



a town for a lifetime
IRONDEQUOIT *New York*
DAVID A. SEELEY *Town Supervisor*

Release May 9th, 2018.

Request for Proposal

For

**The Design and Installation of Solar Panel Systems at the Town of Irondequoit
Public Safety Building located at 1300 Titus Ave. and the new Department of Public
Works Facility located at 2629 E. Ridge Rd.**

Proposals due: **May 30th, 2018**

Please Deliver Proposal Response to:

**Attn.: Bob Kiley, Commissioner of Public Works / Superintendent of Highways
Irondequoit Town Hall
1280 Titus Avenue
Rochester, NY 14617**



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Scope and Specifications

1. Facilities: The Project includes the installation of two roof mounted solar photovoltaic systems for the Town of Irondequoit. Town has designated two facilities where solar panel systems will be installed. Those facility are as follows;
 - a. Public Safety Building: 1300 Titus Ave. Rochester NY 14617.
 - i. An existing facility constructed in 1991 which houses the Town of Irondequoit Police Department and Courts. The Town seeks the installation of the 53.1 kW solar panel system to be installed on the southern roofline of the building. The installation of the panels, mounting brackets and the electrical conduit system must not penetrate the existing metal roof. All electrical conduit must terminate in the main electrical / boiler room. Plans for the Public Safety Building are available for review during normal business hours at the Commissioner's Office located on the second floor of Town Hall 1280 Titus Ave, Rochester NY 14617. Firm will be required to demonstrate that existing roof will be able to sustain the added loading of the panels. Please note that it is not necessary to provide this documentation for the RFP, however it must be acknowledged that once engineering has been conducted that the roof will allow for the loading. Further, snow loading must also be contemplated. The Town seeks this solar panel system to be installed during the fall of 2018.
 - b. New Department of Public Works Facility: near 2629 E. Ridge Rd. Rochester NY 14622
 - i. This facility is currently under construction near the intersection of the 590 North and the 104 West intersection. The facility should be completed by the Summer of 2019 and as such, the Town seeks the solar panel system to be installed during the spring / summer of 2019. This facility needs to be outfitted with a 56.4 kW system and the installation of the panels and the associated electrical conduit system must not penetrate the roof. All electrical conduit must terminate in the electrical room. Plans for the New Department of Public Works are available for review at the Commissioner's Office located on the second floor of Town Hall 1280 Titus Ave, Rochester NY 14617. The southern



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roofline has been designed to support the additional loading. Solar Panels can be centered, or placed in a linear fashion on the southern roof line of the building. The Town seeks this solar panel system to be installed during the spring/summer of 2019.

Term

The Contractor shall have a contract term of eighteen (18) months and may be extended as-needed to complete the Project for up to one (1) three (3) month term at the sole option of the Town and under the terms and conditions of the original RFP, unless alternate terms are specified in this RFP and/or the contract for renewals/extensions.

Contract Negotiation

Proposals for Professional Services will be evaluated in a manner consistent with General Municipal Law §104 and with Irondequoit Town Code §51-13. Interviews may, at the discretion of the Town, be conducted with those offerors whose proposals prove them to be qualified, responsible, and capable of fulfilling the requirements of this RFP. Negotiation with ranked offerors to establish detailed scope of services, fair and reasonable fee and other terms and conditions of the service agreement will be conducted at the discretion of the Town, and any award is subject to the approval of the Irondequoit Town Board. The contract that may be entered into, will be the most advantageous to the Town of Irondequoit, and shall be in a form approved by the Attorneys for the Town. The Town of Irondequoit reserves the right to consider a proposal or modifications thereof received at any time before a contract is awarded, if such action is in the best interest of the Town of Irondequoit.

Incurring Cost

The Town of Irondequoit is not liable for any costs incurred by Offerors to prepare response prior to the effective date of the contract.