



Request for Proposal (RFP)
Design, Supply and Installation of Solar Photovoltaic System
to be installed on the Claresholm Ice Arena Roof

1.0 GENERAL INFORMATION

1.1 Invitation

The Town of Claresholm, (hereafter referred to as “The Town” or “Town”), is seeking an appropriate and qualified contractor to design, supply and install a Solar Photovoltaic system to provide the Town’s Ice Arena building with sustainable power and offset our carbon footprint. This system shall utilize the Town’s existing Arena building.

1.2 Scope of Services

The Town requests proposals from qualified and licensed professionals to design, supply and install a Solar PV system on the Town’s Ice Arena roof. Each proponent shall determine in their proposal how to maximize the amount of renewable energy that can be produced on the existing roof in the most cost-effective way possible. A professional engineer’s report supplied by the proponent will be required to determine if the additional loading of the proposed Solar PV system can be supported without any modifications to the roof structure. Building information is available in Schedule A of this report.

Proponents shall include as part of their submission the expected annual production/output of the proposed Solar PV system and the approximate timelines for payback on the system from anticipated cost savings. The system will be a direct grid-tie design offsetting daily energy usage with surplus being sold back for credits.

The Town’s annual energy consumption at the arena is available in Schedule B.

Proponents shall include in their submissions how the proposed Solar PV System will meet applicable Canadian Electrical Codes, Alberta Building Codes, Town of Claresholm standards and industry best practices. The final design should allow for minimal maintenance of the system and easy access to allow for future repairs/modifications to the Solar PV system and existing roof.

The Solar PV system shall include but not be limited to the following requirements:

- PV modules capable of maximizing energy production within the given roof area,
- All required inverters, bi-directional meters, and transformers to connect the system to the power grid
- Roof mounting hardware and racking,
- All associated cabling and wiring,

- Waterproof mounting to the existing roof,
- Protect existing roof during installation.

The successful proponent shall supply, install, commission, and warranty all of the above items and any additional component not listed.

The successful proponent shall include at no additional cost to the owner the following:

- Detailed Design drawings including engineered layouts for electrical, mechanical and structural design, and include any building modifications and pricing that may be required for the project,
- Spec Sheets for key components (panel and inverters)
- All applicable permits including but not limited to all building and electrical permits and the Town of Claresholm Micro-Generation application,
- MCCAC Municipal Electricity Generation Program application,
- Description of an operational and maintenance plan (including anticipated costs) and any associated subscription costs.
- Details on component and installation warranty.
- Company Safety certifications and insurance certificates.

1.3 Evaluation Criterion

Proposals shall be evaluated based on the following criteria:

- | | |
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| 1) Proposed products, methodology, work plan / schedule and deliverables | 25% |
| 2) Qualifications, experience and references | 20% |
| 3) Warranty | 15% |
| 4) Fee Schedule | 40% |

1.3.1 Criteria Description

Proposed products, methodology, work plan / schedule and deliverables

- Provide an overview of the scope of services required to complete this project including any engineering design options. Include proposed products, a detailed work methodology, key deliverables for completing this project and whether there will be subcontracting involved

- Provide an overview schedule with milestones for this project.

- Provide a preliminary project estimate indicating number of panels required for this project, estimated power generation per year and estimated payback period.

Qualifications, experience and references

- Demonstrate an understanding of the project scope, goals, design options and alternatives, constraints, work plan, timelines, and local conditions. Knowledge of

Canadian Electrical Codes, Alberta Building Codes, Town of Claresholm standards and the Micro-Gen application process.

- Demonstrate an understanding of the application process for the through the Municipal Electricity Generation Program through the Climate Change Action Centre (MCCAC).

- Provide a list of previous Solar PV projects of similar nature which showcases the Proponents ability to successfully complete this project. With the list include a description of the project with reference contact information.

Warranty

- Provide all pertinent warranty information, including manufactures warranty and any additional warranty coverage provided by the proponent.

