



**2025-07 Request for Proposals
for
Solar Array Design and Installation
At Public Works and Public Safety
2000 Spooner Avenue, Altoona, WI
1904 Spooner Avenue, Altoona, WI**

Due August 25th, 2025, 2 PM

BACKGROUND

The City of Altoona is seeking proposals from qualified firms to provide complete turnkey design and installation services of two ac solar photovoltaic (PV) systems, one at the City's police department and one at the City's public works shop. The police department is located at 1904 Spooner Avenue, Altoona WI and the public works building is located next to the police department 2000 Spooner Avenue, Altoona WI. Both solar arrays will be installed on each facility's flat roofs (please refer to **Exhibit A**). We are inviting firms to submit their qualifications to become part of the project team.

A pre-submittal walkthrough of the facility is available. Please contact Mike Golat at 360-490-0438 (call or text) or Christien Huppert at 715-491-3007 (call or text) to make arrangements. The City highly recommends scheduling a walkthrough prior to submitting to verify that the site conditions will work with the proposed system.

SCOPE OF SERVICES

The City is seeking a solar design and installation partner to design and install a 66 kW DC solar array on the public works building and a 77 kW DC solar array on the public safety building. Initial design calls for (120) 550 W panels at Public Works and (140) 550 W panels at Public Safety, but this can be adjusted to work with each proposed system as long as the panel spacing works for each building.

Specific tasks to be completed by the selected firm include:

1. Provide a turnkey engineered design for both systems to be installed on flat roofs on ballast racking systems using microinverters. The project design shall include any work necessary to connect to the City's electrical service at each building.
2. Verify the roofs will support the proposed installations.
3. Acquire all building/electrical permits necessary for the installation.

4. Remove existing roofing ballast as necessary to allow for clean installation.
5. Install the solar arrays along with all equipment and systems necessary to make the systems fully operational, using industry best practices and commercial grade materials. Install the system keeping in mind the City may wish to add battery storage in the future.
6. Provide a real-time system monitoring program for both arrays that alerts City staff of problems with the system and generates monthly reports on production.
7. Coordinate with Focus On Energy and the on project-eligible rebates and fill out and submit rebate paperwork on the City's behalf.
8. Complete the project in time for the City to be eligible for current federal commercial solar tax credits (Sec. 48 E).
9. Attend up to 4 meetings with City officials as necessary to assure the project is being completed consistent with city goals and objectives.
10. Coordinate with Xcel Energy to assure installation is consistent with their interconnection standards for distributed generation and fill out necessary applications on the City's behalf to hook in to Excel's distribution system.
11. Provide the City with record drawings, warranty information and operating manuals.

WARRANTY

The City is requiring the following minimum warranties for the project:

1. Workmanship Warranty: 25 year warranty on all workmanship covering the quality and integrity of the labor and solar installation work performed ensuring the work meets industry standards and is free from defects, including roof penetrations.
2. Equipment Warranty: 25 year warranty on all solar panels, optimizers, inverters and mounting materials to include labor for replacement.
3. Efficiency Warranty: Maximum .5% annual degradation rate for solar panel output for first 25 years.

PROPOSAL FORMAT

1. Cover Letter (max 1 pages)

Please provide a cover letter that reflects your understanding of the project and why your firm is qualified to complete the project on time and within budget. Also, include a history of your business to include how many years you have been in business and how you intend to remain solvent given sweeping changes to the federal solar tax credit program and other relevant federal policy.

2. Project Experience (max 2 pages)

Please provide a list of similar projects completed or in progress by your firm during the last five (5) years; provide contact information for the owners of the projects.

3. Personnel (max 1 pages)

Identify all the individuals that will be part of your design and installation team and provide a brief resume for each. State their educational background, years of experience, and specific relevant experience or certifications.

4. Project Approach Narrative (max 1 pages)

Provide a description of the approach you will take to complete the project including specific procedural steps, personnel involved, expected number of meetings, critical milestones etc.

5. Project Schedule (max 1 page)

The project must be completed in time to meet eligibility requirements for federal commercial solar tax credits (Sec. 48 E). Provide a schedule, with milestones identified, that reflects how you intend to meet the proposed schedule.

6. Warranty (max 1 page)

Provide a narrative that reflects the warranties provided for workmanship, equipment and efficiency.

