

REQUEST FOR QUOTES

FOR THE INSTALLATION OF A
PHOTOVOLTAIC SYSTEM AT THE
TORO FIRE STATION AND
ADMINISTRATIVE OFFICES

Monterey County Regional Fire
Protection District

Toro Station Solar RFQ
RFQ #2023-03
August 2023

BY 5:00 P.M. ON SEPTEMBER 15, 2023

Request for Quote

The Monterey County Regional Fire Protection District (MCRFD) is soliciting quotes from a qualified contractor to design, fabricate, deliver, install, and maintain a rooftop utility-interactive solar photovoltaic system.

Statement of Work

1. PROJECT IDENTIFICATION

1.1. Project: Roof mounted photovoltaic system

1.2. Location: MCRFD Station 1, 19900 Portola Drive, Salinas CA 93908

2. BACKGROUND

2.1. Objective.

Contractor shall provide a total “turnkey” project including all necessary equipment, materials, design, manufacturing and installation services for the installation of a roof mounted utility-interactive photovoltaic system. The contractor should prepare system summary detailing each location, applicable equipment/size, predicted system energy production (kWh).

2.2. Scope.

The contractor shall perform all professional services as necessary to provide MCRFD with a complete design package including the requirements outlined in this Statement of Work. The contractor shall install the project such that it is operational and compliant with all applicable standards, building codes, UTILITY interconnection requirements, and STATE requirements. The contractor shall include specifications, calculations and drawings in the design package, and turn it over to MCRFD. After approval by MCRFD of the final design package, the contractor shall provide all necessary construction to successfully complete the photovoltaic system installation. The awarded contractor shall apply for and manage the rebate funding under a utility and with renewable energy certificates (RECs) paperwork.

2.2.1. Design Guidelines for roof mounted photovoltaic system

Design Guidelines for Rooftop PV. Contractor shall develop a design for a new photovoltaic system at 19900 Portola Diver, Salinas CA 93908 to support the energy needs of the Fire Station, Administration and ancillary building on the site

- Mounting system shall limit roof penetrations and shall be either building integrated roof PV or fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Conduit penetrations shall be minimized.
- If system is not building integrated or membrane sealed, system shall be fixed tilt (minimum 5 degrees tilt for flat roof or flush mounted for sloped roof) with an orientation that maximizes annual energy production.
- All roof access points shall be securely locked at the end of each day.

- System layout shall meet local fire department, code and ordinance requirements for roof access.

2.2.2. Performance Criteria. The following performance criteria shall be met for all arrays:

- Quotes shall provide estimated energy delivery for each array, for each month of the year and total for the year. The estimated annual energy delivery for all arrays shall be identified
- All proposed/implemented PV array locations shall be shade free from 9AM until 3PM (solar time). Contractor shall provide documentation of shading calculations for exterior extents for each proposed array. These calculations may be modified for shading obstructions that will be removed and mitigated as part of the project. Suggested documentation would include sun path diagrams for exterior array locations or SunEye measurements.
- All PV hardware components shall be either stainless steel or aluminum. PV structural components shall be corrosion resistant (galvanized steel, stainless steel, composites, or aluminum).
- The project, including supports and power conductors, shall not interfere with roof drains, water drainage, expansion joints, air intakes, existing electrical and mechanical equipment, existing antennas, and planned areas for future installation of equipment shown on drawings.

2.2.3. Production Metering. The project shall have:

- At least one production meter at POI.

2.2.4. Construction. Perform all construction necessary for the successful installation of the system based upon the approved design.

2.3. Technical Requirements and Reference Materials

2.3.1. Code Compliance. Installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural and electrical codes. Only products that are listed, tested, identified, or labeled by UL, FM, ETL, or another Nationally Recognized Testing Laboratory shall be used as components in the project. Non-listed products are only permitted for use as project components when a comparable useable listed component does not exist. Non-listed products proposed for use as components must be identified as such in all submittals.

2.4. Roles and Responsibilities.

2.4.1. Contractor.

- Must be a licensed contractor within the State of California
- The contractor is required to provide:
 - Design concepts
 - Construction documents and engineering calculations that are signed and sealed by a licensed architect or engineer
 - Submittals for materials and products

- Construction materials, equipment and labor
- Design and construction supervision / contract management
- Quality control plan (QCP)
- Safety plan
- Inspections and tests (per QCP)
- Manuals (design calculations, operation/maintenance, shop drawing, etc.)
- Operation and Maintenance during first year and optional service plan after the first year

2.4.2. Contractor Insurance Requirements

- Minimum insurance levels – contractor shall maintain insurance at the following minimum levels:
 - Commercial general liability – contractor shall maintain commercial general liability insurance for the term of the agreement, including products liability, covering any loss or liability, including the cost of defense of any action for bodily injury, death, personal injury and property damage which may arise out of the operations of the Contractor with coverage in an amount not less than \$1,000,000- per occurrence/\$2,000,000 aggregate.
 - Automobile liability – Contractor shall maintain automobile liability insurance coverage for hired and non-owned auto for the term of the agreement covering any loss of liability, including the cost of defense of any action, arising from the operation, maintenance or use in the amount not less than \$1,000,000 per accident for bodily injury and property damage. This insurance shall provide contractual liability cover all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.
 - Workers' Compensation – If contractor employs any person, Contractor shall maintain Statutory Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor with limits of not less than \$1,000,000 per accident.
 - Professional Liability Insurance – Contractor shall maintain professional liability insurance for licensed professionals performing work in connection with this Agreement in an amount not less than \$1,000,000 per claim, \$1,000,000 aggregate for damages that may be the result of errors, omissions, or negligent acts of Contractor. Any deductible is the responsibility of the Contractor.
 - Endorsements – The insurance policies shall be endorsed as follows:
 - Commercial General Liability Insurance – the Monterey County Regional Fire Protection District (including its elected officials, employees, and agents) shall be named as additional insured.
 - Contractor insurance is primary to any other insurance available to the District with respect to any claim arising out of this Agreement. Any insurance maintained by the District shall be excess of the Contractor insurance and shall not contribute with it.
 - Certificate of Insurance will indicate Contractor insurance will not be cancelled without 30-days written notice to the District.
 - Qualifications of Insurers – all insurance companies providing coverage to Contractor shall be insurance organizations authorized by the

Insurance Commissioner of the State of California to transact the business of insurance in the State of California.

- General Liability/Umbrella Insurance – the coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.
- Waiver of Subrogation – Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Contractor, its employees, agents, and subcontractors.

2.4.3. MCRFD will:

- Review for approval design submittals and QCP
- Witness inspections and test witnesses to verify attainment of performance requirements
- Make progress payments for design / construction as agreed

3. QUOTE CONCEPT DRAWINGS AND SPECIFICATIONS SUBMISSIONS

3.1. Concept Drawings. The contractor shall provide MCRFD with concept drawings with the quote. The drawings must indicate the proposed location of the PV array(s) and access points along with a one-line electrical diagram showing inverters, transformers, meters, and interconnection locations.

3.2. Concept Information.

3.2.1. The quote shall include major equipment information, proposed installation/interconnection information, applicable incentive information, and performance characteristics of the system. Identify an appropriate location for the solar PV inverter equipment and its related components and environmental control systems that will meet the following criteria:

- Ease of maintenance and monitoring
- Efficient operation
- Low operating losses
- Secured location and hardware
- Compatibility with existing facilities
- Visual harmony

3.2.2. All products shall comply with the technical requirements shown under section 8, "Solar Electric Module Array". At a minimum, the proposed concept information shall include:

Equipment Information:

- System description
- Layout of installation
- Selection of key equipment and layout of equipment

- Performance of equipment components, and subsystems
- Specifications for equipment procurement and installation
- All engineering associated with structural and mounting details
- Controls, monitors, and instrumentation
- Operation and maintenance service plan

Installation Interconnection Information:

- Solar electric array orientation (degrees)
- Solar electric module tilt (degrees)
- Electrical grid interconnection requirements
- Integration of solar PV system with other power sources
- System type and mode of operation (utility interactive)

Performance Characteristics

- Shading calculation documentation
- Total system output
- Estimated kWh/month per array (shown over a 12 month period)
- Warranties and guarantees

Applicable Incentives

- Identify all applicable incentives including the Direct Pay provision of the Inflation Reduction Act of 2022.

Interconnection Agreement

- Provide confirmation that the PV systems will be designed to comply with applicable UTILITY interconnection requirements.

Cost

- Total bid price of project to MCRFD upon the completion of installation. Any applicable rebates and incentives shall be included in the bid price

4. DESIGN SERVICES

Solar PV system shall be designed and engineered to maximize the solar energy resources, taking into consideration the customer’s electrical demand and load patterns, proposed installation site, available solar resources, existing site conditions, proposed future site improvements, and other relevant factors.

Design Services for this project shall require a schematic design submission, a design development submission, a check set submission and a construction document submission. A final set of as-built drawings shall also be provided to MCRFD. These submissions shall be delivered to MCRFD based on the project schedule submitted and approved by MCRFD. The design package shall include the following details:

- 4.1. Timeline/Project Schedule.** Contractor is required to provide an estimate on project timeline and schedule.
- 4.2. Post Award Conference.** Within 21 calendar days after receipt of the contract award. The meeting will be attended by MCRFD team members and the contractor's personnel. At a minimum, the prime contractor's project manager and foreman, the primary designer, and a representative of any subcontractor performing over 25% of the work must attend. The meeting will be held at the project location. The purpose of the meeting will be to discuss the contractor's plan for completing the design and construction, including a construction schedule. A walk-through of the site will occur at the end of the meeting.
- 4.3. Specifications.** A full set of specifications shall not be required for this project. However, specifications that express all information and demonstrate sufficient detail so as to direct the construction work outlined in this Statement of Work shall be required. The specifications package shall be coherent enough that any contractor not familiar with the project would be able to construct the project design. The specifications shall include all equipment information, proposed installation and interconnection information, and performance characteristics of the system.
- 4.3.1.** All drawings, estimates, calculations, and specifications shall be in English units.
- 4.3.2.** The contract shall take into account a construction plan producing a minimum disruption of day-to-day activities, utilities, services, etc.
- 4.4. Construction Drawings.** Provide drawings for each discipline required (architectural, structural, electrical, etc.), with separate plans for new work and demolition as well as special types of drawings where necessary, such as enlarged plans, equipment curbing and flashing details, roof penetration details etc. Drawings shall clearly distinguish between new and existing work.
- 4.4.1.** Each drawing shall indicate project title, project number, array identification and location, A/E firm, A/E's address and/or phone number, contract number, drawing title, drawing type, drawing number, and key plan. A cover sheet shall be provided and shall include a list of the drawings, legend, vicinity map, and location map in addition to all items required for each drawing. Each A/E submission shall be clearly dated and labeled. Each drawing sheet submitted shall include a graphic scale in the lower right-hand portion of the sheet. At a minimum, the following drawings are required:
- Site plan including utility locations and connections – shall show staging and phasing requirements.
 - Electrical plans – including single line diagram and utility interconnection.
 - Electrical details.
 - Roof plan and/or carport plan – showing the full layout of the system and detailing any obstacles that must be permanently or temporarily removed or relocated.
 - Array support and mounting details.
 - Any drawings that may be required to install a complete project.
 - Water proofing details

4.4.2. The contract documents shall sufficiently define the Statement of Work and shall stand on their own.

4.4.3. Specifically address the means to keep the existing building accessible and operational by means of relocation and / or phasing.

4.5. Calculations. The contractor will provide the following calculations.

4.5.1. System Electrical Calculations.

- PVWatts calculation
- System energy production calculation showing estimated monthly and yearly energy output for each array
- Energy value and project cash flow

5. DESIGN SUBMISSIONS

Awarded contractor will secure from governing agencies and the utility company all required rights, permits, approvals, and interconnection agreements at no additional cost to MCRFD. The awarded Contractor will complete and submit in a timely manner all documentation required to qualify for available rebates and incentives.

5.1. Design Reviews. For each design / drawing submissions, MCRFD reserves the right to make comments and request changes after the receipt of the submission. Reviews will be made by MCRFD staff. As part of its review, MCRFD may offer submission reviews to local code officials. MCRFD shall provide review comments within fourteen (14) calendar days of receipt of the submission.

5.2. Purpose. MCRFD will review the contractor design submissions to verify adherence to contract requirements. Design reviews by MCRFD are not to be interpreted as resulting in an approval of the contractor's apparent progress toward meeting contract requirements but are intended to discover any information that can be brought to the contractor's attention that might prevent errors, misdirection, or rework later in the project. The contractor shall remain completely responsible for designing, constructing, operating and maintaining the project in accordance with the requirements of this Statement of Work.

5.3. Resolution of Comments. The contractor shall respond to all design review comments in writing, indicating one of the following: (1) adoption and action taken, (2) adoption with modifications and action taken, (3) alternative resolution and action taken, or (4) rejection. In cases other than unqualified adoption, the contractor shall provide a statement as to why the reviewer's comment is inappropriate. If the contractor believes that any MCRFD design comments or requested changes will result in a change in the contract cost, they shall notify MCRFD within seven calendar days of receiving the comment(s) and provide a detailed cost estimate of anticipated contract modifications. Rejection items shall not go forward to the construction phase until adequate resolution to the rejected item has been approved by MCRFD. Design review comments shall not relieve the contractor from compliance with terms and conditions of this contract. The contractor's comment resolution shall be transmitted to MCRFD within seven (7) calendar days of comment receipt and incorporate discussions from the scheduled design comment review meetings.

6. UTILITY INTERCONNECTION AGREEMENT

- 6.1. The contractor shall coordinate with UTILITY to ensure that the project satisfies all UTILITY criteria for interconnection of the project to the UTILITY electric distribution system. This includes coordinating all negotiations, meeting with UTILITY, design reviews, and participating in any needed interaction between UTILITY and MCRFD.
- 6.2. The contractor is responsible for preparing required submissions for obtaining the Net Energy Metering (NEM) and interconnection agreement from the utility. MCRFD will sign the NEM and interconnection agreements, not the contractor.
- 6.3. The contractor shall manage interconnection and startup of project in coordination with MCRFD and UTILITY. The contractor shall at its own expense pay any interconnection, processing, and other fees and expenses as may be required by UTILITY for interconnection and operation of the project.

7. Quality Control Plan

- 7.1. **Content.** For each performance and installation requirement, the QCP shall identify: item/system to be tested, exact test(s) to be performed, measured parameters, inspection/testing organization, and the stage of construction development when tests are to be performed. Each inspection/test shall be included in the overall construction schedule. The contractor is not relieved from required performance tests should these not be included in the plan.

The QCP is intended to document those inspections and tests necessary to assure MCRFD that product delivery, quality and performance are as required. It also serves as an inspection coordination tool between the contractor and MCRFD. An example of these inspections/tests is the final test/inspection for overall performance compliance of the system. Results from tests and inspections shall be submitted within 24 hours of performing the tests and inspections.

At a minimum, the QCP should conform to "IEC 62446 Grid Connected Photovoltaic Systems - Minimum Requirements for System Documentation, Commissioning Tests, and Inspections (2009)".

Performance tests will be conducted at the final commissioning/acceptance testing, and one year after the acceptance date. Performance tests will include I-V curve traces for all PV strings. For project acceptance, measured performance at maximum power point must be at least 90% of expected performance, which will be adjusted for concurrently measured cell temperature and plane of array (POA) irradiance. This can be accomplished using a current industry standard I-V curve tracer with capability to compare measured PV string I-V curves with nameplate performance of PV string compensated for concurrent cell temperature and POA irradiance measurements. If performance is less than 90% at the one year performance tests (measured using the same method as for project acceptance), contractor shall promptly troubleshoot and correct any malfunction or issues as necessary to return project to 90% measured performance or better. The contractor shall supply MCRFD with detailed documentation of malfunction or errors and all corrective actions taken.

7.2. Submissions. The QCP shall be prepared and submitted within 21 calendar days of the post award conference meeting and prior to any construction on-site. The QCP may be rejected as incomplete and returned for resubmission if there is any performance, condition or operating test that is not covered therein.

7.3. Updating. During construction, the contractor shall update QCP if any changes are necessary due to any changes or schedule constraints. MCRFD shall be notified immediately of any schedule and/or procedural changes.

8. SOLAR ELECTRIC MODULE ARRAY

8.1. Photovoltaic Modules

8.1.1. PV modules shall be a commercial off-the-shelf product, shall be UL listed, and shall be on the California Senate Bill 1 (SB1) List of Eligible SB1 Guidelines Compliant Photovoltaic Modules to be eligible for Construction Specifications Institute (CSI), and shall be properly installed according to manufacturer's instructions, NEC, and as specified herein.

8.1.2. The PV modules shall be installed such that the maximum amount of sunlight available year-round on a daily basis should not be obstructed. At a minimum, all PV arrays shall be shade free from 9 a.m. until 3 p.m. (solar time). All projects must include documentation of the impact from any obstruction on the seasonal or annual performance of the solar electric array.

8.1.3. The solar electric system shall produce the minimum annual AC energy output. If the system is proposed to produce more than the minimum required energy output to reduce the cost per delivered kWh then the system shall produce the "proposed" energy. The output will be adjusted if the actual yearly solar insolation received is less than that indicated by PVWatts. A normalizing calculation will be made to correct the output, so a contractor is not penalized for an extremely cloudy year.

8.1.4. System wiring shall be installed in accordance with the provisions of the NEC.

8.1.5. All modules installed in a series string shall be installed in the same plane/orientation.

8.1.6. Panel installation design shall allow for the best ventilation possible of panels to avoid adverse performance impacts.

8.1.7. Warranty. Provide a panel manufacturer's warranty as a minimum: No module will generate less than 90% of its specified minimum power when purchased. Measurement made under actual installation and temperature will be normalized to standard test conditions using the temperature and coefficients published in the module specifications.

8.2. Inverter and Controls

8.2.1. Each inverter and associated controls shall be properly installed according to manufacturer's instructions.

- 8.2.2.** Inverters shall be commercial off-the-shelf product, listed to UL 1741 and IEEE 1547, and shall be on the California Senate Bill 1 (SB1) compliant List of Eligible Inverters per SB1 guidelines:
<http://www.gosolarcalifornia.org/equipment/inverters.php>

The inverter shall have at a minimum the following features:

- UL/ETL listed
 - Peak efficiency of 98% or higher
 - Inverter shall have operational indicators of performance and have built-in data acquisition and remote monitoring.
 - The inverter shall be capable of parallel operation with the existing AC power. Each inverter shall automatically synchronize its output waveform with that of the utility upon restoration of utility power.
- 8.2.3.** Warning labels shall be posted on the control panels and junction boxes indicating that the circuits are energized by an alternate power source independent of utility-provided power.
- 8.2.4.** Operating instructions shall be posted on or near the system, and on file with facilities operation and maintenance documents.
- 8.2.5.** Provide detailed lock out /tag out instructions for all equipment.
- 8.2.6.** Power provided shall be compatible with onsite electric distribution systems.
- Install inverters and control panels in most optimum locations with appropriate environmental protection. Roofs may be used if structurally sufficient. If inverters are mounted outside they shall be shaded from direct sun from 10 a.m. to 6 p.m. in the months of June to August and be able to be secured.
- 8.2.7.** Warranty. A 10-year manufacturers' warranty shall be provided.

8.3. Control Panel to Solar Electric Array Wire Runs

- 8.3.1.** Areas where wiring passes through ceilings, walls or other areas of the building shall be properly restored, booted, sealed and returned to their original condition.
- 8.3.2.** All wiring between the roof and the point of interconnection shall be underground and meet applicable codes.
- 8.3.3.** Thermal insulation in areas where wiring is installed shall be replaced to "as found or better condition." Access doors to these areas shall be properly sealed and gasketed.
- 8.3.4.** All field electrical devices shall have the capability to be locked as appropriate.

8.4. Transformers

8.4.1. Stand-alone boost up transformers not incorporated into the inverters shall be National Electrical Manufacturers Association (NEMA) premium efficiency. Exterior transformers shall be housed in a NEMA 3R enclosure and be pad mounted. They shall be located next to switchgear housings where indicated on drawings.

8.5. Structural Requirements

8.5.1. All structures, including array structures, shall be designed in accordance with all applicable state and local codes and standards.

8.5.2. All structural components shall be non corrosive (galvanized steel, stainless steel or aluminum). All hardware shall be stainless steel or aluminum. All components shall be designed to obtain a minimum 40 year design life.

8.5.3. All roof penetrations shall be designed and constructed in collaboration with the roofing professional or manufacturer responsible for the roof and roofing material warranty for the specific site. The number and size of the penetrations necessary to extend the power and control cable into the building must be kept to a minimum and grouped in a single location when practicable. All roof installations and weather proofing of penetrations shall not compromise the roof warranty, or if roof has no warranty, accepted best practice. The roof penetrations and roof connections shall be warranted for weather tightness for ten (10) years from the installer including parts and labor.

8.5.4. Rooftop installations where there is no parapet or the parapet is less than 42", a 6' safety zone from the roof edge to the PV system shall be maintained. A 3' clear path of travel shall be maintained to and around all rooftop equipment. Design shall address access for maintenance and replacement of the equipment. Appropriate fall protection or temporary platforms shall be incorporated into the design to allow for this maintenance and replacement work. If the inverters are mounted on the roof this equipment shall have permanent access walkways installed to facilitate monitoring and maintenance.

8.6. Attachment to Roof

8.6.1. The system shall be mounted using the best means practicable, such as direct attachment or a fully ballasted system. All penetrations and structural connections associated with supports and conduit shall be kept to a minimum and shall be water-proof.

8.7. Lightning Protection. Provide surge protection on all electrical systems.

8.8. PV System Installation Warranty. The PV systems shall carry a ten (10) year workmanship warranty by both the manufacturer and the installer including parts and labor.

9. QUALIFICATIONS FOR INCENTIVES

- 9.1. Incentives and Benefits:** Contractor shall determine and select all incentives and benefits available to the project, except that it shall select from among any mutually exclusive incentives for which the project might qualify in a way reasonably expected to maximize net present value to MCRFD of all incentives and benefits, RECs, energy cost savings that might be realized in relation to the project.

Contractor shall complete all applications and pay all deposits and fees for the selected incentives and ensure that MCRFD receives all benefits of incentives to the extent reasonably within Contractor's control.

10. SHOP DRAWINGS/PRODUCT DATA

- 10.1. Submissions.** The Contractor shall submit shop drawings and product data / submittals, catalog cuts, etc. as stipulated herein. Shop drawing/product data submissions to MCRFD shall be made after review and approval by the contractor. All approved product data and shop drawings shall be delivered to MCRFD in one submission electronically.

The contractor shall combine all product data submission material into hard copy manuals for reference during all phases of construction. Shop drawings shall be bound with product data.

See also Electronic Project Management requirements in Section 1, General Requirements.

- 10.2. Reviews.** Reviews of shop drawings and product data by MCRFD are not to be interpreted as an approval of the Contractor's product selections. The contractor shall remain completely responsible for constructing the PV system in accordance with all contract performance requirements.

- 10.3. Products for Submission.** The contractor shall provide shop drawings and product data for all systems, equipment and materials.

11. INSPECTIONS AND TESTS

- 11.1. General.** The contractor shall perform inspections and tests throughout the construction process including: existing conditions/needs assessments, construction installation placement/qualification measurements and final inspections/tests performance certification. Periodic "quality" inspections shall also be conducted to support progress payments as identified in the contractor's QCP.

- 11.2. MCRFD Witness.** All inspections and tests, to verify documented contract assumptions, to establish work accomplishment, or to certify performance attainment shall be witnessed by MCRFD and/or construction management (CM) and coordinated through the QCP.

- 11.3. Final Inspections and Tests.** In order to ensure compliance with provisions of the NEC, an inspection by a licensed electrical inspector is mandatory after construction is

complete. Unless otherwise identified, manufacturer recommendations shall be followed for all inspection and test procedures. The NEC inspection shall be conducted by an independent third party electrical inspector familiar with PV systems. Provide qualifications of the proposed third party inspector for review and approval prior to conducting the NEC inspections.

Tests shall include a commissioning of the array. Commissioning tests shall conform with the requirements in Section 7 (QCP). Commissioning shall be performed for the entire PV system. This data shall be used to confirm proper performance of the PV system.

- 11.4. Documentation.** Inspections/tests required in the QCP shall result in a written record of data/observations. The Contractor shall provide two (2) copies of documents containing all test reports/findings. Test results shall typically include: item/system tested, location, date of test, test parameters/measured data, state of construction completion, operating mode, contractor inspector/MCRFD witness, test equipment description and measurement technique.

12. Project Closeout

- 12.1. Preparation for Final Inspection and Tests.** The following steps shall be taken to assure the project is in a condition to receive inspections and tests. Finalize record drawings and manuals, indicating all "as-built" conditions.
- 12.2. Record Drawings.** The contractor shall maintain on site the working record drawings of all changes/deviations from the original design. Notations on record drawings shall be made in erasable red pencil or other color to correspond to different changes or categories of work. Record drawings shall note related change order designations on impacted work. When shop drawings indicate significant variations over design drawings, shop drawings may be incorporated as part of record drawings. Review of record drawings may be required before monthly payments can be processed.
- 12.3. As-Built Drawings and Specifications.** The Contractor shall provide "as-built drawings" and documents based upon actual site installation. Should MCRFD determine that variations exist between finished construction and the as-built drawings, the contractor shall correct drawings to the satisfaction of MCRFD.
- 12.4. Warranties and Guarantees.** Submit specific warranties and guarantees, final certifications and similar documents to MCRFD upon substantial completion and prior to final payment. Include copies with operations and maintenance manual. All warranties shall be signed by a principal of the contractor's firm and sealed if a corporation.
- 12.5. Maintenance Manual.** Provide a detailed operation and maintenance manual including diagram of system components, description of normal operation; description of operational indicators and normal status of each, table of modes of operation, safety considerations, preventative maintenance requirements, troubleshooting and corrective actions; sources of spare parts and cut-sheets for all components.

12.6. Demonstration and Training. Provide MCRFD approved training for designated personnel in the operation of the entire photovoltaic energy system, including operation and maintenance of inverter(s), transfer switches, panel board, disconnects and other features as requested by MCRFD.

13. Operations and Maintenance Service.

13.1. Provide operation and maintenance of the solar array systems for one year. Work shall include all manufacturer recommended maintenance as well as a 12 month performance commissioning as outlined in in section 7.1 (QCP). MCRFD shall be invited to witness all performance commissioning. A maintenance log shall be maintained to note dates, equipment and issues being resolved. Contractor should be available within 48 hours to respond to natural disasters (extreme storm, hail, wind events) to inspect array for damage.

14. Submittal Requirements

14.1. Contact Person. All questions and correspondence shall be directed to the following person:

David Sargenti, Fire Chief
Monterey County Regional Fire Protection District – Administration
19900 Portola Drive, Salinas, CA 93908
Phone: (831) 455-1828
Fax: (831) 455-0646

If the above person is not available to provide an immediate answer to a question, they will research the question, determine the appropriate response, and communicate the answer to all interested proposers, as appropriate.

Interested proposers shall not contact any other MCRFD officer or employee with questions or suggestions regarding this Request for Quotes without first contacting the person listed above. Any undue pressure or badgering of MCRFD personnel may result in disqualification of the proposer from further consideration.

15. Calendar of Events

The preliminary phase of the project is expected to follow this schedule of events:

<u>Date</u>	<u>Event</u>
August 28, 2023 by 5:00 p.m.	RFQ released
September 15, 2023 by 5:00 p.m.	Quotes due and must be received, <u>no later than</u> 5:00 p.m. Pacific Time.
September 27, 2023	Announcement of selected proposer

MCRFD reserves the right to reject any and all quotes, to postpone or revise the abovementioned dates for its own convenience, to make an award in its own best interests, and to waive any informalities or technicalities. Should MCRFD choose to extend the quote period and modify the due date, potential proposers will be notified via First Class U.S. Mail.

16. Basis of Award/Quote Evaluation

- 16.1. The evaluation of quotes and selection of the CONTRACTOR will be conducted by MCRFD employees.
- 16.2. Quotes will be evaluated based on the following criteria:
- Understanding of the Statement of Work and proposer's Proposed Methodology.
 - Delivery Schedule.
 - Past experience and performance of the proposer's team on similar work including: individuals in the firm assigned to do the work; cost control; quality of work, and meeting scheduled milestones.
 - Cost. Will services be performed at fair and reasonable prices?
- 16.3. MCRFD reserves the right to conduct independent reviews and interview proposers submitting quotes prior to making any selection. MCRFD will not be liable for any costs associated with your firm preparing its response to the Request for Quotes.
- 16.4. No proposer will be allowed to modify the content of quote at any time after the submission deadline, except in direct response to a request from MCRFD for clarification or for an oral interview, provided that no such modification will result in a substantive amendment to the quote. MCRFD reserves the right to reject any or all quotes received as a result of this request and at its discretion waive any informality, technical defect or clerical error in any quotes.

17. Quote Format and Content

- 17.1. Quotes shall include responses to the questions listed below. Please clearly label answers to all questions. The questions must be completely addressed in the body of the quote and be presented in the order indicated. Proposers must have a minimum of two (2) years of professional experience in general engineering site work and utilities. They shall have completed a minimum of three (3) projects of similar complexity and scale; and shall have demonstrated experience of similar scope projects. Firm must employ qualified individuals who are licensed and/or otherwise qualified in the following disciplines:

1. California State Licensed General Engineering Contractor (Class A)

Questions:

1. Name of proposer and principal contact person, including office location, address, telephone number, fax number and email address.
2. Brief description and history of the firm and experience of the principal contact with the firm.
3. Description of the services, materials, and systems as they relate to the proposed scope of work that your firm proposes to provide to the DISTRICT for this project.

4. Description of three (3) projects of similar scope for a public agency within the last five (5) years. Please provide project name, location, brief description of work, contract amount, and date of completion. List any liquidated damages or claims that were paid, citations by OSHA, if any, or failure to pay prevailing wage or other federal/state required taxes or contributions. Please provide a reference for each project.
5. Provide the total bid price of project to MCRFD upon completion of installation. Any applicable rebates and incentives shall be included in the bid price.

18. Quotes Submittal

One original of each quote must be received no later than **5:00 p.m, Friday, September 15, 2023** in the office of Fire Chief, David Sargenti, Monterey County Regional Fire District, at 19900 Portola Dr., Salinas, California 93908.

All quotes must be submitted in sealed envelopes bearing on the outside the proposer's name, address and the title **Request for Quotes – Toro Station Solar RFP #2023-03** or via email to **dsargenti@mcrfd.org**. It is the sole responsibility of the proposer to see that the quote is received by the proper time.