# Introduction

The Midwest Renewable Energy Association (MREA), a national leader in renewable energy education and training, is seeking qualified firms to submit proposals for the **design, procurement, and installation** **of new, direct-owned photovoltaic systems at a per-watt price lower than the typical residential installation.** The MREA is launching a program in conjunction with Wisconsin Farmers Union called **Power Pack Wisconsin**. This project is made possible with funding from a Department of Energy SunShot Grant.

Power Pack Wisconsin is modeled on a pilot program that ran in Milwaukee, WI during 2012 and has since expanded to four Illinois communities in 2013 and to Minnesota and Michigan in 2014. The program is designed to lower the costs of customer qualification by educating consumers on the benefits of photovoltaic systems, establishing expectations for system cost and performance, maintaining a list of qualified contractors, offering a limited number of free site assessments, and showcasing successful solar projects. The program will also prioritize quality solar products from regional companies and will demonstrate how solar installations support local companies and jobs in your region. The Power Pack Program is designed to educate consumers and move them toward the installation of solar systems in order to grow the solar market in Wisconsin.

The MREA will focus on the educational component of the Power Pack program, delivering 1-hour presentations called Power Hours with community partners around Wisconsin. We be working with our partners and qualifying contractors to identify target markets in these areas including farm owners, food cooperative members, credit union members, large employers and other networks whose members may have interest in solar system installation.

As a result of this solicitation, qualified solar installation contractors may enter into a Master Service Agreement (“Agreement”) with the MREA. The Agreement will set forth the terms and conditions under which a contractor will be recognized on a qualified contractor list that will be provided to interested customers in Wisconsin.

**It is the goal of this Request for Proposal (RFP) to select multiple contractors to participate in the program. Nothing in this solicitation process, RFP, or any contemplated or final agreement relieves any qualified vendor from complying with all laws and regulations applicable to the agreement.**

# Notice

Applicants are responsible for all the terms and conditions contained in this RFP. Review the entire RFP to ensure that all required information is included in the proposal. Incomplete proposals may be rejected as non-responsive.

It is expected these Agreements for solar implementation services will be offered, but MREA reserves the right to issue additional Agreements. Contractors are not guaranteed any particular volume or dollar amount of work.

# Contractor Qualifications

Applicants must meet the qualifications described in this section to become participating qualified solar installers.Determination of whether a applicant meets the minimum qualifications will be based on the complete proposal as defined in Section V.

1. Participant must have at least one current employee or currently retained subcontractor who is legally licensed as an electrician in the State of Wisconsin
2. Participant must have at least one current employee that meets one of the following:
   * Achieved PV Installer Certification through the North American Board of Certified Energy Practitioners (NABCEP) or achieved an Underwriter Laboratories (UL) Photovoltaic System Installer Certification
   * Completed a U.S. Department of Labor recognized electrical apprenticeship program and has at least two documented photovoltaic system installations; or
   * Has earned a certificate/degree from an accredited solar design and installation training program and has at least two documented photovoltaic system installations
3. Maintain a place of business in Wisconsin, serving customers in Wisconsin. Contractors with primary business located in Wisconsin will be given preference during the evaluation process.
4. Contractors who install modules and components that are manufactured locally and regionally will be given preference in the evaluation process.
5. Must carry a minimum 5-year labor warranty

# Scope of Work

## Specific Requirements

Successful applicants (Contractors) are asked to enter into a Master Services Agreement (Agreement) with the MREA. The Agreement outlines conditions to be listed as an approved contractor with the Power Pack Wisconsin program.

The list of approved contractors are offered to individuals after participation in Power Hour presentations, downloaded from our website, through newsletters or in other communication.

The role of the MREA and its community partners are to educate interested parties and help facilitate customer qualification. As an approved contractor for Power Pack Wisconsin program responsibilities included but are not limited to:

* + Finalizing the customer contract and managing all financial transactions;
  + Handling preparation and submission of paperwork for any State rebate program (if applicable);
  + Addressing all customer service matters related to the project including but not limited to scheduling and customer complaints;
  + Obtaining all permits needed to install the solar system and provide interconnectivity with local utility as required by federal, state and local jurisdictions;
  + Completion of a structural analysis (as appropriate), communication to the customer of results and any recommendations of the analysis, and implementation of any required structural modifications based upon authorization by customer;
  + Purchase of all installation components;
  + Installation and related testing of the photovoltaic system and related testing to the customer’s satisfaction.

## General Requirements

Contractors shall perform the following work and meet the following requirements from the Agreement resulting from this RFP:

* 1. Represent the MREA Power Pack Wisconsin program to residential customers in a professional, positive manner.
  2. Work with the MREA and other consultants to identify and resolve technical and program issues. Failure to resolve technical and program issues will result in termination of the Agreement.
  3. Make available all pertinent data and information generated or otherwise acquired during performance of the Agreement upon request of the MREA.

