



# CITY OF BLUE LAKE

## REQUEST FOR PROPOSALS (RFP)

### Wastewater Treatment Plant Solar Installation

<u>Request Release Date:</u>	October 26, 2022
<u>Request Closing Date:</u>	November 8, 2022
<u>Pre-Bid Site Visit:</u>	November 18, 2022-1:00 PM (City Hall)
<u>Request Contact Person:</u>	Amanda Mager, City Manager City of Blue Lake Phone: (707) 668-5655 Fax: (707) 668-5916 Email: <a href="mailto:citymanager@bluelake.ca.gov">citymanager@bluelake.ca.gov</a>

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#### INTRODUCTION:

The City of Blue Lake is soliciting proposals from qualified solar installation firms to design, fabricate, store, deliver, install and commission a fully operational grid-tied solar photovoltaic (PV) system for the City's wastewater treatment plant.

The wastewater treatment plant is located in the City of Blue Lake, behind the Blue Lake Casino. The PV system should be designed in a manner that allows for future growth as funding becomes available.

Funding for the project is provided by the California Office of Emergency Services (CalOES).

A non-mandatory pre-bid site visit will take place on November 8, 2022 at 1:00 PM. Interested parties will meet at Blue Lake City Hall, located at 111 Greenwood Road. Interested parties will be taken out to the site; the site is NOT accessible to the public.

Deadline Submission: All proposals must be received no later than 4:00 p.m. on November 22, 2022.



## STATEMENT OF WORK:

The scope of services provided by the selected firm shall include all tasks required to design, fabricate, store, deliver, install, and commission a fully operational solar photovoltaic (PV) system for the City. The scope shall also include, but not be limited to, securing all permits and approvals from governing agencies all labor, taxes, services, permit fees, training, and equipment necessary to produce a fully operational solar PV system.

The selected firm will be expected to complete installation and integration of the system based on a schedule as dictated by the City's funding sources for this project. The California Office of Emergency Services (CalOES) funding for this project is \$60,000.00.

The selected ESCO will:

- I. **Base Bid:** Design, Procure, Install, Test, and Commission a Grid-tied Solar PV System.
  - a. Provide all design, labor, and materials for a turnkey, code compliant installation of a ground mounted, grid tied solar photovoltaic array at the City's Wastewater Treatment Plant. Bidders should propose the largest array size possible while staying within the allocated budget of a not-to-exceed amount of \$60,000.00.
  - b. The system shall be designed to take advantage of PG&E's Net Energy Metering program. The selected firm will be responsible for all costs and requirements to obtain an interconnection agreement.
  - c. Location
    - i. PV array should be ground mounted and installed above the abandoned drying beds. See Appendix A: Facility Profile.
    - ii. Make use of existing 2" underground spare conduit to bring circuits from the solar array to the shed housing the utility meter and main electric service panel. See Appendix A: Facility Profile.
  - d. Equipment
    - i. Provide and install all solar modules, rapid shutdown devices, grid-tied inverter, ground-mounted racking system, means of disconnect for all AC and DC components, and all other balance of system equipment, including conduit, conductors and over current protection devices required for a code compliant installation.
  - e. Permitting



- i. Obtain all permits required for installation and interconnection to utility grid.

The proposal shall contain a detailed explanation of the complete project and delineation of all work tasks to be performed by the awarded firm. The proposer must have the technical capability and demonstrated experience to complete the project as set out in this RFP.

The selected firm will be expected to furnish any and all electrical, structural, and mechanical designs and specifications that are requested and/or required by any regulatory bodies with jurisdiction over the project.

Installation of the system is subject to California prevailing wage requirements, and the selected ESCO and its subcontractors are required to pay all workers employed for the performance of this contract no less than the applicable prevailing wage rate for each such worker. This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations pursuant to Labor Code sections 1725.5 and 1770 *et seq.* In accordance with Labor Code sections 1725.5 and 1770 *et seq.*, all contractors and subcontractors working at the site shall be duly registered with the Department of Industrial Relations at time of bid opening and at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work.

The selected firm will work with the City and its representatives to determine the best approach for design. Final scope approval will be given prior to installation.

