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**Request for Proposals**

***Design, Supply & Installation of Grid-Tied Solar PV Systems***

**Rath Eastlink Community Center (RECC), Truro  
&  
Don Henderson Memorial Sportsplex, Brookfield**

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**July 4, 2019**



**Municipality  
of Colchester**

## **Request for Proposals**

### **Design, Supply & Installation of Grid-Tied Solar PV Systems for the Rath Eastlink Community Center (RECC), Truro & Don Henderson Memorial Sportsplex, Brookfield**

#### **1. Scope of Work:**

This Request for proposals (RFP) is intended to outline services required by the Municipality of Colchester for the design, supply and installation of two 75 kw grid-tied solar photovoltaic systems, one to be situated at the Rath Eastlink Community Center (RECC) in Truro, NS and the other at the Don Henderson Memorial Sportsplex in Brookfield NS. It is anticipated both installations will be roof mounted with a south to south-east orientation. Site visits will be arranged at each facility beginning at the Brookfield Sportsplex at 10:00 on July 16, 2019 followed by a visit to the RECC at 11:00.

#### **2. Definitions:**

- 1.1 *"Contracting Team and/or Proponent"* means the entities who have submitted a proposal under this RFP;
- 1.2 *"Key Personnel - Proponent"* means the key staff of the Contracting Team that are proposed to be assigned to this project;
- 1.3 *"Project Manager"* is the individual appointed by the Municipality responsible for coordinating the Project with the Contracting Team;
- 1.4 *"Project"* means the Design, Supply and installation of grid tied solar PV systems for the Rath Eastlink Community Center (RECC), Truro & Don Henderson Memorial Sportsplex, Brookfield;
- 1.5 *"Selection Committee"* means the Committee established by the Municipality to evaluate proposals submitted under this RFP which will be comprised of Municipal staff representatives as well as external technical advisors should an expert opinion be required.

#### **3. Background, Site Descriptions & Timelines:**

In 2018, the Municipality of Colchester made two applications to the Nova Scotia Department of Mines and Energy for the right to install two solar PV systems under the Solar For Community Buildings Pilot Program, one for each of the facilities identified above. The Municipality was awarded the projects in the fall of 2018 which subsequently received ratification to proceed by Colchester Municipal Council in March of 2019.

At the outset, the Municipality engaged a consultant to assist in developing a business model as well as preliminary site assessments and system designs. These were used to support the application requirements and excerpts are included below to help describe site conditions and possible solar PV configurations for each location. It should be noted this information is being provided for illustrative purposes only and verification of site conditions, recommended solar PV materials, arrangements and connections are the responsibility of Respondents to this RFP.

### ***Don Henderson Memorial Sportsplex - Facility Description***

The Don Henderson Memorial Sportsplex is a smaller community recreation center located on Carter Road in the village of Brookfield, NS. The facility opened as a community arena in 1975 and was later expanded to include a 6-sheet curling rink and multipurpose space. For decades, the Sportsplex has been a central community fixture and has played an important role in hosting year-round events as well as sports programming and activities.

The Don Henderson Memorial Sportsplex has a slightly sloped west – east oriented metal roof and receives full sun with no obstructions that may causing shading. The preliminary review notes the roof has been visually assessed and appears to have the structural integrity to withstand the additional load from the solar PV system. A 3-phase power connection is located at the north of the building, along with the building's service entrance. A dedicated solar PV panel will connect to a step-up dry-type transformer that will interconnect with NS Power. The Sportsplex has an existing driveway and a large parking lot that will provide access for construction and maintenance vehicles. No changes should be required to accommodate construction or maintenance.

The business model proposed the installation of 252 Canadian Solar CS6U-345-watt modules (12 rows of 21 modules), connected to 25 Fronius 3.0 kW AC inverters, in 36 strings of 7 modules, on the roof of the Sportsplex. The array would be tilted 0 degrees at -10 degrees and will produce 659,401 kWh of nominal POA. Using 100% solar PV equipment, this system will generate 76,925 kWh in year one.

