



Request for Proposal from
Monadnock Community Service Center Inc
64 Main St.
Keene, NH 03431
603 357 4400
Contact: pwyzik@mfs.org

Overview:

Monadnock Community Services Center Inc, a not for profit corporation in Keene NH, seeks proposals from qualified providers of a solar powered electricity generating array for their property at 40 Avon St, Keene NH.

We seek to add approximately 143 panels to an existing solar array using compatible infrastructure.

Monadnock Community Service Center's mission is to support the activities of one of its principle tenants, Monadnock Family Services (MFS). This sister corporation is a provider of community mental health services to the general public living in the Monadnock region.

A. General Information

- a. Site:
 - i. Location Address: 40 Avon St, Keene NH
 - ii. Description:

A roof-mounted system in a 1-2 story facility that has already been prepared to accommodate this system.

- iii. Objectives of solar project and installation timeline

Energy savings from this project will mean that MFS can devote more financial resources to sustaining it's workforce. We hope that the project will be completed sometime in 2024.

- b. Finance structure solicited

This project is made possible with funding from the Northern Borders Regional Commission and our own resources. We seek a turn-key project.

c. Municipal permitting and approval process for solar development

MCSC and MFS have already secured the Generator Interconnection Agreement with Eversource. It will be the responsibility of the winning bidder to obtain necessary permits with the City of Keene or any other regulators necessary.

d. Administration:

- i. "This Request for Proposal is issued by (*insert name*). All communications shall be made via (*email, phone*) to (*insert name, title, contact information*).

B. Instructions to Bidders

a. RFP Schedule:

- i. RFP Release Date: January 15, 2024
- ii. Pre-bid Site Walk: by appointment
- iii. Deadline for Bidder Questions: Feb 10, 2024
- iv. Response to Bidder Questions: Feb 29, 2024
- v. Proposal Due Date: March 15, 2024
- vi. Interviews: To be determined
- vii. Award Date: April 1, 2024
- viii. MCSC may change these dates at its sole discretion.

b. Contact:

- i. The issuing entity and sole contact for the coordination and dissemination of all information regarding this RFP is: Philip Wyzik, CEO, Monadnock Family Services, 64 Main St, Keene NH 03431

c. Site Walk:

- i. Bidders interested in participating in a site walk should RSVP to Philip Wyzik, CEO, Monadnock Family Services, 64 Main St, Keene NH 03431 by Feb 1, 2024.

d. Questions:

- i. Bidders may submit written questions via email to Philip Wyzik, CEO, Monadnock Family Services, 64 Main St, Keene NH 03431 by email (pwyzik@mfs.org) by Feb 10, 2024. Email subject line must read: Solar Project Proposal.

e. Proposal Submission Format:

- i. Respondents should email proposals to Philip Wyzik, CEO, Monadnock Family Services, 64 Main St, Keene NH 03431 at pwyzik@mfs.org

C. Submittal Requirements

Proposals should be succinct and well-organized, and no more than 25 pages. At a minimum, the following sections and information shall be included:

- a. Cover Letter: Provide a statement of ability to complete the project with current workload; cite any conflicts of interest; and provide a 90-day guarantee on terms.
- b. Contractor Qualifications: Provide an overview of qualifications for the contract team including, but not limited to, type of firm and relevant project experience. Provide firm references from at least three similar projects, including name, address, telephone number, title of project, and description of the work performed.

Contractor should specify any experience working with project funded by the State or Federal funds, particularly the Northern Borders Regional Commission.
- c. Project Team: Provide a list of key individuals and staff assigned to this project, describing their role and relevant experience.
- d. Approach: Describe how the contract team will complete the Scope of Work. Include a detailed schedule.
- e. Cost Proposal: Provide a not-to-exceed cost proposal for all work described under the Scope of Work, broken down by appropriate units.
- f. Equipment: Provide details of products and major components (modules, electronics, storage, etc) including standards for modules (Tier 1) and safety and other independent ratings.
- g. Insurance: Provide a Certificate of Insurance which clearly documents all current coverage limits available to the contractor. Successful contractor will be required to provide a policy endorsement which shows the City of Keene to be an additional named insured.

D. Selection

- a. Selection Process (suggest rating key metrics by crediting with points, ex 1-5, to be added up for scoring each bid).
- b. Criteria for Evaluations Shall Include but are not Limited to:
 - i. Proposal price and value (1-5 points)
 - ii. Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region (1-5 points)
 - iii. Quality and durability of equipment including warranties (1-5 points)
 - iv. Response of references (1-5 points)
 - v. Available resources to complete projects in a timely manner (1-5 Points)

E. Exhibits

- a. Facility site plan (as applicable/available)
- b. Third-party electricity supply agreement (if applicable)