City Administrator & Staff Update

2025.08.22

- **Droppett Ribbon Cutting:** Droppett about a ribbon cutting for the West Burlington location.
- 11am on Thursday, September 11th with Droppett in attendance. Chamber organizing. Burlington Fire has a 9/11 event in the morning but it's over by 9:00am.
- **Touch-A Truck:** Reminder that the Touch the Truck event is at Westland Mall on Saturday from 10:00am-1:00pm on the Northwest side of the mall.
- **Trailhead Design:** Working with the two design students (now graduates) to get some costs estimates for the design components that we can use for grants. Not detailed cost estimates, but specific enough for grants, etc.
- **Trail Closeout:** Closeout should be finalized this coming week!!
- **Humane Society:** The City of Burlington, member communities (users) and Humane Society have been discussing the transfer of the building to the Humane Society and future cost models. I attended the meeting this week. They plan to meet in September. Hopefully with sample transfer documents and cost models. I also brought up the cat issue and the spade/neuter/release program which would ultimately save costs. Chipping and tagging were noted as well and is also a method to return animals to pet owners without the Humane Society costs.
- **Solar:** Attached is a copy of a Burlington Solar RFP that their Burlington Renewable Energy and Conservation Commission put out. Kenny Oleson, the Chair of the commission is supposed to be a good resource on solar projects.
- **Property for Sale:** The city received no bids for the Mt. Pleasant Street property.
- **Housing Committee:** FYI
    - Good Morning GBP Housing Committee Members! I know it has been some time since the housing committee has met, but we are trying to get things moving again! With a full committee again, and the committee being transferred from the Chamber to Grow Greater Burlington, I will be taking the lead on coordinating the efforts of the committee. The next committee meeting will be *Tuesday September 16th at 1PM* in the Johnson Room at the Partnership. Attached you can find the plans for the committee that were adopted around the time of its inception. At this next meeting we will be reviewing the plan to ensure it still aligns with the focus of the committee and discuss where we go from here. See you soon! Sincerely, Taylor Collins, Executive Director of Economic Development

- Mt. Pleasant Phase 2: We identified some remaining funds owed to the City by IDOT that the engineering firm failed to submit. They have promptly responded to our requests this week and we are hoping to have it wrapped up asap.
- **DOD: FYI – DOD. We are going to have a joint call to follow up on the matter. Good application and federal support, but we are wondering if the lack of military personnel is an issue (only one officer on base) even those the site is a critical manufacturing site.**
  In response to your recent proposal under the Fiscal Year 2025 Defense Community Infrastructure Program, we are unable to invite an application from you for grant funding at this time. Our inability to invite an application reflects the evaluation your proposal received from the Defense Community Infrastructure Program Review Panel as well as the amount of appropriations available for this program at this time. Any questions related to this correspondence may be directed to Jennifer Hirsch, Program Activity Lead for our Defense Community Infrastructure Program, jennifer.l.hirsch3.civ@mail.mil or (703) 409-8719. Staff will be made available after October 1, 2025, and until March 31, 2026, to further discuss your proposal. We appreciate your interest in this program and encourage you to review alternate opportunities for undertaking the project you proposed to support your local installation, including resubmission for a future Defense Community Infrastructure Program competition.
- **Pool: Pool Manager Update**
  - Today at a little before 1pm we had a big double save. A child jumped off the diving board and needed to be rescued. The lifeguard (Owen) from that stand jumped in and at the same time his father jumped in and also couldn't swim. Another lifeguard at the top of the blue slide (Gracie) saw and ran down the stairs and jumped in to complete the other save. Addie was the manager and helped get the pool cleared. Lillian sat with the child and mother and reassured them. Officer Covert also happened to be driving by and saw the pool cleared and came in to see if all was okay. I received multiple reports of what a great job my staff did. Ringo also called me to talk about this and asked if I would write to you about the amount of saves and quality of our staff this year. If you'd like to watch the video it's right before 1pm. (an additional camera on the deep end side of the pool would be helpful)
  - This season we have provided first aid to 38 people (a lot of bloody noses and cuts) and had 23 rescue/assists (four of them from today!).
  - Lifeguards with saves/ assists this season were Sayge (4), Michael, Blake, Owen, Lexy (Jackson), Ali (2), Connor (3), Harlow (2), Kiley, Ari, Katelynn, Bella, and Grace (5).
  - Remaining food: 42 Diet Pepsi (in back room), 17 hot dog buns, 16 hamburger buns, 2 Bosco sticks remaining in the freezer. We also had 12 bags of chips leftover I gave to staff and 4 bags of the nacho chips that I also gave to staff.

Building (Crooks)
Vacation

Finance (Moore)

- Completed the abatement letter addressing property tax relief for the donated property at the mall for the right-of-way plat.
- Coordinated with Alexander at GIS to produce clear and user-friendly city maps that will be available for new residents or anyone requesting them.
- Managed a couple of open records requests by preparing detailed cost estimates and issuing invoices to the requestors.
- Dedicated about an hour each day to systematically reviewing and organizing the finance roller filing area to improve accessibility and record management.
- Notified department heads that they needed to start thinking about FY 26-27 budget.
- Started to work on the Street Finance Report.

IT (Newberry)

- Attempted to update Cisco Firepower; determined that a factory reset and full reconfiguration will be required.
    - This process will need to be scheduled on a weekend day.
    - Expected downtime: approximately half a day for the entire City network.
- Completed work on the Streets Department computer: installed and activated required software.
- Continued progress updating PCs ahead of the October Windows 11 deadline.
- Replaced failing equipment and installed new hardware to maintain stability and performance.
- Made the decision to cancel the current RMM software subscription due to a price increase putting it out of budget.
- Will begin searching for a more cost-effective alternative that fits within budget

Police/Fire (Logan)

- Had a Range Day today, worked on and agility course. Moving and shooting, along with more rifle courses.
- Reminder of Touch the Truck at Westland Mall Saturday from 1000am-100pm on the Northwest side of the complex.
- Have a few of the guys working Grant OT, working on OWI and Distracted Driving.
- School starts back up on Monday, will be doing Extra Patrol up in that area.
- Spoke with Assistant Principal Houseal and he would like us to talk to the kids about Scooter Safety and the Laws that they must follow. I'm thinking about targeting ages from 4th grade through 8th grade. It will happen in the 2nd week of school.

Public Works (Williams)

- **Streets**
    - Water and sewer labs
- **Utilities**
    - Lift station rounds

    - Clean lift stations
    - Locates (50)
- **Other Activities**
    - Parks and Broadway trash and recycling
    - Service trucks and squad cars.
    - Sign maintenance
    - Building maintenance and cleaning up.
    - Work on pool
    - Haul brush/grass.
    - Mow
    - Water plants
    - Started working on the counter in city hall as well as the council chambers
    - Spray weeds
    - Drain pool
    - Take down umbrellas at pool
    - Clean up Pat Klien and get ready for dog days
    - Work on sidewalk
- **Projects**
    - Alice place driveway is poured but they need to redo curb
    - Four seasons have started the dirt work for the Va clinic
    - We are working on getting the new turn lane ready at Walmart
    - We started the sidewalk in front of Alice place last week started from the west heading east
- **Additional Items/Upcoming Items of Interest**
    - Cole is taking grade 1 water treatment test on Thursday this week (passed).
    - Jacob signed up to take grade 3 wastewater test.
    - The little league is ready to move forward with the lights at the big ball diamond and will bring it to council at the next meeting
    - Droppett will be delivering the can redemption box Aug 27. We are working on getting power run to the site.

Burlington Renewable Energy and Conservation Commission

Kenny Oleson, Chair

309-297-1889

City of Burlington, IA

REQUEST FOR PROPOSAL

On-site Solar PV System Services

April 18, 2025

Proposal Due Date and Time: May 16, 2025, 3:00 P.M.

Table of Contents

1. Project Overview

1.1 Introduction

The City of Burlington, Iowa (hereby referred to as “Burlington”) is soliciting proposals from qualified solar PV providers to design, engineer, build, operate, and maintain a turn-key installation of rooftop, carport/canopy, and/or ground-mount solar photovoltaic (PV) at the site addresses below. Respondents shall have demonstrated experience designing, planning, scheduling, permitting, and constructing complete solar PV systems, have knowledge of local utilities net metering and interconnection requirements, provide project financial analysis, and provide system monitoring and maintenance.

The city has asked the Renewable Energy and Conservation Commission to deliver proposals from interested contractors.

1.2 Purpose of RFP

Burlington’s interest in pursuing solar PV projects reflects the following prioritized goals:

1. Financial: Reduce grid electricity purchases and electricity costs; Make progress towards Burlington’s renewable clean energy goals.
2. Social: Provide regional health benefits through reduced regional air pollution
3. Resiliency: Increase the resilience of the facilities through the potential to integrate battery intermittency mitigation and backup power supply at a future date.
4. Economic: Support Iowa solar businesses, jobs, and workforce development
5. Visibly show Burlington’s commitment to efficiency and renewable energy through visible local projects
6. Environment: Reduce Burlington’s impact on the climate by reducing our greenhouse gas emissions

1.3 Burlington Background

Burlington proudly serves 25,000 residents and is governed by a Council-Manager form of government. Currently, the City of Burlington produces most of its electricity through Alliant Energy. To date, the City has achieved a minor amount of renewable energy through City-owned photovoltaic solar located at the Port of Burlington. Through this RFP, Burlington seeks to continue progress towards achieving its renewable energy, environmental, economic, and financial goals.

1.4 Project Details

Site Details			Solar PV
Facility Name	**Address**	**Use**	**PV Type**
		kWh/yr	
Animal Shelter	2000 N Roosevelt Ave.	117,760	Roof

Library	602 N. 3rd	576,000	Roof
Public Works	3510 Division St.	271,800	Roof

- **Desired Solar PV System Description:** Burlington is seeking the above rooftop, carport, canopy, and/or ground-mount PV systems. Further detail showing City-owned parcels and aerial images of the above facilities is provided in Attachment A. Some parcels are within Burlington's Federally designated Opportunity Zone.
- **Project Financing:** Burlington is seeking to directly purchase the solar PV systems. Burlington has the right to go forward with none of the proposals.
- **System Ownership:** Burlington will own the PV systems.
- **Operation and Maintenance (O&M):** The selected Proposer will provide details on O&M services suggested for the contract life and a proposal to provide those services. These services may be cancelled by the city at any time.
- **Monitoring**: Burlington requests a line-item quote for a turnkey system for monitoring system performance and public education through the City's website and an educational display monitor at City Hall and the Library.

2. Scope of Work

Burlington is soliciting proposals from qualified solar providers to design, engineer, build, operate, and maintain a turn-key installation of rooftop/carport/canopy/ground-mount solar PV project at the listed site addresses. The goal of this RFP is to identify a solar partner with the necessary experience to ensure a fully managed and well-executed process. The successful respondent will have demonstrated experience designing, planning, scheduling, permitting, constructing, interconnecting, maintaining [and owning/financing a solar PV system. Proposer is responsible for all permitting and licenses and should include the cost of all permitting in their proposal. Respondents should be familiar with Alliant Energy Tariffs and interconnection regulations and have established on-site safety standards. Burlington reserves the right to modify the scope of the project at any time.

2.1 Design Guidelines

The Proposer shall include design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Proposer should consider the following guidelines when designing the solar PV system.

1) Rooftop Solar

The Proposer shall develop a design for new PV systems that maximizes both system size relative to individual facility demand and cost savings for the City in terms of cost per Kilowatt-hour (kWh). It is the responsibility of the Proposer to assess the building's structural integrity, roof condition, and shading limitations.