7. Estimated energy and Cost Savings (max 3 pages)

Please provide a model reflecting estimated energy and cost savings over 25 years and note the expected efficiency of the solar panels at the end of 25 years.

8. Fees and Reimbursable Costs (max 1 page)

Please provide a **lump sum** bid for completing the entire project as described including design, coordination and installation of the PV arrays.

Your fee should include all reimbursable expenses including travel, labor, housing, printing etc.

The City depends on you, as a professional firm, to understand the scope of the project sufficiently, through your experience and discussions with City staff, to provide a proposal and fee that is sufficient to complete the entire project.

9. Drawings and Equipment Specifications

Provide any relevant project drawings and all critical equipment specifications, including the PV array roof configuration, that would help the selection team analyze your proposal.

MISCELLANEOUS

1. RFP Postponement or Cancellation

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFP, postpone or cancel at any time this RFP process, or waive any irregularities in this RFP and to award a contract in the best interest of the City of Altoona.

2. Intellectual Property

All items pertaining to this project shall become the intellectual property of the City of Altoona, and shall be provided to the City in electronic format for both design and record drawing documents. Record drawing documents shall be delivered to the City within thirty (30) days of completion of construction.

3. Required Insurance

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Wisconsin.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance with respect to the work being completed for the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant **before** commencement of work.

SELECTION

The City of Altoona will assemble a team to evaluate the proposals and may invite a short list of firms for interviews. Any interested firm may schedule a site visit prior to proposal submittal, by contacting Mike Golat at the email or phone number noted below. Once the most qualified firm is selected by the team, they will be invited to enter into contract negotiations with the City. A copy of the City's Standard consultant contract is attached as **Exhibit B** for your review and consideration. Please review the contract to make sure you are comfortable with the contract before submitting your proposal.

Selection will be based in part on:

1. Team Qualifications
2. Experience with similar projects
3. Project Approach
4. Project Schedule
5. Cost Proposal
6. Warranty
7. Anticipated cost savings over life cycle of installation

The City's will require completion of this project prior to expiration of current federal solar tax credits. Additional points will be awarded for projects that can be completed by December 31st, 2025.

The City intends to bring proposals to City Council for a decision to award on August 28th, 2025.

The City of Altoona provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type related to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy also applies to contractors the City hires.

All questions or requests should be directed to Mike Golat, City Administrator, at 360-490-0438. Proposals are due and must be received by **Monday, August 25th, 2025 at 2 PM**. Please mail or drop off six (6) hard copies and/or email a PDF File of your proposal to:

City of Altoona
Christien Huppert
1303 Lynn Avenue
Altoona, WI 54720
715-491-3007
christienh@ci.altoona.wi.us

**Exhibit A: Aerial of Public Works and Public Safety
Proposed Location Shown in Red**

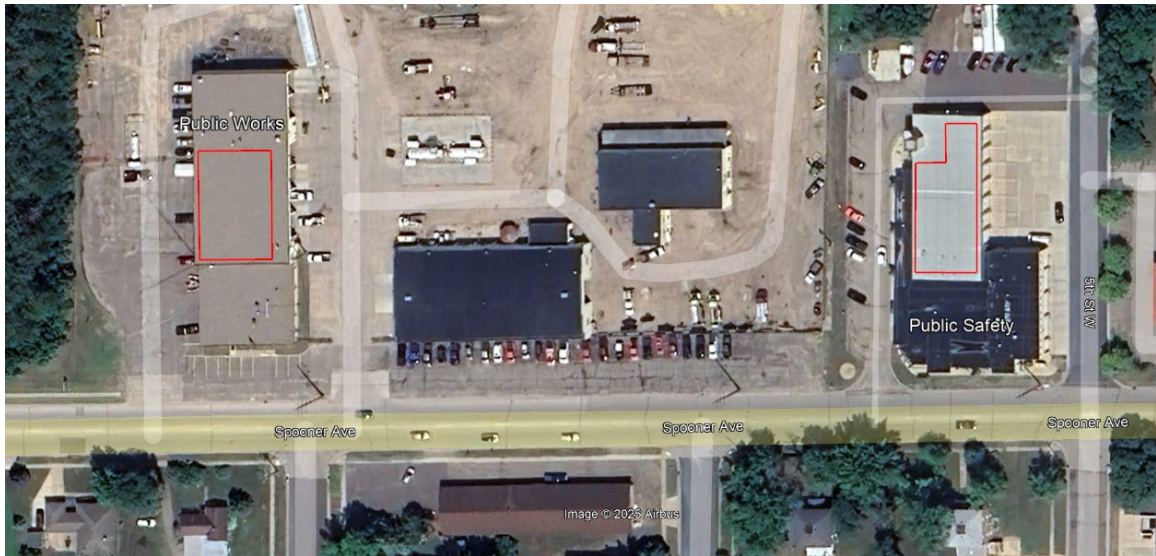


Exhibit B: Standard Consultant Contract
CONTRACT FOR CONSULTING SERVICES

Between

City of Altoona and CONSULTANT

This Agreement is entered into by and between the City of Altoona, Wisconsin, ("the City") and _____ ("the Consultant"), whose principal office is located at _____.

WHEREAS, the City has determined the need for consulting services to be performed for completion of the _____ project; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to the following terms and conditions; NOW, THEREFORE,

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform services as described on **Exhibit "A"** attached hereto and incorporated herein by this reference as if fully set forth in this contract. In performing such services, the Consultant shall at all times comply with all federal, state, and local laws applicable to the performance of such services and the handling of any funds used in connection therewith; this includes applicable prevailing wage requirements.
2. **Compensation and Method of Payment.** The City shall pay the Consultant for services rendered within thirty (30) days of receipt of an approvable invoice.

The Consultant shall provide engineering services for this project for the fee of \$ _____ which includes all costs necessary to complete the project.

The Consultant is required to file an IRS form 1099, and no billing will be paid until the 1099 is filed.

3. **Provisions for Changes in Scope of Consultant Services.** The Consultant agrees to perform those services which are described in **Exhibit "A"** attached hereto. Unless modified in writing and agreed to by both parties, the duties of the Consultant shall not be construed to exceed those services. The City and the Consultant agree that if additional duties are to be performed by the Consultant in the prosecution of this work, the Consultant shall submit an additional or supplemental work program and upon the City's approval, shall be compensated on the same terms of this contract as previously stated, or in a manner mutually agreed upon by both parties.
4. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing on the date of the last signature affixed hereto and ending February 29, 2012, unless sooner terminated under the provisions hereinafter specified.

5. **Ownership and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The City shall hold the Consultant harmless for the City's use of the documents, drawings, specifications, and other materials outside of the project intended. Electronic copies of any documents produced within the scope of this Agreement will be provided to the City.
6. **Independent Consultant.** The Consultant and the City agree that the Consultant is an Independent Contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.
7. **Indemnification/Hold Harmless.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
8. **Insurance.**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

E. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types described below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
5. **Commercial General Liability** insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
6. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Wisconsin.

7. Professional Liability insurance appropriate to the Consultant's profession.

F. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

F. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance required of the Consultant **before** commencement of work.

9. Record Keeping and Reporting.

- A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this

Agreement.

- B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the City.
10. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit as allowed by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.
11. **Termination.** This Agreement may at any time be terminated for any reason by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately. Consultant will be paid for satisfactory work performed through the date of termination.
12. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.
13. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
14. **Entire Agreement.** This Agreement and **Exhibits A & B** constitute the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either party. Either party may request changes to the Agreement. Proposed changes, which are mutually agreed upon and signed by each parties authorized signatory, shall be incorporated by written amendments to this Agreement.
15. **Notices.** The designated project representative for the City of Altoona is:
- Notices to the City shall be sent to the following address:
- City of Altoona
City Administrator
1303 Lynn Avenue
Altoona, WI 54720
Phone number: (715) 839-6092
- Notices to the Consultant shall be sent to the following address:
- Phone number: _____
16. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the

parties specifically understand and agree that venue shall be exclusively in Eau Claire County, Wisconsin. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.

17. **Representation of Consultant.** The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in **Exhibit "A."** In the event that the Consultant is asked to perform services for a project with which it may have a conflict, it will disclose such conflict to the City. At the discretion of the City, the City may direct the Consultant to refrain from entering into a contract with representatives of the conflicting project.
18. **Invoice and Activity Report.** The Consultant shall provide an activity report with each invoice highlighting services provided during the billing period, upcoming activities, and emerging management issues.

CONTRACT SIGNATURES

DATED this _____ day of _____, 2025.

CITY OF ALTOONA

By: _____
Signature

Printed Name and Title:

By: _____
Signature

Printed Name and Title:
