

**Solarize North Hempstead
Request for Proposals**

RFP # 136-2016

Posting Date: 02/26/2016

Questions Due: 03/16/2016

Proposals Due: 03/28/2016

Proposal submissions and all communications regarding this RFP must be directed to contracts@northhempsteadny.gov

Prior to submitting a proposal

Installers must send an email to communitysolar@nyscrda.ny.gov including the following information; Name of Company, Physical Address, FEIN, and Installer ID Numbers. As a service to Solarize communities and the installers, NYSCRDA will be pre-qualifying installers before proposals are submitted. Please see *Eligibility Requirements* for more information.

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Overview

Solarize North Hempstead invites proposals from solar electric (PV) installers (“Installers”) to participate in Solarize North Hempstead. One or more solar installers may be selected (“Selected Installers”) to provide services to residential and commercial customers participating in Solarize North Hempstead. Proposers must be NY-Sun Incentive Residential and Small Commercial Participating Contractors and meet all eligibility requirements described in this RFP. Installers are welcome to submit joint/consortium proposals, providing that responsibilities are clearly delineated. The Town intends to select an appropriate number of installers so that the campaign can provide both lease and ownership options for residential and commercial properties.

Solarize North Hempstead is a community campaign led by the Town of North Hempstead, supported by a community partners and volunteers. Town of North Hempstead is located in Nassau County, Long Island, NY. The campaign will be conducted in the areas of the Town which are under the jurisdiction of the Town’s Building Department (see map). The residential population of this area is approximately 100,000. The review of all permit applications for solar power are fast-tracked in the Town, and residential rooftop permit fees are waived. The Town has a tree removal permit which must be filed, and all related requirements must be followed, if tree removal is necessary for solar power. Please note that large-scale tree removal is not encouraged by the Town of North Hempstead.

The areas in the remainder of the Town are under the jurisdiction of incorporated Villages, and therefore are not eligible for this campaign. Solarize North Hempstead is participating in Community Solar NY, supported by the New York State Energy Research and Development Authority (NYSERDA) under the NY-Sun initiative. Solarize is designed to reduce customer acquisition costs and other common barriers to promote greater adoption of solar energy.

The goals of this campaign include:

1. To provide North Hempstead property owners with the opportunity to employ solar contractors that have been evaluated by neutral third parties according to their financial stability; staff experience and expertise; product quality; customer service; and which supports the regional and local economy.
2. Provide a discounted installation rate for rooftop and carport (or solar tree) PV installations for Town of North Hempstead property owners, including residential and business properties. Ground mount arrays are not eligible for this campaign.
3. Provide standard grid- connected options, as well as “resiliency” options which allow property owners to generate power when they are not connected to the electrical grid.
4. To further enact the Town’s commitment to environmental responsibility and climate change mitigation.

Complete proposals from eligible Installers that are received by the submission deadline will be reviewed and evaluated by the Solarize Team as described in this RFP.

Once selected, the Selected Installers will collaborate with the Solarize Team, led by the Town’s Office of Sustainability, to roll-out a community marketing and outreach campaign, which is planned to start in May 2016 with the goal of securing 100 contracts for solar installations. Solar installations will continue beyond the outreach period. All leads gained as a result of the outreach campaign will be forwarded to the Selected Installer(s), who will provide the services described in this RFP, including responsive customer service; a transparent pricing/financing structure; and turnkey designs and installation services for participating customers. Properties that are not feasible for Solar PV may be referred to the Long Island Green Homes Initiative for energy efficiency support, unless the proposing team provides an alternate proposal which is found to be acceptable by the Town.

Structures over 200 Square Feet for each Zoning District in the Town of North Hempstead

Prepared by Planning Department
November 2015

LEGEND

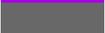
Unincorporated Area 

Structure over 200 Sq.Ft. 

