



## **Town of Princeton REQUEST FOR PROPOSAL**

### **Princeton Arena Solar Photovoltaic (PV) system**

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#### **PURPOSE AND SCOPE OF THE WORK**

The Town of Princeton is issuing this Request for Proposal (RFP) to select a qualified solar vendor (the "Proponent") to design, supply, install and commission a rooftop solar photovoltaic system on the roof of the Princeton arena.

The Town of Princeton is looking to install a solar PV system to the roof of the Princeton Arena to offset electric consumption costs and reduce our carbon footprint.

The Princeton Arena was built in 1974 and is a typical Butler style steel building. The arena dimensions are 243' long, 110' wide and 20' tall with a metal roof with a 1/12 pitch. The metal roof was recently replaced with a standing seam system in 2023.

The scope of work includes but is not limited to:

- The objective of the project is to maximize the solar potential of the Princeton arena within the Town's available budget. The maximum PV system size shall be 50 KWAC, interconnected into FortisBC's electrical network.
- The system must be designed and installed by a qualified and certified installer.
- Construction must be approved and coordinated with FortisBC.
- The work site is to be kept clean, neat, and tidy. Proper precautions are to be taken to always keep workers and public safe.

The contractor shall furnish, deliver, supply and install complete with all materials, equipment and labor, including all found items, taxes, duties and fees required to provide a complete and operational product.

The contractor will be responsible for coordinating this work along with other works required to complete the project. The successful contractor will be responsible for all permits, schedules, and documentation to construct and commission the system. A Development Permit is not required for this project.

## **SITE LOCATION**

The Princeton Arena is located at 167 Old Hedley Road, Princeton, British Columbia. A mandatory site visit can be arranged to walk through the project by contacting the project coordinator.

## **PRE-BID MEETING**

Proponents wishing to provide a proposal for this work are required to arrange a site visit. A site visit can be scheduled between April 2 to April 26 during business hours, by contacting the Project Coordinator.

Questions from proponents regarding the scope of the work and the construction will be discussed and any further instructions or clarifications will be provided to all that show an interest in submitting a proposal.

## **GENERAL TERMS OF QUOTATION PROCESS**

All expenses incurred by the proponent in preparation and submission of this Proposal is to be borne by the proponent, with the express understanding that no claims for reimbursements against the Town will be accepted. The Town of Princeton shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

The Town of Princeton, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in the Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Town in evaluating Proposals,
- negotiate changes with the successful Proponent,
- withdraw from the Request for Proposals.

## **INSURANCE COVERAGE**

Upon receipt of a notice of acceptance of the Proposal by The Town of Princeton, the Contractor shall provide, maintain, and pay for Comprehensive General Liability Insurance on an occurrence basis with limits of not less than five million (\$5,000,000.00) dollars inclusive per occurrence for bodily injury and property damage and shall include coverage for:

- Activities and operations liability
- Blanket contractual liability
- Contingent employer's liability
- Owners and contractors' protective liability
- Employees as additional insured
- Personal injury
- Broad form loss of use
- The Town of Princeton as an additional insured

## WORKERS' COMPENSATION BOARD COVERAGE

The Contractor shall provide a Workers' Compensation Board Registration Number with the Quotation and upon receipt of a notice of acceptance of the Quotation by The Town of Princeton, shall provide proof of payment of claims in good standing with Workers' Compensation Board.

## SUPPORTING DOCUMENTATION

Provided upon request.

- Photos
- Roofing documentation

## SUBMISSION OF PROPOSALS

The Proposal shall be submitted in a sealed envelope, clearly marked "Princeton Arena Solar Photovoltaic Project", and submitted to:

Town of Princeton 151 Vermilion Ave, Box 670 Princeton, B.C. V0X 1W0

No later than **2:00pm local time Wednesday, May 8, 2023.**

Emailed submissions are acceptable, provided the original is delivered to The Town of Princeton within two (2) business days.

The Proposal shall be signed by a duly authorized official, legal status and business address shall be disclosed.

Contact information on behalf of the Town of Princeton for technical questions or clarification:

Lyle Thomas, Project Coordinator    250-295-3135 office  
250-295-8586 cell  
[lthomas@princeton.ca](mailto:lthomas@princeton.ca)

## KEY DATES

**April 2-26, 2024**

**May 8, 2024**

**September 10, 2024**

**Arrange for site visit**

**RFP submission deadline**

**Project completion**

## REQUIRED SUBMITTALS

All Proponents must submit a complete proposal for this project. Incomplete proposals will be rejected. The following list of required submittals can be used by Proponents to ensure they have provided all appropriate information to the Town of Princeton. A complete proposal must include the following documentation:

1. Contractor Qualification
  - a. Company profile, history and experience
  - b. References and/or case studies
  - c. Hazard assessment and safety plan

