



Solarize St. Thomas
Request for Proposals
Residential & Commercial Solar PV and Battery Storage Systems

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I. PROGRAM OVERVIEW

Solarize St. Thomas is a public-private coalition consisting of the Virgin Islands Energy Office, UVI's Caribbean Green Technology Center, Rotary Club of St. Thomas East ECO, Environmental Association of St. Thomas – St. John, Virgin Islands Conservation Society, VI Electric Vehicle Assoc.-North, and Solar Crowdsourcing.

The objectives of the Solarize St. Thomas program are to:

- Lower the cost of solar energy and battery storage installations through the power of bulk-purchasing, reduce Contractor acquisition costs and transfer those savings to the residential and commercial residents of St. Thomas;
- Encourage the adoption of solar-friendly permitting practices in the Territory;
- Educate consumers and cultivate a sense of community participation and ownership in the clean energy market;
- Substantially increase the number of solar energy systems and battery storage installations in a way that can be sustained beyond the timeframe of the Solarize St. Thomas campaign.
- Reduce the energy burden of the most vulnerable residents on St. Thomas through a grant program available to low and moderate income families.
- Advance and encourage renewable energy workforce development in the VI; and,
- Increase and strengthen hurricane resilience by installing solar/battery backup systems.

Solarize St. Thomas invites proposals from solar energy companies specializing in the design and installation of solar photovoltaic systems. ("Contractor") to participate in a Solarize campaign for St. Thomas, USVI ("Project Area").

Respondents to this RFP will bid for residential, commercial, and nonprofit solar energy, battery storage and other clean energy applications. Bids received by the due date November 5, 2020 will be reviewed and evaluated by the Solarize St. Thomas Coalition Members. One lead solar contractor¹ will be selected ("Selected Contractor") to provide products and services to all residential and commercial solar participants for Solarize St. Thomas.

Bid Meeting: Organizers of the campaign will hold a virtual bid conference via Zoom on Tuesday, October 14, 2020 @ 10:00AM AST. Prospective bidders are encouraged to attend this meeting to get an overview of the campaign and participate in a Q&A session. [Register for Bid Meeting here.](#)

The Selected Contractor will collaborate with Solarize St. Thomas to roll-out a 6+ month community marketing, education, and outreach campaign with the goal of securing 60+ residential and commercial contracts for solar energy and battery storage installations. Installations are anticipated to continue beyond the outreach period with the goal of all

¹ Bidding contractor may partner or subcontract with other EPC firms subject to Section VI. E. of this request for proposal.

installations complete on or before December 31, 2021. All St. Thomas residential and commercial residents that enroll in the program will be exclusive leads advanced to the Selected Contractor, who will provide the services described in this RFP, including responsive participant communication; a transparent pricing/financing structure; accurate proposals; and turnkey design and installation services.

II. SOLARIZE ST. THOMAS CAMPAIGN SUMMARY

This section provides a summary of the Solarize St. Thomas campaign activities and responsibilities. The success of the Solarize campaign depends upon the collaboration of Solarize St. Thomas and its partners, the Selected Contractor, and the participating community members (participants).

A. Solarize St. Thomas Roles and Responsibilities

Solarize St. Thomas will help facilitate the campaign with the following roles and responsibilities:

Technical

- Website, landing page
- Signups, intake, voice service, and automated workflows
- Database management
- Reporting and analytics

Marketing

- Graphic design, branding
- Print initial campaign materials, i.e., brochure, banners, yard signs.²
- Social media, media outreach
- Community events

Education

Schedule, organize, and coordinate 4-6 workshops, open houses, and information sessions, virtual or otherwise, including secure locations, schedule speakers, and announcements.

B. Contractor Selection Process

Each contractor shall carefully examine this RFP and any and all amendments, revisions, and other data and materials provided with respect to this RFP process. Contractor should familiarize themselves with all proposal requirements prior to submitting their proposal.

² Selected Contractor will share print costs after initial print is exhausted.

Should a bidding contractor note any discrepancies, require clarifications or wish to request interpretations of any kind, the bidding contractor may send a written request by email to admin@solarizestt.com until bids are due. Solarize St. Thomas will respond to such written requests in kind and disseminate such written responses to other prospective contractors via the online RFP page.

