

**TAHOE REGIONAL PLANNING AGENCY**  
**128 Market Street Solar Move/Replace**  
**REQUEST FOR PROPOSALS (RFP)**  
128 Market Street Reroof  
RFP 2100025

**Announcement:** 7/1/2021

**Project Description:** Move Solar panels on roof and move back after new roof is installed on the building located at 128 Market Street, Stateline Nevada.

**Evaluation:** The Solar panels need to be moved to accommodate the new roof installation. After new roof is installed, Solar will need to be reinstalled and re-commissioned.

**Questions:** All questions should be submitted in writing to the RFP Coordinator:

Steve Biddle  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street  
Stateline, NV 89449  
(775) 589-5266  
sbiddle@trpa.gov

# 1. Introduction and Agency Background

## **Introduction:**

Solar Company will need to coordinate with roofing Contractor to disconnect Solar panels and move them out of the way for the new roof to be installed. After roof is installed, all panels need to be reinstalled, tested, and re-commissioned without damage to the roof. Current Solar count is 186 panels on 5 Inverters.

Qualified Contractor must be Licensed in Nevada and in good standing. Must carry a minimum of one million in Liability insurance and provide proof of current Workers Comp insurance.

Project is fully funded by 2020 Bond issuance.

## **TRPA Background Information:**

TRPA was created when the governors and lawmakers in California and Nevada approved a bi-state compact that created a regional planning agency to oversee development at Lake Tahoe. In 1969, the United States Congress ratified the agreement and created the Tahoe Regional Planning Agency. The Agency is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 277.200), and Federal law (PL 96-551).

TRPA is located on the border of the states of California and Nevada, between the Sierra Crest and the Carson Range. Approximately two-thirds of the region is in California, with one-third within the State of Nevada. The Tahoe Region contains an area of about 501 square miles, of which approximately 191 square miles comprise the surface waters of Lake Tahoe. Overlapping jurisdictions in California include the City of South Lake Tahoe, El Dorado County and Placer County. Overlapping jurisdictions in Nevada include Washoe County, Douglas County and Carson City. Tourism is the economic heartbeat of the region and visitors to the area far outnumber the year-round resident population of just over 55,000 people.

The mission of the TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique, natural, and human environment of the Lake Tahoe Region.” The Agency is the leading partner for plans and actions to preserve the environment of the Tahoe region. The Agency establishes transportation and land use policy. It works with local, regional, state, and federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States of America. Further information can be obtained at the Agency’s website at [www.trpa.gov](http://www.trpa.gov)

## 2. RFP Schedule & Submission Process

### **PUBLIC RECORDS**

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

### **RFP COORDINATOR:**

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: **“RFP INQUIRY – RFP Solar Remove/Replace.”** Responses will be posted to the website <http://www.trpa.gov/document/rfps/> in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Steve Biddle  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street, Suite 3A  
Stateline, NV 89449  
(775) 589-5266  
sbiddle@trpa.gov

### **REQUEST FOR PROPOSAL SCHEDULE:**

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	7/15/2021
Proposing Firms’ Questions Due:	8/6/2021
Questions and Answers posted to <a href="http://www.trpa.org">www.trpa.org</a>	8/13/2021
Deadline for Proposal Submissions:	8/18/2021
Sealed Proposals Opened:	8/23/2021
Selection of Consultants for Interviews (if necessary):	8/23/2021
Consultant Interviews (if necessary):	week of Aug. 18 <sup>th</sup> , 2021
Anticipated Award of Contract:	8/20/2021
Commencement of Work:	TDB

Late proposal submissions will not be considered and will be returned unopened to the sender.

### **PROPOSAL SUBMISSION:**

Proposals must initially be submitted electronically to bids@trpa.gov, but one hard copy must be received within three (3) business days of the deadline. Electronic submittals and supporting documentation (Microsoft Word or PDF) must be emailed with the subject line **“DO NOT OPEN – RFP # Solar Remove/ Replace”** to bids@trpa.org

Address written proposals to: Tahoe Regional Planning Agency  
Attention: Steve Biddle  
128 Market Street, Suite 3A  
PO Box 5310  
Stateline, NV 89449-5310

Address electronic proposals to: [bids@trpa.gov](mailto:bids@trpa.gov)  
Subject Line: “**DO NOT OPEN – RFP # Solar Remove/ Replace**”

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

**TERMS AND CONDITIONS:**

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on <https://www.trpa.org/document/rfps/>. Any desired edits to this agreement should be included in the Contractor’s proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov’t Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily

excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.

- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.

### 3. Project Description

#### Overview of Project

TRPA's building located at 128 Market Street, Stateline Nevada, requires a new roof. The Solar panels cover approx. 1/7 of the roof and need to be disassembled and moved for the Roofing Contractor. Panels may need to be moved more than once to accommodate the new roof installation. Upon completion of the Roof, Panels will need to be re-installed, hooked up and re-commissioned.