- d. Project work schedule (Gantt Chart or similar document)
- 2. Warranty
  - a. Solar panel workmanship and power production warranty
  - b. Inverter warranty
  - c. Solar racking system or mounting equipment warranty
  - d. Labour and workmanship warranty
- 3. Technical Requirements
  - a. Specification sheets for individual system components
  - b. Complete Specification Compliance Table
  - c. Any additional documentation as per the technical requirements
- 4. System Design and Analysis
  - a. Complete energy yield analysis of the proposed solar system
  - b. System performance summary table
  - c. Draft single line diagram of the proposed solar system

## **TECHNICAL REQUIREMENTS**

It is the responsibility of the Proponent to demonstrate that they meet all the minimum Technical Requirements criteria defined below. The Town of Princeton reserves the right to reject any proposals that do not meet the minimum Technical Requirements.

To be compliant with the specifications below, the proponent must provide evidence or documentation (example: specification sheets) as part of their submittal package. For further clarity, if evidence, documentation, or specification sheets are not supplied for performance requirements, it will be assumed that the Proponent is not compliant with the performance requirements.

**Princeton Arena- Solar PV System  
Technical Requirement Checklist**

**Proponent:** \_\_\_\_\_

<b>A. Photovoltaic Modules</b> <b>Photovoltaic Module Performance Requirements</b>	<b>Comply (Y/N)</b>	<b>Documents</b>
Pmax Temperature Coefficient of -0.36%/C or less		
IP68 rated junction box (IP67 rated not acceptable)		
Minimum front load rating of 5400Pa/113psf		
Warrantied performance of no less than 98% of Pmax at year 1		
Warrantied performance of no less than 84% of Pmax at year 25		
Power tolerance of 0 to +3%		
Module efficiency of no less than 21%		
Solar module workmanship warranty of no less than 25 years		
Solar module carries appropriate certification for installation in Canada		

<b>B. Inverter Performance Requirements</b> <b>Inverter Performance Requirements</b>	<b>Comply (Y/N)</b>	<b>Documents</b>
Minimum CEC weighted inverter efficiency of 97%		
Rated AC Connection - 50KWac at 347/600V		
Inverter has a NEMA 4x environmental protection rating for indoor and outdoor use		
Inverter ambient operating temperature range of -40C to 60C		
Integrated DC disconnect		
Inverter warranty of no less than 10 years		
SunSPec Communication Standard Compatible		
Inverter carries all appropriate certifications for installation in Canada		
Inverter meets the requirements of the current Canadian Electrical Code		

<b>C. Racking System</b> <b>Racking System Performance Specification</b>	<b>Comply (Y/N)</b>	<b>Documents</b>
Flush roof mount racking system for standing seam metal roof with aluminium rails and stainless steel hardware		
Non penetrating roof anchors to be used attached to the standing seam		
Racking system that meets the BC Building Code		
Racking system has a workmanship warranty of no less than 20 years		
Racking system carries certifications for installation in Canada		

<b>D. System Design and Analysis</b> <b>System Performance Characteristics</b>	<b>Comply (Y/N)</b>	<b>Documents</b>
Total DC Solar System Size- Maximum DC to AC Ration of 150% (kWdc / kWac ratio 1.5 : 1)		
Total AC Inverter Size (kWac) - 50kW		
Wintertime Seasonal Soiling / Loss (%) 25%		
Minimum Energy Yield (MWh/year): 69.0 MWh		
Minimum Performance Ratio (kWh / kWdc): 950 kWh/kWdc		
Net-Metering Submissions- Proponent prepared to complete upon award of contract- Engage Fortis BC		
Draft electrical single line diagram		

**DATES AND KEY MILESTONES**

<b>Event</b>	<b>Date</b>
Tender Issue	March 11, 2024
Mandatory Site Visit	April 2-26, 2024
Inquiries accepted up to:	May 3, 2024 – 2:00 PM PST
Tender Close	May 8, 2024 - 2:00:00 PST
Latest Anticipated Award Date	May 24, 2024
Commence work on site (weather permitting)	TBA
Substantial Completion	August 31, 2024

**EVALUATION**

**Evaluation Process**

All Bids received prior to the RFP Closing in response to this RFP are subject to review and evaluation by TOWNSHIP OF PRINCETON's Evaluation Committee. The Evaluation Committee will review and assess each compliant Bid to determine which Bid provides, in the opinion of the Evaluation Committee, the best overall value to TOWNSHIP OF PRINCETON. If TOWNSHIP OF PRINCETON, at any



point in time during the evaluation, is not satisfied that the Bid substantially meets the requirements, the TOWNSHIP OF PRINCETON may reject the Bid and not evaluate it further.

