

**Town of Wilton, NH**  
**REQUEST FOR PROPOSALS #06-24**  
**Wilton Police Station Roof Photovoltaic System**



**Date Posted:** April 12, 2024

**Proposal Deadline:** April 25, 2024 @ 10:00 AM

**Primary Staff Contact:**

Nick Germain, Town Administrator, Wilton TA

[wiltonta@wiltonnh.gov](mailto:wiltonta@wiltonnh.gov)

[603-654-3299](tel:603-654-3299)

**Inquiry / Proposal Package Submissions Address:**

**Inquiry**

Wilton Town Hall  
42 Main Street  
Wilton, NH 03086

**Mailing Address**

Wilton Town Hall  
Administration Office  
PO Box 83  
Wilton, NH 03086

**It is the town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, Nick Germain, in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits awarding this project to one source**

**The Select Board of the Town of Wilton reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town of Wilton.**

## **Index**

1. General Information and Submission Process (Page 3)
2. Background Details (Pages 3-4)
3. Scope of Services and System Specifications (Page 4-5)
4. Contract Requirements (Pages-5-6)
5. Mandatory Proposal Components (Pages 6-7)
6. Evaluation Process (Page 7)

**Attachment #1 Proposal Summary Sheet**

**Attachment #2 Site Details Summary**

**Attachment #3 Building Annual Energy Usage Summary**

**Attachment #4 Notice to Proceed**

**Attachment #5 Change Order Form**

## 1. General Information and Submission Process

### 1.1 Key Dates

*Proposal Submission Deadline: April 25, 2024 @ 10:00 AM*

*Anticipated Award: Timeframe: Within 30 days of Proposal Deadline*

*Start Work Date: TBD*

*Project Completion: November 2024*

### Obtaining RFP Documents

The Town of Wilton's primary outlet for distributing documentation for this RFP is the [purchasing page](#) on its website: [www.wiltonnh.gov](http://www.wiltonnh.gov). Essential documents can also be received in hardcopy from the Administration Department at 42 Main Street in Wilton, NH.

### 1.2 Inquiries

Technical or administrative questions should be directed to this Request for Proposal's main contact (wiltonta@wiltonnh.gov) listed on the cover. Highly specific e-mailed or typed questions are strongly preferred, and should reference the section the respondent wants clarified. Responses that are deemed reasonably able to affect competitiveness for this RFP will be released as addenda up to two weeks prior to the original proposal deadline. Please check the Town website to read any additional documentation prior to final submission.

### 1.3 Site Inspections

Vendors are encouraged to inspect the site first hand if they wish to do so, but a site inspection is NOT MANDATORY to submit a proposal. Please call and notify the Wilton Police Department on their non-emergency line should you wish to schedule such an inspection.

### 1.4 Submission Instructions

Sealed hardcopy proposal packages, plainly marked "Police Station Photovoltaic System" must be received by town personnel (**42 Main Street, Wilton, NH in person; or by mail to P.O. Box 83, Wilton NH, 03086**) before the proposal deadline on April 25, 2024 by 10:00AM. Each package must include five (2) copies of the following two (2) items.

- 1.5.a Non-pricing information about the project requested in line with subsequent sections of this RFP, including the mandatory proposal components found under **Section 5**.
- 1.5.b Completed proposal sheet(s) (see **Attachment Item #1**). All entries and signatures on each pricing sheet must be typed or written in ink; figures or signatures in pencil will be considered disqualifying.

## 2. Background Details

The Town of Wilton, New Hampshire is a small local government entity consisting of less than 100 employees (of all categories) serving a community of approximately 3800 people. While mostly rural, it boasts a small, more industrialized and densely populated downtown that is served by public water and sewer systems administered by their respective commissions.

In recent years, the town has endeavored to improve energy efficiency both for environmental and pragmatic (cost saving) reasons. This has included switching to LED lighting for municipal streets and facilities, adopting one of the state's first Community Power Plans, and designing facility upgrades with

energy consumption as a concern. Alongside these conversations, solar panel installation projects have long been seen in the community as a similarly valuable investment, but only in 2023 did the town begin to move tangibly towards execution.

Subsequently, after an extensive review process, the Wilton Select Board chose the Wilton Police Station's roof at 7 Burns Hill Road as the town's first solar project. The Town seeks to completely own a fully installed, cost-efficient, code compliant, and monitorable solar system for the most efficient portions of the Police Station roof by Winter 2024.

## 2.1 Process Description

The Town of Wilton is seeking sealed, competitive proposals in compliance with its adopted purchasing policy. A "Request for Proposal" (RFP) process was selected due to the fact that the needs to complete the desired project are largely known. Therefore, the town seeks complete proposals to furnish the goods and services it identifies in this RFP to achieve the below desired outcomes.

## 2.2 Desired Outcomes

- 2.2.a The most cost-effective (southernmost facing roof coverage) solar system possible under current fire code regulations is installed and online before winter 2024
- 2.2.c Work is closely coordinated with the Wilton Police Department, Building Inspector, and Fire Chief, and operations at the station are minimally impacted by installation and post installation states
- 2.2.d System performance metric controls are easily accessible, usable, and maintainable with minimal training
- 2.2.e The Town receives at least at a minimum of 1 year work and product guarantee, and long term appropriate product warranties for procured panels, inverters, and any other necessary system components are guaranteed as well.

## 3. Scope of Services

The chosen vendor will be expected to perform or furnish the following:

- Procure all necessary components and materials for the desired turnkey rooftop solar system (**Site Details found in Attachment Item #2**)
- Install said system in compliance with reigning State of New Hampshire Building Code and Fire Code specifications
- Provide a computerized and/or digital system for short and long-term monitoring of the system's performance and status
- Administratively assist and/or directly perform all necessary paperwork for the town to achieve the **MAXIMUM** available financial system benefits, including interfacing with utility providers and any federal, state, non-profit, or other entities that are counted on to provide financial value
- Provide a minimum of 1 complete calendar year work and equipment guarantee

### 3.1 System Specifications

The Town of Wilton does not specify products/materials or their origins, but respondents **MUST** only submit proposals for systems that satisfy the following conditions:

-All components and materials must be brand-new out of the box (no refurbished or reused materials)

-Design and supply of materials must only be for a system that covers southernmost portions of the Police Station's roof, but maximizes financial benefit to the facility allowed given current State Building Code and Fire Code regulations

-All system components must be covered under an additional, clearly defined warranty period with appropriate, industry-standard terms and applicability

#### **4. Contract Requirements**

##### **4.1 Pricing**

Pricing must be inclusive, clear, and concise, including such other information as requested or required. Submitted material and labor costs must be firm for Town acceptance until at least June 30th, 2024. After contract acceptance, alternative or additional services or material types may be covered if executed through a signed change order approved by the Town Administrator.

##### **4.2 Materials and Equipment**

By responding to this Proposal, the Vendor agrees to furnish all materials, supplies, and services to complete the project.

##### **4.2 Contingency**

The Town of Wilton does not require a contingency amount for this project.

##### **4.3 Staffing and Work Conduct**

The default work schedule will be conducted between 8:00 AM and 4:30 PM Monday through Friday, excluding holidays. Alternative work schedules can be adopted through prior agreement with the Town and Wilton Police Department.

##### **4.4 Billing.**

The Town will negotiate an appropriate billing schedule with the chosen vendor.

##### **4.5 Insurance requirements**

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Wilton as additional insured. The following standard insurance shall be required:

##### **Umbrella Insurance Coverage**

Per Occurrence	\$1,000,000
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##### **Commercial General Liability Insurance**

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Limit	\$1,000,000

##### **Commercial Automobile Insurance (for Owned, Hired, and Non-owned Autos:**

Bodily Injury and Property Damage Liability Combined Single Limit (Per Occurrence)	\$1,000,000
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**Professional Liability:**

Each Occurrence Limit	\$1,000,000
Aggregate Limit	\$1,000,000

**Workers Compensation/Employers Liability Insurance**

Bodily Injury by Accident Each Accident (Coverage B – Employer’s Liability)	\$500,000
Bodily Injury by Disease Aggregate Limit	\$500,000
Bodily Injury by Disease- Each Employee (Coverage A – Statutory)	\$500,000

**4.6 Contract Signing**

Proposal winner may provide the town its own proposed contract documents for review so long as they meet the town’s minimum proposal requirements as defined in this RFP.

