

RFQ #2023 - 69

**SOLAR PHOTOVOLTAIC CONSULTANT
PROJECT MANAGEMENT SERVICES**

Sealed packages will be received by the Groton Public Schools Facilities Department, Attention Sam Kilpatrick, 1300 Flanders Road, Mystic, Connecticut 06355, up to:

2:00 PM, Thursday, 18 May, 2023

NOTE:

1. No proposal shall be accepted from, or contracts awarded to, any person/company who is in arrears to the Town of Groton upon debt, or contract or who has been within the prior five (5) years, a defaulter as surety or otherwise upon obligations to the Groton Board of Education or the Town of Groton.
2. Submissions are to be submitted in a sealed envelope and clearly marked "RFQ # 2023 - 69 " on the outside of the envelope, including all outer packaging, such as, DHL, FedEx, UPS, etc.

REQUEST FOR QUALIFICATIONS

The Groton Public Schools (“District”) is soliciting statements of qualifications for Project Management Services for the installation of various solar photovoltaic systems for school buildings, as solar opportunities become available. Some projects may be in conjunction with roof replacement, which will require coordination with the Architect.

Each project will be subject to the State of Connecticut Department of Administrative Services Office of School Construction Grants and Review (“CT DAS OSCG&R”) requirements. The project team must demonstrate project experience and knowledge of these requirements.

REQUESTS FOR INFORMATION (RFI) / ADDENDA

Direct all requests in writing to:

Groton Public Schools
Attention: Sam Kilpatrick
Director of Facilities
1300 Flanders Road
Mystic, CT 06355
E-mail: skilpatrick@groton.k12.ct.us

NOTE: Verbal requests for information will NOT be accepted.

All requests must be received in writing prior to 12:00 PM on Wednesday May 5, 2023.

Response will be in the form of an addendum that will be posted approximately Thursday, May 11, 2023 on the DAS website and the BOE website: <https://www.grotonschools.org/aboutus/finance-office>

It is the responsibility of each bidder to retrieve addenda from the website. Any contact about this RFQ between a proposer and any other Town/School official and/or department manager and/or Groton Public Schools employee, other than as set forth above, may be grounds for disqualification of that Bidder. No questions or clarifications shall be answered by phone, in person or in any other manner than specified above. Addenda will not be mailed, e-mailed or faxed.

PROPOSED PROJECT SERVICES

Groton Public Schools requires the services of a qualified project team experienced in similar projects to act as the Project Manager. The project team will be responsible for management of all phases of the project, including, but not limited to; representing the District throughout the CT DAS OSCG&R process; cost estimation; grant preparation and submission; creation of the project manual; competitive bid solicitation and administration; design planning; permitting; construction supervision; recordkeeping; meeting attendance and presentation; and grant close-out.

EVALUATION CRITERIA

Groton Public Schools will accept qualifications from a project team experienced in school solar photovoltaic project management and CT DAS OSCG&R.

In order to be considered, the following items must be included in the submission:

- A. A proposed scope of work.
- B. Qualifications and experience of the project team.
- C. Understanding of solar photovoltaics, the associated project life cycle and project cost.
- D. Experience with managing projects through CT DAS OSCG&R.
- E. Experience with the Zero Emission Renewable Energy Credit (ZREC) process.
- F. At least five (5) solar photovoltaic projects managed in the last three (3) years.
- G. Awareness of potential project issues, opportunities and constraints.
- H. Professional references from minimum two (2) school solar photovoltaic projects.
- I. Coordination of solar installation with roof replacement
- J. Experience with FAA requirements.

All firms will be evaluated based on the following criteria:

- A. Background and experience in providing services to municipalities or similar type environments.
- B. Demonstrated success on previous projects.
- C. Credentials of staff.
- D. Organizational stability.
- E. Effective communication, accuracy of response, and compliance of requirements.

TERMINATION OR AMMENDMENT

The District reserves the right to amend or terminate this RFQ, to reject any or all respondents, to request additional information, to waive any informalities or non-material deficiencies in a response, and to take any and all other action that, in the District's sole judgement, will be in its best interests.

The District reserves the right to ask any respondent to clarify their response or to submit additional information that the District, in its sole discretion, deems desirable.

In addition, the District may, before or after the statement opening and in its sole discretion, clarify, modify, amend or terminate this RFQ if the District determines it is in the District's best interest to do so. Any addenda will be posted to the Connecticut DAS Contracting Portal. Each proposer shall be responsible for checking the DAS website to determine if the District has issued any addenda to the RFQ and if so, to complete their submission in accordance with the RFQ as modified by the addenda.

QUALIFICATIONS

The firm shall possess significant experience related to the scope of services, including knowledge of federal, state and local municipal regulations and requirements in general, and the ability to work collaboratively with District staff.

The submission should include the following information:

- Size of firm, including available technical staff.
- Geographical location from where services will be provided.
- Number of staff to be employed on the project (full-time and part-time).
- Include description of all services and estimated deliverables.
- References for projects performed for other municipalities of similar size.

If the respondent is a joint venture, the qualification of each firm comprising the joint venture should be separately identified and the firm that is to serve as the principal should be identified. Complete information on qualifications and experience should be provided for all joint venture partners and/or subcontractors.

