



TOWN OF **NEWMARKET** NEW HAMPSHIRE

TOWN OF NEWMARKET, NEW HAMPSHIRE DEPARTMENT of PUBLIC WORKS

REQUEST FOR QUALIFICATIONS (RFQ) – RFQ#2024-003

SOLAR DEVELOPMENT SERVICES

The Town of Newmarket, NH (the Town) is inviting qualified and experienced solar installation companies (Developers) to submit qualifications for the design, supply, and installation of ground-mounted and rooftop solar systems for municipal facilities. The goal of this project is to enhance sustainability, reduce energy costs, and contribute to our community's commitment to renewable energy. Projects range from fulfilling municipal needs to supporting municipal programs.

Background:

The Town of Newmarket is located within the western reaches of the New Hampshire seacoast with a population over 9,500. The Town, over the past 25-years, has invested significant resources into regulatory changes as well as infrastructure and facility improvements to support redevelopment and sustainable development opportunities. Further, the Town has balanced these activities with conservation efforts that have preserved areas of environmental significance that will help the Town adapt to a changing climate. Meanwhile, as the energy transformation from traditional sources to renewables has scaled and has become more feasible to establish, the Town is working to develop and implement a strategic plan to ensure that its energy consumption at the municipal operations level is ultimately off-set by its investment into renewable energy infrastructure.

It is the intent of this RFQ to select up to 3 qualified Developers with expertise in solar project development as listed below in the Scope of Services. The Town does not require prospective Developers to perform all aspects of those services themselves. Prospective Developers should be clear in their response to those tasks which will be performed by a subcontractor, and provide information regarding qualifications of those firms. This Developer selection shall be valid for up to 3 years from the date on which independent contracts can be bid, negotiated and executed. This Developer selection shall be subject to an annual performance review, at which point the Town may, at its sole option and discretion, elect to terminate the Developer selection, or extend the contract for an additional year.

Scope of Services

The project team seeks two indicative design approaches as a method to qualify each Developer. Where this is an RFQ, selection will be based on qualifications only, project costs should not be included in this submittal. Please refer to the attached Solar Photovoltaic



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System, 2 Grounds Mount Well Sites, Newmarket, NH and provide a summary design for at least one of them

Plan and Timeline:

1. 2024 / 2025

- a. Deliver (install) one to two municipal ground mount projects for well sites for 1 MW or more.
- b. Survey and assess solar viability for all municipally owned properties.
- c. Where applicable, support the assessment of non-solar renewables (geothermal, low-impact hydro, small wind, thermal solar) and assist the Town in developing municipal energy efficiency programs.
- d. Support a campaign to educate the town on the value of solar energy generally, the benefits of solar energy at the selected well sites, and how risks have been mitigated.
- e. Work with the Energy and Environment Advisory Committee to ensure that proposed municipal solar projects align with the town's Master Plan.

2. 2025 / 2026

- a. Deploy 4-5 municipal projects for 500k - 1 MW or more.
- b. If applicable, work with town staff to develop and establish a municipal program for residents and commercial customers.

3. 2026 / 2027

- a. Complete all approved municipal projects.
- b. Continue to assist the Town with implementation of municipal programs.

Qualifications and Experience:

Submitting solar Developers shall reply per the instructions herein. Please reply with answers to the following Qualifications and Experience Criteria (ideally in PowerPoint):

1. Company Profile:

- a. Outline the company's history, mission, and values.
- b. Provide details on the company's structure. (i.e. years in business, financials, size, locations, litigation, and annual capacity(MWs))
- c. Strength and stability of business. (i.e. core expertise and diversity of project experience)

2. Relevant Experience:

- a. Demonstrate a successful track record with similar municipal solar projects. (i.e. example of similar 500 kW ground mount project in NH and/or residential solarize program background)
- b. Quality of service, components and installation. (i.e. demonstrate overall design, installation, and service expertise)
- c. Provide metrics for completed solar projects in NH, New England and overall.
- d. Provide references from at least one and up to three previous clients.



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3. Service and Team:

- a. Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager/Main Client Contact and other key personnel who would be charged with providing services to the Town.
- b. Provide individual biographies or resumes of no more than two pages each describing the background and experience of each key employee. If the Developer is proposing the use of subcontractors to perform any aspects of the defined services, resumes or qualifications for subcontractor and personnel should be included as well.
- c. Provide the location of the project team members, engineers, and installation team.
- d. Describe capabilities of the post-installation warranty and service support team.

4. Certifications and Qualifications:

- a. Detail the qualifications and certifications of the project team.
- b. Highlight any relevant industry certifications and memberships.

5. Technology and Innovation:

- a. Showcase innovative approaches or technologies used in previous projects.
- b. Highlight any partnerships or collaborations with leading solar technology providers.

6. Sustainability Commitment:

- a. Demonstrate the company's commitment to sustainability and environmental responsibility.
- b. Provide information on any green certifications or awards received.
- c. Provide any sustainable aspects of projects you'd like to share.

7. Firm Performance

- a. Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project outcomes for the proposed well sites and/or municipal programs.
- b. Firms should indicate if they have had any claims and/or lawsuits filed against their professional liability insurance within the past 5 years. A brief description shall be included for each occurrence.
- c. Provide information on safety procedures, recordable incidents and any metrics that would help demonstrate a commitment to safety.

8. Conflicts of Interest

- a. Provide a Conflict of Interest statement which describes any and all current or potential conflicts of interest related to the performance of work for the Town of Newmarket under this solicitation and how such conflicts will be avoided and/or mitigate.

It is unnecessary to meet all requirements, as different Developers will likely support the Town's needs. Town staff will evaluate all submittals and, if desired, schedule a meeting to review your presentation and discuss questions and next steps.

Any questions regarding this RFQ may be addressed in writing to Lyndsay Butler, PE, Town



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Engineer, at lbutler@newmarketnh.gov. All questions received and their corresponding responses will be issued as an addendum to this RFQ on the Town's website. Prospective Developers shall be solely responsible for obtaining all questions and answers related to this RFQ.

Responses are due at the Town of Newmarket, Department of Public Works, 4 Young Lane, Newmarket, NH 03857, no later than **2:00 p.m., on May 2, 2024**. One (1) hard copy and one (1) electronic copy (in pdf format on USB thumb drive) are required. Faxed or email submissions will not be accepted. Submissions received at the above address after this time will not be considered. The submittal shall be entitled:

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SOLAR DEVELOPMENT SERVICES

Town of Newmarket, New Hampshire

Copies of the RFQ can be obtained from the Town's website at (<https://www.newmarketnh.gov/procurement/pages/list-of-bids-and-requests-for-proposals>)

Review of Qualifications:

It is anticipated that after reviewing and evaluating the submittals received in response to this RFQ, the Town of Newmarket's Selection Committee will establish a short-list of 3 to 5 Developers. These Developers will be invited to participate in an interview with the Selection Committee for these solar development services. The Town may request additional information from those firms that are short-listed. The Town of Newmarket reserves the right to short-list those firms that, in the Town's judgement, may potentially best serve the interests of the Town.

Generally, each submittal received will be evaluated and ranked according to the following decision criteria.

- Developer's experience in completing projects and providing services of a similar nature as described in the Scope of Services.
- Project team members' qualifications and experience on projects of a similar nature as described in the Scope of Services.
- Regional experience, generally considered within Southern New Hampshire.
- Developer's office location and ability to promptly respond to the Town's service needs.
- Quality of responses from client reference contacted by the Town.
- Innovation: relates to opportunities to maximize production, cost-effective alternatives, peak mitigation and sustainable solutions.
- Degree of compliance and responsiveness of submittal to the RFQ.
- Developer's safety procedures and record.
- Project management capabilities, including proposed project schedule.
- Sustainability programs and/or projects.



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Anticipated Schedule

The following schedule is planned for retaining solar services for implementation of the General Engineering Services contract.

- Issue RFQ – April 4, 2024
- Question Deadline – April 11, 2024
- Response to Questions, Addendum Issued – April 18, 2024
- Submittal Deadline – May 2, 2024
- Short-list Developers; Request for Interviews – May 14, 2024
- Interviews – Within 2 weeks of Request for Interviews
- Developer Selection Complete and Issuance of RFP - (TBD)
- RFP Response Deadline - (TBD)
- Award Solar Project Contracts - (TBD)

Reservation of Rights

This RFQ does not commit the Town of Newmarket to pay any costs incurred by solar Developers in the preparation, submission, or presentation of a response package. By submitting to this RFQ, the Developer is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The Developer further agrees to release the Town from any liability in the review of the Developer's qualifications submittal and client references.