The selected firm shall provide approved training for designated City personnel in the operation of the entire photovoltaic system, including the operation and maintenance of inverters, transfer switches, panel board, disconnects, and other features. The selected firm shall provide the City with written instructions and procedures for shutdown, safety, and start-up activities for all components of the system.

All equipment provided by the ESCO for this Project shall have a history of successful operating experience in similar installations and shall be in new, unused condition. This equipment shall be current technology with readily available non-proprietary replacement parts. All equipment used for this Project shall be approved by the City prior to installation.

Firm's duties shall include but may not be limited to the following:

- Prepare construction documents where necessary.



- Ensure compliance with governing codes and standards including, but not limited, to Title 24 Standards and the California Building Code.
- Ensure compliance with all requirements for photovoltaic installations contained in the National Electric Code (NEC) and the California Electric Code (CEC), including, but not limited to, Articles 250, 310 and 690.
- Ensure the City's participation and feedback in scoping process.
- Provide a schedule for completion of Project.
- Ensure delivery of all materials and equipment to Site(s).
- Construct/Install Project.
- Manage all Subcontractors.
- Meet regularly to update the City's representatives as to Project progress.
- Obtain and maintain all licenses, permits, and authorizations as needed for the Project.
- Commission Project: provide training on equipment/systems and monitoring if requested.
- Provide project closeout which may include As-Builts, operations and maintenance information with a training and monitoring session, permits, warranties, safety, and completion documentation.