Proposals must be received no later than 5:00PM AST November 5, 2020. Proposals received after the aforementioned date and time may not be considered in Solarize St. Thomas's sole discretion.

Proposals must be submitted in electronic form only to admin@solarizesst.com. The subject line should be identified as: "Proposals for Solarize St. Thomas Campaign"

C. Community Marketing Campaign

Solarize St. Thomas is preparing for widespread community education and outreach during the course of the campaign. Working closely with the Selected Contractor to coordinate messaging and activities, Solarize St. Thomas will implement a community education, marketing and outreach campaign consisting of public workshops and events, open house events, media outreach, email, social media and online marketing, along with other activities to encourage area residents and businesses to enroll before the deadline.

The Selected Contractor is required to have staff available to attend a series (4-6) of informational workshops designed to educate the community about the Solarize St. Thomas program, benefits of solar, meet campaign stakeholders and participate in a Q&A session. Additionally, the Selected Contractor should be prepared to have staff attend 2-3 press events throughout the course of the campaign.

The Selected Contractor will agree to market only under the Solarize St. Thomas brand in the Project Area for the duration of the Solarize St. Thomas campaign period and through the completion of all installations. All participants must be offered the finalized discounted Solarize St. Thomas pricing via the tiered pricing schedule, when applicable.

D. Participant Process

Solarize St. Thomas will collaborate with the Selected Contractor to design and implement a process participants will experience. The following process outlines what Solarize St. Thomas values in order to give participants the best possible customer service while conserving the Selected Contractor's time and resources.

1. Enrollment

- Interested residential and commercial participants will enroll through the dedicated Solarize campaign webpage (www.solarizestt.com), hosted on the Solar Crowdsourcing platform. Said webpage will include relevant

campaign information including but not limited to the campaign, Selected Contractor, selected materials, tiered pricing schedule, financing options, and processes.

- Participants will provide address and electricity bill information. Participant data will be immediately accessible to the Selected Contractor and Solarize St. Thomas through an automated workflow process. The Selected Contractor is expected to make initial contact to participants as soon as possible upon receipt of participant data.
- The Selected Contractor will integrate, to the extent practical, their sales processes with the Solar Crowdsource platform to track participants and continuously communicate their progress to Solarize St. Thomas throughout the campaign.
- A 2-3 week onboarding process will take place prior to launching the campaign to ensure a seamless customer workflow between the Selected Contractor and Solarize St. Thomas.

2. Solar Assessment.

- Initial Solar Assessment: the initial solar assessment includes a desktop review of property and utility bill information. This may include site assessment through satellite imagery and the creation of an energy load profile. The initial site assessment is to determine solar radiance on property, rooftop and property orientation, estimated system size, and preliminary payback and return analysis. The purpose of the initial solar assessment is to screen participant property to determine suitability of solar and participant ability to finance the system. Participants whose sites are not suitable for solar will be promptly informed, with explanation provided, by the Selected Contractor. This information shall also be shared with Solarize St. Thomas campaign organizers.
- Detailed Assessment: Upon determination that participant property is suitable for solar and/or battery storage and participant has been screened by phone or email, Selected Contractor will generate a detailed solar assessment report including but not necessarily limited to visual representation of solar energy system on roof or land, participant energy load profile, environmental benefits, and financial analysis.
- Site Visit: Site visit includes but not limited to meeting the participant; taking measurements; shading analysis; determine tilt and orientation; verify annual energy production, and note any electrical, mechanical, or structural considerations that may incur costs above and beyond the standard pricing schedule for the project. Site visits may be clustered to reduce Contractor costs

