

# Request for Proposal Photovoltaic Energy Design and Installation Services

## Hudson River Maritime Museum

50 Rondout Landing

Kingston NY 12401

Issue Date: **November 9, 2023**

Proposals Due: **December 20, 2023**

Contact: Lisa Cline, Executive Director

[lcline@hrmm.org](mailto:lcline@hrmm.org): 845-338-0071, x 12

## I. Information for Bidders

The purpose of this RFP is to solicit proposals from qualified firms with expertise in design and installation of fully operational photovoltaic energy system to generate the maximum amount of power for the size of the roof installation for a non-profit institution. The work site is the Hudson River Maritime Museum on the Rondout Creek in Kingston. The outcome of services will be a solar array with adequate battery storage on the roof of the Riverport Wooden Boat School Building (RWBS) on the Museum Campus. The RWBS building has just completed a roof replacement. This is to be the next step in a series of campus site improvements that include the construction of the Kingston Home Port and Education Center, the founding of a Sailing School, and the construction and operation of the solar powered tour boat, *Solaris*.

**This project is funded in part by a grant from the NYS Office of Parks, Recreation and Historic Preservation through Title 9 of the Environmental Protection Act of 1993.** The project will qualify for support from the New York State Energy Research and Development Authority (NYSERDA). The successful respondent should expect to report information as required by these agencies.

**All bidders are subject to the terms of the NYS Master Contract for Grants -- Standard Terms and Conditions, which can be found online at <http://grantsreform.ny.gov>, and the attached NOTICE TO CONTRACTORS, SUBCONTRACTORS, SUPPLIERS AND VENDORS must be included in the Bid Package and attached to all contracts and subcontracts. All bidders are subject to the terms of the Master Contract Attachment A-1 (State Funded Grant) - Program Specific Terms and Conditions (copy enclosed), which must be included in the Bid Package and attached to all contracts and subcontracts.**

**The State has established a goal for Minority and Women Business Enterprises (MWBE) participation of 30% Minority and Women-Owned Businesses combined, include at least 13% MBE participation and 17%WBE participation. The selected bidder must submit, either with their bid or within seven business days of notification of selection, a Grants MWBE Utilization Plan, Contractor's Solicitation Log, and documentation that NYS Certified Minority and Women-Owned Business Enterprises (MWBEs) were contacted during preparation of said bid. Evidence of good faith efforts is contact by certified mail, follow-up with phone contact and a summary of all contact and results. Prior to the award of a contract to the selected bidder, review, and acceptance of the bid summary and all MWBE documentation by State Parks is required.**

**and the following documents must be included in the Bid Package (copies enclosed):**

- a. **Grants MWBE Utilization Plan form**
- b. **Contractor's Solicitation Log form**

*Upon selection, for all contracts that equal or exceed \$100,000, the contractor will be required to submit to the State a Vendor Responsibility Questionnaire: Construction – For-Profit. The questionnaire can be found online at [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm).*

This RFP provides information necessary to submit a comprehensive proposal. It is expected that the proposer shall be fully knowledgeable and experienced in the type of work to be performed and shall understand and comply with all applicable laws and regulations.

## **II. Background**

The Hudson River Maritime Museum is located at 50 Rondout Landing – Kingston, NY. The Riverport Wooden Boat School (RWBS) building is located at 86 Rondout Landing and was originally constructed in the first half of the 20<sup>th</sup> century and served as a bar and restaurant until the museum acquired it in 2016. The RWBS building was significantly renovated in 2017 and 2022 to provide the space and infrastructure to teach wooden boat building and other related heritage maritime skills. The building includes a large workshop, a classroom, public restrooms and boater showers and related storage areas. The building is provided with a single electrical service The building has new high efficiency HVAC Split units that provide heat and air conditioning. One year of electrical usage records are available. The building is subject to periodic flooding.

## **III. Project Scope**

The museum seeks a NYSERDA certified contractor to provide turnkey design, engineering, materials, delivery, installation, and commissioning of a cost-effective and energy efficient solar photovoltaic (PV) energy system , including battery storage, that will maximize the solar and renewable energy resource potential of the rooftop of the RWBS building, taking greatest benefit of NYSERDA incentives and support, as well as the Federal Inflation Reductions Act’s Not for Profit Organization Direct Pay Option for the Solar Investment Tax Credit. It is expected that all other support, rebate, reward, and other energy efficiency programs will be researched by the respondent to maximize any potential cost savings for the project.