Residential Districts 

Commercial Districts 

Industrial Districts 

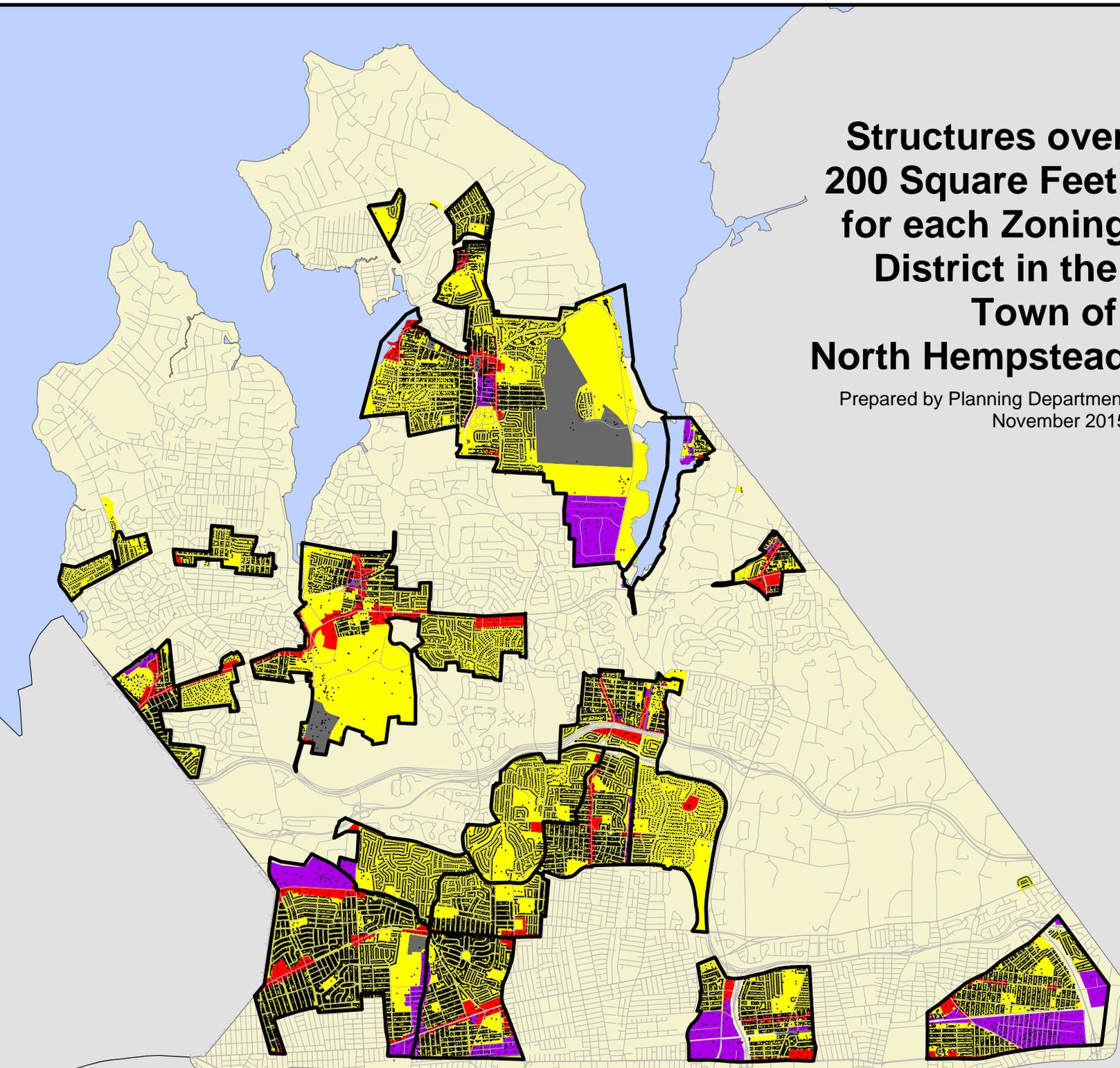
Other Categories 



Zoning Districts in North Hempstead

Count of Structures

Residential		37198
Residential Open Space		51
Residence AAA		37
Residence AA		910
Residence A		5911
Residence B		7472
Residence C		22489
Residence D		55
Multiple Residence		101
Planned Waterfront Residential		41
Golden Age Residence		4
PUD- Senior Residence		87
Public Housing		40
Commercial		1254
Business AA		13
Business A		749
Business B		455
Parking		15
Waterfront Business District		19
Service Commercial		3
Industrial		724
Industrial A		34
Industrial B		642
Planned Industrial Park		32
Modified Planned Industrial Par		16
Other Zoning District		59



Solarize Campaign Summary

This section provides a summary of the Solarize campaign activities and responsibilities. The success of the Solarize campaign depends upon the collaboration of the Solarize Team and its partners, the Selected Installer(s), and participating community members (customers). Please review **Roles and Responsibilities** for more details on expectations for all participants.

Solarize Team Organization and Preparation (Winter 2015 - Spring 2016)

- The Solarize Team organized a team of partner organizations and a core group of individuals responsible for the implementation of the Solarize campaign.
- The Solarize Team successfully applied to participate in Community Solar NY and receive support from NYSERDA (visit www.ny-sun.ny.gov/community-solar for more information).
- The Solarize Team has developed an outreach plan and is preparing for widespread community education and marketing during the public campaign.

Installer Selection (March 2016)

- Eligible solar installers interested in participating in the Solarize campaign review this RFP, including the **Proposal Requirements** section, and submit proposals to the Solarize Team.
- The Solarize Team, with assistance from the Community Solar NY technical assistance provider, reviews and evaluates proposals. Interviews are conducted with a short list of proposing installers.
- The Solarize Team chooses the Selected Installer(s). Proposing installers may be asked to revise their proposals before selection is finalized.

Community Marketing Campaign (May 2016 - October 2016)

- The Solarize Team, working closely with the Selected Installer(s) to coordinate messaging and activities, plans to implement a community marketing and education campaign. The campaign will consist of public meetings and events, media outreach, social media and online marketing, along with other activities to encourage area residents and businesses to sign up before the **Sign Up Deadline**. (See **Attachment A** for list of currently planned events and activities).
- The Solarize Team intends to make use of the Solarize Marketing Toolkit provided through Community Solar NY. The Solarize Team and the Selected Installer(s) may also use other marketing materials and approaches. The Selected Installer(s) will be required to publicize the campaign on their company website and any social media sites (if applicable).
- In all marketing and sales materials, the Selected Installer(s) must use the current utility rate for the customer class, a set escalator rate for predicted utility price and payback, and clearly state these and all other assumptions used.
- The Solarize Team and Selected Installer(s) must clearly present to potential Solarize participants that they are free to independently seek other offers.

Participant Sign Up, Site Assessments, and Contracting (May 2016 – November 2016)

- Interested residential and business customers will be referred to a dedicated Solarize campaign webpage, or to the Town's 311 Call Center. The webpage and the call center operators will be equipped with information about the campaign, Selected Installers, and basic information about the solar power process.
- Participants will sign up through an online form on the webpage, or by placing a service request through the 311 call center. These leads will be accessible to the Selected Installer(s) and Solarize Team through an online platform.
- The Selected Installer(s) will provide free site assessments for all participants. Remote (desktop) assessments may be provided as a first step. Site assessments may be clustered to reduce Installer costs. Participants whose sites are not feasible for solar will be promptly informed, with explanation provided, by the Selected Installers.
- Participants whose sites are feasible for solar will be offered the pricing and financing options established in the Selected Installers' submitted **Profile and Pricing** form.
- The Solarize Team will encourage participants whose sites are feasible for solar installation to sign contracts with the Selected Installer(s) before the **Participant Contracting Deadline**.
- Customers with sites that are deemed feasible for a solar electric installation will have the option to contract with the Selected Installer(s) before the contracting deadline.