# System Installation Requirements

Contractor must meet the following component and installation requirements:

* ***New Components***: All of the major system components (modules, inverter and, if needed, a charge controller) must be new.
* **Certified Modules and Inverters**: Solar electric modules and inverters must be on the California Energy Commission’s list ([www.gosolarcalifornia.ca.gov/equipment/index](http://www.gosolarcalifornia.ca.gov/equipment/index)) of eligible equipment and must be either Grade A or Grade B.
* ***Five-Year Installation Warranty***: The system must include at least a five-year installation warranty that covers any defects in the workmanship of the installation at no charge to the owner. The contractor that installs the solar electric system must provide the warranty. Repairs, general maintenance, or replacement of batteries or inverters are the responsibility of the homeowner.
* ***Code***: All systems installed must meet the requirements spelled out by the State of Wisconsin for building and/or electrical code as it pertains to this photovoltaic system, as well as conform to any local requirements.
* ***Permits***: System owners and installers must adhere to permit requirements by federal, state, and local jurisdiction.

# Proposal Content

Applicants are responsible for all the terms and conditions contained in this RFP; and completing the requested information. Proposals that do not contain all the information requested may be rejected as non-responsive.

All documents must be submitted **electronically** and compiled into one electronic file of 5MB or less. Proposals greater than 5MB in size may be divided into separate electronic files.

Applicants are required to submit all of the following:

* 1. ***Cover letter*** on company letterhead that includes:
* Proposal title
* Company or individual name, address, telephone number
* E-mail address of contact person
* Date of submission
* Authorizing signature(s). **The cover letter must bear the original signature(s) of the official(s) authorized to sign the proposal.** In the case of a joint bid, one cover letter should be submitted presenting information and signatures from officials of each entity. The cover letter should clearly indicate that a joint proposal is being submitted.
  1. Completed *Proposal Narrative, Attachment 1* with the required Narrative attachments:
     + Proof of residency
     + Personnel resumes
  2. Completed *Applicant Qualification Statement, Attachment 2*

# Evaluation Criteria

A Selection Committee reviews and evaluates each Draft Score to help assure that many factors and values important to the community are considered in the applicant evaluation process. The Selection Committee consists of:

* + - * One (1) representative from Mid-State Technical College
      * Two (2) representatives from the MREA

The evaluation procedure utilizes a number score for each section of the proposal. The maximum possible Draft Score is 100. Completeness, adequacy, quality and the ability to meet or exceed requirements is considered. A score of zero (0) on any section eliminates a proposal from further consideration. Materials not requested in this RFP will not be considered in the evaluation of proposals.

The Selection Committee determines the Final Score for each proposal. All applicants will be notified of the results of their evaluation.

# RFP Terms and Conditions

Cost of developing the proposal, attendance at an interview or any other such costs are entirely the responsibility of the applicant, and shall not be reimbursed in any manner by the MREA.

The MREA reserves the right to issue amendments to this RFP. In the event it becomes necessary to amend any part of this RFP, the MREA will provide notice of the amendment in the same manner as notice of the original RFP. If amendments to the RFP are issued, each applicant must acknowledge each specific amendment in the transmittal letter accompanying proposals. If an applicant does not acknowledge any amendment, then that applicant may be deemed non-responsive.

The MREA reserves the right to reject any or all proposals. The MREA reserves the right to cancel or postpone this solicitation at any time, if such would be in the public interest. The MREA reserves the right to award no Agreements, or to award multiple Agreements. Likewise, the MREA reserves the right to negotiate the statements of work from within the scope of work described in the RFP that may be required under Task Order Assignments with a specific contractor.

Firms or individuals submitting proposals in response to this RFP may be requested by the MREA to answer additional questions, which may include phone or face-to-face interviews, or provide additional documentation. This will allow the applicant to clarify the proposal and answer questions the MREA may have regarding applicant’s understanding of the scope of work identified herein. However, the MREA may complete its evaluation without further discussion of proposals received. Therefore, it is important that each proposal submitted be as complete, clear and concise as possible.

# Contract Terms and Conditions

Applicants whose proposals meet the evaluation criteria are accepted to participate in the Power Pack Wisconsin program; and are asked to enter into an Agreement that includes but is not limited to the following terms and conditions:

1. The Agreement is initially written for a term of six months. The MREA reserves the right to extend any or all Agreements for additional periods as needed.
2. The Agreement will clearly indicate a legal liability separation for the organizers of the program.
3. The Agreement requires accepted applicants are required to provide the MREA with certificates of insurance coverage. Prior notice of changes or cancellation is

* Workers' compensation
* Comprehensive general liability with a combined single limit or equivalent in an amount not less than $1,000,000
* Automobile liability with a combined single limit or equivalent in an amount not less than $1,000,000. Contractor shall provide the MREA with a copy of its professional liability insurance policy upon request. An Agreement will not take effect until documentation of insurance coverage is received by the MREA.

# Submission of Proposals

Proposals must be submitted electronically with the Subject line entitled: *Power Pack Wisconsin– Installer Application*

Email completed proposal to:

Peter Murphy

Market Development Coordinator

Midwest Renewable Energy Association

Telephone: 414.431.0907

Email: peterm@midwestrenew.org

# Questions

Questions about this RFP or the selection procedure should be directed to:

Peter Murphy

Market Development Coordinator

Midwest Renewable Energy Association

Telephone: 414.431.0907

Email: peterm@midwestrenew.org