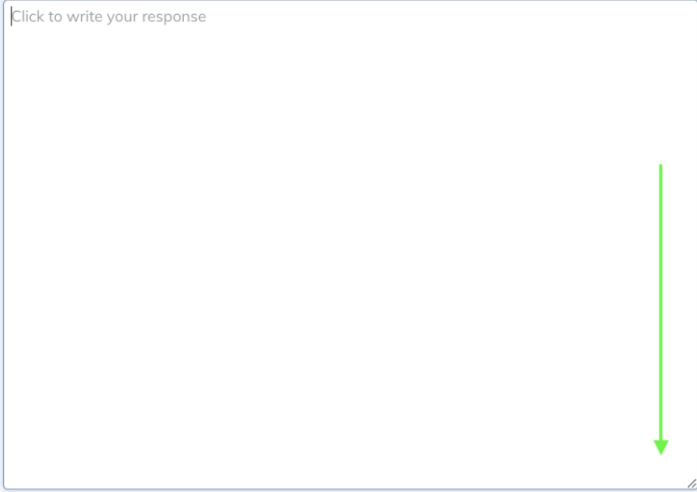


## Request for Proposals for 3 Tucson Area Non-profits

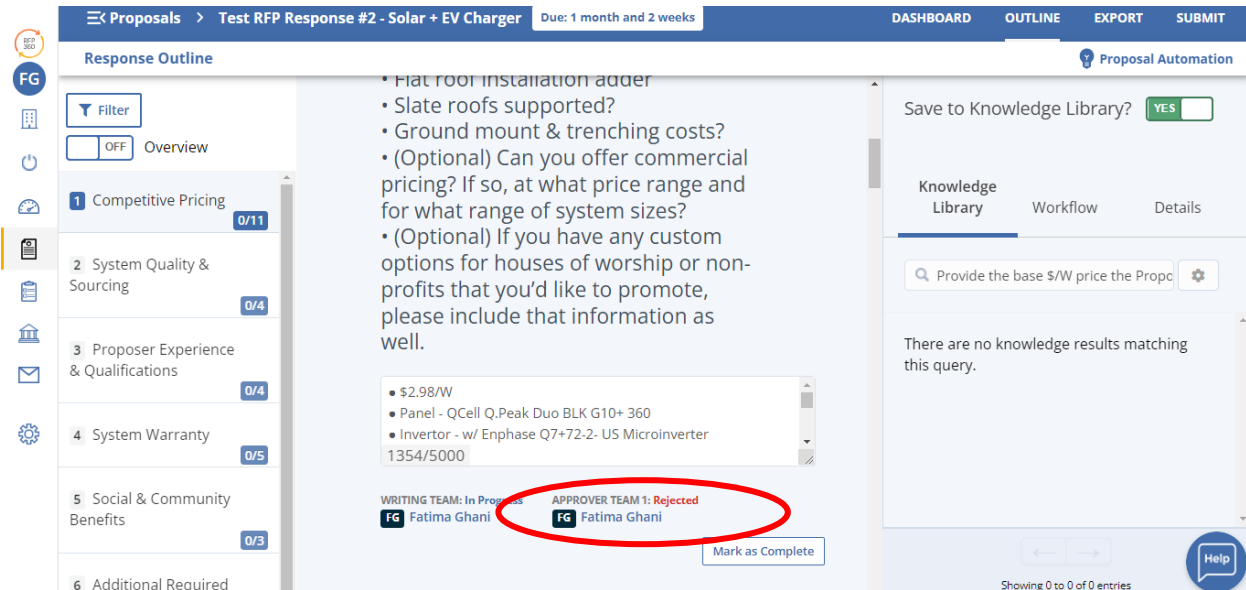
- Flashings
- Pitch pockets (flat roof)

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.



**Response Outline**

- 1 Competitive Pricing 0/11
- 2 System Quality & Sourcing 0/4
- 3 Proposer Experience & Qualifications 0/4
- 4 System Warranty 0/5
- 5 Social & Community Benefits 0/3
- 6 Additional Required

**Questions and Answers:**

- Flat roof installation adder
- Slate roofs supported?
- Ground mount & trenching costs?
- (Optional) Can you offer commercial pricing? If so, at what price range and for what range of system sizes?
- (Optional) If you have any custom options for houses of worship or non-profits that you'd like to promote, please include that information as well.