Installations (Summer through Winter 2016)

- The Selected Installer(s) will provide technical expertise, free site assessments, financing options/support, RP-487 real property tax exemption form, turnkey installation, and utility interconnection and commissioning services for eligible and interested participants.
- The Selected Installer(s) will provide a clear list of work to be performed and estimated schedule to all customers.
- The Selected Installer(s) may geographically cluster installation work to reduce costs, but is responsible for the timely completion of all work.
- The Selected Installer(s) will continue to communicate progress to the Solarize Team on a biweekly basis.

Solarize Timeline

Please note that dates are estimates and subject to change based on the proposals received. Proposers are welcome to propose new dates for the milestones which are italicized, but Town acceptance is not guaranteed.

RFP for Solarize Installers Released	02/26/16
RFP Questions Due	03/16/16 (midnight)
RFP Question Responses Posted on Town Website by close of business on:	03/21/16
RFP for Solarize Installers: Proposals Due	03/28/16, 4:00 pm
Interviews with Installer(s) (tentative)	04/21/-4/22/16
Installer(s) selected at Town Council meeting	5/10/16
Solarize Launch Event	<i>Week of 5/23/16</i>
<i>Solarize Public Outreach & Education Events</i>	<i>5/15-10/15/16</i>
<i>Participant Sign-Up Deadline</i>	<i>11/15/16</i>
<i>Participant Contracting Deadline</i>	<i>12/15/16</i>
<i>Solar Installations Completed</i>	<i>2/15/17</i>

Eligibility Requirements

Proposals will be ranked according to evaluation criteria listed later in the RFP. In order to be eligible to submit a proposal, solar installers must meet the following minimum criteria:

1. Prior to submitting a proposal send an email to communitysolar@nyserda.ny.gov including the following information; Name of Company, Physical Address, FEIN, and Installer ID Numbers (for each contractor). As a service to Solarize communities and the installers, NYSERDA will be pre-qualifying installers before proposals are submitted based on the following criteria:
 - Be a NY-Sun Participating Contractor in full compliance with all NY-Sun Residential/Small Commercial program rules. Maintain insurance of the types and in the amounts specified in Article 6 of the Selected Installer(s) Participation Agreement with NYSERDA under the NY-Sun Incentive Program.
 - Installer must have a satisfactory average QA inspection score in the NY–Sun program. Unsatisfactory QA scores may result in denial of participation.
2. Hold all relevant licenses and other requirements for the jurisdiction(s) served by the Campaign.
3. Demonstrate at least three years of experience and proficiency in solar electric installations.
4. Have completed installation of a minimum of 100 solar electric installations in New York State.
5. Have an office on Long Island which conducts sales and installations (the office must not conduct marketing as its primary function).
6. Have a policy for the protection of its workers and customers when asbestos is discovered at a job site. A description or copy of the policy must be attached to the application.
7. Provide biweekly reporting to the Town of North Hempstead, including but not limited to name of customer, date of contact, status of lead, and relevant notes.
8. Agree that if at any time throughout the project the applicant is suspended or terminated from the NY-Sun Program by NYSERDA, all work and or services will immediately cease unless otherwise directed by NYSERDA. It is the Campaign's and NYSERDA's discretion to determine a course of action following this removal. All leads generated through the Solarize campaign are owned by the campaign, and must be provided at time of removal.
9. Submit a complete proposal package (by courier, mail, or hand) by 4:00pm on March 28, 2016, to

**Maria Gomes, Director of Purchasing
Town of North Hempstead
220 Plandome Road, Manhasset NY, 11030.**

It is the proposer's responsibility to ensure that the proposal is delivered on time. Proposers must submit two hardcopies and a disc containing a .pdf version of the proposal and the excel pricing form. The electronic versions must not be password protected.

Proposal Requirements

Proposals should be concise and prepared without the use of elaborate marketing materials or non-essential text. Proposals must contain the following clearly labelled sections, and respond to each bullet point and question. Firms that omit information will receive less points, or may be found to be unresponsive and therefore disqualified.

1. **Cover Letter:** Include Solarize RFP Cover Letter (**Attachment B**) signed by authorized company representative on company letterhead.
2. **Solar Installer Profile and Pricing Form:** Proposers must use the *Solar Installer Profile and Pricing Form* template (**Attachment C**) and submit the completed form as a Microsoft Excel file. Follow instructions within the template and fill in relevant fields in all tabs, including:
 - Firm information and experience
 - Certifications, licenses, and insurance
 - Geographic coverage and service territory
 - Capacity for site assessments and installations
 - Customer references
 - Standard pricing for Solarize campaign
 - Price contingencies (adders)
 - Financing options and partners
 - Equipment specifications (manufacturers, models, and warranties for modules, inverters, racking, and other equipment)
 - **Please note that ground arrays are not eligible for this campaign.**
3. **Core Proposal:** Address the key elements of the Proposer's qualifications and services to be provided through the Solarize campaign. The Core Proposal should reference, not repeat, information that is provided in the Profile and Pricing Form. The Core Proposal should not exceed 6 pages, front and back (12 pages of text, total) and must be submitted as a single PDF document. Each page must be numbered. Clearly label each of the subsections outlined below:
 - **Installer Team Qualifications:** Describe the project team, including, but not limited to, partners assisting in project financing, customer service, outreach, and installations.
 - The Town intends to select firms which specialize in commercial/ industrial installations, or in residential installations, and to provide lease and ownership options for both sectors. The Firm must clearly indicate for which of these areas wishes to be considered (i.e., "Residential leasing", "Residential sale", "Commercial leasing" "Commercial sale"). Firms may propose to provide one or multiple options. The Town may select the firm to provide one option, or multiple options, for the Solarize campaign.
 - Installers may provide a joint/consortium proposal, but one Installer must be identified as the lead company, with overall responsibility for performance during the campaign.
 - Highlight relevant experience, skills and capabilities necessary to implement this campaign.
 - Indicate the size of the firm(s), including the number of staff dedicated to installations, marketing, administration, and customer service. Explicitly state the cumulative years of expertise in installation and electrical work possessed by your installation team.
 - Indicate the number of residential and/or commercial installations completed in 2014 and 2015, and the percentages that were leases or sales. Indicate how many of these were located on Long Island.
 - Indicate how many contracts your company has which are currently awaiting installation service.
 - Indicate the current average lead time between contract signing and installation.
 - **Financial Strength and Credit Relationships:** Describe and document the state of the financial health of the company and how it will manage the financial requirements of the volume of installations the Solarize campaign is expected to produce.

