

**ADDENDUM NO. 1**

**NAME: Request for Proposals for – Solarize North Hempstead- TNH136-2016**

**DATE: March 22, 2016**

**TO: All Prospective Proposers**

This amendment is being issued to address inquiries about the above RFP.

**Questions/Answers:**

1. Please let me know what the budget will be.

**Answer: The budget for the outreach to property owners will be determined through discussions with the selected installers.**

2. The second form required is attachment C, I guess it is an excel, but where can we find that excel sheet ?

**Answer: attachment C is an excel sheet and it can be downloaded either from the Town's website at [www.northhempsteadny.gov](http://www.northhempsteadny.gov), click on our government, request for proposals, 2016, look for the RFP, the sheet is below it or from the NY state contract reporter's website or requested by sending an email to [contracts@northhempsteadny.gov](mailto:contracts@northhempsteadny.gov), reference TNH136-2016.**

3. Will there be a separate RFP for designing/consulting services for the Solarize Hempstead project?

**Answer: No.**

4. Who will be doing the designing of the solar panel systems to be installed?

**Answer: The selected installers.**

5. Can you please provide information regarding your "Fast Track" permitting process and a projected timeline from date of submission? Will the solar permitting be expedited for this program and how will that impact the jobs that are in for permitting that are not part of the program?

**Answer: Per Resolution 692-2011 solar energy systems will receive a Fast Track application review. The current policy is that applications submitted for the installation of PV Equipment (solar) will be reviewed within two (2) weeks of their submission. Please remember this is for a review, not approval. Solarize and non-Solarize applications will be handled in the same manner (one will not be prioritized over the other).**

6. How many installers will be involved in this project? The RFP indicates that one or more contractors will be chosen. How is that determined?

**Answer: The Town intends to engage with enough contractors so that the Solarize program can offer the following four options, at a minimum: commercial sale, commercial lease, residential sale, and residential lease. Proposing firms may propose to specialize in one of these areas or they may offer multiple options. If more than one company proposes to offer a particular option, their proposals will be ranked and the firm that best meets the ranking criteria for that option will be selected. Therefore, a single company could propose to offer all four options, or multiple companies could be selected.**

**Each company that is selected will only be authorized to offer the option(s) for which the Town authorizes it. It is not anticipated that multiple companies will be selected for each option.**

7. How will lead assignments work? Will each lead be given to more than one installer? If more than one contractor is chosen, how will the leads be distributed: to both, all three or just to one and how will it then be equalized?

**Answer: Leads will be distributed according to the areas of specialization that the companies provide to the Solarize campaign (commercial sale, commercial lease, residential sale, and residential lease). If some property owners are unsure whether they prefer lease or ownership at sign-up, and different companies have been selected to offer the options, then the leads will be alternated between the two companies. This system may be refined based on discussions with the selected companies.**

8. Are we allowed to come in with a second offering or alternate option for the customers? For example, if we are chosen and have a specific system for this program, and the potential client is not interested in this offering but may be interested in an alternate product that we offer, are we allowed to offer that at our regular pricing?

**Answer: Yes.**

9. Can we upgrade participants to a better warranty if they desire? Assuming that the manufacturer offers an extended warranty, can that be offered to the clients as an added cost?

**Answer: Yes.**

10. Can we offer different products for lease vs. for purchase? If we offer a lease program as well as a purchase or finance program, do the products being offered for all the programs have to be the same, or can we offer different products for different programs?

**Answer: Different products may be offered for different programs. The differences must be thoroughly specified in the proposal and in Attachment C.**

11. Can we offer more than one purchase option? Can we offer two different products for purchasing i.e. a good system and a better system?

**Answer: Yes. The differences must be thoroughly specified in the proposal and in Attachment C.**

12. Will the documents for permitting be allowed to be e-signed to speed up the processing of the permits?

**Answer: The current policy is that all applications, plans and submissions related to applications submitted to this department must be submitted in person with original signatures by all parties involved. Emailed application and submission are currently not permitted.**

13. Will the questions asked by the installers be answered publicly so that all installers can see the questions and answers? How will notification of the answers be received?

**Answer: The addendum will be posted on the Town's website at [www.northhempsteadny.gov](http://www.northhempsteadny.gov), click on Our Government, Request for Proposals, 2016.**

- 14.** On page 5, the RFP indicates, "Participants will sign up through an online form on the webpage..." Are respondents expected to include the on-line form in the scope of proposals, as an Installer responsibility?

**Answer: No, they are not expected to provide the online form. The Town anticipates that it will create and manage the intake form. The selected companies may advise the Town on the appropriate questions to ask in the intake process.**

- 15.** On page 5, the RFP indicates, "Participants will sign up through an online form...by placing a service request through the 311 call center." Will Town personnel receive and record service requests or will service requests be forwarded to the installer?

**Answer: Town Personnel will take the service requests. The Leads will be forwarded to the appropriate installer. The selected companies may advise the Town on the appropriate questions to ask in the intake process.**

- 16.** On page 9, the RFP indicates, "Proposers must describe: the financial or in-kind services that will be offered to the Town to allow it to perform a minimum of 2 mailings to these property owners". Will the Town provide to the Installer property owner addresses so that the installer can produce and send the mailers on a turnkey basis?

**Answer: The mailing list will be retained by the Town.**

The "ADDENDUM NO. 1 RECEIPT ACKNOWLEDGEMENT FORM" on the last page of this Addendum NO. 1 must be signed and dated in the spaces provided and submitted with your Proposal. All Proposers must submit this form with its Proposal regardless of the content contained in each Addendum.

**ADDENDUM NO.1 RECEIPT ACKNOWLEDGEMENT FORM**

**REQUEST FOR PROPOSALS – Solarize North Hempstead– TNH136-2016**

By signing this Acknowledgement and submitting same with its Proposal submission, the undersigned Proposer acknowledges receipt of this Addendum No. 1. Proposer further acknowledges that it has read and reviewed the information contained herein, understands same, and that its questions, if any presented, have been answered satisfactorily. Proposer agrees that it shall incorporate/consider the information contained in this Addendum No. 1 in preparing and providing its proposal price. In addition, this Addendum No.1 Receipt Acknowledgement Form must be signed and dated and attached to the proposal submittal.

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Proposer Acknowledgement Date: \_\_\_\_\_

Print & Sign Company Principal Name & Title: \_\_\_\_\_

\_\_\_\_\_