3. Participant Proposals.

- In all proposal materials, the Selected Contractor must use the current utility rate for the participant (e.g. kWh AC rate). The Contractor may use a set escalator rate for predicted electric utility price increases at no greater than 2% per year in predicting payback periods, and make clear that all figures are based on given assumptions.
- Upon request by participant, the Selected Contractor is expected to provide multiple assessments based on the type of financing and ownership structure desired without additional cost to participant.
- The Contractor must clearly specify all other assumptions for their estimates, including derate factors for their equipment; estimated annual energy production based on the region of the system as per the PV Watts estimator (www.pvwatts.nrel.gov) (or other industry accepted resource, including PVSyst or NREL System Advisor Model) taking into account panel orientation and shading; estimated annual AC energy production decline over 25 years, and any other relevant factors.
- Renewable energy credit (RECs) valuations may not be included in financial analysis reports produced as a part of project.
- Solarize St. Thomas and Selected Contractor must clearly represent to potential participants that, previous to signing a contract with the Selected Contractor, they are free to independently seek other offers.
- All Selected Contractor claims regarding federal tax credits or other tax benefits must include a disclaimer that the participant contact a tax professional to determine how tax incentives apply to them.

4. Contracting.

- Selected Contractor contracts should explain and itemize materials, system type, cost, sizing, and energy production. Individual system designs should be aesthetically pleasing, taking into consideration the preferences of participant; local zoning and building codes; historic preservation, and HOA regulations while minimizing project costs and maximizing solar energy production.
- Participants whose sites are feasible for solar will be offered the pricing and financing options established in the Selected Contractor's submitted Attachment B: Pricing Proposal.

5. Installations.

- The Selected Contractor will provide turnkey installation including permitting, utility interconnection and commissioning services for eligible and interested participants.
- The Selected Contractor will provide a clear list of work to be performed and estimated schedule to all participants.
- The Selected Contractor is responsible for timely completion of each installation. If and when the Selected Contractor geographically clusters installation work to reduce costs, they must communicate that clearly to the affected participants.
- The target date for completion of all installations before December 31, 2021.
- The Selected Contractor will continue to communicate progress to Solarize St. Thomas until all installations are complete.

E. LMI Grant Program.

In addition to providing group discount pricing on solar energy, battery storage, and other clean energy technologies to all residents of St. Thomas, the Project will include a grant program to help reduce the energy burden for low-income and moderate income (LMI) residents on St. Thomas.

A generous donation has already been pledged towards this effort and the Solarize St. Thomas coalition is currently in the process of designing the grant program and seeking additional funds to make as big an impact as possible. The Selected Contractor will be expected to take part in this program by assessing select properties and provide installation services.

F. Community Project.

As part of the Solarize St. Thomas campaign, the Selected Contractor will take part in a charitable community project (this is in addition to the LMI Grant Program described above). The location(s), and beneficiary(ies) of the project will be determined by Solarize St. Thomas. The Selected Contractor will collaborate with Solarize St. Thomas to design, develop, and construct the project(s) as well as partially finance the project from a percentage of total Solarize St. Thomas revenues. See Sections VI.K. below for more details on the Community Project.

III. SOLARIZE ST. THOMAS TIMELINE

Milestone	Date
RFP Release	10/5/2020
Bidder Meeting	10/14/2020
RFP Bids Due	11/5/2020
Contractor interview day	11/9/2020
Announce selected solar installer	11/11/2020
Contractor agreement approval	11/20/2020
Contractor onboarding, outreach, and customer facilitation	11/11/2020 through January 2021
Customer signup period begins	January 2021
Customer signup period ends	Summer 2021
Deadline for contracts	TBD
Goal to have installations complete	12/31/2021

IV. CONTRACTOR ELIGIBILITY THRESHOLD REQUIREMENTS

In order to be eligible to submit a proposal, Solar Contractor must:

- A. Demonstrate experience and proficiency in solar energy installations. The Contractor must have installed a minimum of five (5) solar PV projects in the USVI Territory.
- B. With a goal of supporting the local solar industry, preference will be given to firms located within the USVI Territory. Please list your company's USVI office address and the location of the company headquarters.
- C. Be, at minimum, licensed to conduct business in USVI.
- D. Include on the project team at least one master electrician holding a valid and current electrical license to perform any electrical work on the solar PV projects.
- E. Include on the project team at least one NABCEP certified installer.
- F. Maintain standard insurance policies for Worker's Compensation (\$1,000,000 per accident) and Commercial General Liability (\$2,000,000 per occurrence). All coverage maintained by Contractor shall be primary to any insurance coverage carried by Participant, shall contain waivers of subrogation, and shall not be amended or terminated without notice to Participant. Proof of this coverage will be provided by the Selected Contractor.
- G. Submit a complete proposal as by 5:00PM AST on November 5, 2020. Proposals should be emailed to admin@solarizestt.com.