### **Clarifications**

To assist in the evaluation of the Bids, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, request and receive from some or all Bidders clarification or further information about a Bid and matters incidental and relating to the Evaluation and may consider and rely on such information in an evaluation of a Bid.

In addition, if, in the opinion of TOWNSHIP OF PRINCETON any Bid contains a defect or irregularity or fails in some way to comply with any requirement of this RFP that, in the opinion of TOWNSHIP OF PRINCETON, can be remedied without providing an unfair advantage to one or more of the Bidders, TOWNSHIP OF PRINCETON may request clarification from the Bidder. Failure to address all factors noted in this RFP document will impair the Bid and TOWNSHIP OF PRINCETON will not be obliged to seek clarification or inclusion of vague or incomplete information in making its selection. The lowest Bid in terms of all-inclusive maximum cost will not necessarily be accepted.

**Cost of Preparing Submissions** Each Bidder is solely responsible for all costs it incurs in the preparation of its Bid, including costs of providing information requested by TOWNSHIP OF PRINCETON, attendance at meetings, and conducting due diligence.

### **Limitation of Damages**

Each Bidder, by submitting a Bid, agrees that:

- 1) if any or all Bids are rejected, or the Project is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both), neither TOWNSHIP OF PRINCETON nor any of its employees, advisors or representatives will be liable, under any circumstances, for any Claim ("Claim") or to reimburse or compensate the Bidder in any manner whatsoever, including, but not limited to, costs of preparation of the Bid, loss of anticipated profits, loss of opportunity, or for any other matter;
- 2) the Bidder waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, if the Bidder is rejected or disqualified or is not successful in being awarded the Project or executing a Contract, or for any other reason; and
- 3) with respect to circumstances not listed in the foregoing subsections (1) and (2), the Bidder will not make any Claim against TOWNSHIP OF PRINCETON or its employees, advisors, or representatives in excess of an amount equivalent to the reasonable costs of preparation of the Bid for any matter relating to this RFP or the Project.

Under no circumstances, including the cancellation of this RFP and/or the decision not to proceed with the Project, will TOWNSHIP OF PRINCETON be liable for any costs incurred by Bidders.

**No Contract**

By submitting a Bid and participating in the process as outlined in this RFP, Bidders expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract.

All documents, including Bids, submitted to TOWNSHIP OF PRINCETON become the property of TOWNSHIP OF PRINCETON. They will be received and held in confidence, subject to the provisions of the Freedom of Information and Protection of Privacy Act

**Negotiations**

Prior to awarding a Contract, minor negotiations may be necessary with the successful Bidder to ensure services meet TOWNSHIP OF PRINCETON's requirements, on matters such as: scope of work and service requirements. TOWNSHIP OF PRINCETON reserves the right, prior to contract award, to negotiate changes to the scope of the work or to the contract documents (including pricing) with the Bidder or any one or more Bidders, proposing the "best value" without having any duty to advise any other Bidder or to allow them to vary their Bid as a result of changes to the scope of the work or to the contract documents; and TOWNSHIP OF PRINCETON may enter into a changed or different contract with the Bidder(s), proposing the "best value," without liability to Bidders who are not awarded the Contract. If a written contract cannot be negotiated with the first potential Bidder, TOWNSHIP OF PRINCETON may terminate negotiations with that Bidder and negotiate a contract agreement with another Bidder selected as the next potential Bidder according to the evaluation procedure or may choose to terminate the RFP process and not enter into any Contract with any of the Bidders.

# REQUEST FOR PROPOSALS

## EVALUATION FORMAT

1. Requests for Proposals (RFP's) shall be reviewed by an Evaluation Team, which shall consist of at least two staff members.
2. Each Evaluation Team member shall complete the following RFP Evaluation Form for each proposal:

### REQUEST FOR PROPOSALS EVALUATION FORM

<b>Proponent's Name:</b> _____ <b>Project Title:</b> Princeton Arena Solar Photovoltaic Project <b>Evaluation Date:</b> _____ <b>Evaluator:</b> _____			
<b>Criteria</b>			
<b>Step 1:</b>		<b>YES</b>	<b>NO</b>
<b>Mandatories</b>	Proposal received prior to closing		
	Sub-Consultant list		
	Project Manager identified		
	Project Team identified – Resumes included		
	Reference List		
	Sufficient number of proposal copies		
<b>Step 2:</b>		<b>Max Points</b>	<b>Points</b>
<b>Proponent</b>	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	References	5	
	Resources	5	
<b>Proposal</b>	Innovation	5	
	Methodology	10	
	Scheduling	5	
	Project Team - Level of Effort	5	
	Clarity of Proposal	5	
<b>Price</b>	Points for Price	40	
<b>Total Score</b>	Proponent + Proposal + Price Scores	100	