- Attach a financial report for Fiscal year 2014 if available.
 - If your firm utilizes a line of credit or has access to other credit facilities, please describe these and provide the contact information for the lending institutions.
 - If equipment suppliers provide your firm with trade credit, please describe these trade credit arrangements and provide contact information for the suppliers.
 - Given the resources available to your firm, indicate the number of additional installations will you be able to take on in 2016 (above 2015 levels).
- **Implementation Plan:** The proposal should outline a detailed and solid strategy that should at a minimum address the following items:
 - Ability to provide the full set of required services to the community throughout the Solarize program, including ability to provide timely customer service, site assessments, program application submissions, and installation services.
 - Ability to begin work immediately upon selection, including providing site assessments to participants who have signed up before the official program launch.
 - A description of a quality assurance process for the solar electric installations.
 - An outline of the process and timeline for managing assessment, contracting, permits, installations, inspections and the interconnection process with the local utility.
 - Installer's geographic proximity to the Town, and how this will shape the services provided.
- **Customer Service:** Briefly and concisely, describe the particular benefits that distinguish your company from other solar companies from the customer's perspective.
 - Provide the number of staff that are responsible for customer service and permitting.
 - Provide the office hours for customer service personnel.
 - Please describe any unique services, features, or benefits that are offered to your customers. Examples may include warranty length and strength, free re-installation of panels during the contract term, permitting services, financing services, relevant in-house expertise, etc.
- **References:** Please list a minimum of five references, including name, address, and phone number.
 - Provide five customer references, including the year that the work was completed. These references should be from various time periods in the last three years, at a minimum (they should not only include recent customers). References from customers with a variety of time periods in the company' history are preferable.
 - If your company has participated in a Solarize campaign, provide reference information for the campaign.
 - If your company provides permitting services, please list two towns in which you have completed a number of permits.
- **Marketing Strategy:** Describe ways in which a collaborative marketing strategy between the community and your team can expand the number of solar projects within the community. The Town has already identified the following activities which may be undertaken for the campaign and may serve as part of the total outreach strategy.
 - The Town and its partners will conduct a variety of social media, e-newsletter, and e-mailing list distributions, and will record a Solarize voice greeting for the Town's 311 call service which will be heard by approximately 3,000 Town residents per week.
 - The Town and its partners will conduct direct community outreach to residents at a number of Town and partner organization events, including the Town S.T.O.P. events, Ecofest, Clean Green Main Street, and at community and congregational gatherings.
 - The Town has identified a pool of property owners within the Town which have minimum building footprints greater than 200 square feet. This list is composed of 28,000 discrete property owners. 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;
 - other criteria (GIS based or other) which may assist in more clearly defining the pool

of potential customers, thus reducing the size of the potential mailing efforts.

- **Pricing Structure and Financing Options:** Provide any additional description (beyond what is included in the Profile and Pricing Form) of the proposed pricing and the financing options you to be offered to Solarize participants.
 - Please provide a base price for Solarize customers, and a tiered pricing structure if appropriate.
 - Include existing relationships with banks or financial institutions, and any other access to financing tools and products.
 - Alternative pricing structures or financial models will be evaluated as appropriate.
- **Low-to-moderate income (LMI) customers:** For residential customers, detail your experience working with LMI customers, and specify if you have completed projects that have received the NY-Sun LMI Added Incentive. Please describe any working partnerships that you have in place which will allow Low-to-Moderate Income residents to perform energy efficiency work in tandem with Solar installations, thus taking advantage of NYSERDA's Affordable Solar Program.
- **Equipment requests:**
 - Proposers must indicate where their panels are manufactured (not where the company headquarters are located). Proposals which use USA- and North-American manufactured panels will be ranked more favorably.
 - What is the efficiency of your panels?
 - **Ground arrays are not eligible for this campaign.**
 - Proposers which offer a "resiliency option" which allows customers to generate and use power when the grid is non-operational, such as microinverters or a backup battery, will be ranked more favorably than proposers that do not.

4. **Sales Contract and Customer Proposal Samples:** Provide in a PDF file.

- Installer's direct purchase contract and/or a lease or PPA agreement with the customer, specifying all terms and conditions for a customer under the Solarize Campaign. Include a section explaining how the final price will be adjusted for all customers when the final pricing tier is determined at the end of the Solarize Campaign.
- Sample of typical customer proposal/estimate, showing system size, project energy production, and expected financial savings. Customer proposals must clearly state all assumptions, including utility price and utility price escalator, and should clearly define all financial incentives from utilities and State & federal agencies.

5. **A written asbestos response policy.**

6. **Additional Forms**

The forms attached hereto in Attachment C must be fully completed, executed and submitted along with the proposer's response to this RFP.

Evaluation Criteria

All proposals must meet the Solarize NY Program objectives and must be responsive to the relevant scope of work and proposal requirements outlined above. Proposals will be evaluated on the general criteria below. The Town reserves the right to select the solar installers which it believes will best meet the needs of Town property owners.