### ***RECC - Facility Description***

Opening in 2013, the RECC is a modern LEED Silver Certified multipurpose community wellness and fitness center located at 603 Abenaki Road in Truro, NS. The 145,000 square foot facility comprises a 2500 seat event arena, an 8-lane aquatic center, fitness facility, multipurpose rooms, climbing wall, food service and indoor walking track.

The RECC's flat roof receives full sun with no obstructions at any degree causing shading and is thought to have the structural integrity to withstand the additional load from the solar PV system. A 3-phase power connection is located at the northeast corner of the building, along with the building's service entrance. A dedicated solar PV panel will connect to a step-up dry-type transformer that will interconnect with NS Power. The RECC has an existing roadway and a large parking lot that will provide access for construction and maintenance vehicles. The site has sufficient space to accommodate a crane to hoist equipment onto the roof and no changes are required to accommodate construction or maintenance.

The business model contemplated the installation of 252 Canadian Solar CS6U-345-watt modules (12 rows of 21 modules), connected to 25 Fronius 3.0 kW AC inverters, in 36 strings of 7 modules, on the arena roof of the RECC. The array would be tilted 10 degrees at +6 degrees and will produce 653,255 kWh of nominal POA. Using 100% solar PV equipment, this system will generate 77,040 kWh in year one.

### ***Project Timelines:***

The following table outlines the anticipated timelines and key dates associated with the solar PV projects:

Request for Proposals Issued:	July 4, 2019
Site Visits:	July 16, 2019
Request for Proposals Closing:	July 25, 2019
Proposal Review Period & Award:	August 15, 2019
Project Start-up:	August 22, 2019
Project Completion & Commissioning:	November 29, 2019

### **3. System Requirements:**

The solar PV system requirements shall have the capacity to produce in excess of 75,000 kWh annually given local site conditions. Each project must work with existing roof structures and respective loading capacities and generally be comprised of the following elements:

#### **3.1 Solar PV Panels**

- Polycrystalline
- Tempered glass
- Aluminum frame

#### **3.2 Racks**

- Rails – aluminum
- Fasteners – stainless steel
- Anchors with flashing – aluminum or stainless steel
- Ballast racking must be designed for minimal distributed loading and approved in advance of installation.

#### **3.3 Inverters & Electrical**

- Inverters – micro type mounted under or near each panel
- Rigid conduit
- Wire & connectors
- Junction boxes
- Switches/disconnects/breakers
- Fast shut down disconnect per CEC requirements
- Electrical permit

#### **3.4 General**

- All electrical work shall meet the Canadian Electrical Code requirements;
- The successful bidder is expected to carry all costs and coordinate all inspections associated with electrical permitting;
- All work shall be carried out in accordance with standard or accepted industry practice;
- Outdoor components (conduit, junction boxes, wire, etc.) shall have ultraviolet protection greater than the expected life of the solar PV panels (30 years +/-).
- All roof and anchor work shall not reduce the expected life of existing components and shall minimize the reduction of the carrying capacity of the existing roof systems.
- All panels shall be of the same make and model and there shall be no mixing of modules.
- The racking system shall be compatible with current roofing systems.
- Details of weather and water-tight roof penetrations methods shall be provided and approved prior to installation.
- Ability for the proposed solar PV system to be monitored from a local computer together with any details of such monitoring systems.

#### **4. Proposal Requirements:**

Responses to this RFP shall include information and details on the proposed solar PV system including, but not limited to, the following:

- A description of the proposed system including a general layout, materials and equipment choices, electrical connections and methods of installation;
- PV panel data sheets including dimensions, insolation curves, I-V and power curves, NOCT and STC ratings, degradation data and temperature coefficients (Pmax, Voc, Isc)
- Rack anchor details including the base, standoff, fastening method together with a clear and a complete description of the anchoring method with illustrations;
- General safety plan including fall protection, staging, scaffolding, fire prevention, etc.
- Name and qualifications of the project proponent, site supervisor, assigned staff, subcontractors and all tradespeople engaged to perform work.
- List of recently completed projects of similar size and scope together with client(s) contact information;
- List of memberships and/or affiliations;
- Warranty details on all major and minor electrical components, micro inverters, PV panels and labor;
- A description of the system robustness and continued operation in the event one or more PV panels fails and need to be removed for replacement, maintenance or warranty;
- Letters of good standing with Nova Scotia Construction Safety Association and the Worker's Compensation Board;
- Proof or certificate of business liability insurance (minimum \$2,000,000);
- Proposed schedule based on a November 29, 2019 completion date.

#### **8. Evaluation Criteria:**

Submissions to the "Request for Proposals" will be reviewed by the Selection Committee and other resource specialists as appropriate. All proposals must comply with all requirements outlined in this document and all submissions will be evaluated and ranked against the following criteria and associated weights.

##### **Evaluation Components**

##### ***30% Contracting Team Information & Experience:***

- team composition and representation by all necessary disciplines of the contractor and tradespeople assigned to the project, and;
- relevant experience in completing assignments of similar scope and complexity, and;
- experience of the proponent and key team members with similar projects and the range of specified services;
- completeness of contracting team and demonstrated experience / expertise of all individual members;
- proposed organizational structure and coordination of the individual team members including reporting relationships, identification of lead members, and communications;
- availability of back-up personnel and/or provision to access specialized skills;
- results of reference checks for previous projects;

**25% Project Approach, Methodology & Management:**

- approach to the scope of the creative, technical and services required;
- understanding of project requirements;
- management of project and suitability of the proposed work plan, including work program components, Gantt chart of time schedule and contribution matrix of all personnel showing anticipated hours of involvement;
- compliance with the Scope of Services
- ability to meet the project timelines;

**35% Proposed costs, value for money and acceptance of terms and conditions;**

- Fees for services required and any contingencies if applicable;
- Value for money represented by the proposed level of effort and other considerations regarding cost effective design and contracting solutions.

**15% Warranties;**

- Coverage and length of warranty on component parts and labor.
- Anticipated response time to correct warranty problems or issues.

To assist in the review and evaluation process of submissions received under this RFP, the Selection Committee may wish to conduct interviews of the Proponent as a means of developing a better understanding of the proponent's experience and approach to the scope of services required. Mutually convenient times will be arranged (if required) shortly after the Selection Committee has had an opportunity to review the submissions to this RFP.

It will be understood that the degree to which a proposal meets the project requirements by means of the proposed point score system will be the sole judgment of the Selection Committee.

**9. Acceptance of Proposals:**

- 9.1** Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, or that contain additions or deletions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal.
- 9.2** The Selection Committee reserves the right to waive any irregularity or insufficiency and to accept the proposal which it deems most advantageous. The lowest or any submission will not necessarily be accepted.
- 9.3** The Selection Steering Committee will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by a proponent prior to, or subsequent to, or by reason of the acceptance or the non-acceptance by the Selection Committee of any submission, or by reason of any delay in the allowable period of acceptance of a submission.
- 9.4** It is important to note the Selection Committee is not bound to accept any or all "*Request for Proposals*" and no contractual relationship with the Committee shall come into existence through this process until such a time as the Committee formally deems appropriate.

#### **10. Discrepancies and Omissions:**

If any potential Proponent is contemplating submitting a proposal for the work and is in doubt as to the meaning of any part of the *Request for Proposals*, or finds discrepancies in or omissions from any part of the *Request for Proposals*, the Proponent may deliver to the Selection Committee a written request for a written interpretation or correction thereof not later than ten days before the Closing Date. Inquiries received after that time may not be answered prior to the closing time of the RFP. All inquiries and other communication regarding the RFP are to be directed **ONLY** to the Project Manager. Non-compliance with this condition during the proposal phase shall result in a disqualification of the proponent. The Proponent may not rely on any interpretation or correction except those which are provided in writing. The inquiry must be made to the Project Manager the address identified in Section 13 below.

To ensure consistency and quality of information provided to proponents, Selection Committee will provide, simultaneously to all Proponents any information with respect to inquiries received and replies to such inquiries without revealing the sources of the inquiries.

