



ASSET MANAGEMENT

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**REQUEST FOR PROPOSALS
SOLAR PV GRID CONNECTED SYSTEM
FOR THE NORTHPORT APARTMENT BUILDING
RFP #16-2010
RELEASED: August 3, 2010
PROPOSALS DUE: August 24, 2010 at 1:00 pm
SITE TOUR: August 10, 2010 at 2:00 pm**

TO: Solar Grid Vendors

FROM: Laura Sheinbaum, Assets Project Manager

**RE: RFP for Solar PV Grid Connected System for the Northport
Apartments
1133 Portland Place, Boulder, CO 80304**

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A. Overview, Process and Deadlines

1. Overview

Proposals will be received by Boulder Housing Partners (BHP) at our office located at 4800 Broadway, Boulder, CO 80304 by Tuesday, August 24, 2010 at 1:00 pm for the supply of material and installation of solar PV systems on a 50 unit affordable housing site called Northport Apartments. There will not be a public bid opening.

Northport is located at 1133 Portland Place, Boulder, CO 80304. The building is a two-story mid-rise that is exclusively dedicated to senior and handicap housing. The building is comprised of twenty (20) efficiency-bedroom units (studios) and thirty (30) one-bedroom units. Northport is a slab-on-grade structure with a sloped roof on the North side and a flat roof on the South side connected by enclosed passageways. The initial building was built in 1971; half the building burned down and was rebuilt in the late 1990's. The units do not have separate meters. Total project size will be determined by maximizing available roof space.

2. Process and Deadlines

Bid documents will be available on the BHP website (www.boulderhousing.org) on August 3, 2010 after 12:00 pm.

An optional pre-bid site tour will be held at the Northport Apartments on Tuesday August 10th at 2:00 pm.

Submittals are to be received at the address below no later than **August 24, 2010 at 1:00 pm**. Submittals must be delivered or mailed to:

RFP Solar PV Systems c/o Laura Sheinbaum
Boulder Housing Partners
4800 Broadway
Boulder, CO 80304

The deadline for written requests for scope of work clarification will be August 17, 2010 at 5 pm. All requests must be emailed to Matt Warner at warnerm@bouldercolorado.gov. All emailed written questions and responses will be shared with all known bidders by email.

Only those submittals received by August 24, 2010 at 1:00 pm will be considered. Any submittal received after the specified date and time will be returned unopened.

Please do not use any binders, folders, etc. Please provide one (1) original and one copy.

3. Summary of Dates:

- **August 3, 2010:** Invitation to Bid available for download from BHP website, www.boulderhousing.org.
- **August 10, 2010 at 2:00 pm:** Optional pre-bid meeting and site tour to be held at Northport Apartments, 1133 Portland Place, Boulder, CO 80304.
- **August 17, 2010 at 5:00 pm:** Written clarification deadline due by email to Matt Warner, warnerm@bouldercolorado.gov.
- **August 24, 2010 at 1:00 pm:** Bids due at Boulder Housing Partners main office, 4800 Broadway, Boulder, CO 80304.

B. BHP Background

1. About Boulder Housing Partners

Boulder Housing Partners is the largest provider of affordable housing for lower income households in the city of Boulder. Our mission is to "provide a broad range of safe, affordable and high quality housing programs for families of low and moderate income". BHP was formed by the City Council of the City of Boulder in 1966 under provisions of state law to address the need for decent, safe, and sanitary housing in Boulder.

Boulder Housing Partners owns and manages more than 1,000 units of affordable housing in Boulder. The properties comprising these units are widely varied and include, for example, twelve HUD-subsidized housing sites; and 23 non-HUD properties. These properties provide a continuum of housing choices to a large cross section of families. BHP leases dwelling units to elderly, minorities, single parents, families, and the disabled.

Further, BHP is an active partner with the City of Boulder in developing programs and policies to meet the housing needs of the community.

A nine-member board of Commissioners, all of whom are appointed by the mayor and one of whom is a current City Council member, provides direction for the organization. Betsey Martens, supervises day-to-day operations and all development opportunities. There are approximately 50 staff members in the organization. BHP performs many functions that include property management, development of new properties, acquisition

of new units, community organizing, administrative functions, and maintenance services.