- **Overall quality and value:** Overall quality of proposal and specified equipment, including length and terms of warranty;
- **Experience:** Degree of installer’s experience and proficiency in the scope of work, including demonstrated experience in developing, designing and installing solar electric systems and customer service track records;
- **Implementation capacity:** Ability to provide timely, quality customer service and installations, as well as ability to work well with the Solarize Team;
- **Adequate financial strength:** The selected installer(s) must be able to demonstrate sufficient financial strength to successfully carry out this program (e.g. adequate trade credit and cash availability);
- **Price structure:** Purchase Price (\$/kW) and/or Lease/PPA Price (\$/kWh), either in the form of a base price or for increasing tiers of number of signed contracts within the community. In addition, the value offered by the proposed equipment, price adders, price escalators, and contract terms and conditions;
- **Marketing plan:** Ability of proposal to drive community adoption of solar electric projects and drive down cost of solar electric installations; and ability to reach a well-defined pool of potential customers in order to conduct a streamlined and high- impact campaign;
- **Local Impact:** additional consideration will be given to installers that offer panels made in USA or North America, and which employ local workers.
- **Other Factors:** additional consideration will be given to installers that can provide resiliency options.

Ranking Criteria	100 points, total.
Quality and Value	20 points
Pricing	20 points
Implementation Capacity	15 points
Financial Stability and Viability	15 points
Experience	10 points
Marketing Plan	10 points
Local Impact	5 points
“Resiliency” installation option	5 points

General Conditions

The following conditions apply to this RFP:

General RFP Conditions and Requirements

There is no express or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request, and the Town will not reimburse such expenses.

Any inquiries concerning this RFP must be in writing or by email and should be addressed to Maria Gomes, Procurement Coordinator at contracts@northhempsteadny.gov. All inquiries must bear the RFP number assigned to this RFP.

To be considered, copies of a proposal must be received by the Procurement Division at 220 Plandome Road, Manhasset, New York 11030 by 4:00 p.m. **March 28, 2016**. The Town reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarification from a proposer, or to allow corrections on non-material errors or omissions or waive non-material requirements. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. If conducted, oral presentations will be scheduled with each proposer being considered.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

It is anticipated the selection of a firm will be completed on May 10, 2016. Following notification of the selected firm it is expected an agreement will be executed between both parties by June 1, 2016.

The Town reserves the right, as best serves its interest, to change any of the projected dates set forth in this RFP, including, but not limited, to the due date for receipt of proposals.

No subcontracting shall be permitted without the express permission of the Town.

Indemnification

To the fullest extent permitted by law, the Selected Installer(s):

- (i) shall indemnify and hold harmless the Town, NYSERDA and the Solarize Partners, and its officers, employees, agents, and servants (collectively, the "Indemnified Parties"), from and against any and all liabilities, losses, costs, expenses (including, without limitation, reasonable attorneys' fees and disbursements), and damages (collectively, "Losses"), including Losses attributable to acts or omissions of the Selected Installer(s) or the Selected Installer(s)'s Agents, if any, arising out of or in connection with this RFP and any agreement arising out of this RFP, except, however, that the Selected Installer(s) shall not be held liable for occurrences resulting from the negligence of the Town, NYSERDA or the Solarize Partners.
- (ii) shall, upon the Town's, NYSERDA's or the Solarize Partners' demand and at the Town's direction, promptly and diligently defend, at the Selected Installer(s) sole risk and expense,

any and all suits, actions, or proceedings which may be brought or instituted against one or more of the Indemnified Parties and which arise out of the negligent performance of the Selected Installer(s), or its independent contractors, if any, in connection with this Agreement, and the Selected Installer(s) shall pay and satisfy any judgment, decree, loss, or settlement in connection therewith.

- (iii) shall, and shall cause the Selected Installer(s)'s Agents to, cooperate with the Town, NYSERDA and the Solarize Partners in connection with the investigation, defense, or prosecution of any action, suit, or proceeding arising out of or in connection with this RFP and any agreement arising out of this RFP.

The obligations of the the Selected Installer(s) pursuant to this paragraph hereof shall not be limited by reason of enumeration of any insurance coverage listed in this RFP or any agreement arising out of this RFP. Nothing in this Paragraph or elsewhere in this RFP or any agreement arising out of this RFP shall create or give to third parties any claim or right of action against the Town, NYSERDA or the Solarize Partners beyond that which legally exist. The Selected Installer(s)'s indemnification obligation hereunder shall survive the expiration or termination of any agreement arising out of this RFP.

Limitation of Liability

The Town of North Hempstead, NYSERDA and the Solarize Team Members shall not be liable to the Selected Installer(s) for any special, indirect, incidental, consequential, punitive, or exemplary damages of any kind whatsoever, whether based on contract, warranty, tort (including negligence or statutory liability), or otherwise.

Non-discrimination

The Selected Installer(s) agrees and warrants that they will not discriminate or permit discrimination against any person or group of persons in any manner prohibited by the laws of the United States or of the state of New York.

Waiver Authority

The Solarize Team reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to modify the anticipated timeline, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this RFP at any time prior to installer selection.

Confidentiality Statement

Proposal documents are generally considered to be a matter of public record once the contract for work has been awarded. The Solarize Team will endeavor to keep information confidential if the proposer marks the subject information as confidential, provided that the matters are withheld from the public are in such a manner as to leave no discretion on the issue.

Disclaimer

This RFP does not commit the Solarize Team to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. The Solarize Team reserves the right to accept or reject any or all proposals received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in its best interests.

Records Access

The Selected Installer shall maintain full and complete books and records of accounts in accordance with accepted accounting practices and such other records as may be prescribed by the Town Comptroller, including a contemporaneous record of work indicating in brief summary, a description of the work performed. Such books and records shall be retained for a period of six (6) years and shall at all times

be available for audit and inspection by the Town Comptroller, the Town's auditors or a duly designated Town representative. The firm will promptly provide a response to any requests from the Town's Records Access/FOIL Officer.

Insurance

In addition to any insurance requirements imposed in any agreement between the Selected Installer(s) and NYSERDA, the Selected Installer(s) shall procure and maintain during the term of any agreement resulting from this RFP, with a carrier holding an "A" rating from AM Best Company, or its equivalent, and furnish certificates of insurance evidencing its procuring, the following insurance policies:

- (i) Commercial general liability insurance covering the liability of the firm, and indemnifying and holding harmless the Town, its agents, employees and representatives from any and all loss and/or damage arising out of the performance of the services with a combined single limit (bodily injury/property damage) of One Million Dollars (\$1,000,000). The Town shall be named as additional insured on said policy;
- (ii) Workers' compensation insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57(2); and
- (iii) Disability benefits insurance or proof of its not being required to secure same, as evidenced by certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220(8).

