

TOWN OF BROOKFIELD, VT
Energy Conservation Measurer
Town Garage Site Solar System
REQUEST FOR PROPOSALS

December 12, 2024

The Town of Brookfield (herein after referred to as the Town, is herein requesting proposals to construct/implement 15kW AC ground-mounted solar array, net metering system to offset electrical power usage by the Town at the Town Garage site and other Town facilities.

Background

In September 2024 through a State Grant, an Energy Audit was completed on the Town of Brookfield Garage and Fire Station. The Grage is located at 866 VT Route 65 and consists of several vehicle garage buildings, a salt shed and storage yard on approximately a 3.9-acre site. The site is mostly open with a south facing slope. None of the buildings are capable of supporting a solar array on their roof.

The Audit reports outline the methodology, findings and recommendations. Following the review of the reports, the Town applied for and has received a grant from the State, Department of Buildings and General Services to implement a number of these measures including the installation of a 15kW AC ground-mounted solar array at the Town Garage site.

The purpose of this solicitation, is to receive Proposals from qualified contractors to design/supply/install/construct/implement a fully operational net metering 15 kW AC ground-mounted solar array system on the Brookfield Town Garage property.

Proposal

1. **Proposals shall be received** in the Brookfield Town Office, 40 Ralph Road, PO Box 463, Brookfield, VT 05036, on or **before the close of business (4:00 p.m.) February 20, 2025**, in a sealed envelope clearly marked "Energy Conservation Measures, Town Garage Site Ground Mount Solar Array" on the outside of the envelope.
2. Questions may be submitted by email to the Town Administrative Assistant provided they are received **no later than 3:00 pm on January 22, 2025** by the Administrative Assistant/Brookfield Town Office. The Administrative Assistant email address is admin@brookfield.org. To receive a copy of any Addenda, the Contractor must provide the name of the project along with the Contractor's contact information to the Town's Administrative Assistant on or before this deadline above. Contractors are encouraged to check with the Administrative Assistant a week before the Bids are due to be sure they have obtained any and all Addenda. The Town is not responsible for failure on the part of a Contractor to receive any and all Addenda or for accounts for such within their Bid(s).
3. The proposal shall include the estimated cost for the complete system include all Labor, Materials, Equipment, and appurtenances necessary to fully complete the work required along with the Contractors assumptions.

4. The Contractor, if awarded the contract, shall provide proof of insurance which covers both the workers and work being performed under this contract, including Commercial Liability, Business Auto Liability, and Workmen's Comp,
5. The Contractor is solely responsible for all work performed under this contract by his/her team and shall assume full liability for any impacts resulting from the work including on the work site and adjacent properties.
6. The Town reserves the right to reject, and or to negotiate terms regarding any or all proposal(s). Selection will be made by item on which proposal the Town deems best serves the interests of the Town.
7. Contractors shall submit three references of similar work, including contact information, with the Bid. Unless waved in advance by the Town.
8. All work on this contract shall be coordinated with the Town and be completed no later than July 1, 2025.
9. It is likely that more than one contract will be awarded for a number of energy improvement projects at the Town Garage. It is the responsibility of each Contractor to coordinate their work with the activities of the other Contractors. The Town is not responsible for any delays, conflicts or rework resulting from lack of or failure on the part of a Contractor to coordinate with other contractors or failure to adhere to their commitment or schedule.
10. Damage to the site, buildings or adjacent properties as a result of the Contractor's work shall be repaired to pre-project conditions to the satisfaction of the Town. The Contractor shall Photograph of the construction site prior to commencement of the work to document existing conditions.
11. The Garage site must remain in operation during construction. Relocation of vehicles during the day may be accommodated upon advance notice to the Road Foreman. The construction site shall be kept in a neat and orderly. If materials and or equipment are to be stored on site, there locations must be approved in advance by the Town so as not to interfere with Town operation/functions. Contractor is solely responsible for the security of any items stored on site. Care shall be taken to temporarily relocate items, cover or otherwise protect items from damage during construction.
12. Permits – Local Site Plan approval may be required prior to the start of work. The Town will submit for this approval based upon the information provided by the Contractor, which at a minimum should include a site plan, cut sheets on the proposed equipment. Contractor will be required to comply with all requirements of permits required for the project. Prior to the start of work, the Contractor shall apply for and receive an "Electrical Work Notice" from the State Division of Fire Safety. Costs associated with these approvals shall be included in the Contractors Bid.
13. The location of the solar array and associated equipment shall be coordinated with the Town Road Foreman so as to minimize its impacts on the garage operations. It is anticipated that the array will be located as close as possible to the northern property line. The Town will cut a few trees if necessary to facilitate the instillation. Contractor shall secure a State
14. There are no plans or specifications beyond the information contained herein. Therefore, to make an informed selection, the Contractor shall provide a compressive proposal

including, cut sheets, details, sketches, proposed quantities, and descriptions of the products/methods and work proposed along with warranties of proposed equipment and products, estimated payback/energy savings, estimated panel life, construction schedule and costs. Proposal shall include proposed locations for array, AC and DC disconnects, inverters, generation meter, proposed trench location, and any other material design considerations.

15. All work, materials and equipment shall be warranted for a minimum of 1 year following completion and acceptance of the work by the Town. Proposal shall include any assumptions.
16. Work shall not commence until a signed contract is in place. The Contractor shall be subject to the provisions of the Grant Agreement between the Town and the Department of Buildings and General Services. A copy of this agreement is attached. A copy of a sample Contract is also attached.
17. Contractor is responsible for providing and maintaining on-site sanitary (port-a-john) and potable water for their workers over the duration of their work. Use of the Town facilities is prohibited.
18. Payment will be made on a monthly basis, based on the work completed as presented in the Contractor's detailed pay request and after review/approval by the Town. The Town reserves the right to retain up to 10% of each pay request which would be paid after final completion and acceptance of the work by the Town. Once the pay request is approved by the Town, payment will be made within 30 days.
19. The Contractor is fully responsible for any subcontractors they may use.
20. Contractor is responsible for any tariffs, taxes, and fees associated with the procurement and construction of the solar project.
21. Proposals shall remain valid for a period of three months.
22. The Garage property is served by Green Mountain Power. There are two power poles located within the property. Connection to the grid must be coordinated with Green Mountain Power (GMP). Any GMP fees, applications, submissions associated with this project must be included in the Contractor's proposal.
23. Proposals must be signed and dated by a duly authorized agent/representative of the company/corporation submitting the proposal. The contractor will have legal responsibility for the work performed under this contract.
24. Project components and workmanship shall meet standard practices for Municipal Construction and comply with applicable Codes and Standards including but not limited to the International Building Code, the National Electric Code, Life Safety Code, NFPA, ADA, State Plumbing Code, State Energy Code, etc.
25. The Town believes the most advantageous point to connect the solar array into the electrical grid, is through the service connection located at the northeast corner of the Town Garage. However, the Town is open to other alternatives. Connection between the Solar Array and the grid, shall be underground.
26. Preproposal site visits can be accommodated by contacting the Town Road Foreman at 1-802-636-7119.