C. Scope of Work: Equipment and Services

1. System Specifications

- a. Supply final design of system appropriate to the specifications of the site using UL 1703 approved PV modules manufactured in the U.S. AUL 1741 approved inverters manufactured in the U.S.A. System must include remote monitoring functionality.
- b. Supply all material for complete installation. Minimum 25-year warranty on PV modules, 10-year warranty on inverters.
- c. Supply all installation services. Minimum 10-year warranty on installation.
- d. Apply for and obtain all needed Building Permits.
- e. Apply for and manage Xcel Energy Solar*Rewards application process.
 - o Solar*Rewards payments will be assigned to either Boulder Housing Partners or the Contractor to be determined in contract negotiations.
- f. Manage Building Inspection process through final inspection sign off.
- g. Conduct post net metering hook up training for Boulder Housing Partner's staff.
- h. Contractor will install solar system in accordance with the Manufacturer's installation guidelines.
- i. Davis-Bacon Wages apply. A link to current wage rates is available on the BHP website.
- j. Contractor will minimize disruption to residents.
- k. Contractor will propose and execute a safety plan for both installers and residents.

D. Project Summary

Our specific goals for this project are to add PV solar panels to the roof structure of Northport to increase energy efficiency. BHP's overall goals for the property

are as follows:

1. Rehabilitate the property prioritizing:
 - a. Health and Life Safety
 - b. Energy Efficiency
 - c. Aesthetics

E. Submittal Requirements

1. Elements to Include in Proposal

- a. Submittal Letter
- b. System Design Description
 - PV Module layout design. (Maximize PV Watts per roof dimensions and obstructions.)
 - Line drawing for system.
 - Module, Inverter and Mounting Specifications.
 - Itemized Cost Breakout as follows (please use Mandatory Bid Form for this information):
 - System Size, Total Material Cost, Total Labor Cost, Cost per Watt excluding Building Permit Fees, Building Permit Fees, Total Cost including Building Permit Fees, Xcel Solar Rewards, Final Cost.
- c. Specialization of firm and experience (include kW installed to date) that directly relates to the project described including a listing of all appropriate licenses and certifications. Please provide documentation that, as a general contractor, the bidder has installed similar types of multi-unit/apartment building Solar PV Grid Connected systems.
- d. Organizational chart or description, include principals and the individual who will be responsible for work under this Request for Proposal and their qualifications.
- e. Listing of sub-contractors, if appropriate, including their qualifications.
- f. Three references for which the firm has performed related work for in the last two years.
- g. Proof of General Liability and Workman's Comp Insurance coverage.

- h. Experience managing projects to federal requirements such as Davis-Bacon Act, Section 3, and American Recovery and Reinvestment Act (ARRA) funds and specific actions that will be taken to accommodate this project. Please include in your submission a prediction of your use of "eligible residents" and "eligible business concerns." An eligible resident is a low or very low income resident residing in the region. An eligible business concern is a business that is at least 51% owned by eligible residents or at least 30% of its full time employees include persons who are eligible residents or were eligible residents at their date of hire with the business.
- i. Insurance Company Name, address, phone, fax, and email.
- j. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are as follows:
 - **Commercial General Liability:** Minimum of \$150,000 per person and \$1,000,000 per occurrence.
 - **Worker's Compensation Insurance:** Equal to or at least \$100,000 per employee.
 - **Automotive Insurance:** Minimum of \$100,000/\$300,000 for bodily insurance and \$50,000 for property damage.
 - **Pollution Insurance:** Recommended minimum coverage of \$1,000,000 per occurrence. Only necessary if contractor spraying or applying chemicals outdoors.

2. Signature Block, Attachment

3. Bond Requirement

Each bid shall be accompanied by a money order, certified check, or bid bond payable to Boulder Housing Partners in the amount of not less than five percent (5%) of the total amount of the bid. No bid will be considered unless accompanied by such deposit. Such check or bid bond shall be forfeited to BHP if the bid is accepted and the bidder fails to sign a contract within fifteen days of final award notification.

4. Non-collusive affidavit

5. Completed Mandatory Bid Form for pricing as furnished by BHP

F. Screening Criteria

The information submitted will provide the basis for selection. Responses will be scored based on the following selection criteria and weighted as indicated in parentheses.

1. Firm expertise including experience in solar installation (30)
2. Design compatibility based on the Scope of Work (25)
3. Price (20)
4. Schedule (projected date of completion) (15)
5. References (10)