#### **11. Formal Contract:**

The successful proponent will be required to execute a formal contract, in a form acceptable to the Municipality of Colchester to give effect to the services required.

#### **12. General Terms and Conditions:**

##### **12.1 Licensing Requirements:**

The Key Personnel, where appropriate, shall be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Province of Nova Scotia.

##### **12.2 Location of Proponent's Registration:**

The successful Proponent must comply with the Nova Scotia *Corporations Registration Act* or *Partnerships and Business Name Registration Act* before a contract is awarded.

##### **12.3 Integrity of Contracting Team Maintained:**

Proponents are advised that the Key Personnel named in the RFP submission shall remain in their designated roles throughout the RFP period and for the duration of the Agreement unless a change of personnel is authorized in writing by the Selection Committee. Failure to honour this requirement may result in rejection of the proposal and/or termination of the Agreement.

##### **12.4 References:**

References identified in the proposal may be contacted by the Selection Committee or its representatives to substantiate the consultant team's capabilities, reliability, performance and overall service. Proponents are expected to cooperate fully in helping the owner and its representatives to verify the Proponent's claim.

#### **12.5 Ownership of Proposals and Access to Information:**

All documents, including proposals, submitted to the owner become the property of the owner and are potentially subject to disclosure under the Nova Scotia *Freedom of Information and Protection of Privacy Act* or the *Personal Information Protection and Electronic Documents Act*, the *Municipal Government Act* or otherwise. By submitting a proposal, the Proponent thereby agrees to public disclosure of its content. Any information the Proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration but cannot be guaranteed protection from disclosure.

The Selection Committee maintains the right to make copies of all Proposals for its internal evaluation process and provide copies to the Selection Committee.

#### **12.6 News Releases/Public Announcements:**

Proponents shall not make news releases or public announcements concerning the RFP or the awarding of the Agreement without the written consent of the Selection Committee and then, only in coordination with the Project Committee.

#### **12.7 Proposals Open for Acceptance:**

Proposals shall remain open for consideration and acceptance by the Selection Committee and be irrevocable for sixty (60) days after the proposal closing date.

#### **12.8 Liability for Errors:**

While the Selection Committee has made efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP, including materials incorporated by reference or made available in connection with this RFP, is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Selection Committee, nor is it necessarily comprehensive or exhaustive.

Each Proponent is solely responsible for conducting its own thorough and complete review of this RFP and ensuring that it has a full and complete understanding thereof.

This RFP must be read in its entirety to understand the project and the RFP process.

Each Proponent shall promptly report, or request clarification of, any discrepancy, deficiency, ambiguity, error or inconsistency, which it discovers during the course of its review.

### **13. Contact & Submission Information:**

Three hard copies and one digital copy (in PDF format) of the ***"Request for Proposals"*** clearly marked ***"Design, Supply & Installation of Grid-Tied Solar PV Systems for the Rath Eastlink Community Center (RECC), Truro & Don Henderson Memorial Sportsplex, Brookfield"*** will be accepted until ***3:00 pm (local time), Thursday the 25<sup>th</sup> of July 2019***. Responses to this call for ***"Request for Proposals"*** may be hand delivered or mailed to the Selection Committee at the address indicated below:



Paul J. Smith, MPA, MCIP, LPP  
Manager of Planning Services  
1 Church Street  
Truro, N.S.  
B2N 3Z5  
Phone: 902-897-3170  
Fax: 902-843-4061  
Email: [psmith@colchester.ca](mailto:psmith@colchester.ca)

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. Proposals submitted after the above time will be returned to the Proponent unopened.

**14. Addenda to RFP:**

The Selection Committee may issue addenda adding to, deleting from, clarifying, or varying provisions in this *Request for Proposals*. In the event addenda are needed, the Project Manager will notify the Project Principal of the Proponent by email or telephone of the change(s) to be followed-up by written correspondence. **Verbal answers are only binding when confirmed by written addendum.** All addendums become part of the Contract and proponents must include cost implications of all addendums in its fee proposal.