V. SELECTION CRITERIA

The RFP Committee will be comprised of Solarize St. Thomas Coalition Members, community partners and volunteer residents. Proposals will be scored in the following categories, with a maximum possible score of 100 points. The final scoring of each proposal will be at the exclusive discretion of the RFP Committee.

Subject	Description	Top Score Possible
System Quality	Evaluates the quality and performance of the proposed equipment including panels, inverters, racking systems, and batteries. Panels should be Tier 1 according to Bloomberg New Energy Finance Corporation, have efficiencies greater than 17% and be rated for wind loads up 150 mph.	20
Pricing	Assesses the proposed tier prices for base turn-key solar PV systems provided by the respondent and ranks them competitively. Project “Adders” should be reasonably priced when compared with market rates. Additional consideration will be given to the extent bulk-purchasing of “adder” materials such as battery storage and EVSEs are provided. Respondents are encouraged to show a tiered-pricing, bulk-purchasing schedule for adder materials in <u>Attachment D</u> where possible.	20
System and Workmanship Warranty	Evaluates the equipment warranty of the proposed panels and inverters along with the proposed workmanship warranty provided by the Contractor. Panels require a 25 year power warranty with 80% of nameplate power by year 25. Inverters require a warranty of at least 15 years for microinverters and 10 year for string inverters, however longer inverter warranty periods will be viewed favorably. The contractor workmanship warranty are required to be at least on year, however longer workmanship warranty periods will be viewed favorably.	15
Contractor Experience, Implementation Plan	Evaluates the respondent based upon their # of years in business, the quality and experience of the proposed project team, the # and size of projects previously completed. Assesses the respondent’s proposed plan for tracking leads, handling project volume, proposed timeline from site evaluation to contract to installation, and their ability to handle projects within HOAs and historic districts.	15
Hiring	Assesses Contractors willingness and ability to hire from within the Project Area, including creating or participating in training programs for low-income and at risk populations.	7.5

System Aesthetics	Evaluates the degree to which selected components and installations are aesthetically pleasing and blend in with structure and adjacent surroundings.	2.5
Financing	Assesses Contractor's ability to offer financing options to program participants including innovative financing options for the low-income community.	5
Innovative Concepts	Assesses the level of innovation the respondent proposes as a part of the core project and as additional items of value for customers to consider. Innovative ideas may be associated creative use of outdoor spaces, energy efficiency solutions, solutions for low-income communities, early-bird bonus for early signups, equipment upgrades, incentives for early adopters, support for the community project, and models for financing or leasing equipment to low-income communities as a part of the project.	5
Community Project	Evaluate the ingenuity, level of commitment (i.e., monetary contribution), and services the respondent proposes for a project to support the nonprofit community.	5
Marketing Plan	Assesses the respondent's ability to support education and marketing efforts associated with the project. This should be evaluated on the quality of the promotional materials and the level of support offered for the educational and promotional portions of this project.	5

VI. PROPOSAL FORMAT AND REQUIREMENTS

The Core Proposal must be submitted as a single PDF document. Each page must be numbered and include the company's name. Clearly label each of the subsections outlined below:

A. Cover Letter

Include cover letter (one page) signed by authorized company representative on company letterhead. The cover letter should summarize highlights, key features, and distinguishing points of the proposal, as well as any unique problems identified and proposed solutions.

B. Company and Project Team Experience

Description of the bidding Contractor: Highlight relevant experience, skills, and capabilities necessary to undertake a Solarize campaign, including, but not limited to, number of systems, and kW capacity installed in each of the last 3 years, how long the

company has been in business, ability to handle a large number of leads and projects over a short timeframe. Do not repeat information provided in Attachment A.

Identify all members of the project team, including, but not limited to, sub-Contractors and/or partners assisting in project financing, participant service, outreach, and project installations. Include a brief description of each member's experience and role. Include an organization chart of your company and the project teams.

Identify ability to hire from within the Project Area. This includes current job openings, apprenticeships, or training programs offered by Contractor and any partnerships with schools or programs in the Project Area.

