

Request for Bid (RFB) - FireHouse PV RM (002)

Project Title: Charlotte Electrification - PV

Installation of Solar PV Systems at Charlotte Fire & Rescue Station.

Issue Date:

December 2, 2025

Proposal Due Date:

December 8, 2025

Contact Information:

Charlotte Energy and Climate Action
Committee
Town of Charlotte
Attn: Jim Hodson
159 Ferry Rd.
Charlotte, VT 05445
203.683.8968
jim@hodsons.me

Town Administrator
Town of Charlotte
Attn: Carrie Johnson
159 Ferry Rd.
Charlotte, VT 05445
802.425.3071 ext. 205

Warning: Prospective responders/companies who have received this document from a source other than the Charlotte Energy and Climate Action Committee (CECAC) or Town Administrator should immediately contact the CECAC primacy contact and provide their name and contact/ mailing address so that amendments to the RFP or other communications can be sent to them. A prospective responder/service company who fails to notify the CECAC with this information assumes complete responsibility if they did not receive communications from CECAC primary contact prior to the closing date.

I. Introduction

The Town of Charlotte Select Board (TOCSB) and Charlotte Energy and Climate Action Committee (CECAC) are seeking Sealed Hardcopy Bids from qualified Solar PV contractors to design, procure, and install a Solar PV system at the Charlotte Fire & Rescue Station located at 170 Ferry Rd., Charlotte, VT 05445. The goal is to enhance energy efficiency and reduce reliance on the existing fossil fuel furnace systems.

TOCSB and CECAC are committed to ensuring the comfort, safety, and efficiency of their facilities, and this project is a crucial part of that commitment.

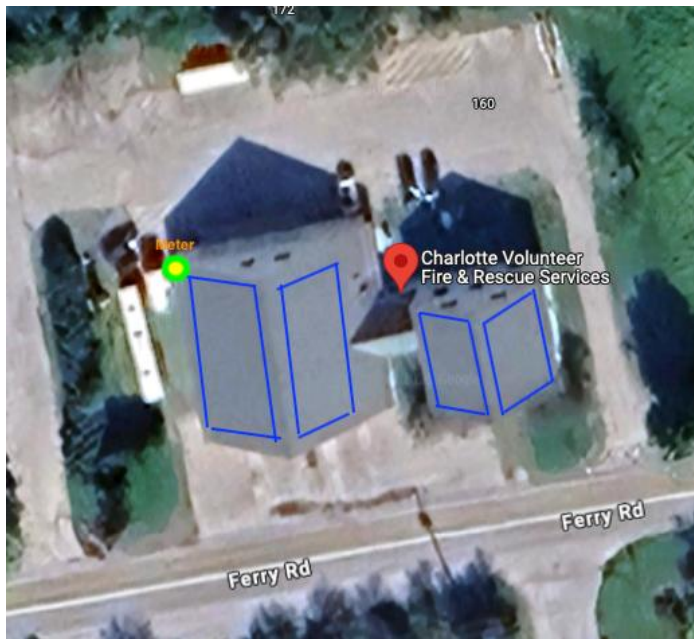
Based on the criteria established, an evaluation committee from TOCSB and CECAC will be selected to access, read, screen, and rank in writing all proposals received. The Select Board will then contact the winning bidder and award the contracts forthwith.

II. Project Overview

A. The Fire & Rescue Station (170 Ferry Rd., Charlotte, VT):

Target Specs:

- i. ~80.0 kW DC Tier 1 modules
- ii. ~75.0 kW AC = String Inverters with Optimizers or Micro Inverters
- iii. Roof Mount (East & West) - Standing Seam. Use topmost areas of all 4 roof spaces equally meaning ~20.0 kW DC on each roof. Setbacks: 4' from ridge, 3' from gables.
- iv. Balance of System (BOS)
- v. Electrical Interconnection: 2x subpanels available inside or main breaker panel outside, single phase, 200a. Extra slots available.
- vi. Acknowledgement that installation and interconnection must be completed before June 2026.
- vii. CPG: 24-2423-NMR With automatic extension filed 1/30/2025. The winning bidder will assume responsibility of the installer and file the CPG amendment on behalf of the Town for the updated configuration, under the supervision of the Energy Consultant. The goal is to keep the interconnected system within the tariff structure filed in July 2024.
- viii. Interconnection: Note the CPG currently is erroneously registered as Behind Meter / Not Group Net Metered. The correct configuration is Behind Meter / Group Net Metered and will be group net metered with 5 other meters - already in an existing NM group.
- ix. Specify performance monitoring software such as <https://sunreport.com/en-us/> or similar.
- x. All bidders: Write a detailed statement about how you understand the CPG Amendment should be written and filed, what changes need to be made to satisfy the client needs, and what impact if any the amendment will have on the installation timing and tariffs.
- xi. All bidders: Write a detailed statement about how you understand Safe Harbor to work, that you acknowledge this project will necessarily require its implementation under the 5% Rule, and that you have the capability to sequester at minimum that amount of material in December, in order to capture the full FITC Direct Pay incentive when the project is completed in Q1 or Q2 of 2026.



Natural Resources Atlas
 Vermont Agency of Natural Resources

Standardized Parcel: 138-043-10... x < 170 ferry rd, charlotte vt Q

Quick Tools...

Owner Name 1
CHARLOTTE FIRE & RESCUE

Owner Name 2
 N/A

Mailing Address 1
 P O BOX 85

Mailing Address 2
 N/A

Mailing Address City
CHARLOTTE

Mailing Address State
 VT

Mailing Address Zip
 05445

Property Description
1.25 ACRES & BLDG:

Location
 N/A

Category (Real Estate only)
 C

Resident Ownership Code
 C

Total Acres
 1.25

Listed Real Value (Full)
 1086000

Homestead Listed Value (Full)
 0

Non-Residential Value (Full)
 1086000

Natural Res... Layers Standardize... Screenshot 0 10 20m 15m VCGI | VCGI and Sanborn Map Co

III. Timeline

An anticipated project timeline is provided below to provide a sense of the scope of performance. However, CECAC recognizes that once a vendor is selected, the desired milestone dates may shift due to permitting, funding, voting, and other prerequisite

requirements, and a detailed performance schedule will be developed in tandem to meet CECAC's timeline as best as possible.

All activities and responses to components of this RFP and proposal documents must be completed on the dates outlined below.

Date	Activity	Method of Notification / Submission
12/2/2025	RFB Issued/Release Date	Town Administrator / CECAC
12/8/2025	RFB Submittal Date - Cutoff @ 4:00 P.M. EST	Sealed Bid - Hand delivery to Town Administrator by 4:00 P.M.
12/8/2025	RFB Opening by TOCSB at 7:15 P.M.	TOCSB / CECAC and Town Administrator at 7:15 P.M.
12/9/2025	RFB Review and Award	TOCSB at 7:00 P.M.
12/10/2025	Winning Bidders Notified	Email to Winning Bidders, cc: to TOCSB / CECAC, Town Administrator, and Energy Consultant by 4 p.m.
12/12/2025	Winning Bidders Acknowledgement	Email to TOCSB/CECAC, Town Administrator and Energy Consultant by 4 p.m.
12/15/2025	Milestone 1 Payment	5% Contract Deposit
TBD/2026	Installation Planning Meetings	TBD - Via Zoom by Town Administrator
TBD/2026	Milestone 2 Pre-Install	30 days prior to installation 45% Payment
TBD/2026	Milestone 3 SC	Substantial Completion 45% Payment
TBD/2026	Milestone 4 FP	Punchlist 5% Final Payment

IV. Scope of Work

The selected contractor will be responsible for the following tasks:

1. System Design:

- Site assessments already completed by all bidders.

