

REQUEST FOR PROPOSALS
DESIGN AND INSTALLATION SERVICES for
Distributed Energy Projects

BACKGROUND AND PURPOSE

The Henderson Water Utility (HWU) is requesting **Sealed Proposals** from qualified firms licensed in the Commonwealth of Kentucky to provide design and installation services for Distributed Energy projects at two locations owned/operated by HWU.

The two locations are the **North Fork Sewer Pump Station**, 24 Burdette Street, and the **North Wastewater Treatment Plant**, 203 Drury Lane, both in Henderson, Kentucky. These locations are provided with electrical service by Henderson Municipal Power & Light (HMPL). HMPL has recently adopted a distributed energy rate schedule that allows entities that install photovoltaic (solar) panels to qualify for lower electric rates. HWU believes these two locations can qualify for this lower rate and allow us to achieve substantial savings in power costs.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to solar panel project planning and programming, and operational expertise. Firms that have not provided ongoing solar panel installation services for a period of at least three years need not apply.

SCOPE OF WORK

The scope of work shall include but not be limited to the following items:

- Prepare and submit project proposals that include analysis of current power use, proposed power use, and compare existing and proposed costs to show savings. Proposers shall include separate financial analyses for each location.
- Include a sufficiently detailed description of equipment to be provided and installed by the Proposer to allow confirmation that the proposal will qualify for the HMPL Distributed Energy rate structure.
- Upon award, provide and install all equipment, including panels, inverters, conduit and wiring, transformers, switches, grounding, connectors, installation hardware, etc., required for a complete and operational installation.
- Proposal shall detail any work that must be performed by others (HMPL, HWU, etc.), which should be minimal.
- Proposals may include conversion of existing station/plant lighting to LED.
- Provide all sub-consultant services necessary including structural, electrical, and/or mechanical engineering, if required. Provide sufficient shop drawings and other information to allow the Owner to insure the quality of equipment to be installed.
- Obtain plan and installation approval from any applicable code or planning agencies, including local electrical inspection.
- Provide financing options for a defined period (e.g., 3 years, 5 years), or a lump sum cost upon completion. Financing, if provided, shall be at or below current prime rate.
- Provide warranty information.

EVALUATION CRITERIA

Proposals will be evaluated based on proposed cost savings, firm experience, and demonstrated ability to provide the services required.

Provide one response per company and address both projects within that single response.

SELECTION PROCESS

The selection process will include an evaluation by staff of the Henderson Water Utility, who will make a recommendation to the Henderson Water and Sewer Commission. It is anticipated that award of this work will be made at the HWU Board meeting on 25 January 2021.

Interested firms should submit one sealed copy of their Response to:

Henderson Water Utility
111 Fifth Street
Henderson KY 42420

Proposals must be received no later than 1:30 p.m., 20 January 2021, at which time they will be publicly opened and examined.

Questions related to this Request should be directed to Tom Williams, P.E., 270.826.2421, or at tom.williams@hkywater.org.

RFP's, Clarifications and Addenda may be obtained from:

HWU website: http://www.hkywater.org/htm_procurement/bid_home.htm

HWU Bobby Gish Administration Building: 111 Fifth Street, Henderson, KY 42420

The Water and Sewer Commission reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities and/or technicalities. Conflicts of interest, gratuities and kickbacks as defined and provided for in KRS 45A.455 are absolutely prohibited.