C. Program Implementation Plan

Outline the intake process for participant leads; method for screening sites and follow-up with those participants; and data tracking systems for leads, participants and installations.

Describe a plan for ensuring that Contractor has adequate capacity to accommodate the anticipated increase in volume of leads, including initial contact with participants, site visits, follow-up visits, outreach events, and installations. Estimate the number of residential and small commercial solar PV projects the Contractor could reasonably complete on a monthly basis. Describe a contingency plan if outreach results in a workload exceeding the Contractor's expectations and staff capacity.

The plan should include an anticipated installation schedule based on your expectations for the Solarize St. Thomas campaign and the Contractor's strategy for completing installations no later than 120 days after contract approval for each participant. For these estimates, an average system size of 5kW may be used. Include an assessment of the firm's upper limit of capacity for site assessments and installations within a given time period. Provide information about how many site assessments and quotes the firm can perform on a weekly basis. Include details outlining the number, size and types of systems per set time period that your firm or sub-Contractors are capable of installing, and what factors are accounted for in these estimates.

Describe the internal quality assurance process for the solar PV equipment and installations, including any Contractor warranties on equipment installed and/or labor. Manufacturers' warranties for equipment components should be listed in Attachment C, Equipment Specifications.

Describe the operation and maintenance agreement that will be offered to participants, and describe the provisions to address scheduled and corrective maintenance, system monitoring and communications protocols, as well as associated participant costs for each, if applicable.

D. Participant Experience

Describe the process a participant will experience from inception as a lead to project completion or determination that the participant site is not viable for solar. Please include:

1. All aspects of participant experience, including site evaluation, securing of any financing or leasing or SEPA agreement arrangements, installation, and any follow-up;
2. Information on quality assurances to participants and examples that might indicate exemplary participant experience;
3. Expected timeline for the average participant from evaluation to installation.

E. Partnering and Sub-Contracting with Other Contractors (if applicable)

The bidding contractor may choose to partner or subcontract with other contractors to diversify and strengthen their bid and avoid strains in capacity. If bidding contractor chooses to do so, specify the name of the company and the relationship that exists between the companies. The partnering or subcontracting firm must meet the same eligibility criteria as the lead contractor. In addition, the bidding contractor must disclose the relationship and obtain approval in advance from Solarize St. Thomas.

F. Offerings for Homes Where Fixed Solar PV Is Not Feasible

Solarize St. Thomas aims to help guide participants unable or uninterested in moving forward with a fixed solar installation toward other energy-related resources, and reduced environmental footprint, such as portable solar/battery starter kits, home energy audits, weatherization, insulation, more efficient electrical use and appliances, and/or other renewable energy products. Explain how you might be able to support this aspect of the project. This effort may include existing relationships with other energy service companies, or in-house expertise related to other energy services

G. Unique Challenges

Identify areas or tasks that might result in delays or extensions of the anticipated program schedule. For example, property located within one of the City's historic districts or listed as a historic place are required to undergo a design review process. Please describe any other unique problems perceived by the Contractor and proposed solutions.

H. Marketing Strategy

Describe ways to expand the number of residential and commercial solar PV projects. Include ideas about leveraging outreach to generate strong leads. Identify any potential community partners that might assist in deploying or enhancing the marketing strategy. If applicable, cite specific examples of marketing services that will be provided, items or marketing materials that will be offered by the Contractor (yard signs, flyers, direct mail, videos featuring participants, etc.) or Contractor funding/resources that will be allocated

to complement and support Solarize St. Thomas's efforts or to produce these marketing materials.

I. Financing Options

Solarize St. Thomas will be working with partners to identify and clearly communicate what financing options are available to participants. All findings and related material regarding financing for solar will be publicly available.

Describe all residential and commercial financing options you will present to Solarize St. Thomas participants. Include existing relationships with banks or financial institutions, third party owned lease/SEPA and any other access to financing tools and products. Comment also on any mechanisms for financing that you know of which you have recommended or could recommend to participants. Do not duplicate information provided in Attachment B.