In addition, Selected Installer(s) shall maintain, or cause any contractor retained to perform installation work to maintain, Builders Risk Insurance covering the structures upon which solar facilities will be installed, and in each instance, will name the owner of the structure as an additional insured.

Minimum Services

The selection a Selected Installer and the execution of an agreement with the Selected Installer does not in any way guarantee any minimum amount of installations.

Independent Contractor

The selected Installer(s) is an/are independent contractor(s) of the Town and NYSERDA. The Selected Installer(s) shall not, nor shall any officer, director, employee, servant, agent or independent contractor of the Selected Installer(s) (a "Contractor Agent"), be (a) deemed a Town or NYSERDA employee, (b) commit the Town or NYSERDA to any obligation, or (c) hold itself, himself, or herself out as a Town or NYSERDA employee or Person with the authority to commit the Town or NYSERDA to any obligation. As used in this paragraph, the word "Person" means any individual person, entity (including partnerships, corporations and limited liability companies), and government or political subdivision thereof (including agencies, bureaus, offices and departments thereof).

Further Agreement

The list of conditions presented in this RFP is not exhaustive, and any arrangement with a Selected Installer must culminate in a fully-negotiated final agreement that will contain all of the terms and conditions governing the relationship between the Selected Installer(s), any subcontractors, the Town, NYSERDA and the Solarize Partners.

Roles and Responsibilities

	Solarize Team	Selected Installers	Customer
Organize Solarize Campaign	<ul style="list-style-type: none"> • Gather a Community Team of volunteers, including a lead contact and a Selected Installers selection committee • Evaluate Installer proposals and select an Installers • Find hosts for solar open houses and events • Build partnerships among various community leaders/organizations to help with outreach 	<ul style="list-style-type: none"> • Submit accurate and complete proposal 	
Reduce Costs	<ul style="list-style-type: none"> • Lead community outreach to help the Solarize Campaign reach target goals • Help community participants understand Solarize approach and set expectations 	<ul style="list-style-type: none"> • Provide competitive, transparent pricing • Give free site assessments • Help customers understand and apply for available incentives • Assist customers in assessing purchase/financing options 	<ul style="list-style-type: none"> • Provide all necessary information • Be responsive to scheduling requests
Marketing/Outreach	<ul style="list-style-type: none"> • Organize/mobilize community networks and utilize a broad range of tactics to get the word out • Host outreach events and table at existing community events • Send regular Solarize updates to community contacts • Manage customer expectations 	<ul style="list-style-type: none"> • Participate in outreach planning • Participate in community outreach events where appropriate • Manage customer expectations • Publicize campaign on website and social media pages • Supplement community outreach (direct mail, yard signs, etc.) 	<ul style="list-style-type: none"> • Promote Solarize through social media and networking circles • Consider volunteering to help with the campaign
Education	<ul style="list-style-type: none"> • Answer community questions about the Solarize Campaign • Answer basic solar energy questions and direct residents to available resources 	<ul style="list-style-type: none"> • Present at the Solarize launch event and workshops 	<ul style="list-style-type: none"> • Attend educational events and ask questions

		<ul style="list-style-type: none"> • Answer technical questions from volunteers/residents 	
Web and Media	<ul style="list-style-type: none"> • Assist in providing content (including photos and stories) for Solarize web pages and media outreach • Encourage and cooperate in local media coverage (print, radio, TV) • Submit “letters to the editor” to local newspapers 	<ul style="list-style-type: none"> • Cooperate with Solarize Team to provide content (e.g., photos, stories) and accommodate reporters 	<ul style="list-style-type: none"> • Consider participating in media coverage
Customer Service	<ul style="list-style-type: none"> • Provide participants with information about the Solarize campaign and process • Respond to inquiries and forward to the Installers as appropriate 	<ul style="list-style-type: none"> • Follow up promptly to participant sign-ups and inquiries • Have a dedicated contact for Solarize customers • Provide explanation for all adders 	<ul style="list-style-type: none"> • Be responsive to Installer communications

Attachment A: Planned Events and Activities

Below is a list of currently planned events and activities. Proposers are welcome to propose additional events.

Event and Venue (List events)	Date/Time	Number of attendees	Assign roles
<i>S.T.O.P. Programs</i>	<i>4/2016, 5/2016, 6/2016, 9/2016</i>	<i>1000 attendees per program</i>	<i>Office of Sustainability and Solid Waste Management Authority Employees may distribute literature to residents</i>
<i>Ecofest</i>	<i>5/15/2016</i>	<i>3000-5000 festival attendees</i>	<i>Office of Sustainability and Installer(s) will table event</i>
<i>Town of North Hempstead Business and Tourism Development Corporation and Office of Sustainability Business Solarize event</i>	<i>TBD</i>		<i>BTDC, Office of Sustainability, and Installer(s) will attend and promote campaign</i>
<i>Special meetings by invitation to Congregations and Neighborhood Associations</i>	<i>TBD</i>		<i>Office of Sustainability and Installer(s) will attend and promote campaign.</i>
<i>Harborfest</i>	<i>6/2016</i>	<i>3000-5000 festival attendees</i>	<i>Office of Sustainability and installer(s) will table event</i>
<i>Funday Monday events for senior citizens</i>	<i>7/2016- 8/2016</i>	<i>200+ seniors every Monday</i>	<i>Office of Sustainability will table events</i>

Attachment B: Solar Installer Cover Letter

Attachment B: Solar Installer Cover Letter Solarize North Hempstead

The undersigned is the duly authorized representative of the company or entity identified below (the "Company"), with full authority to sign this document and to submit the Company's proposal pursuant to the Solarize North Hempstead Request for Proposals (the "RFP").