**5. Mandatory Proposal Components**

Proposal packages should be prepared simply and economically, providing a straightforward, concise description of the firm’s capabilities to satisfy the requirements of this request for proposals. Outside of pricing, the town doesn’t mandate precise form for most requested information, but at a minimum, the following items must be addressed or included in a proposal package:

**5.1** Name, business address, e-mail, and phone number of the main respondent and any subcontractors needed for the project

**5.2** A brief introductory statement signed by the chief contractor or an authoritative officer of a responding firm(s), that includes the following components:

**5.2.a** A statement saying the firm is willing and capable of furnishing all labor and material to execute the described project according to the town’s disclosed plans and requirements.

**5.2.b** Acknowledgement of any addendums issued by the town prior to submission deadline

**5.4** Proof of insurance to the degree required by the town, and a minimum 1 year complete work and product guarantee

**5.5** A listing of a minimum of four similar projects, including references. Municipal experience examples strongly preferred.

**5.6** A proposed project schedule or timeline (e.g. start by July 2024; completed by September 2024)

**5.8** A description of the system proposed, that includes:

**5.8.a** A simple summary of the proposed system’s financial benefits to the town over the expected life of the system (e.g. net metering, sale of energy credits, participation in federal, state, or other non-profit programs or systems).

**5.8.b** A simple description of the system’s design, and a certification that, as proposed, it will comply with current New Hampshire Building and Fire Code standards

5.8.c A technical listing and descriptions and/or specifications of **all** system components and materials (including any post construction performance monitoring systems)

5.9.d A clear description of system component warranties and their terms

5.9 A Completed proposal summary sheet (**Attachment Item #1**)

## **6. Evaluation Process**

A team of reviewing officials will first read over all proposals received, and verify if each proposal package appears to meet minimum acceptable proposal submission standards specified in this RFP. After conducting a thorough review of properly received proposal packages, including checking references, comparing overall financial value (including applicable warranties and system components), and proposed work schedules, the review team will submit a recommendation to the Wilton Select Board to consider at their next regular meeting. Overall, the town will select the proposal deemed by the Select Board to represent the best overall value to the town, deemed to be their interpretation of the best balance of system design, component quality, offered warranties and guarantees, demonstrated long-term financial benefits, and immediate upfront costs.

**Attachment #1**  
**Proposal Summary Sheet**



**Town of Wilton RFP 06-24: Police Station Roof Solar Project**  
**Proposal Summary Sheet**

**Total Proposal AMOUNT (Paid to the Vendor):** \_\_\_\_\_  
(NUMERALS)

**Proposed Immediate offsetting Revenue:** \_\_\_\_\_

(NUMERALS; “immediate” non-generation income anticipated sent to the town via grants, energy market programs, IRS, or non-profit programs, etc.)

Earliest Estimated Date Available to begin work: \_\_\_\_\_

Contractor and/or Company name \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Print Representative’s Name (Printed)

\_\_\_\_\_  
Signature Date

**Attachment Item #2**

Essential Site Details

### Wilton Police Station Solar Project



**WILTON Information:**

**Property ID** J-104-1(1744)485  
**Location** 7 BURNS HILL ROAD  
**Owner** WILTON, TOWN OF



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Nashua Regional Planning Commission makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 7/5/2023  
Data updated 05/22/2023

Print map scale is approximate.  
Critical layout or measurement  
activities should not be done using  
this resource.

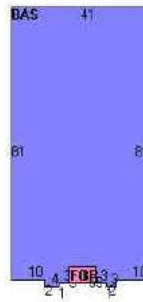
Model	Industrial
Grade	Average
Stories:	1
Occupancy	
Ext Wall 1	Brick Veneer
Exterior Wall 2	
Roof Structure	Gable/Hip
Roof Cover	Asph/F Gls/Cmp
Interior Wall 1	Drywall/Sheet
Interior Wall 2	
Interior Floor 1	Carpet
Interior Floor 2	
Heating Fuel	Gas
Heating Type	Forced Air-Duc
AC Type	Central
Struct Class	
Bldg Use	MUNICIPAL MDL-96
Total Rooms	
Total Bedrms	00
Total Baths	0
1st Floor Use:	9031
Heat/AC	HEAT/AC PKGS
Frame Type	WOOD FRAME
Baths/Plumbing	AVERAGE
Ceiling/Wall	SUS-CEIL & WL
Rooms/Prtns	AVERAGE
Wall Height	8.00
% Conn Wall	