FORMAT OF SUBMISSION

1. Submit two (2) printed copies (one marked as original) and one (1) USB digital copy in pdf format.
2. Provide a general description of the type of organization (i.e. corporation, partnership, consultant); number of years in business; size of firm; personnel qualifications and experience.
3. Include resumes and relevant experience of all personnel to be assigned to the project, including any subcontractors.
4. Submit details of any additional services to be provided, and identify estimated timelines and deliverables.
5. Identify any resources and/or assistance you will require from the District
6. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three years with State regulatory bodies or professional organizations.
7. If your firm has engaged in a recent peer review (i.e. industry publication or article) please include a copy.
8. In addition to the above requirements, respondents may include additional factors or strengths that would assist in assessing their ability to meet the District's needs. This information need only be one page.
9. All submissions shall remain firm for a period not less than (90) days from the qualifications (RFQ) due date, unless such period is extended in writing and agreeable to both parties.
10. Respondents are strongly encouraged to verify the scope of services prior to submitting their qualifications. The District reserves the right at all times to increase or decrease the project scope as deemed in its best interest.
11. Provide full details of any exceptions. The District retains the right to accept or reject any or all exceptions.
12. Provide references for equal scope projects performed during the past three (3) years.

All respondents should provide a letter of interest, detailing overall qualifications and demonstrating a thorough understanding of the engagement. Include resumes for all personnel who will be directly involved in providing the requested services, describing their professional qualifications and past experience related to affordable housing development, financing and strategic planning.

Provide a description of similar work performed in the past five years and minimum of three (3) most recent professional references. Respondents may offer a detailed scope of work to be performed for the aforementioned tasks with a projected timetable and deliverables for each task.

FINAL SELECTION PROCESS

Upon evaluation of all submissions received, qualified candidates/firms may be invited to interview with various District officials, department heads or committee members, prior to award of contract. Interviews may be requested at the District's own discretion.

In addition to the evaluation criteria, selection criteria shall include:

- a) prior work experience and its relevance to this engagement;
- b) documented ability to provide the services requested;
- c) knowledge of federal and state programs, requirements and regulations;
- d) review of references.

Upon award selection, the firm will be expected to enter into contract with the District. The District reserves the right to reject any and all submissions received in response to this solicitation.

TERMS & CONDITIONS

Guarantee

All submissions shall remain firm for a period not less than (90) days from the qualifications (RFQ) due date and may not be withdrawn, unless such period is extended in writing and agreeable to both parties.

Bid Bond / Payment and Performance Bonds

Bonds are not required to be submitted.

Deadline

Submissions not sealed and/or received later than the due time and date will not be considered. No exceptions.

Submissions

Qualifications are to be submitted in a sealed envelope and clearly marked "RFQ #to be determined" on the outside of the envelope or package, including all outer packaging, such as, DHL, FedEx, UPS, etc. All notations must be printed in ink or typewritten. No erasures are permitted.

Submissions are to be in the office of the Director of Facilities, 1300 Flanders Road, Mystic, CT, prior to date and time specified.

Right to Accept / Reject

AFTER REVIEW OF ALL FACTORS, TERMS AND CONDITIONS, INCLUDING PRICE, THE DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL OR ANY PART THEREOF, OR WAIVE DEFECTS IN SAME, OR ACCEPT ANY PROPOSAL DEEMED TO BE IN THE BEST INTEREST OF THE DISTRICT.

Power of Rejection

The Superintendent shall have the power to reject all bids and to advertise again.

Questions / Requests for Information

All questions concerning conditions and specifications should be directed in writing to:

Rick Norris Project Manager: rnorris@groton.k12.ct.us

Inquires must reference date of RFQ opening, requisition or contract number, including the responding firm's name and address, and must be received no later than the time and date as stated in the document. Failure to comply with these conditions will result in the candidate waiving the right to dispute the specifications and conditions.

The Contractor/Firm

The Contractor for the work described shall be thoroughly familiar with the requirements of all specifications. The submission of qualifications shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

Assignment of Contract

No contract may be assigned or transferred without the prior written consent of the District.

OSHA

The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards. The successful bidder will agree to indemnify and hold harmless the District for any and all damages that may be assessed against the District.

Life Cycle Costing

Where applicable, Life Cycle Costing will be used as a criterion for awarding bids. This is a method of calculating total cost of ownership of an item, which may include operation and maintenance expenses, transportation, salvage value, and/or disposal costs.

Insurance Coverage

The successful bidder will be required to furnish a Certificate of Insurance naming Groton Public Schools, its employees, officers and agents, as the additional insured, and be provided by companies licensed in the State of Connecticut.

Indemnification

In addition to providing insurance, the successful bidder shall indemnify and hold the District, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this RFQ and any resulting contract or purchase order issued pursuant to it.

Federal, State and Local Laws

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

Conflict of Interest

No officer or employee or member of any elective or appointive board, commission or committee of the District, whether temporary or permanent, shall have or acquire any financial interest gained from a successful bid, direct or indirect, in any project, matter, contract or business within his/her jurisdiction or the jurisdiction of the board, commission, or committee of which he/she is a member. Nor shall the officer/ employee/ member have any financial interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project, matter or thing which comes under his/her jurisdiction or the jurisdiction of the board, commission, committee of which he/she is a member.

Scope of Work / Site Inspections

The Bidder/Candidate/Respondent declares that the scope of the work and/or specifications has been thoroughly reviewed and any questions resolved, and further declares that the site has been inspected if requested for in the specification.

Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation will be considered, unless the protest is filed in writing with the Purchasing Agent, prior to the closing date for the bids. All bid submissions rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

Unless Otherwise Noted

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the submission.

Tax Exempt

Groton Public Schools is exempt from all State and Federal taxes.