

City of South Charleston  
Grid-Tied Solar System(s)  
Request for Proposals  
January 2024

Submit questions and inquiries to:

Hannah Parsons – City Treasurer 304-720-5985

Rick Atkinson – City Manager 304-720-5985

# LEGAL ADVERTISEMENT

## REQUEST FOR PROPOSALS

The City of South Charleston is interested in adding solar systems to offset our electricity use in order to reduce utility expenses now and into the future. We seek a qualified, experienced solar installer to review the capacity of our municipal properties, propose a solar solution that delivers maximum financial benefit, install the system/s, and provide service or maintenance as needed over the life of the system.

The proposal shall be made on a form that is available from the City of South Charleston. Proposals will be accepted at City Treasurer's Office, 238 4<sup>th</sup> Ave, South Charleston, WV 25303 until Friday January 31, 2025 at 11:00 AM. The City will appoint a qualified selection committee to review and evaluate the proposals received and may ask for additional clarifying information or may hold interviews with a short list of entities that submit proposals.

The proposals will be opened and publicly read aloud at 11:01 AM on, January 31, 2025, in the City of South Charleston Municipal Building Conference Room, 238 4<sup>th</sup> Avenue, South Charleston, WV 25303.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

# City of South Charleston

## Request for Proposal

### Grid-Tied Solar System(s)

The City of South Charleston is interested in adding solar systems to offset our electricity use in order to reduce utility expenses now and into the future. We seek a qualified, experienced solar installer to review the capacity of our municipal properties, propose a solar solution that delivers maximum financial benefit, install the system/s, and provide service or maintenance as needed over the life of the system.

#### **Project Location(s):**

Various Municipal Owned Buildings in South Charleston, WV. - Full list is attached as Exhibit 1

#### **Site Visit (as needed):**

Entities that are interested in completing a site visit may contact Gerald Burgy - 304-720-5985 or [gburgy@cityofsouthcharleston.com](mailto:gburgy@cityofsouthcharleston.com) to arrange a site visit prior to January 15, 2025.

#### **Proposal Shall Include:**

- Solar design, including module layout, DC system capacity, estimated annual production, and description of major components. System monitoring is required.
- Description of relevant equipment and installation warranties, and the ongoing maintenance services provided by the installer.
- Price and financial analysis of the proposed system, including anticipated savings.
- Power Purchase Agreement (PPA) Savings: The evaluation should also include projected savings for each facility through a Power Purchase Agreement (PPA). This will enable the city to assess whether it is more cost-effective to purchase some facilities outright, or if others may benefit from a PPA model.
- Firm name and address, description of firm, number of employees and years in current business, electrical and other licenses or certification, and list of subcontractors (if any) and their qualifications.
- Description of past, similar solar PV projects, including contact information for 3 client references.
- Sample purchase contract.
- Anticipated project timeline.

The selected solar installer will secure permits and any other needed regulatory approvals, complete installation, coordinate with the utility to secure Permission to Operate, and train the facility's staff on system monitoring.

Copies of recent utility bills are available upon request by contacting: Kris Taylor, Assistant City Treasurer, 304-720-5985 or ktaylor@cityofsouthcharleston.com

**Proposals will be evaluated based on:**

1. The capacity and quality of design proposed;
2. The anticipated savings to be delivered along with the installation cost that would be borne by the City; (The objective is to provide the city with enough information to determine the best financial strategy for each facility, whether through purchase or through the utilization of a PPA, to maximize overall savings.)
3. The qualifications and experience of the solar installer.
4. Preference will be given to the installer with the demonstrated longevity and capacity to service the array for its working life.
5. Additionally, preference will be given to West Virginia-based installers, installers utilizing local labor, and installers leveraging state/federal grants to help pay for the system.

**Responses should be sent to:**

Richard Atkinson, City Manager  
238 4th Ave, PO Box 8597  
South Charleston, WV 25303

Proposals must be received in a sealed envelope on or before 11:00 am Friday January 31, 2025. The proposals will be publicly opened at 11:01 am on January 31, 2025 and noted as received in the Municipal Conference Room located at 238 4th Ave, South Charleston, WV 25309

The City will appoint a qualified selection committee to review and evaluate the proposals received and may ask for additional clarifying information or may hold interviews with a short list of entities that submit proposals. The City reserves the right to reject any and all proposals.