The contractor shall include in the proposal all permits and approvals from governing agencies, all labor, taxes, services, and equipment necessary to produce a fully functional and operational PV electrical power system for use by the museum.

The contractor shall provide design documents, including a set of plans prepared and stamped by a licensed Professional Engineer (P.E.), adequate to communicate the following information:

- System Description
- Equipment details and description
- Layout of installation site
- Layout of equipment
- Specifications for equipment procurement and facility installation
- Performance of system components and subsystems and project
- Specifications for the battery storage system
- Integration of the PV system with other museum power sources
- Electrical grid and interconnection requirements
- Controls, monitors, and instrumentation.
- Performance monitoring

- The contractor will evaluate and determine a suitable location that will house the PV inverter equipment, battery(s) and related components/environmental control equipment/miscellaneous equipment that will meet the following criteria:
- Ease of maintenance and monitoring
- Efficient operation.
- Potential for flooding
- Secured location and hardware.
- Compatibility to other museum facility functions

**November 20, 2023**, at 10:00 AM, has been scheduled for the proposer site visit/inspection of the RWBS building.

Included within the scope of this project the contractor shall secure and obtain from governing agencies, the utility company or others all required rights, permits, approvals, and utility interconnection agreements for installation and operation of the project.

Required services include the following:

- Provide recommended testing protocols.
- Starting up the PV system until it achieves the performance requirements of the agreement.
- Operation and maintenance manual and as-built drawings, covering:
  - Components options and accessories supplied.
  - Maintenance, troubleshooting and safety precautions.
  - Maintenance schedules
  - Orientation and training of museum staff

Contractor will work with the museum to provide a real-time lobby display for the public to understand the PV system. Examples of some of the information to be monitored and provided could include:

- System performance
- System availability
- Average and accumulated output
- # of kilowatt hours generated
- Watts per square foot
- Solar Index
- Daily and yearly energy totals
- Carbon dioxide savings
- Weather conditions

The museum will work with the selected contractor to provide access to the site for construction and installation, generally the site will be available Monday- Friday from 8:30 AM -5:00 PM.

#### **IV. Minimum Warranties and Guarantees**

Proposer shall fully define in proposal the offered warranty. Minimum warranty:

- 5-year complete system warranty against defective design, materials, workings, and latent defects
- 5 year complete and operational power capacity warranty
- 20-year PV panel warranty
- 10-year battery warranty
- 20-year PV panel operation and degradation warranty
- 10-year roof and building penetration warranty

## V. Proposal Submittal Requirements

The Proposer will be bound to all proposed terms and conditions of its proposal as well as the negotiated agreement for a period of 120 days from the date of proposal submission.

### 1. Binding transmittal letter

Letter must be signed by a party authorized to obligate the contractor to perform commitments contained in the proposal. The letter must identify the Prime Contractor and contact person for future communications. The letter should state the Contractors ability to perform the work and overall qualifications and agree to comply with all applicable laws and ordinances if awarded the contract. The letter must state the 120-day validity of the prices and work proposed.

### 2. Qualifications

Each proposal must include the following:

- Name, address, phone number, email address and website “url” of Prime Contractor and other team members, including subcontractors, as well as names of principals for each company.
- Roles and responsibilities of, and relationships between, team members
- Description of company, including background
- Statement of team members’ background and qualifications demonstrating capability to perform assigned responsibilities, including technical resources and access to equipment.
- Identify key project manager who will interface with museum staff/volunteers.
- Resumes of key employees
- History of projects where team members have worked together.
- Proof the Contractor is NYSERDA approved, and is eligible to participate in the NY Sun Incentive Program
- Proof the Contractor has 1 million Dollar liability insurance.

For the Prime Contractor provide information on:

- Total capacity of PV systems placed in commercial operation.
- Number of installations with battery storage.
- Brief description of each system installation to date, including equipment
- Indicate whether Prime Contractor or its officers or principals have been party to any claim, dispute or lawsuit involving the performance of any labor performed or equipment installed, including environmental litigation, and provide a summary of the issues and status of actions.

References: Provide a minimum of three (3) references for turnkey PV installations, including project capacity (kW); cost (\$); operations and maintenance costs, owning and operating costs (if available); year installed; customer name and address; contact name, title, phone number and email address.

Capacity: Provide prime contractors audited financial statements for previous two years.

### 1. System Description

Provide a description of the technology you propose to install, including.

- Power capacity (kW) measured at inverter input.
- Power capacity (kW) measured at inverter output.
- Estimated capacity and annual output.
- PV panel degradation rate over 20-year period
- PV array materials
- Inverters
- Battery storage
- Structural materials
- System components
- Configuration
- Structural requirements, including requirements for roofers, anchors, etc.
- Operation and maintenance requirements, including personnel hours.
- Projected degradation rates for field installations of this type
- Typical useful life of significant components, including PV array and inverters.
- Benefits specific to this type of system.
- Product enhancements if any
- Other relevant information

Provide a description of monitoring equipment and display that proposer would typically install for this type of project. Discuss proposed enhancements for display purposes.

Provide a detailed description of your approach to conducting your work, including a description of the roles of key employees on this project.

### 2. Schedule

Provide an implementation schedule noting milestones in project completion from date of Museum's notice to proceed. Include:

- Complete design
- Permits
- Interconnection
- Material on site
- Installation starts.
- Installation complete
- Start up.
- Testing
- Manuals and other documentation delivered.

### 3. Costs

Contractor shall provide firm cost proposal based on proposed installation. Acceptance by the Museum of the proposal obligates the contractor to provide services at a cost not to exceed the submitted cost proposal. If the proposal assumes funding from other sources, i.e., Manufacturer discounts and rebates, NYSERDA, tax credits, etc., that must be clearly stated in the cost proposal. At a minimum each cost proposal shall clearly state the following cost breakdown; Total System Cost, contribution of rebates and incentives, Net total to be paid to the contractor, and the amount of in-kind donation to the museum, (if applicable).

## VI. Selection Criteria

- a. Design (25 points)-The proposal addresses the existing needs of the museum and the utility services.
- b. Selected Technology (25 points)-the components selected for use in the proposal are state of the art and are reliable, with appropriate warranties.
- c. Contractor(s) Experience and Established Record (30 points)- The prime contractor and any sub-contractors have appropriate knowledge, skill, and experience with this type of installation. The contractors have a history of satisfied customers and are not subject to customer complaints and/or litigation for business failures.
- d. Price and Economic Value (20 points)- Price alone will not be the overriding factor in selecting the contractor. Maximization of incentive programs and cost benefit will also be considered in evaluating price.
- e. Bonus Points (Up to 10 points)-Design and installation costs that are donated to the museum by the contractor to the museum to reduce the overall cost will be eligible for up to 10 bonus points.

Full and complete proposal should be submitted by the deadline date, **December 20, 2023**, to:

Lisa Cline, Executive Director  
Hudson River Maritime Museum  
50 Rondout Landing  
Kingston, NY 12401  
lcline@hrmm.org  
845-338-0071, x12

A full and complete proposal shall include four (4) paper copies and one electronic copy of all components and attachments of the RFP.

## VII. Proposal Evaluation and Award Schedule

RFP advertised and published	November 9, 2023
Meeting/site visit for potential proposers	November 20, 2023
Deadline for written questions/requests for clarification	December 1, 2023
Proposals due	December 20, 2023
Interviews (as necessary)	Week of January 1, 2024
Final selection	Week of January 15, 2024
Contract date	on or about January 29, 2024
Project start date (depending on weather)	set at contract.

Contracts are awarded at the sole discretion of the museum.

Selection of any proposal shall not imply acceptance by the museum of all the terms of the proposal, which is subject to further negotiation before being legally bound as a contract.

The issuance of this RFP does not constitute an agreement by the museum or a promise that any contract will be entered into. The museum reserves the right to:

- Waive or correct any defect or informality in any response.
- Reject any or all proposals.
- Reissue an RFP
- Prior to proposal submission deadline, modify all or any portion of the RFP.
- Procure materials, services or equipment specified in this RFP by any other means.
- Determine that no project will be pursued.

## **VIII. Attachments**

### **A1-2017**

To be submitted with all proposals:

**MWBE Utilization Plan**

**MWBE Solicitation Log**