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Addendum #1 to RFP SU19-01
Turnkey Solution for Solar Panels
On the Scarborough Library
October 15, 2018

Debra Langford began the meeting and went through the six sections of the proposal document. Questions were fielded regarding the different sections of the proposal and the expectations of how the information will be provided. It was identified that there will be a provision in the contract that the University till deem if the roof and the roofing components are in an acceptable position at the end of the installation.

Q1. Has there been a structural analysis of the room?

A1. No. It is expected that the winning bidder will include the cost of a structural analysis/engineering study as part of their bid.

Q2. I understand that this project is grant funded. What are the timelines and deadlines as identified in the grant for this installation? Is there a specific deadline as to when the project has to be completed?

A2. A progress report of the project is due in December 2018. There is not a stipulation of when the grant money must be spent but we are wanting to have the solar panels installed by no later than the end of the Spring 2019 semester. We want to have them installed by the end of April so that the University can begin saving funds as related to electrical consumption on this building.

Q3. What information is being requested of the contractors' submission in order to evaluate the weight that will be placed on the roof?

A3. It is expected that the contractors designate the weight of the panels and associated mounting equipment as well as the proposed direction and angle of the panels to be installed as part of their submission.

Q4. On page 14 of the solicitation, it indicates that the PV installation shall consist of arrays totaling a total of 60.55 kW, which shall be considered as the minimum guaranteed output. Is that an AC or DC output?

A4. Certain DC Output would reflect what individual nameplate times the number of panels equals the estimated output of AC side. Once completed, as long as the nameplate capacity equals 60.55 kW. Both items to considered in evaluation is the nameplate and the design.

Q5. Can we change some of the language in Item #29? This section indicates that the "beginning at the initial startup and monitored throughout the year, the system's performance shall be continually monitored minimally at 30 day increments and evaluated against the guaranteed output. Should the PV installation fail to meet the minimum output of 60.55 kW, the guarantor (contractor) shall pay Shepherd University (owner) for any shortfall. For such a small project, none of the contractors will want to take on this liability. You may not get any responses.

A5. As discussed in the pre-bid meeting, it is expected that Shepherd gets the highest capacity for the available grant funds. It is acceptable for the contractor to simply state the overall output capacity that is reasonable with the grant funds, and with Shepherd personnel periodically monitor and coordinate the PV operation. There will be no penalty for shortfall or under performance.

Q6. Where did the original 60.55 kW preliminary estimates come from?

A6. This amount was an estimate. We want the proposal response to tell us what we can get. The 60 kW was nameplate estimates of what we will be able to install. We want the contractor to tell us what we can do.

Q7. In the grading criteria (evaluation criteria), are we being asked what we can get for $100,000?

A7. Shepherd University obtained a grant from EBSCO for $100,000. The purpose of the grant is to obtain solar panels for the Scarborough Library. The proposers are being asked what can be obtained for $100,000 in order to best meet the needs of the library as it relates to the production and use of solar power for the building.

Q8. Will the awarded contractor have on-site installation availability, a laydown area, and stipulations placed on student traffic due to safety concerns?

A8. All access to the site and all activities will be coordinated with the Facilities Management department.

Q9. Is a North American Board of Certified Energy Practitioners (NABCEP) certification required to be on the team of any proposer making a submission?

A9. Under Section 5-Evaluation Criteria, Item #5-Quality of Services-the submission must name an individual on the proposer's team to have the NABCEP certification.

Q10. What kind of licensing is required for the contractors? Will the contractors be able to use subcontractors or individuals who would be 1099 employees for the installation? Who will make sure that the workers for the contractor are legal employees?

A10. Shepherd University will request that all proposal submissions indicate that the technicians being provided for the installation are employees of the successful contractor. The submissions must also provide a copy of their West Virginia Contractor's License, a Certificate of Liability, and a Workers' Compensation Certificate. Any sub-contractors would be required to submit a Certificate of Liability Insurance naming Shepherd University as the Certificate Holder.

Q11. Are there any students who could assist with the installation?

A11. It is possible, but solely the responsibility of the contractor to engage with any student for this purpose. It is not the responsibility of the University to identify nor obtain students for the installation.

Q12. In number 6 of the evaluation criteria, it indicates monitoring. Does the University have the ability to show production? How would monitoring be accomplished? Does the University have monitors or other equipment available in order to show the monitoring?

A12. The University does not want to take funds away from the project. However, any demonstration or information provided during installation would be beneficial. It would also be helpful to include alternate pricing for any sort of monitoring equipment or platform, but the emphasis should be directed towards the actual PV installation.

Q13. Would you want the contractor to provide and install any monitors or equipment for the monitoring?

A13. Shepherd University will perform any installation services on the interior of the library building as it relates to monitoring equipment.

Q14. What path do you want the contractor to take from roof to electric in basement of the Center for Legislative Studies? There is not currently an identified pre-existing conduit.

A14. Use of existing conduit and/or use of existing chase(s) to run new conduit is preferred and encouraged, and at the discretion of the contractor. As-builts will be issued.

Q15. Could the proposers have as-builts for the electrical and for the roof?

A15. That information will be issued with the addendum.

Q16. What is the age of the roof? What year was it installed and what is the warranty? What is the manufacturer on the roof?

A16. The age of the roof is 15 years as the roof was installed in 2003. The roof has a 20 year limited warranty. Firestone is the manufacturer.

Q17. Do you want a net meter on the interconnect?

A17. Yes.

Q18. What is the long-term plan for the library building? Is there a plan to add more solar panels to the roof after this project is complete?

A18. There is no current plan to add additional solar panels on the roof after this project is complete.

PRE-BID ATTENDANCE SHEET

DATE 10/12/18 RFB NUMBER RFP5019-01

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