J. Price Structure

1. Tiered Pricing Schedules.

a. Residential solar only tiered pricing. In Attachment B, provide a dollar per watt (\$/W) installed price for **residential solar PV systems** that will decrease by tier levels as the total amount of aggregate capacity from signed contracts increases. During the Solarize St. Thomas campaign period, all participants benefit from reaching the highest Tier (lowest price), regardless of when they signed the contract for solar. Participants who sign a contract at a higher-priced tier will receive a rebate check from the Selected Contractor once the final tier is determined.

b. Residential solar + storage tiered pricing. In Attachment B, provide a dollar per watt (\$/W) installed price for **residential solar PV + battery storage systems** that will decrease by tier levels as the total amount of aggregate capacity from signed contracts increases and clearly specify the battery make, model and kWh capacity. During the Solarize St. Thomas campaign period, all participants benefit from reaching the highest Tier (lowest price), regardless of when they signed the contract for solar. Participants who sign a contract at a higher-priced tier will receive a rebate check from the Selected Contractor once the final tier is determined.

c. Commercial tiered pricing. In Attachment B, provide a dollar per watt (\$/W) installed price for **commercial solar PV systems** that will decrease by tier levels as the total amount of aggregate capacity from signed contracts increases. During the Solarize St. Thomas campaign period, all participants benefit from reaching the highest Tier (lowest price), regardless of when they signed the contract for solar. Participants who sign a contract at a higher-priced tier will receive a rebate check from the Selected Contractor once the final tier is determined.

2. Lease/PPA Contracts.

If the Contractor opts to offer a Lease/PPA model, they must provide a base dollar per kilowatt hour (\$/kWh) Lease/PPA price (Purchase Price) that will decrease by defined tier levels as the total contracted capacity within the community increases. The Lease/PPA contract must include a “not to exceed” lease payment or PPA payment that is applicable until the Solarize St. Thomas campaign concludes. This provision includes any extensions or date modifications implemented if agreed to by all Solarize St. Thomas campaign participants. At the conclusion of the campaign, all Solarize participants will be notified of the final Purchase Price, based on the final pricing Tier achieved.

3. Increased Pricing Factors.

Features of certain installations will result in higher costs. Contractor must outline specific electrical, mechanical, and structural equipment as well as site or labor features that will result in greater costs by completing the “Increased Pricing Factors” in Attachment D. Throughout the Solarize St. Thomas campaign, Contractor will be responsible for clearly identifying individual projects that trigger additional pricing and include this information in their proposal to participants. For property located within a historical district or listed as a historic place, a flat fee of \$200 can be included to cover the design review process.

4. Adders.

Provide a list of additional system features in Attachment D otherwise known as “adders,” along with associated costs of such features, which may be preferred by the participant and would affect the final project cost. Examples of adders can be equipment upgrades, energy storage, home energy monitoring, etc.

Community feedback from our survey shows that more residents are interested in accessory items such as battery storage and EVSE equipment. Therefore respondents to this RFP are encouraged to show a tiered-pricing, bulk-purchasing schedule for adder materials in Attachment D where possible. If tiered-pricing for adder materials are not possible, please explain why it is not possible.

K. Community Project.

Solarize St. Thomas will seek to identify a local nonprofit for a charitable community project for this campaign in which the Contractor is expected to contribute. Describe how the Contractor will contribute to the community project. These contributions might include: designating a percentage of Solarize St. Thomas gross revenues, utilizing contract workers from St. Thomas, discounting installation fees, and/or providing a demonstration project on a nonprofit’s property. This item will be evaluated on innovative approach and total commitment proposed by the Contractor.

L. LMI Grant Program

Solarize St. Thomas will include a grant program to subsidize the cost of solar energy and help reduce the energy burden for low-income and moderate income (LMI) residents on St. Thomas. Although this portion of the Project is still under development, a minimum of \$100,000 of grant money will be available. The Selected Contractor can expect several installations as a result of this effort.

Because LMI households are often not energy efficient, this portion of the program may require energy efficiency measures such as weatherization and insulation to be taken in conjunction with a solar installation. Contractors are expected to be prepared to offer such energy efficiency measures whether it be internally or through a subcontractor as part of the Community Project.

M. Minority Participation, and Green Jobs.

Lifting up minority and at-risk communities is central to this program. Tell us if you have minority ownership, staff, and/or contractors and include a range of what your hiring needs may be to fulfill the terms of this RFP.

Given this commitment to equity, indicate if your ownership/staff are willing to collaborate with Solarize St. Thomas coalition members and local efforts to build a green jobs pipeline.

N. Workforce Development – Caribbean Green Technology Center

The Contractor will work with the Caribbean Green Technology Center (CGTC) at UVI to provide internship opportunities for students. CGTC is currently actively working with students on a variety of small scale projects to primarily expose students to the fields of renewable energy, electrical engineering, energy management etc. The Contractor shall engage with CGTC and Solarize St Thomas to provide internship opportunities for UVI students in the field, or remotely. Examples of internship activities include site assessment, system design, system installation, project management, etc. Internships should have a minimum duration of 2 weeks. Internships can take place over summer or winter break, or occur during regular school year. Through continued dialogue, CGTC, Solarize St. Thomas and the Contractor will decide how much in-advance training and preparation students will need to receive prior to certain types of internships. CGTC will be responsible for providing such training as applicable and appropriate. Students will be required to submit a short essay to Solarize St. Thomas, CGTC and the Contractor at the end of the internship.

VII. STANDARD SYSTEM SPECIFICATIONS

Use Attachment C to identify standard system specifications for equipment that will be used for solarize installations. Specifications listed in this section are listed with the intent of establishing a standard for baseline performance, which Solarize St. Thomas has made best efforts to outline for the purposes of pricing. The Contractor remains fully responsible to meet all applicable local, territory, federal and other codes, as well as applicable industry standards and best practices. In your proposal, include a narrative

describing the merits of the proposed equipment. Outline a contingency plan should any equipment become unavailable, e.g., due to circumstances such as a plant closure or more demand than available product. Solarize St. Thomas is interested in high quality as well as cost-competitive equipment.

A. Photovoltaic Panels

All panels must have a Tier 1 ranking as defined by Bloomberg New Energy Finance Corporation and have at least a 25 year power warranty with: specified performance degradation curve showing acceptable levels of performance or replacement and show achievement of a minimum of 80% of the nameplate rated power at STC by year 25: and PTC/STC ratio greater than 0.9, having no negative PTolerance. PTolerance may be positive or zero for both the positive and negative tolerance ratings. Independent of the mounting systems, panels must be rated for snow and wind load up to 5400 PA. Panels should have efficiencies of no less than 17%, for the base price, and for the Premium Efficiency Alternative Price, please specify a panel substantively higher efficiency, which may be used for situations with space limitations.

B. Inverters

Inverter technologies have a warranty that allows for replacement due to premature failure over the lifetime of the system, and UL certification. Warranties shall be at minimum 15 years for microinverters, and 10 years for string inverters; however, longer warranties will be viewed favorably.

C. Racking

- Roof: Pre-engineered roof racking systems at a minimum in accordance with USVI Building Codes and International Building Code 2009
- Ground: Pre-engineered ground mount racking systems at minimum, compliance with UL 2703 or 2703 certified.

VIII. PARTICIPANT PROPOSAL AND CONTRACT SAMPLES (Provide in a PDF file)

A. Proposal/Estimate

Sample of typical participant proposal/estimate, showing system size, project energy production, and expected financial savings. Participant proposals must clearly state all assumptions, including utility price and utility price escalator.

B. Purchase Contract

Sample of typical residential and commercial participant contract. For the Solarize St. Thomas campaign, Contractors will be requested to show estimated savings to the participant gained by participation in campaign. Include a section explaining how the final price will be adjusted for all participants when the final pricing tier is determined at the end of the campaign.

B. Lease/SEPA Contract

If applicable, Contractor's direct purchase contract and/or a lease or SEPA agreement with the participant, specifying all terms and conditions for a participant under the Solarize Campaign.