Fee Schedule

- Provide a detailed fee proposal correlated to the proposed work plan including but not limited to the following components:

- Solar modules;
- Racking and mounting hardware;
- Inverters, cables, and all other equipment components;
- Engineering structural analysis;
- Application for Municipal Electricity Generation Program rebate;
- Design Costs;
- Installation Costs;

1.4 Project Schedule

The Town of Claresholm would like to complete this project as soon as possible to take full advantage of the 2025 construction season. Proponents shall detail their anticipated project schedule, including milestone dates and a projected completion date. The use of a Gantt chart is preferred by the Town.

The successful proponent shall obtain all necessary permits, complete installation and commissioning, and obtain final acceptance from the Town by **August 31, 2025**.

1.5 Project Location

The Claresholm Ice Arena building is located at the following address:

4918 – 2nd Street E
Claresholm, Alberta T0L 0T0

A Project Map is included in Appendix A.

2.0 RFP RESPONSE

The RFP response shall consist of a brief narrative demonstrating the proponent's overall ability to supply and deliver the product specified to the Town.

Specifically, the narrative shall consist of the following five sections:

Section 1: A description of the proposed service to be provided to the Town, including a timeline for completion.

Section 2: A history of the proponent's relevant experience providing the proposed product & service.

Section 3: A list of at least **three** references that have received the same product & service in the past.

Section 4: The proposed total fee for supplying such products to the Town including taxes and disbursements.

Section 5: Detail any additional value-added services your company offers that may relate to this RFP.

3.0 SELECTION CRITERIA

Proposals will be reviewed and analyzed based on the following criteria:

- Proponent's completion of all RFP requirements.
- Proponent's experience providing the product & service.
- Proponent's professional references from prior serviced clients.
- Proponent's ability to meet the Town's timelines.
- Proponent's Fee for Services.
- Proponent's performance in potential interviews.

4.0 RFP TIMELINE

The projected timeline for this RFP is listed below and is subject to change.

5.0 EVENT DATE

RFP issued March 7, 2025.

Deadline for RFP submission April 7, 2025 at 2:00 p.m. MST

6.0 GENERAL CONDITIONS AND INSTRUCTIONS

Disclaimer: This Request for Proposal (hereinafter, "RFP") is not a contract offer.

Proposal Submittals: Proposals should summarize the plan of action for the scope of services requested, detailed in the 5 response sections. Proposals must be received no later than 2:00 p.m., MST, April 7, 2025. Proponents submitting hard copies must submit three copies. Proposals can be provided by electronic mail but not facsimile. Electronic submissions are to be submitted to Abe Tinney: abe@claresholm.ca. Hand delivered or mailed proposals shall be in a sealed envelope clearly marked and addressed as follows:

**Town of Claresholm
111 – 55th Ave West
P.O. Box 1000
Claresholm, AB T0L 0T0
ATTN: Abe Tinney**

REF# AB – 2025 - 01849

CLOSING DATE & TIME: April 7, 2025 / 2:00 pm MST

Questions about Proposal Requirements: Proponents with questions regarding this RFP may contact: Jace McLean: jace@claresholm.ca.

All questions regarding the RFP must be submitted by email. Except as authorized by Abe Tinney, no Proponent may contact any elected or appointed official of the Town with respect to the RFP or the submission of a bid.

Proposal Package Form: All proposals shall be typed.

Late Proposals: Proposals received after the deadline for submission shall not be accepted.

Exceptions to RFP: Any and all exceptions of the Proponent(s) to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the Proponent. The Town reserves the right to reject proposals which contain exceptions that it deems to be unacceptable.

Review of Proposals: The Town reserves the right to waive informalities, non-material defects, or clerical errors in any proposal. The Town also reserves the right to reject all proposals, or any part of a proposal, when said action is deemed to be in the best interest of The Town. The Town reserves the right to negotiate with one or more Proponents as it sees fit. The Town reserves the right to cancel the RFP at any time prior to accepting any proposal. Proposals will be evaluated based on what is in the best interest of The Town. Cost will not be the sole factor in evaluating proposals. No contract rights shall accrue to a Proponent unless and until The Town and the Proponent execute a binding contract.

Notification and Necessary Applications

The successful proponent will be notified by April 30th, 2025. The successful proponent will apply to the Municipal Climate Change Action Centre's Municipal Electricity Generation Program on behalf of the Town of Claresholm. This project will only proceed with a successful application to MCCAC. Additionally, it is anticipated that this project will be partially funded via debenture. The project will only proceed upon borrowing approvals from the Province and municipality.

Proposal Costs: All costs incurred in the preparation of the proposals will be borne entirely by the individual/firm submitter.

Proposals: All proposals submitted become property of the Town.

Freedom of Information & Protection of Privacy Act: All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information & Protection of Privacy Act.

Period Commitment: Proposals shall be final and binding and may not be withdrawn or amended for 60 days from the date and time when proposals are due.

Irrevocability of Proposals: Proponent(s) may amend or withdraw their Proposals prior to this RFP's due date and time by submitting a clear and detailed written notice to the Town. Subject to

the Period Commitment provision detailed herein, all Proposals become irrevocable after the date and the time they are due.

Assignment and Sub-selected Proponents: Assignment by successful Proponent(s) to third party of any contract based on this Request for Proposal or any monies due is prohibited and shall not be recognized by the Town unless approved by the Town in writing.

Collusion: Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person responsible for said misrepresentation or collusion. In the event that the Town enter separately into a contract with any Proponent who is responsible for a misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Workers' Compensation Insurance: In accordance with the Province of Alberta Workers' Compensation laws, a person contracting with the Town must carry Workers' Compensation and Employers' Liability Insurance for all persons employed in the performance of services under this RFP. Selected proponent shall provide the Town with a certificate verifying such coverage before commencing services under this RFP. Such policy shall require thirty (30) day notice to the Town in writing prior to alteration, cancellation, termination or expiration of any kind.

General Insurance Requirements: Selected proponent shall maintain limits no less than:
Commercial General Liability- \$5,000,000 combined single limit per occurrence for personal injury (including bodily injury and/or death) sustained by any person or persons and damage to property. The Prime Consultant shall be responsible for all costs within the deductible level under their policy coverage and any such amount shall not be more than \$5,000 with respect to each claim unless specifically agreed to by the client. The Town is to be added as an additional insured under this policy for any and all claims arising out of the Contractors operations. Vendor must provide proof of insurance in form of a certificate.

Automobile Liability- \$2,000,000 combined single limit per accident for bodily injury and property damage.

Professional Liability- \$2,000,000 limit for each claim and \$2,000,000 annual aggregate limit for claims or circumstances arising out of wrongful acts and professional services. The deductible shall not be more than \$25,000 per claim or incident.

Defense and Indemnification: Any person contracting with the Town must, to the fullest extent permitted by law, indemnify, defend, and hold harmless the Town and its agents and employees from and against all claims, damage, loss or expense including reasonable attorney's fees arising out of or resulting from the performance of the contract. Selected proponents shall pay any and all attorneys' fees incurred by the Town, its agents, or its employees, in enforcing any of the selected proponent's defense or indemnification obligations. In any and all claims against the Town, or any of its agents or employees, by any employee of a selected proponent, or anyone directly or indirectly employed by a selected proponent, or anyone for whose acts a selected proponent is liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or a selected proponent under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts.

Independent Contractor: The selected proponent to this RFP shall serve as an independent contractor (not as an employee) and therefore shall not be entitled to any employment benefits.

Conflict of Interest: By submitting a proposal the Proponent certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposal neither has nor shall participate in the contract negotiations on the part of the Town that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Proponent of the same

call for proposals, and that the Proponent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm. Proponents must fully disclose, in writing to the Town on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The Town shall review any submissions by Proponents under this provision and may reject any Proposals where, in the opinion of the Town, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

Schedule A – Arena Facility, constructed in 1981



Schedule B - Energy Consumption