**Answers:**

- \$2.98/W
- Panel - QCell Q.Peak Duo BLK G10+ 360
- Invertor - w/ Enphase Q7+72-2- US Microinverter 1354/5000

**Status:** APPROVER TEAM 1: Rejected (highlighted in red circle)

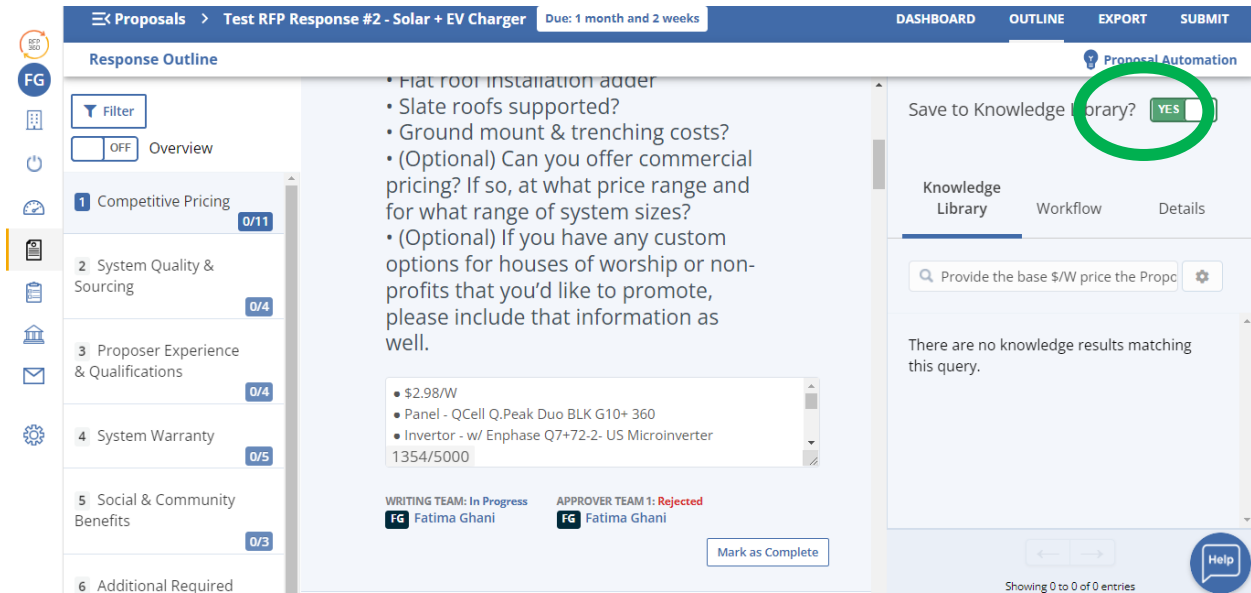
**Author:** FG Fatima Ghani

**Buttons:** Mark as Complete

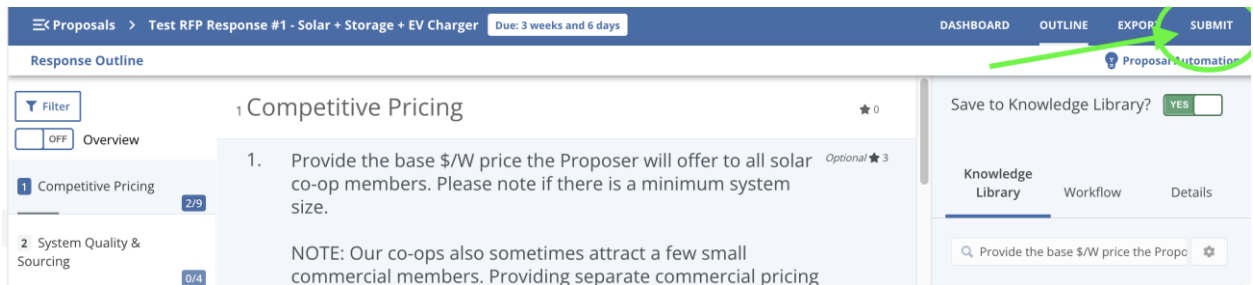
**Knowledge Library:** Save to Knowledge Library? YES . Search: Provide the base \$/W price the Propoc. Results: There are no knowledge results matching this query.

## Request for Proposals for 3 Tucson Area Non-profits

- 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.



- 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.





## Request for Proposals for 3 Tucson Area Non-profits

### 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?](#)