I hereby certify:

- That the Company's Headquarters are located in _____, and our Long Island Office is located at _____. This office employs approximately _____ installation professionals.
- The Company wishes to be considered for (Please select one: Residential installations, Commercial & Industrial Installations, or All types of installations). The company provides (Please select: lease options, or ownership options, or lease and ownership options).
- The Company is duly organized and in good standing under the laws of the jurisdiction in which it is organized. The financial statements are true, correct and complete and fairly present the financial condition of the Company as of their date. Since the date of the most recent financial statements, there has been no material adverse change in the Company's financial condition. All tax returns required to be filed in any jurisdiction have been duly filed, and all taxes due in respect of the Company have been duly paid.
- The Company has read the RFP, understands it and is familiar with its requirements.
- The information contained in this proposal, and any correspondence or other documentation relating to this proposal, are all true, correct and complete. The information disclosed by the Company in this proposal relating to corporate partnerships, affiliations and other relationships is true, correct and complete.
- The Company understands and acknowledges that, until a final selection is made under the RFP, the Solarize Team may enter into discussions with the Company to negotiate the terms of its proposal in an effort to reach the most favorable arrangement for the relevant community. Moreover, the Solarize Team reserves the right (i) to reject any or all proposals; (ii) to waive defects or irregularities in any proposal; (iii) to discontinue discussions at any time and for any reason; (iv) to correct inaccurate awards; (v) to change the timing or sequence of activities related to Solarize North Hempstead; (vi) to modify, suspend or cancel Solarize North Hempstead; and (vii) to condition, modify or otherwise limit the mandate pursuant to the RFP.
- By submitting this proposal, the Company represents and warrants that, if it is selected under this RFP, it will comply with the terms of the RFP and will perform all of the duties and obligations of the "Selected Installer" under the RFP.

Installer: _____
(Printed Name of Installer Organization)

By: _____ Title: _____
(Printed Name of Authorized Representative)

Signature: _____ Date: _____

ATTACHMENT D

PROPOSER'S QUALIFICATION STATEMENT

INSTRUCTIONS:

The Bidder's Qualifications Statement consists of the following documents:

1. Statement of Understanding;
2. Disclosure Form;
3. Noncollusive Proposal Certification;
4. Certification of Insurance (*to be completed by an authorized insurance agent*); and
5. Acknowledgement of Receipt of Addenda Form.

Please complete **ALL FIVE** forms and submit with the Proposal.

THE TOWN RETAINS THE ABSOLUTE RIGHT TO REJECT ANY PROPOSAL THAT FAILS TO INCLUDE COMPLETE AND ACCURATE ORIGINALS OF ALL FOUR FORMS INCLUDING ALL APPROPRIATE ACKNOWLEDGMENT(S) AND BEARING THE SIGNATURE OF A NOTARY PUBLIC.

STATEMENT OF UNDERSTANDING

By signing in the space provided below, the undersigned certifies, under penalty of perjury, as follows:

1. I am duly authorized to submit this Bid/Proposal on behalf of the below listed sole proprietorship/company/partnership/corporation.
2. That he/she has read and understands all terms and conditions pursuant to this RFP.
3. That he/she has the capacity to and will abide by all terms and conditions pursuant to this RFP.
4. That he/she agrees to accept payment in accordance with the requirements of the RFP; and
5. That he/she agrees that the proposed submitted to the Town shall be irrevocable and that he/she will, if his/her proposal is accepted, enter into a contract with the Town of North Hempstead pursuant to the terms and conditions set forth in the RFP.
6. That he/she certified that his/her sole proprietorship/company/partnership/corporation will carry all types of insurance specified in the contract.

The undersigned further stipulates that the information in this Proposal is, to the best of its knowledge, true and accurate.

Signature

Name of Bidder

Title of Person Signing

Sworn to and subscribed on

this _____ day of _____, 20____

(Notary Public)

DISCLOSURE FORM

The signatory of this questionnaire certifies under oath the truth and correctness of all Statements and of all answers to interrogatories hereinafter made.

Provide answers to each of the following and supporting documentation, where necessary:

1. **Adverse Equal Opportunity Determinations:** Identify all adverse determinations against your Company/Corporation/Partnership, or its employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints concerning violations of state, Federal or municipal equal opportunity laws or regulations.

2. **Convictions and Unscrupulous Practice:** Has your Company/Corporation/Partnership, or any of its employees present or past, or anyone acting on its behalf, ever been cited for unscrupulous practice, or been convicted of any crime or offense arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business, or has any of your Company/Corporation/Partnership's officers, director or persons exercising substantial policy discretion ever been convicted of any crime or offense involving business/financial misconduct or fraud? If so, describe the convictions and surrounding circumstances in detail.

3. **Pending or Threatened Actions/Suits:** Describe any past or present action, suit, proceeding or investigation pending or threatened against your Company/Corporation/Partnership including, without limitation, any proceeding known to be contemplated by government authorities, private parties, or current or former clients.

4. **Criminal Misconduct:** Has your Company/Corporation/Partnership, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your Company/Corporation/Partnership's business which is still pending, or has any of the Company/Corporation/Partnership's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving business or financial misconduct or fraud which is still pending? If so, describe the indictments or charges and surrounding circumstances in detail.

5. **Conflicts of Interest:** disclose any of the following, and describe any procedures your Company/Corporation/Partnership has, or would adopt, to assure the Town that a conflict of interest would not exist in the future):

(a) Any material financial relationships that your Company/Corporation/Partnership or any Company/Corporation/Partnership employee has that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

(b) Any family relationship that any employee of your Company/Corporation/Partnership has with a member, employee, or official of the Town or that may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

(c) Any other matter that your Company/Corporation/Partnership believes may create a conflict of interest or the appearance of a conflict of interest in contracting with or representing the Town.