- Mounting systems on locations other than steel roofs shall limit roof penetrations or be fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow and wind loading factors. Solar system installation must not void the roof warranty if such warranty exists.
- Conduit penetrations shall be minimized.
- Systems shall be fixed tilt with an orientation that maximizes annual production without creating wind lift issues.
- All roof access points shall be securely locked at the end of each day during construction or O&M activities.
- System shall meet local fire department, code, and ordinance requirements for roof access.
- System shall meet rapid shutdown requirements.

2) Ground-Mounted Solar

The Proposer may develop a design for new PV systems that maximizes both system size relative to individual facility demand and cost savings for the City in terms of cost per Kilowatt-hour (kWh). It is the responsibility of the Proposer to assess site topography and geotechnical attributes to estimate costs related to project installation. Proposer is responsible for the costs of securing the

environmental permits necessary to install a ground-mounted system.

- Mounting system shall be either directly anchored into the ground (driven piers, concrete footers, ground screws, etc.) or ballasted on the surface without ground penetration. Mounting system design needs to meet applicable local building code requirements with respect to snow and wind loading factors.
- Mounting system can either be fixed-tilt or single-axis tracker.
- Panels' tilt angle shall maximize annual production while considering site latitude and wind loading factors.
- Ground cover shall be included in the proposal with vegetation management the responsibility of the City.
- Storm water management and erosion control management plan construction and post-construction phases shall be included in the proposal.

2.2 Code Specifications

The installation and power generation and transmission equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL) or another nationally recognized testing laboratory shall be used as components in the project. Construction must comply with current adopted City Building Code, which includes: International Building Code, National Electric Code (NEC) and State Fire Marshall.

- **Modules:** System modules shall be certified to International Electrotechnical Commission (IEC) 61215 or 61646 performance standards and Underwriter Laboratories (UL) 1703 fire code listed.
- **Inverter System:** The following certifications shall apply:
    - UL 1741, Standard for Safety for Inverters, Converters, Controllers and Interconnection System Equipment for Use With Distributed Energy Resources
    - UL 1741, Third Edition, dated September 28, 2021. Including the requirements in UL 1741 Supplement SA, sections as noted in the Technical considerations.
    - IEEE 1547, IEEE Standard for Interconnecting Distributed Resources with Electric Power Systems.
    - IEEE 1547.1, IEEE Standard for Conformance Test Procedures for Equipment Interconnecting Distributed Resources with Electric Power Systems.
    - UL 62109-1, Safety of Converters for Use in Photovoltaic Power Systems - Part 1: General Requirements; IEC 62109-2, Safety of Power Converters for use in Photovoltaic Power Systems - Part 2: Particular Requirements for Inverters.
    - CSA C22.2 No. 107.1-3, General Use Power Supplies.

2.3 Warranties

The Proposer must provide their standard system warranty coverage along with specific equipment warranty coverage for modules, inverter, racking and workmanship.

- **Modules:** Minimum 25-Year Power Output
- **Inverter System:** Minimum 10-year inverter warranty.
- **Workmanship:** One Year Limited Warranty

2.4 Inspection and Commissioning

To ensure compliance with all electrical codes, an inspection by a licensed electrical inspector is mandatory after construction is complete as well as by the State electrical inspector. Commissioning tests shall be included in the final inspection and QCP. The Proposer's independent commissioning agent shall ensure that:

- All equipment specifications match the proposed equipment specifications.
- The physical layout aligns with the as-built diagrams with variations to the proposed system noted.
- The electrical system as laid out and connected aligns with the as built one-line diagrams including combiners, fuses, relays and switches with variation to proposed system noted.
- Each array passes the open circuit voltage and current test.
- The manual disconnect switch operates correctly.

2.5 System Monitoring

Monitoring of system performance (separate from utility meter monitoring requirements) and providing public education are two important elements of this RFP. Burlington will favor a proposal that includes a turnkey monitoring system that can be used to monitor system performance, as well as the Burlington's website for public viewing. Data storage, management, and display will be the responsibility of the Proposer. In addition, the selected vendor shall provide a line-item quote for on-site monitor viewing station areas designed specifically for educational purposes at City Hall and at the library.

Additionally, the regularly collected data should reflect, but not be limited to, the following:

- Average and accumulated output (kWh/day, kWh/year, and cumulative kWh) versus building load
- Capacity factor
- Air quality emissions averted and real-world equivalents conversion (e.g., homes powered, vehicle miles drive, trees planted, etc.)

2.6 Operation and Maintenance of System

The successful respondent will provide a schedule and quote for O&M for each solar electric system. Operations and maintenance services include, but are not limited to:

- Online monitoring.
- Performance monitoring, notification, and troubleshooting.
- Corrective maintenance to mitigate any risk to the system or minimize down time.
- Annual system performance reports that compare actual production to predicted production.
- Preventative maintenance and inspections to identify and fix problems before they occur, including infrared photography for hot spots, manufacturer recommended maintenance, hardware torque checks, and array cleanings.

At the point at which Burlington purchases the system, the system developer shall supply Burlington two copies of all Component Product Data and Component Operation and Maintenance manuals. The information shall be sufficient for Burlington to evaluate and ensure they can appropriately complete O&M over the remaining life of the system. Project as-builts that detail location of all above and underground utilities and components shall be submitted within 30 days of system start-up.

2.7 Final Design Package

If accepted, the winning Proposer and Burlington will negotiate to develop the contents of the final design package. Burlington's requested sections are included below. **These are NOT required in the proposal bid**. The "Proposal Requirements" section specifies detailed bid submission requirements.

- **Schedule**: The equipment procurement and solar PV installation schedule for each site.
- **Design and Engineering Documents**: The design documents for all elements of the project, including, but not limited to, structural, architectural, mechanical, and electrical. Drawings shall be stamped by an Engineer registered in the State of Iowa.
- **Site Drawings**: Layout drawing of installation site providing location of all equipment.
- **Equipment Details and Specifications:** A high-level summary listing all solar PV system equipment and their associated specification sheets.
- **Incentives**: The Proposer shall be responsible for completing and submitting in a timely manner all documentation required to qualify each system for available rebates and incentives.
- **Electrical Interconnection**: The Proposer shall supply and install all equipment required to interconnect the solar PV system to the utility's distribution system. They shall provide an interconnection agreement with Alliant Energy to ensure all utility requirements will be met. All costs associated with utility interconnection shall be borne by the Proposer.
- **Manuals**: This includes equipment, installation, and O&M manuals for proper system monitoring over the life of the contract.
- **Monitoring**: A description of controls, monitors, and instrumentation to be used for the solar PV system. This includes web-based monitoring for performance verification and public education.
- **Safety Plan**: The Proposer's plan to ensure safety for all personnel. The Proposer shall report accidents, claims, and other on-going safety related issues to the Burlington in a manner

consistent with Burlington-wide reporting systems.

- **Quality Control Plan (QCP)**: At a minimum, the QCP should conform to "IEC 62446 Grid-Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections."
- **Construction Plan**: This includes the appropriate documentation, plan, and timeline. All submittals, drawings, disruption plans, and contract documents shall be reviewed and approved in writing by the Burlington Project Manager prior to submittal for design review/permits. The sites, except for the solar PV system footprint, shall be returned to pre-construction condition as needed.
- **Close Out Report**: The Proposer shall report progress of project contract closeout to Burlington's Project Manager in a manner consistent with Burlington's reporting requirements. At a minimum, this should include the following information: system nameplate size, overall installed system cost, and estimated and guaranteed annual kWh production (if applicable).

3. RFP Schedule

The schedule for this RFP is as indicated below. It may be modified at the discretion of Burlington. An addendum will be issued in the event of any scheduling changes.

Responsible Party	Project Milestone	Date/Time
Burlington	RFP Issued	April 23, 2025
Burlington & Proposer	Site Walk	May 5, 2025
Proposer	RFP Questions Deadline	May 7, 2025
Burlington	Answers to RFP Questions Distributed	May 9, 2025
Proposer	Notice of Intent to Submit Proposal Deadline	May 12, 2025
Proposer	RFP Deadline	May 16, 2025, 3:00 P.M.

3.1 Site Walk

The pre-bid meeting and site walk are scheduled for May 5, 2025 meeting to begin outdoors at City Public Works building located at 3510 Division St, Burlington, IA 52601 at 0900. It is estimated to take 2 – 2.5 hours to view all 3 locations. All interested firms are encouraged to attend the site visit. Technical questions will not be answered at this meeting but will be logged and answered at a later date. Questions and responses will be sent to everyone who was sent the RFP. Please submit site walk attendee information via email to Kenny Oleson at DMCEnergyDistrict@gmail.com by May 5, 2025. One on one site visit requests will not be granted.

3.2 Questions Pertaining to the RFP

Please submit questions via email to Kenny Oleson at DMCEnergyDistrict@gmail.com by May 7, 2025. Responses to questions will be shared with all Proposers.

3.3 Notice of Intent to Submit Proposal

Respondents must submit via email to DMCEnergyDistrict@gmail.com their Notice of Intent to Submit a proposal by May 12, 2025 to ensure receipt of all addendums and other project documents. Addendums to this RFP based on submitted technical questions, along with changes to the proposal schedule, will be issued via email to Proposers who have confirmed intent to submit.

3.4 RFP Submission Guidelines

One electronic proposal shall be submitted via email to Kenny Oleson at DMCEnergyDistrict@gmail.com. The proposal must be signed by a company official authorized to make a legal and binding offer submitted to the address listed. Any bid may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative. Revised proposals may be submitted up to the original due date/time. Bid proposals shall remain valid for 90 days after the RFP due date.

3.5 Selection Process

The Renewable Energy Commission will submit all bid documentation to the City Council, the City Manager, and the Assistant City Manager with the Commission's recommendation, which will be

based on cost and value to the citizens of Burlington. The City's selection process is detailed in Section 5 of this document. Depending on the number and quality of the proposals received, Burlington reserves the right to either not select or select a vendor.

4. Proposal Requirements

4.1 General Format

One electronic proposal shall be submitted via email to Kenny Oleson at DMCEnergyDistrict@gmail.com. The proposal must be signed by a company official authorized to make a legal and binding offer submitted to the email address listed. Proposals received after the proposal submission deadline will be returned to the respondent un-opened. Proposals will not be considered for award unless submitted in the format described below. Fax proposals will not be accepted.

4.2 Proposal Components

Please include the following sections in your proposal submittal in the following order.

- **Cover Letter:** Cover letter must summarize key provisions of the proposal and must include the respondent contact's name, address, phone and email. Specify if the Proposal includes any Proposer's trade secrets that must be shielded in case Burlington is subject to the Freedom of Information Act (FOIA).
- **Executive Summary***:* Include key provisions of the proposal, including understanding of Burlington's goals, pricing, respondent's role on project, brief description of proposed system, financing requirements, relevant experience with local governments, and key timeline dates.
- **Project Cost Summary**: Provide a detailed breakdown of total project costs associated with the direct purchase and installation of the proposed solar PV systems. At a minimum, include:
    - Total installed cost per site and aggregated across all sites
    - Cost per watt ($/Watt-DC and $/Watt-AC) for each site
    - Itemized cost categories, including (but not limited to)
        - System design and engineering
        - Permitting and utility interconnection
        - Equipment procurement (modules, inverters, racking, etc.)
        - Installation labor
        - Commissioning and startup
        - Warranty and quality assurance costs
        - Monitoring equipment and public display systems
    - Any applicable sales tax or fees not included in base pricing
    - Contingency allowances (if applicable)
    - Proposer assumptions, including utility rate projections, escalation factors, and system degradation rates.

Burlington requests that respondents also provide a **Financial Analysis** that includes the following:

- Estimated annual utility cost savings per site and in aggregate

- Simple payback period (years) for each site
- Net Present Value (NPV) and Internal Rate of Return (IRR)
- System lifetime cost savings
- Assumptions used in the financial models, including utility escalation rates, discount rate, and estimated system life

- **Technical Solution:** Describe your technical approach to the design and construction of the solar project including:
  - Technical Approach, Design, Equipment, Installation
    - Guaranteed power capacity (kW-DC and kW-AC) at each identified facility
    - Estimated annual electricity production (kWh-AC);
    - Panel, inverter, racking, carport, and canopy specifications
    - Equipment and workmanship warranties.
  - Attachments showing the conceptual physical layout of the proposed PV arrays, inverter, and conduit.
  - Report indicating production of the proposed systems.
  - Proposed monitoring system including, but not limited to, equipment requirements, data output, and maintenance requirements.
  - Operations & maintenance plan offered for the project.
- **Community Co-benefits** – Describe community benefits resulting from the project, including, but not limited to:
  - Supporting local businesses
  - Creating employment opportunities for disadvantaged and/or diverse business enterprises
  - Creating educational opportunities offered to the community
  - Making relevant solar PV data available to community members
  - Integrating unique environmental or economic considerations
  - Other relevant details the respondent would like to provide.
- **Proposer Profile**: Years in business, description of background working with local governments, applicable state licensing, OSHA background and safety protocol, insurance, workman's compensation rating, and quality control documentation.
- **Project Experience:** Include a minimum of 2 and maximum of 5 projects completed in the last 3 years similar in scope and complexity to the proposed project. At least 1 relevant experience project completed within the last 3 years must include a solar PV project of 20 kW orlarger. Include project name, system size (kW), location, and brief 2-3 sentence project description. Highlight company's permitting and interconnection experience with local utility. At least 1 relevant experience project completed in the last three years must be in Alliant Energy service territory.

- **References:** Provide 3 project references, including the contact person's name, email address, telephone number, and organization, as well as the nature of work performed, its location, and total project size (kW).
- **Litigation:** Indicate whether the Proposer, any team member, or any corporate officers have been party to any lawsuit involving the performance of any equipment it has installed and provide a summary of the issues and lawsuit status.

- **Project Team:** Organization chart and bios (length of time with firm, key projects, work history) of key team members and subcontractors, and their capability to perform work. Please only profile individuals that will directly be working on this project. Clearly identify the project manager.
- **Safety** – Include a brief description of the safety practices of your firm, as well as the OSHA Reporting Indicators for the last 3 years.
- **Proposed Schedule** – Identify key project milestones for each site and include any necessary review periods for Burlington.
- **(Optional) Additional Information** – If the Proposer believes that additional information must be included in their bid that is not covered in the above sections, it can be included in this section.

5. Proposal Evaluation

Burlington will evaluate proposals according to the evaluation criteria below. The City of Burlington reserves the right to make multiple awards, one award, or no awards as a result of this solicitation.

- Proposal Cost Effectiveness
- Technical Approach/ Implementation Schedule
- Proposal's Alignment to Proposed Format
- Proposer's State of Iowa Presence
- Proposer Qualifications/Project Experience

Burlington may elect to conduct interviews with selected respondents to ask questions or for more details on the proposed project. Burlington reserves the right to seek supplemental information from any respondent at any time after the official proposal opening and before award. This will be limited to clarification or more detail on information included in the original proposal. Upon acceptance of a proposal and intent to award, the successful respondent will be required to execute and return all required project documents and certificates of insurance within 10 business days from the Notice of Award. Should the selected firm fail or refuse to execute the project documents, Burlington reserves the right to accept the next best proposal.

6. RFP Attachments

Appendix A: Proposed Solar Facilities

Attachment A: Cost Proposal Form (excel-based cost proposal form)

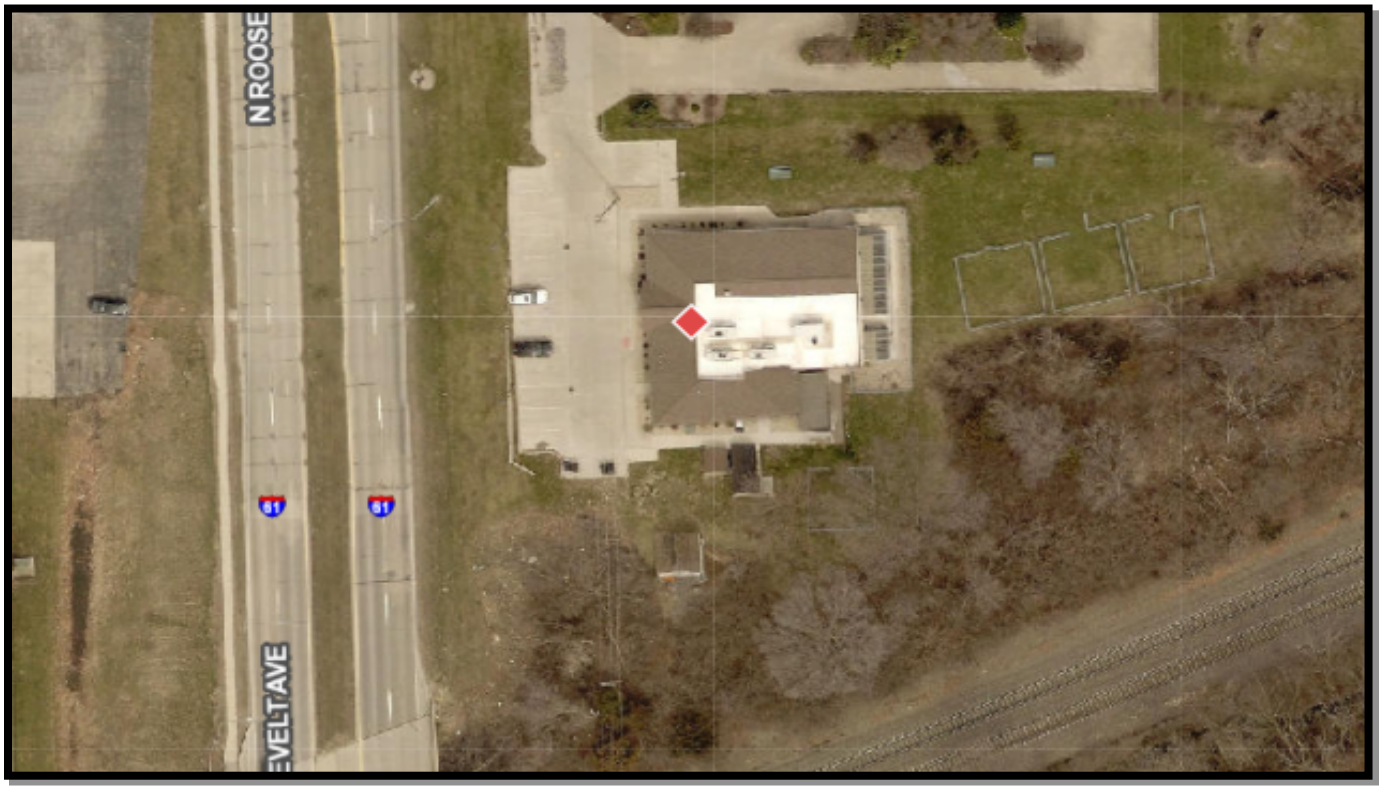
Attachment B: 12 month utility bills from each location.

Attachment A: Proposed Solar Facilities

Animal Shelter

2000 N Roosevelt Ave

Burlington, IA 52601



Public Library

210 Court St

Burlington, IA 52601

Public Works Building

3510 Division St

Burlington, IA 52601