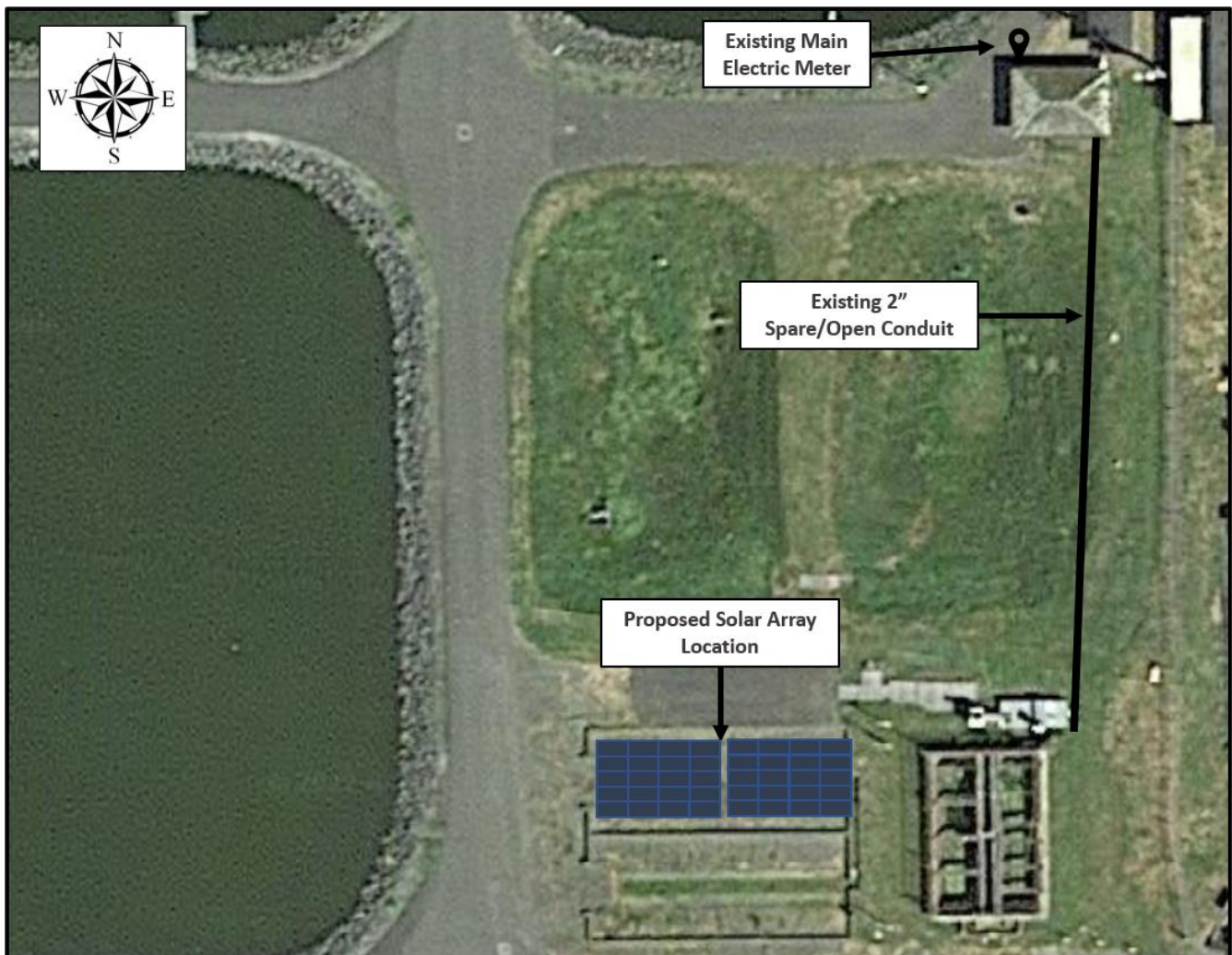


## FACILITY PROFILE:

The City of Blue Lake's Wastewater Treatment Plant (WWTP) is located in Blue Lake, Humboldt County, CA 95525. Figure 1 below shows a Google Earth image of part of the WWTP site. The proposed location of the solar array is the site of older drying beds that are no longer in use. The image below shows the proposed ground-mounted solar array location, main meter location and location of the existing spare conduit.

The site is not accessible to the public; interested bidders may tour the site during the non-mandatory pre-bid meeting on November 11, 2022.

