



TOWN OF CHESTER, NEW HAMPSHIRE INVITATION TO BID

The Town of Chester is accepting proposals from qualified and responsible firms for a Municipal Solar Project in the Town of Chester, New Hampshire.

A mandatory site walk will be held on October 20th, 2023, at 12pm. The site walk will commence at the entrance gate to the Transfer Station at 50 Town Dump Road. The various potential sites listed in this document will be visited. The site walk is scheduled from 12-3pm.

Questions and/or site inspection requests should be directed to DDoda@ChesterNH.org. Answers to questions received on or before November 3rd, 2023, shall be posted on the Town website's RFP page which can be found at:

<https://www.chesternh.org/requests-proposals>

No questions received after November 3rd, 2023, will be answered. Responses to Bidder questions will be posted by November 10th, 2023.

Sealed proposals must be signed by a duly authorized official of the Bidder. Proposal terms shall be valid for a period of one year from receipt by the Town of Chester. It is anticipated but not guaranteed that a contract will be awarded to a Bidder based upon the RFP response and evaluation no earlier than May 17th, 2024. The contract award will be contingent on approval by the citizens of Chester at the annual Town Meeting on May 16th, 2024.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town. The Town may cancel this Request for Proposals at any time for any reason.

Five (5) hard copies and one (1) electronic copy on a USB flash drive of the response to this Request for Proposal shall be submitted in a sealed envelope clearly labeled with the Bidder's name and "Request for Proposal – Municipal Solar Project" to the following address:

Municipal Solar Project
RFP 06-OCT-23
Town of Chester
84 Chester Street
Chester, NH 03036
Attn: Debra Doda, Town Administrator

All proposals must be received no later than Wednesday, November ~~17th~~, **24th**, 2023 at 4pm (time period may be extended at the discretion of the Selectboard) to be considered. It is the sole responsibility of the Bidder to submit the proposal to the designated location prior to the deadline date and time. Telephoned or faxed submittals will not be accepted.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



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INSTRUCTIONS TO BIDDERS

By submitting a signed proposal, the proposing company warrants that it is sufficiently informed in all matters affecting the performance of this work; furnishing service, knowledge, labor, supplies, material and components needed to perform the specifications; that it has obtained copies of all necessary documentation; that it has made itself aware of all site-specific peculiarities, and that it is familiar with all field conditions; that it has properly and completely executed the bid documents; and that the prices are complete and a correct statement of performing the work and furnishing the service, knowledge, labor, supplies, materials and components specified by the RFP documents.

The Town of Chester reserves the right to amend any portion of the Request for Proposal. Copies of such amendments shall be furnished to all prospective Bidders. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

Any costs incurred by Bidders responding to this Request for Proposal in anticipation of receiving a contract award shall be the responsibility of the Bidder. The Town of Chester shall not reimburse the Bidder for any such expenses.

Any contract resulting from this solicitation shall contain the terms and conditions included in this RFP, the successful proposal, and any addenda issued pursuant thereto.

GENERAL QUALIFICATIONS

Interested assessment companies ("Bidders") are invited to submit proposals that shall include:

1. The Bidder's ability to provide the services and minimum specifications described below, in a professional manner and in accordance with applicable statutes;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder's ability to complete the project by the desired date; and
4. A list of all personnel who will be assigned to Chester, including their years of experience and qualifications.

SCOPE OF WORK

The Town of Chester, New Hampshire is interested in the development of a solar array. The Town is seeking proposals for a long-term lease or other mutually agreeable arrangement for a municipal solar array. There are three town-owned sites that have been identified as being appropriate for solar installation. The sites are as follows:



- A. 101 Town Dump Road (Tax Map 013-003)
 - a. Salt Shed Area off Dump Rd
 - i. The parcel is 18.51 acres in size and contains the Town's salt shed and associated buildings and equipment. The undeveloped area is forested and comprises approximately 16+/- acres. The site has not been delineated for wetlands at this time.
- B. 50 Town Dump Road (Tax Map 013-005)
 - a. Burn Pile Area at Transfer Station
 - i. The parcel is 37.23 acres in size and contains the Town's transfer station and capped landfill. The "burn pile area" is located northwest of the transfer station and comprises approximately 2+/- acres. This area of the site is partially cleared with some forested areas. The area is mostly upland, but has not been delineated for wetlands.
- C. 84 Chester Street (Tax Map 005-012)
 - a. Rear Field at Town Hall
 - i. The parcel is 13.51 acres in size and contains the Town Hall complex with associated outbuildings and parking lots. The undeveloped area of the parcel comprises approximately 8.5+/- acres and is mostly forested with a mowed field at the rear of the Town Hall complex.