- Certify roof structural viability.
 - Registration is already done: CPG# 24-2423-NMR
 - Registration will be reassigned to the winning bidder.
 - Registration amendment will be the installers responsibility.
 - Design a Tier 1 or better Solar PV system that will maximize the generation from the PV System using 75.0 kW AC / 80.0 kW DC as a basis.
 - State generation output range projected and generation guarantee policy (if any).
 - Winning bidder will assist with Safe Harbor procurement and storage in December.
 - Winning bidder will complete interconnection of the system no later than April 30, 2026.
 - Incorporate controls for system and panel level monitoring
 - All Electrical work as required.
- 2. Equipment Procurement:**
- Winning bidder will procure all equipment necessary for ~75.0 kW AC / 80.0 kW DC Standing Seam Roof Mount installation
 - Safe Harbor >5% recommendation for December 2025
- 3. Installation:**
- Use best practices of NEC Code, VT state regulations, and civil engineering.
 - Roof is standing seam and shall not be penetrated.
- 4. Commissioning and Testing:**
- Perform comprehensive testing of the installed system to verify proper operation.
 - Adjust system settings to optimize performance and efficiency.
 - Provide training to designated fire station personnel on system operation and maintenance.
- 5. Documentation and Support:**
- Supply detailed documentation, including system design schematics, operation manuals, as-built drawings, and maintenance guidelines.
 - Offer a warranty for the installed system and provide ongoing support as needed.
 - Detail after-installation O&M separately from the quote.

V. Proposal Requirements

Interested contractors should submit proposals that include the following information:

- 1. Company Information:**
 - Legal name and contact details.
 - Overview of company history and experience with similar projects.
- 2. Project Understanding and Approach:**
 - Description of the contractor's understanding of the project objectives.

- Detailed approach to executing the project.

3. Timeline:

- Bidder's proposed project schedule, including key milestones and completion dates. Town's target milestones and deadlines will be supplied at the time of award.

4. Cost Proposal:

- Assumption - specification / design should fit with the common configuration the contractor already uses, including emplacing equipment. The use of a commercially licensed electrician may incur extra costs and will be the responsibility of the bidder.
- Detailed breakdown of costs per unit, including design, equipment, installation, permitting fees, and any additional anticipated expenses.
- Final pricing as submitted with this bid is required, , with a commitment to hold pricing through the completion of the project.
- Costs must include the project consulting fee of \$0.25/watt DC of the installed project paid to GEES, LLC (Separate MOU to be supplied and endorsed). Note that consulting fees will be invoiced in increments commensurate with each milestone payment received from the Town, and payable NET 15. This has been publicly disclosed as part of the consulting contract previously approved by the Selectboard.
- Information on potential financing options, incentives, or rebates that may apply.
- Acknowledgement of milestones and deadlines.
- Statement of warranties: manufacturers and installers.

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Cost-effectiveness and clarity of the financial proposal.
2. Proposed timeline and ability to meet project deadlines.
3. Acknowledgement and willingness to adhere to all details in the RFB.
4. Demonstrated experience and expertise in similar projects.

VII. Submission Instructions

Proposals must be submitted by hand in a sealed envelope for collation and comparison by **December 8, 2025 4:00 PM EST to the contact below:**

Town Administrator
Town of Charlotte - Town Hall
159 Ferry Rd.
Charlotte, VT 05445
802.425.3071 ext. 205

Late submissions will not be considered. For questions or further information, please contact Jim Hodson at 203.683.8968 or jim@hodsons.me.

VIII. Additional Information

- Bidder must verify receipt of RFQ and intent to bid.
- The Town of Charlotte reserves the right to reject any or all proposals and to waive informalities or irregularities in the proposal process.
- This RFB does not commit the Town of Charlotte to award a contract or to pay any costs incurred in the preparation of a proposal.
- This RFB is not an approved order of any kind, and does not constitute a contract of work for hire. The Town is under no obligation to award this project..
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- Upon final delivery, line item documentation of material and installation costs shall be included for use meeting the requirements of state, federal, and local incentive application.
- In accordance with the necessary session of the Town of Charlotte policies and law, an evaluation shall determine that all contractors meet the minimum qualifications and licensing to perform the services that will meet the Town's specific needs and requirements.

- The system shall be warranted for parts and labor a minimum of one full season for each heating or cooling cycle.
- Insurance: Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial general liability coverage of no less than \$1,000,000 per occurrence and \$2,000,000 per aggregate, naming the Town of Charlotte as an additional insured; and with Commercial Auto Liability Insurance covering all owned, hired and non-owned vehicles with limits of no less than \$1,000,000 Combined Single Limit for each occurrence, naming the Town of Charlotte as an additional insured. The selected bidder must also provide a Certificate of Insurance with Workers Compensation Insurance coverage.
- By submitting a Bid, you are certifying that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your or your firm's own behalf without connection with or obligation to any other person or firm.

– End of Document