Figure 1: Proposed Solar Array Location Blue Lake WWTP



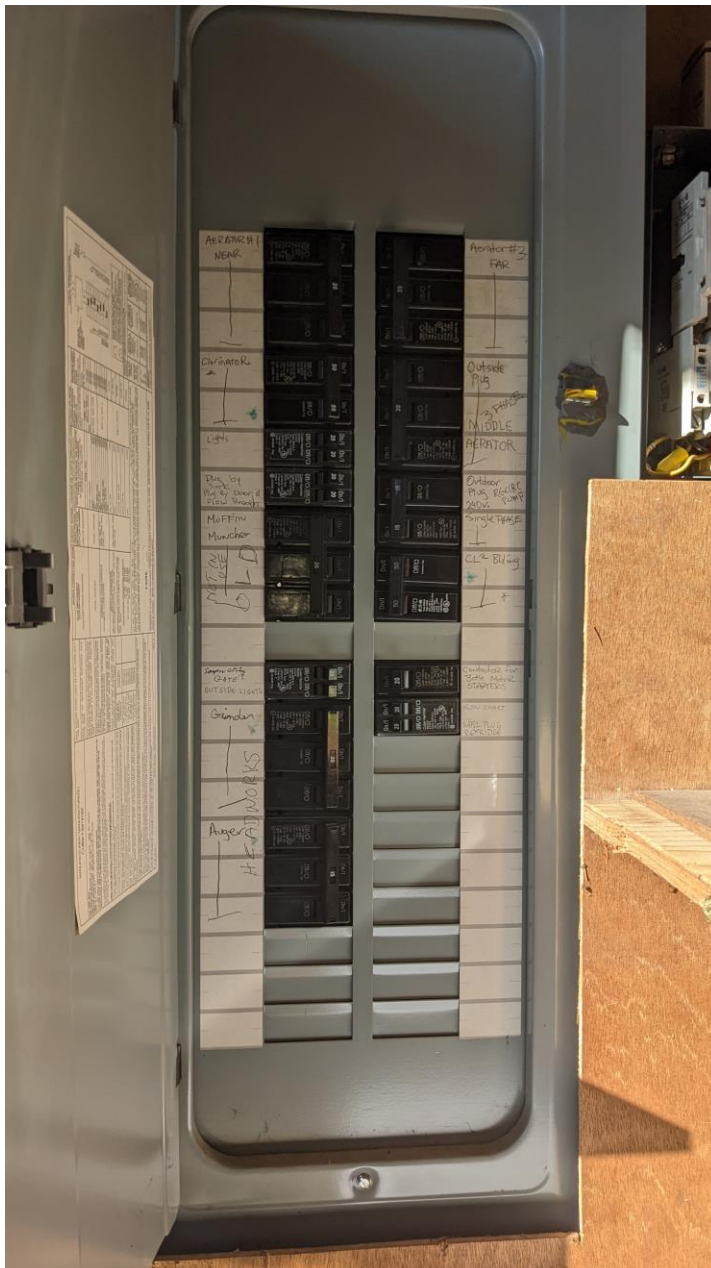


The photos below show the proposed location for the ground mounted solar array (first image) and the existing spare 2" conduit (second image).





- The conduit coming from the utility pole is 2-inch diameter, large enough for a 200A service but the conductors appear (visually from the ground) to be sized for 100A.
- The existing utility meter is a PG&E SmartMeter, No. TEG50001408330315, appearing to be rated 200A.
- The photo on the left shows the existing main service panel, assumed to be 200-amp panel. The existing main disconnect is rated for 100-amps. The second photo below shows the existing main disconnect. The final image below shows the existing meter.





### POINT-OF-CONTACT:

The City of Blue Lake requires that Respondents restrict all contact and questions regarding this RFP to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing via email to:

**City of Blue Lake**  
**Attention: Amanda Mager-City Manager**  
**RFP-Wastewater Treatment Plant Solar Project**  
[citymanager@bluelake.ca.gov](mailto:citymanager@bluelake.ca.gov)

### PROPOSAL REQUIREMENTS:

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

- Firm or Individual Name, Address, Telephone Number, Email Address, Website address and Year Organized of the firm or person submitting the proposal;
- Evidence of Current License Status and Insurance
- The proposal shall contain a detailed explanation of the complete project and delineation of all work tasks to be performed by the awarded firm. The proposer must have the technical capability and demonstrated experience to complete the project as set out in this RFP.
- Provide a list of a minimum of three (3) references for *similar* services only, who can attest to the Respondent's knowledge, quality of work, timeliness, diligence, and professionalism. Respondent must include names, contact persons, and phone numbers for all references;
- Other factors or special considerations you feel would influence your selection;

### OTHER TERMS AND CONDITIONS:

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from the original Request for Proposal's specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.





All proposals submitted in response to this RFP shall become the property of the City. The City retains the right to use any or all of the information presented in any proposal to the RFP, whether amended or not. Selection or rejection of the proposal does not affect this right. Contract(s) shall be awarded to the applicant(s) determined to be the best qualified to meet the City's needs, with a mutually agreeable start date.

### **PREVAILING WAGE:**

Installation of the system is subject to California prevailing wage requirements, and the selected firm and its subcontractors are required to pay all workers employed for the performance of this contract no less than the applicable prevailing wage rate for each such worker.

This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations pursuant to Labor Code sections 1725.5 and 1770 *et seq.* In accordance with Labor Code sections 1725.5 and 1770 *et seq.*, all contractors and subcontractors working at the site shall be duly registered with the Department of Industrial Relations at time of bid opening and at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work.

### **EVALUATION CRITERIA**

These criteria are to be utilized in the evaluation of the Proposals of those Respondents to be considered. Respondents are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

- General Qualifications/License
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Proposals
- Other criteria which pertain to providing effective and efficient services, such as availability for questions and contact, timeliness, responsiveness and follow-through



## COMMUNICATION DURING EVALUATION

Under no circumstances shall any Respondent contact in person, by telephone, or otherwise, any representative of the City of Blue Lake other than as provided above in regard to this RFP. Failure to comply with this provision may result in the disqualification of that entity from this procurement process.

## SUBMITTAL

Please provide three (3) copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal.

Proposals shall be submitted in a sealed envelope clearly marked on the outside of the envelope, **“City of Blue Lake Wastewater Treatment Plant Solar Project?”** and addressed to:

City of Blue Lake  
Attention: Amanda Mager  
111 Greenwood Road  
PO Box 458  
Blue Lake, CA 95525

### **Submission Deadline:**

All proposals must be received no later than 4:00 p.m. on November 22, 2022