### Building Photo



(<https://images.vgsi.com/photos/WiltonNHPhotos/A00100152155.jpg>)

### Building Layout



([https://images.vgsi.com/photos/WiltonNHPhotos/Sketches/1744\\_1744.jpg](https://images.vgsi.com/photos/WiltonNHPhotos/Sketches/1744_1744.jpg))

Building Sub-Areas (sq ft)		Legend	
Code	Description	Gross Area	Living Area
BAS	First Floor	2,634	2,634
FGR	Garage Finished	675	0
FOP	Porch Open Finished	40	0
		3,349	2,634

### Extra Features

Extra Features				Legend
Code	Description	Size	Value	Bldg #
MEZ2	FINISHED	560.00 S.F.	\$10,600	1
SPR1	SPRINKLERS-WET	3309.00 S.F.	\$3,800	1
GEN	BACK UP POWER AVE	1.00 UNITS	\$4,200	1

### Land

Land Use		Land Line Valuation	
Use Code		Size (Acres)	
9031		2.65	

**Attachment Item #3**

**Electricity Usage**

<b>Wilton Facility Energy Consumption</b>			
<b>Account Number</b>	<b>Location</b>	<b>2022 KwH Usage</b>	<b>Monthly Average KwH</b>
		39,117.00	3,259.75
		1,249.50	104.13
		-	-
	Police Department	31,385.00	2,615.42
		29,990.50	2,499.21
		3,830.00	319.17
		21,722.00	1,810.17
		n/a	n/a
		381.00	31.75
		686.90	57.24
		43,131.40	3,594.28

**Attachment Item #5**

**Notice to Proceed**

# NOTICE TO PROCEED

Dated \_\_\_\_\_, 2024

TO: \_\_\_\_\_  
(Insert Name of Contractor as it appears in the Proposal Document)

ADDRESS: \_\_\_\_\_

PROJECT: Police Station Roof Solar Project

CONTRACT: \_\_\_\_\_ #06-24

You are notified that the Contract Time under the above contract will commence to run on \_\_\_\_\_, 2024. By that date, you are to start performing your obligations under the Contract #05-24 and conclude such obligations on or before each date specified under Paragraph 3 of the Agreement.

Before you may start any Work at the site, under Paragraph 6 **“INSTRUCTIONS TO PROPOSALDERS”** Certificates of insurance shall have been delivered to the Town, and maintained through the duration of the Work in accordance with the Contract Documents.

\_\_\_\_\_  
(owner)

By \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Title)

## ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

\_\_\_\_\_  
(Contractor)

This \_\_\_\_\_, 2024

Employee Identification  
Number: \_\_\_\_\_

By \_\_\_\_\_  
\_\_\_\_\_  
(Title)



**Attachment Item #7**  
**Change Order Form**

# Town of Wilton, NH

**CHANGE ORDER No.** \_\_\_\_\_

Project: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Owner's Project Number 06-24

Contractor: \_\_\_\_\_

You are directed to make the following changes in the Contract Document:

Description: \_\_\_\_\_

Specification and/or drawing affected: \_\_\_\_\_

Justification: \_\_\_\_\_

Attachments (documents supporting change): \_\_\_\_\_

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price \$ _____ _____ (days or date)	Original Contract Time _____ _____ (days or date)
Previous Change Orders \$ _____ _____ (days)	Net Change from previous Change Orders _____ _____ (days)
Contract Price prior to this Change Order \$ _____ _____ (days or date)	Contract Time prior to this Change Order _____ _____ (days or date)
Net Increase (Decrease) of this Change Order \$ _____ _____ (days)	Net Increase (Decrease) of this Change Order _____ _____ (days)
Contract Price with all approved Change Orders \$ _____ _____ (days or date)	Contract Time with all Change Orders _____ _____ (days or date)

This document will become a supplement to the Agreement and all provisions will apply hereto. The attached Contractor's Revised Project Schedule reflects increases or decreases in Contract Time as authorized by this Change Order.

Stipulated price and time adjustment includes all costs and time associated with the above-described change. Contractor waives all rights for additional time extension for said change. Contractor and Owner agree that the price(s) and time adjustments(s) stated above are equitable and acceptable to both parties.

RECOMMENDED:	APPROVED:	APPROVED:	APPROVED:
By: _____	By: _____	By: _____	By: _____
_____ Date	_____ Date	_____ Date	_____ D