Moving the panels will require working around or with a number of items. The roof contains HVAC units, skylights, various vents for plumbing and cooking, air quality monitoring equipment, and electrical conduits of varying size and voltage.

The building is occupied and appropriate coordination with tenants is required. TRPA will make our best efforts to ensure adequate access to the building and parking lots during the construction period.

#### **Term of Engagement**

The contract will be in effect until all final approvals from TRPA and any permitting agency have been received. The warranty will be in effect for the specified term.

#### **Project Tasks and Deliverables**

**Task 1** – Shut down solar array, Safe off power, disconnect clusters, move clusters, Reconnect clusters, test, and re-commission System.

**Task 2** – Extra costs: Unforeseen repairs, replacement of equipment or wiring "extra costs" shall be written clearly and approved before work is completed.

1. **Responsibilities** – TRPA will provide access to the building and parking lot areas for staging, construction, and worker parking. Contract will provide all tools and materials. Contractor will coordinate with Roofing Contractor (separately contracted with by TRPA) to move and restore the rooftop solar panels and all associated conduit and support braces.
2. **Schedule** – generate a schedule for the sequence of tasks to be performed by the contractor and a similar schedule for Agency responsibilities, including the proposed contract completion date.
  - a. Commencement of work To be coordinated with Roofing Contractor this season
  - b. Deliverable 1 To be coordinated with Roofing Contractor this season
  - c. Deliverable 2 To be coordinated with Roofing Contractor this season
  - d. Deliverable 3 To be coordinated with Roofing Contractor this season

e. Contract End

Before 10/31/2021 or re-roof completed

## 4. Minimum Required Proposal Contents

### **MINIMUM REQUIRED PROPOSAL CONTENTS:**

All proposal responses should address the following matters:

1. Definition of the Project: Indicate your understanding of the Project objectives Pull any/ all necessary building permits. Max page limit: 2.
2. Project approach: Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request. Max page limit 5.
3. Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation. Max page limit: 1
4. Qualifications and Experience: Provide a summary of company and project team qualifications related to installing and modifying solar panels. Max page limit: 3.
5. Schedule and Cost: Provide an itemized cost estimate based on the Tasks described in Scope of Work section. Cost estimates should be based on a firm fixed price for known elements and an hourly rate for unexpected scope. Please provide a "Not to Exceed" cap and a bid guarantee through August 1, 2022. Max page limit: 4.
6. References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has performed similar work over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response. Max page limit 3.

## 5. Notification and Selection Process

### Review of Proposals

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all Proposers to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more Proposers. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the Proposer and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
2. The Agency may consider Proposer's timely and accurate completion of similar projects within budget.
3. The specific recent experience of the Proposer and its agents, employees, and sub-consultants in auditing governmental entities and especially transportation entities.
4. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the Proposer.
5. Proposer's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
6. Proposer's proposed language for the Professional Services Agreement.
7. TRPA makes a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP.

Section	Evaluation Criteria
1. Definition of the Project	<ul style="list-style-type: none"> <li>• Demonstrates exceptional knowledge of the project</li> </ul>
2. Project Approach	<ul style="list-style-type: none"> <li>• Overall project approach including coordination with solar company and plan for dealing with weather and other potential delays</li> </ul>
3. Team Organization	<ul style="list-style-type: none"> <li>• Project team and leadership. Planning activities, support tools, and reporting methodology.</li> </ul>
4. Qualifications and Experience	<ul style="list-style-type: none"> <li>• Depth of relevant experience, verifiable ability of proposed firm to meet Agency expectations.</li> </ul>
5. Schedule & Cost	<ul style="list-style-type: none"> <li>• Acceptability of proposed overall cost Availability and accessibility of the firm during the duration of construction and the warranty period for this project.</li> </ul>
6. References	<ul style="list-style-type: none"> <li>• Satisfactory responses from prior engagement references provided for proposed firm.</li> </ul>

7. Content	<ul style="list-style-type: none"> <li>• Satisfactory completion of all general RFP content and submission requirements</li> </ul>
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**Award of Agreement**

Upon completion of the review period, the Agency shall notify those respondents whose proposals will be considered for further evaluation and negotiation. All notified respondents may be required to make presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by respondent’s failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the Standard TRPA Two-Party Contract Agreement shall be sent to the successful respondent for the respondent’s signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the Auditor and the Agency.

TRPA agrees to make a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP and submit DBEWE Certification as an attachment to this RFP.

Should the selected applicant and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified applicant. Should this process not result in the hiring of a consultant, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the party that will best accomplish the project objectives for the best value and in the best interests of the Agency.