IX. Program Administration and Platform Service Fee

The Selected Contractor will pay Solar Crowdsourcing the following fees of all gross contract amounts for solarize program administration, services, and platform:

- Residential: 5%
- Commercial up to 100kW: 4%
- Commercial over 100kW: 3%

This fee-for-service will be required for all contracts signed as part of the Solarize St. Thomas campaign and contracts signed for locations outside the Project Area but given Solarize St. Thomas pricing. The Selected Contractor is not required to provide Solarize St. Thomas pricing for participants outside of the Project Area or non-Solarize designated equipment, such as ground mounted or large commercial systems, but will be expected to pay the aforementioned fee-for-service should these participants originate through the Solarize St. Thomas campaign. This fee-for-service will be payable to Solar Crowdsourcing upon the first draw payment of each contract. Solar Crowdsourcing will invoice the Selected Contractor monthly.

X. GENERAL PROVISIONS**A. Indemnification**

Contractor will protect, indemnify and hold harmless Solarize St. Thomas, its Coalition Members, directors, officers, board, trustees, employees, volunteers, agents and/or representatives from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, expert and attorney fees and expenses) imposed upon, incurred by or asserted against Solarize St. Thomas resulting from, arising out of or relating to the Contractor's work under contracts entered into as part of the Solarize St. Thomas campaign. The obligations of the Contractor under this paragraph will survive the expiration or termination of the Solarize St. Thomas program.

B. Insurance

For the duration of the Solarize St. Thomas campaign, the Contractor shall maintain standard insurance policies for Worker's Compensation (\$1,000,000 per accident) and Commercial General Liability (\$2,000,000 per occurrence). All coverage maintained by Contractor shall be primary to any insurance coverage carried by Participant, shall contain waivers of subrogation, and shall not be amended or terminated without notice to Participant. Proof of this coverage will be provided by the Selected Contractor.

C. Limitation of Liability

Solarize St. Thomas its partners, affiliates, agents, officers, directors, employees, volunteers, successors and/or assigns shall not be liable to the Selected Contractor for any special, indirect, incidental, consequential, punitive, or exemplary damages of any kind whatsoever, whether based on contract, warranty, tort (including negligence or statutory liability), or otherwise.

D. Non-discrimination

The Selected Contractor agrees and warrants that they will not discriminate or permit discrimination against any person or group of persons in any manner prohibited by the laws of the United States and USVI;

E. Waiver Authority

Solarize St. Thomas reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to modify the anticipated timeline, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFP at any time prior to Contractor selection.

F. Confidentiality Statement

Proposal documents are not generally considered to be a matter of public record. Solarize St. Thomas will endeavor to keep information confidential if the Contractor marks the subject information as confidential, provided that the confidential information was not publicly known and made generally available in the public domain prior to disclosure hereunder or becomes publicly known and made generally available after disclosure hereunder.

G. Disclaimer

This RFP does not commit Solarize St. Thomas to award any contracts, funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. Solarize St. Thomas reserves the right to accept or reject any or all proposals received, intervene and remove lead Contractor and/or partnering firm, negotiate with all qualified

bidders, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in the best interests of the community.

H. Contractor Responsibilities

The Contractor will have the following responsibilities, and, by submitting a proposal under this RFP, agrees to be bound by these responsibilities.

The Selected Contractor will provide technical expertise, free site evaluations, financing options/support, and turnkey installation services for eligible participants. The Contractor will also track leads and contracts and collaborate with Solarize St. Thomas on outreach strategy. The Contractor will provide status information for all leads and participants in a bi-weekly progress report. All participant contact information acquired as part of the Solarize St. Thomas campaign can be used by the Contractor only for the Solarize St. Thomas campaign and not for any other purposes or disclosed to a third party.

Installations will be carried out by the Contractor in accordance with all applicable laws and codes, interconnection requirements for net-metered installations and existing rules and timelines. For each participant contract, the Selected Contractor will be responsible for securing all required permits, completing and submitting incentive applications (if applicable), and scheduling and passing all jurisdictional inspections. Solarize St. Thomas will arrange for Selected Contractor to meet with the Virgin Islands Energy Office prior to finalizing any participant contract to ensure all local permitting and inspection requirements are known and that Selected Contractor is in compliance with local code. The Selected Contractor will provide guidance and assistance to each participant with completing an interconnection agreement with their utility, and provide coordination with the utility. These services are to be included in the per watt cost under the tiered or flat rate price structure proposed.

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Please submit questions in writing to: admin@solarizestt.com

Thank you for your interest in Solarize St. Thomas



SOLARIZE

St. Thomas

