



City of Satellite Beach  
Support Services Department  
565 Cassia Blvd.  
Satellite Beach, Florida 32937  
Phone (321) 773-4407  
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**June 21, 2017**

## **Request for Proposals**

The City of Satellite Beach will be receiving sealed proposals at the Office of the City Clerk, Satellite Beach City Hall, 565 Cassia Blvd., Satellite Beach, FL 32937 for:

### **Solar Energy for City Hall RFP No. 16/17-07**

This request is for a qualified firm to design, install, test, and commission a grid-connected photovoltaic system on the roof of the Satellite Beach City Hall/Civic Center complex, to provide clean energy to those two buildings.

### **Proposal Due Date: 2:00 p.m. on August 1, 2017**

Office of the City Clerk, Satellite Beach City Hall, 565 Cassia Blvd., Satellite Beach, FL 32937

## **Scope of Work**

City Hall/Civic Center- Rooftop Photovoltaic Installation RFP

The City of Satellite Beach desires to install a grid-connected photovoltaic system on the roof of the City Hall/Civic Center complex located at 565 Cassia Boulevard, Satellite Beach, Florida in 2017 to provide electric power to those two buildings. Over the past two years the single meter serving these two buildings has recorded total electric use averaging 12457.5 kWh per month (see attached history of two years of City Hall electric use). The City would like to offset as much of this grid-supplied electricity as it can, within available funds to purchase such a system, while selling little to no electricity at a discount to Florida Power and Light at the end of the year.

The preferred location is on the flat roof. A minimum cost savings of 10% or more is desired for such an installation to be considered. The City will also consider proposed systems using all North American or American-made components if the price differential is less than 10% more than a less expensive proposed system. Emergency AC power availability when off-grid is considered desirable, but not essential.

An attached worksheet titled "Requirement Definition/Terms of Reference" is provided to standardize responses for the RFP. It is available in Excel format on the City's website found at [www.satellitebeach.org/business/bids.php](http://www.satellitebeach.org/business/bids.php). Submitted graphics do not need to be in color if their meaning is clear without color.

### **Additional Instructions:**

The proposal response shall also include written confirmation from the Vendor that they will comply with all aspects of the Scope of Work, and shall include a written explanation of any deviations from the Scope of Work.

## **Submittal Information**

### **1. Proposal submittal**

Request for Proposals documents may be obtained by accessing the City of Satellite Beach website at [www.satellitebeach.org/business/bids.php](http://www.satellitebeach.org/business/bids.php), RFP No. 16/17-07 section entitled Solar Energy for City Hall.

Mark the document **RFP No. 16/17-07 Solar Energy for City Hall** on the lower left-hand corner of the front of the envelope and mail or hand deliver to the Office of the City Clerk, City of Satellite Beach, City Hall, 565 Cassia Blvd., Satellite Beach, FL 32937 in a sealed envelope.

**Two (2) original hard copy bid proposals (on 8.5x11 paper unless larger paper is required), PLUS one electronic version (CD, flash drive) must be submitted no later than 2:00 p.m. on August 1, 2017**, at which time the names of the firms submitting proposals will be read out loud.

### **2. Information and Clarification**

For information concerning the scope of work or bidding procedures, contact Environmental Programs Coordinator Nicholas Sanzone at (321) 773-4407 Ext. 227 or via email: [nsanzone@satellitebeach.org](mailto:nsanzone@satellitebeach.org). It is the bidder's responsibility to request clarification on any aspects of this solicitation prior to bidding.

**The deadline for questions from vendors is July 12, 2017 at 5:00 p.m. EST.** All questions must be submitted to Nicholas Sanzone, Environmental Programs Coordinator, using the above contact information. **If questions are received, an Addendum with answers will be posted on July 18, 2017 by 5:00 p.m.**

Any changes to the scope of work as a result of vendor questions (if received) will be issued via Addendum that will be posted on July 18, 2017 on the City's website at [www.satellitebeach.org/business/bids.php](http://www.satellitebeach.org/business/bids.php), RFP No. 16/17-07 section entitled Solar Energy for City Hall.

### **3. Selection of Vendor**

**The evaluation committee meeting will be held on Tuesday, August 8, 2017, at 11:00 a.m. EST.** A non-mandatory pre-bid meeting will be held on Friday, July 7, 2017 at 10:00 a.m. EST. Vendor presentations, if required, will follow the evaluation committee meeting and will be held on Tuesday, August 15, 2017 at 9:00 a.m. EST.

A selection committee comprised of the following individuals will rank proposals. The City will then negotiate with the company that submitted the highest-ranked proposal to establish the details of a contract based on the information contained in that proposal. If that negotiation fails, the City will repeat the negotiation process with the company that submitted the next highest-ranked proposal.

#### **SELECTION COMMITTEE:**

Nicholas F Sanzone: Environmental Programs Coordinator  
Aasav Harania: Project Assistant  
Zachary Eichholz: Project Assistant  
Courtney Barker: City Manager  
Suzanne Sherman: Assistant City Manager

#### **Advisory Members of Committee:**

David King: City Engineer  
Allen Potter: Public Works Director  
John Stone: Building Official  
David Abernathy: Fire Inspector, will consult on fire safety aspects of proposals  
Don Hughes: Codes and Standards Specialist, Center for Sustainable Energy, will consult on code compliance aspects of proposals

#### **Proposals will be evaluated based upon the following criteria:**

1. Price per unit kWh, System Price, Panels, Inverters, Optimizers, Components (50 points)
2. Warranties, Payment Schedule, Monitoring, Replacement, Community (25 points)
3. Reliability, Conditions, Guarantees, Mounting Structure/Hardware, Other (25 points)

Upon award of the contract to the responsible bidder, the awarded vendor shall carry on the services and adhere to the contract during any disputes or disagreements which may arise between the vendor and the City.

The City reserves the right to reject any and all proposals.

The City reserves the right to modify the scope of work and negotiate pricing with the selected contractor if it is deemed in the best interest of the City of Satellite Beach.

#### 4. Request for Proposals Schedule

The chart below provides a summary of the scheduled calendar of events with important dates and times related to this Request for Proposals process. Dates are subject to change by the Assistant City Manager or designee, at their sole discretion. If it is necessary to change these dates/times prior to the proposal due date, the change will be announced via an addendum.

Action:	Date:
RFP Released	June 21, 2017
Non-Mandatory Pre-Bid Meeting	July 7, 2017 @ 10:00 a.m. EST
Deadline for Questions by Respondents*	July 12, 2017 @ 5:00 p.m. EST
City Response to Questions Issued*	July 18, 2017 @ 5:00 p.m. EST
Bid Due Date and Time	August 1, 2017 @ 2:00 p.m. EST
Evaluation Committee Meeting	August 8, 2017 @ 11:00 a.m. EST
Vendor Presentations*	August 15, 2017, 9:00 a.m. EST
Final Evaluation Committee Meeting*	August 22, 2017, Time TBD
Recommendation to Council	September 6, 2017

(\*if applicable)

#### 5. Termination/Cancellation Clause

The City shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, if the City deems performance has not been satisfactory.