The Town of Newmarket reserves the right to undertake such investigations as it deems necessary to evaluate the qualifications of the Developer and the individual project team members. Developers may be requested to execute releases of information. Failure to provide a release upon request will result in disqualification.

If the Town feels, at any time, that a Developer's submittal contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the Developer(s) submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.

The Town of Newmarket reserves the right to negotiate additional work not specifically detailed in this RFQ with the selected Developer(s).

Solar Photovoltaic System, 2 Ground Mount Well Sites, Newmarket, NH

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Part One – General

1. Scope

1.1. This project's scope is for the full installation of one to two DC Solar Photovoltaic System through commissioning at one or 2 well sites in Newmarket, including engineering and commissioning.

1.2. Qualifying Design to include: Labor, materials, and equipment necessary to provide a complete and operational ground-mount Solar Photovoltaic Power System including but not limited to the following (PRICING IS NOT TO BE PROVIDED AT THIS TIME):

- Solar Photovoltaic Modules
- DC-DC Module-Level Power Electronics (MLPE)
- DC-AC Power Inverters
- Solar Array Mounting System
- AC Panelboards
- DC and AC Wiring

- Data Acquisition and Monitoring System
- Interconnection components and system (including but not limited to connection to master meter, transformer, pad, and electronics per provided utility submittals)
- Recommendations for future expansion of system

2. Code Compliance

2.1. Newmarket prefers the Installation Contractor to be certified by NABCEP as a Professional PV System Installer or have staff be NABCEP professionals.

2.2. Installation and equipment shall comply with all applicable building, mechanical, fire, seismic, structural and electrical codes. Only products 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.

2.3. Installation shall meet all applicable local zoning ordinance requirements.

2.4. The photovoltaic system and all work completed therein are expected to comply with the following standards:

- Newmarket Zoning Ordinances
- National Fire Protection Association (NFPA) 70
- National Electric Code (NEC) – 2023 Edition or current version adopted by the State
- IEC/UL 61703 rating panels
- UL 1741 – Standard for Static Inverters and Charge Controllers for Use in Photovoltaic Power Systems
- IEC 62446 Grid Connected Photovoltaic Systems- Minimum Requirements for System Documentation, Commissioning Tests, and Inspections
- Other technical codes that shall apply include:
 - ASME PTC 50 (solar PV performance)
 - ANSI Z21.83 (solar PV performance and safety)
 - NFPA 853 (solar PV systems near buildings, if applicable)
 - IEEE 1547 (interconnections)
 - Institute of Electrical and Electronics Engineers - IEEE 1547 Interconnecting Distributed Resources with Electric Power Systems
 - Use junction boxes that have been tested and listed to EN 50548, IEC 62790, UL 1741, or UL 3730.
 - Perform commissioning testing and inspecting and documentation of

- the entire system in accordance with EN 62446 or other applicable standard
- Use inverters tested and listed to EN/IEC 62109-1, EN/IEC 62109-2, UL 1741, or ANSI/UL 62109-1.
- Lead-free acc. to RoHS EU 863/2015 preferred

2.5. Additional Standards:

- Local codes and all local authorities having jurisdiction.
- Utility technical requirements for interconnection with solar energy systems.

Please confirm that you can comply with the above. Identify exceptions and recommendations.

3. Material Preferences

3.1. Preference will be given to products that includes project components that are or are made of materials that are recyclable, contain recycled materials and are lead-free. The contractor shall identify these in the selection.

3.2. Domestically sourced U.S. components are preferred and the Contractor should indicate whether this is an option for a system installed in 2024.

3.3. Photovoltaic Modules

- Please share the data sheets of one or two photovoltaic module selections and why
- Please share the ASTM and UL Class rating you recommend.

4. Quality Assurance

5. Warranty- Please confirm that the following warranty expectations can be met or take exception.

5.1. Installer Warranty - The PV system must have a minimum 2-year labor warranty from the completion of the project. The warranty must cover the PV project, including PV modules, Module Level Power Electronics (MLPE), DC-AC inverters, the array mounting system, AC panelboards and data acquisition system, and provide for no-cost repair or replacement of the PV project or system components, including any associated labor during the warranty period.

5.2. PV Modules - PV modules shall have a minimum 25-year power warranty and a 25-year product warranty, guaranteeing power rating at Standard Test Conditions

will remain at 98% or greater than Minimum Peak Power Rating for the first year and for the next twenty-four years guaranteeing a power rating at Standard Test Conditions will remain at 92% or greater than the Minimum Peak Power Rating.

5.3. Module Level Power Electronics - Manufacturer shall warrant the MLPE to be free from defects in material and workmanship for twenty-five (25) years, preferred or optional add.

5.4. Inverters - The manufacturer shall warrant the DC-AC Inverters to be free from defects in material and workmanship for ten (10) years.

5.5. Mounting System - Manufacturers shall warrant the Array Mounting System to be free from defects in material and workmanship for ten (10) years.

Part Two – Products

6. Design Guidelines

6.1. DC Module Level Power Electronics (MLPE)

- Knowing the MLPE should meet the rapid shutdown requirements included in the 2023 NEC article 690.12, what are your top recommendations for MLPE?

6.2. DC-AC Inverters

- Describe and share the Inverter selection and why.

6.3. Mounting Systems

- Whereas the Town seeks to maximize the Net Present Value (NPV) of the system, describe the recommended approach to the mounting and panel configuration with product selections and installation details. The system may be a fixed, tracking, or dual-axis system.

6.4. AC Combining Panels

- Describe the recommended combining panels that shall be suitable for outdoor mounting.

6.5. Data Acquisition System: Describe a typical or recommended data acquisition approach that would enable the Town to:

- Monitor performance
- Alert maintenance needs

- Share performance for educational purposes

6.6. Balance of System (BOS) equipment. Briefly share recommendations for:

- AC disconnects
- Utility meter sockets
- Electrical panels
- Step-down Transformers
- Wireways and troughs
- Transient voltage surge suppression
- DC wiring
- Conduit
- Wire
- Labels

7. Performance Criteria

7.1. Whereas the solar PV system shall maximize the solar energy resources, describe how to address the electrical demand and load patterns demand, installation site, available solar resources, site conditions, preliminary site designs, and other relevant factors.

7.2. Describe any performance guarantees you would propose.

Part Three – Execution

8. Delivery, Storage and Handling

8.1. Describe how PV modules and system components shall be delivered to their final locations to protect components and prevent damage from construction operations.

9. Installation

9.1. Describe how the PV project will be installed according to the manufacturer's instructions and in compliance with all the applicable codes and standards.

9.2. Describe how the project would be managed in relation to:

- Safety
- Minimizing community disruptions
- Reducing environmental impact
- Maintaining Schedule

Part Four - Commissioning and post-start-up

10. Commissioning: The Contractor shall identify their recommended commissioning, service, and spare parts approach.
11. Service and Maintenance: the contractor shall identify service capabilities and recommended maintenance and spare parts

Appendix A

Sewell Well Site:

Quick Zooms

Find Properties

Owner:

Parcel ID:

Address: #

Clear

Results Summary

Parcels for Identify

Parcel ID	Owner	Address
R5-9-1	TOWN OF NEWMAR	357 WADLEIGH FALLS RD

Detail Information

Zoom To

Parcel ID	R5-9-1
Owner	TOWN OF NEWMARKET
Address	357 WADLEIGH FALLS RD
Street Name	WADLEIGH FALLS RD
Street Number	357
Unit Number	
Parcel PID	R5-9-1
Vision ID	2516
Account Num	002674
Map	R5
Map Cut	
Block	9
Block Cut	
Lot	1
Lot Cut	
Unit	
Unit Cut	
GIS ID	

About

Layers

Find

Tucker Well Site:

Quick Zooms

Find Properties

Owner:

Parcel ID:

Address: #

Clear

Results Summary

Parcels for Identify

Parcel ID	Owner	Address
R4-50-1	TOWN OF NEWMAR	NEAL MILL RD

Detail Information

Zoom To

Parcel ID	R4-50-1
Owner	TOWN OF NEWMARKET
Address	NEAL MILL RD
Street Name	NEAL MILL RD
Street Number	
Unit Number	
Parcel PID	R4-50-1
Vision ID	103269
Account Num	103269
Map	R4
Map Cut	
Block	50
Block Cut	
Lot	1
Lot Cut	
Unit	
Unit Cut	
GIS ID	CU 2262/1004 07/29/76

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Find