G. General Information

- 1. Submittal Rejection:** BHP has the right to reject any and all submittals and waive any irregularities therein, if it is found to be in the best interest of Boulder Housing Partners. Submittals not received by the required deadline are ineligible for consideration and will not be opened. Boulder Housing Partners may change the deadline at any time in order to assure adequate review of the submittals.
- 2. Limitation of Liability:** Bids shall be prepared at the bidder's expense and become a BHP record and therefore public record.
- 3. Minimum Bid Requirements:** IF BHP determines that any bidder does not meet the minimum bid requirements, the bid may be rejected. Technical irregularities in the bid requirements may be waived if BHP determines that such waiver does not compromise the integrity of the bidding process.
- 4. Open Records:** Bidders may inspect the bids after the contract award in accordance with the provisions of the Colorado Public Records Act. However, if BHP determines that all bids should be rejected and a re-bid is necessary, it may hold the bid in confidence until the re-bid has been completed.
- 5. Buy American Clause:** This project must follow the Buy American requirements of Section 1605 of the ARRA and use only iron, steel and manufactured good produced in the United States for this project.
- 6. Davis Bacon Wages:** Due to sources of funds, Davis/Bacon wages will apply to the construction phase of work to be performed. Current schedule of wages rates is available at the following website:
<http://www.wdol.gov/wdol/scafiles/davisbacon/CO16.dvb>. A link is also available on under the Bids/RFP tab of BHP's website, www.boulderhousing.org.

- 7. HUD Section 3:** Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u): Section 3 requires that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible be directed to: 1) low and very low income persons, particularly those who are recipients of government assistance for housing; and 2) businesses which provide economic opportunities to low and very low-income persons. Any employment generated by this contract shall be listed in Workforce Boulder County's Connect in Colorado website at www.connectingcolorado.com. BHP provides a preference to those companies that can demonstrate that they have in place a policy to recruit and hire recipients of housing assistance.
- 8. DUNS Number:** Vendors will be required to obtain a Data Universal Numbering System (DUNS) number if selected as a contractor for ARRA funded projects. If you need a DUNS number, visit D&B at <http://fedgov.dnb.com/webform?rfid=fedrep?rfid=fedrep>. Dun & Bradstreet (D&B) provides a Data Universal Numbering System (DUNS) Number, a unique 9-digit identification number, for each physical location of a business or organization. Using the DUNS Number as a unique identifier for your organization helps the Government know the business or organization submitting reporting information to FederalReporting.gov.
- 9. Sales Tax:** According to Boulder Revised Code 3-2-17d, the City Manager shall waive sales and use taxes otherwise payable under this chapter on construction projects for the rehabilitation of housing for low income persons whose income does not exceed thirty-five percent of the area median income for Boulder County. Therefore, neither sales tax nor use tax should be included in total bid.
- 10. Withdrawal of Bid:** No bids may be withdrawn within a period of forty-five days after the date set for the bid opening, but a bid may be withdrawn up to twenty-four hours prior to the deadline for submitting bids.
- 11. Liquidated Damages:** Liquidated damages for this project are \$100 per day.
- 12. Contract and Method of Payment:** The final form of contract and scope of services will be negotiated between Boulder Housing Partners and top ranked firm after the selection process is complete.

The contract generated by this Request for Proposal may be cancelled by BHP for non-compliance with specifications, program requirements, and the inability to perform the contracting requirements of BHP or continued safety hazards. The cancellation notification shall state the cause or reason for the

cancellation. Such cancellation would be at no charge to the BHP other than for work authorized and completed at the time of termination.

Contractor shall provide all items, articles, certifications, operations mentioned or herein specified, related labor services, tools, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work; the Contractor shall repair such problem fully at Contractor's own expense. After completion of said work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at Contractor's expense. Contractor will repair damage to the site that is caused by the contractor.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor will disclose to the managing agent if anyone working for the contractor is related to an employee of the managing agent prior to signing this contract.

13. Bond Requirements: The bidder to whom a contract is awarded will be required to furnish a Performance Bond and a Payment Bond to Boulder Housing Partners. The Performance Bond and the Payment Bond shall be furnished in the aggregate amount of one hundred percent (100%) of the contract amount in conformity with the requirements of the contract documents.

14. Federal Fair Housing Law: Boulder Housing Partners does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, national origin, or sexual orientation.

15. Right of Termination: Boulder Housing Partners reserves the right to terminate the selection proceedings at its option at any time during the process.

16. Contact Information

Laura Sheinbaum, Assets Project Manager

Phone: (720) 564-4646

Email: sheinbaumL@bouldercolroado.gov

Matt Warner, Real Estate Intern

Phone: (720) 564-4616

Email: warnerm@bouldercolorado.gov

Thank you for reading our solicitation. We hope you consider submitting a proposal.

**Mandatory Bid Form
Request for Proposal #16-2010
Northport Solar System**

Requested Proposal Items	
1. System Size	
2. Total Material Cost	
3. Total Labor Cost	
4. Cost per Watt excluding Building Permit Fees	
5. Building Permit Fees	
6. Total Cost including Building Permit Fees	
7. Xcel Solar Rewards (Rebates)	
Total Cost less Solar Rewards	

SIGNATURE AND PRINTED NAME

_____ **Authorized Representative**

_____ **Title**

_____ **Company**

_____ **Address**

_____ **Phone Number**

_____ **Fax Number**