6. **Financial Disclosure:** Submit with this Disclosure Statement Form, any one of the following three items:

(a) a financial statement, prepared on an accrual basis, in a form which clearly indicates: Bidder's (1) assets, liabilities and net worth; (2) date of financial statement; and (3) name of firm preparing statement.

(b) a letter of credit reference from a recognized bank or financial institution; or

(c) a certified copy of a credit report from a recognized credit bureau, such as Dun and Bradstreet or TRW.

THE TOWN RETAINS THE ABSOLUTE RIGHT TO REJECT ANY PROPOSAL THAT FAILS TO INCLUDE COMPLETE DISCLOSURE STATEMENT FORM.

Dated at _____, this _____ day of _____, 20____.

(Signature, if Individual)

By: _____
(Signature)

(Seal, if corporation)

Print Name: _____
(Legal Business Name of Company/Partnership/Corporation)

Print Title: _____

[MANDATORY AFFIDAVIT(S) AND ACKNOWLEDGMENT APPEARS ON FOLLOWING PAGE]

-----**(Affidavit for Individual)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) _____ he/she is an authorized representative of the Proposer; b) he/she has read all statements and answers to this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) the attached letter of credit/certified copy of credit report or financial statement, taken from his/her books, is a true and accurate statement of his/her financial condition as of the date thereof; and b) all of the foregoing qualification information is true, complete, and accurate.

-----**(Affidavit for Partnership)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is a member of the partnership of _____, b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) he/she is familiar with the books of said partnership showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said partnership, is a true and accurate statement of the financial condition of the partnership as of the date thereof; and d) all of the foregoing qualification information is true, complete and accurate.

-----**(Affidavit for Corporation)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that: a) he/she is _____ of _____ (Full Legal Name of Corporation); b) he/she has read all statements and answers this DISCLOSURE STATEMENT FORM, including the attached letter of credit/certified copy of credit report or financial statement submitted pursuant to interrogatory number 6 Financial Disclosure; c) he/she is familiar with the books of said corporation showing its financial condition; c) the attached letter of credit/certified copy of credit report or financial statement, taken from the books of said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof; and d) that all of the foregoing qualification information is true, complete and accurate.

-----**(Acknowledgement)**-----

_____ being duly sworn, deposes and says, under penalty of perjury, that he/she is _____ of _____ (Name of Proposer) that he/she is duly authorized to make the foregoing affidavit and that he/she makes it on behalf of () himself/herself: () said partnership; () said corporation.

Sworn to before me this _____ day of _____, 20_____, in the County of _____, State of _____.

(Notary Public)

My commissioner expires: _____

NONCOLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

I, hereby certify under the penalties of perjury that the foregoing statement is true.

By:	_____
_____	_____
–	Date
Proposer’s Signature	
_____	_____
_____	_____
Print Name	Title
_____	_____
_____	_____
Legal Name of Individual or Business Name of Company/Partnership/Corporation	Proposer's Federal Tax Identification # (Do Not Use SS#)
_____	_____
_____	_____
Address	Email Address

[MANDATORY ACKNOWLEDGMENT APPEARS ON FOLLOWING PAGE]

INSURANCE CERTIFICATION

TO BE COMPLETED BY AN AUTHORIZED INSURANCE AGENT

INSTRUCTIONS:

Please complete this Insurance Certification and attach copies of proof of insurance as follows:

- (a) **Commercial General Liability/Automobile Liability:** ACCORD-25 FORM.
- (b) **Worker’s Compensation:** Certificates or affidavits approved by the State Workers’ Compensation Board pursuant to State Workers’ Compensation Law § 57 (2) evidencing proof of workers’ compensation insurance *or* proof of Bidder not being required to secure same.
- (c) **Disability Benefits Insurance:** Certificates or affidavits approved by the State Workers’ Compensation Board pursuant to State Workers’ Compensation Law § 220 evidencing proof of disability benefits insurance *or* proof of Bidder not being required to secure same.

This form and all supporting documentation must be submitted with this Bid/Proposal even if said information is on-file with the Town in connection with another bid, project or contract.

(Name and Address of Bidder)

Name of Bid: _____ Bid Number: _____

(1) Commercial General Liability with completed operations (plus X.C.U. when applicable), to which the Town of North Hempstead has been added as additional insured, and Automobile Liability: \$ 2,000,000.00 Combined single limit (bodily and personal injury/property damage).

Insurance Carrier (Commercial General Liability): _____

Policy Number(s): _____

(2) Worker’s Compensation:

Insurance Carrier: _____ Policy Number(s): _____

(3) The above insurance is effective with New York State admitted insurance companies, and is A rated or equivalent to A rated.

(4) Policy cancellation or non-renewal shall be effective only upon thirty (30) days prior notice by certified mail to: **Town of North Hempstead, Office of the Town Attorney, 220 Plandome Road, P.O.B. 3000, Manhasset, New York 11030**
Authorized Insurance Agent’s Signature and Title: _____

Name, Insurance Affiliation and Address:

Dated _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

The bidder hereby acknowledges that he/she has received and that he/she has considered in the preparation of his/her proposal, all requirements in the following Addenda to this RFP:

Note: This acknowledgement shall be signed by the person executing the Statement of Understanding. Insert additional pages, as necessary.

ADDENDUM NUMBER	DATE OF ADDENDUM	ACKNOWLEDGEMENT

<p><input type="checkbox"/> <u>NO ADDENDUM</u> WAS RECEIVED IN CONNECTION WITH THIS PROPOSAL</p> <p>ACKNOWLEDGEMENT:</p> <p>_____</p>

IMPORTANT NOTICE:

THIS FORM MUST BE COMPLETED AND SUBMITTED BY ALL PROPOSERS. IF NO ADDENDA ARE RECEIVED, CHECK THE “NO ADDENDUM” BOX ABOVE AND SIGN THE ACKNOWLEDGMENT.

THE TOWN RETAINS THE ABSOLUTE RIGHT TO REJECT AND PROPOSAL THAT FAILS TO INCLUDE THIS ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM