

## **SECTION II - SCOPE OF SERVICES**

### 1. Objective

The City of Ann Arbor is seeking proposals from qualified vendors for the design and engineering of Solar PV Systems to be located at up to sixteen City sites. These systems should be designed to optimize power production and offset or reduce grid electricity use/electricity bills within the space and logistical constraints specified in this RFP. Where applicable, the proposal should layout the battery potential for the site to be islanded in case of a 72-hour utility outage and estimate the costs of installation of those systems. Additionally, where a carport is determined to be the best mechanism to install solar, EV chargers shall be included into the design. Each individual site's solar potential has been estimated and ranges from 5kW to 300kW, totaling somewhere between 7.15kw to 1.2MW of new rooftop, carport, and ground-mounted solar.

The sixteen sites under consideration are:

1. Ann Arbor City Hall (Rooftop or Carport Solar + Storage)
2. Ann Arbor Fire Station 1 (Rooftop Solar + Storage)
3. Ann Arbor Fire Station 3 (Ground Mounted Solar + Storage)
4. Ann Arbor Justice Center (Rooftop Solar + Storage)
5. Bryant Community Center (Rooftop Solar + Storage)
6. Buhr Park (Carport Solar + EV Charger + Storage)
7. Southeast Area Park (Carport Solar + EV Charger + Storage)
8. West Park (Carport Solar + EV Charger + Storage)
9. Veterans Park (Carport Solar + EV Charger + Storage)
10. Allmendinger Park (Rooftop Solar + Storage)
11. Argo Canoe Livery (Rooftop Solar + Storage)
12. Gallup Park Maas Shelter (Rooftop Solar)
13. Gallup Park Fast Shelter (Rooftop Solar)
14. Gallup Park (Carport Solar + EV Chargers + Storage)
15. Wheeler Service Center (Carport Solar + EV Chargers + Storage)
16. Water Recovery Plant (Rooftop Solar + Carport Solar + EV Chargers + Storage)

### 2. Requirements

The selected proposer(s) will be required to prepare complete designs, working drawings, specifications, and shop drawings for the Project, and furnish the services of all necessary supervisors, architects, engineers, designers, drafts-people, and other personnel necessary for the preparation of those drawings and specifications required for the Project. In addition, the selected proposer(s) will be responsible for filing all necessary paperwork with applicable governmental entities and utilities, including interconnection paperwork with DTE Electric Company ("DTE"), the utility that provides electrical services to the City of Ann Arbor and, as necessary, working

with neighboring jurisdictions on any and all permitting requirements. All final deliverables, inclusive of designs, will be owned by the City for use at its discretion.

In addition to cost estimates to finalize designs, interested proposers must provide preliminary designs and good faith estimates of the cost to construct the final solar systems at each of the sixteen City sites, independently, as well as what the cost would be to design and build the full suite of sixteen projects (factoring in any potential discounts due to scale and potential collaboration with the U-M).

### 3. Scope of Work

The selected proposer shall:

1. Review any drawings, specifications, reports, etc. provided by City staff on the proposed project.
2. Work directly with City staff, including the City's Facilities Manager and Energy Coordinator, to verify the viability of the 16 City sites for solar installation. If a site is deemed unviable, the City reserves the right to replace that site with an alternative that would have potential for a solar system, assuming the estimated cost to the City would not differ significantly or the parties agree to an alternative cost.
3. Hold kick-off meetings with staff responsible for, or residing, at each of the 16 City sites.
4. Prepare complete draft designs, drawings, and specifications for solar, storage, and where relevant, electric vehicle charging stations at each of the 16 sites. All designs must comply with the Minimum Technical Specifications described in Attachment B.
5. Review designs with City staff and make changes as recommended.
6. Prepare complete final designs, drawings, and specifications for solar, storage, and where relevant, electric vehicle charging stations at each of the 16 sites. All final designs must comply with the Minimum Technical Specifications described in Attachment B.
7. Secure building permits, interconnection agreements, and all other paperwork necessary to move forward with the solar installation at the 16 City sites.
8. Provide the City all final designs, drawings, and specifications so that the City can proceed with hiring a construction firm to install final designs.

9. If relevant, a representative of a proposer might need to make presentations at public meetings or “open houses” to acquaint City residents, Commissions, and City Council with the projects and their overall alignment with the City’s climate and sustainability goals.
  
10. As this is a time sensitive project, interested proposers should plan for bi-weekly meetings with City staff to keep the project advancing.