SCHEDULE

RFP Schedule:

- a. RFP Release Date: Friday, October 6th, 2023
- b. Pre-bid Site Walk: Friday, October 20th, 2023
- c. Deadline for Bidder Questions: Friday, November 3rd, 2023
- d. Response to Bidder Questions: Friday, November 10th, 2023
- e. Proposal Due Date: Friday, November ~~17th~~, **24th**, 2023, at 4:00pm
- f. Interviews: Friday, December 1st - Friday, December 15th, 2023
- g. Anticipated Award Date: Friday, May 17th, 2024

The Town may change these dates at its sole discretion.

Submittal Requirements and Evaluation Criteria

- a. A description of the Person or Firm submitting proposal
- b. A list of any similar projects completed by the Person or Firm submitting a proposal. Particular interest in projects in New Hampshire and New England.
- c. Impact to the land - How will the proposed use impact each property and the adjacent Town operations and abutters?
- d. Proposed length of lease and proposed annual lease payment or other proposed financial arrangement.
- e. Explain how the proposed contract will affect current and future third party electricity supply agreements.



- f. Other anticipated revenue(s) to the Town, if applicable.
- g. Anticipated schedule for operating and decommissioning of the site.
- h. Other pertinent information.

Selection

- a. The Town will use the above information to evaluate the proposals and determine which proposals are in the best interest of the Town.
- b. Criteria for evaluations shall include but are not limited to:
 - i. Proposal size and scope and value to the Town
 - ii. Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region
 - iii. Response of reference requests
 - iv. Available resources to complete projects in a timely manner

Attachments

- a. Aerial Photographs/GIS map of each site
- b. Previous year utility electric bill(s) or documented usage by the Town of Chester
- c. Third-party electricity supply agreement

CONTRACT AWARDS

The Town of Chester reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in its best interest, regardless of the lowest bid amount.

The Town of Chester reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.



SAMPLE INSURANCE CERTIFICATE

ACORD						CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 06/01/2023	
PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED Name of Contractor or Vendor 111 Some Street or Drive City or Town, NH Zip						INSUREERS AFFORDING COVERAGE			
						INSURER A: USA INSURANCE COMPANY			
						INSURER B: AMERICAN INSURANCE INCORPORATED			
						INSURER C: NH WORKERS' COMPENSATION INSURANCE CO.			
COVERAGES									
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
IN SR LT n	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS				
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/>	000P98298-A11 (Example #)	07/01/23	06/30/24	EACH OCCURENCE	\$1,000,000			
	FIRE DAMAGE (Any				\$				
	MED EXP (Any one				\$				
	PERSONAL & ADV				\$				
	GENERAL				\$2,000,000				
	PRODUCTS-COMP/OP				\$				
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/>	SKLS-029499S (Example #)	07/01/23	06/30/24	COMBINED SINGLE (Each accident)	\$1,000,000			
	BODILY INJURY (Per person)				\$				
	BODILY INJURY (Per accident)				\$				
	PROPERTY DAMAGE (Per accident)				\$				
	AUTO ONLY-EA				\$				
	OTHER THAN EA AUTO ONLY: AGG				\$				
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				EACH OCCURENCE				
	AGGREGATE				\$				
					\$				
					\$				
					\$				
					\$				
C	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37 (Example #)	07/01/23	06/30/24	WC	OTH-			
	E.L. EACH ACCIDENT				\$100,000				
	E.L. DISEASE-EA				\$500,000				
	E.L. DISEASE - POLICY				\$100,000				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS									
TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE									
CERTIFICATE HOLDER	X	ADDITIONAL INSURED; INSURER LETTER: CANCELLATION A & B							
Town of Chester ATTN: Board of Selectmen 84 Chester Street Chester, NH 03036						SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)			