



# REQUEST FOR QUALIFICATIONS

## POLICE DEPARTMENT SOLAR CARPORT

**Note to respondents:** This request for qualifications (RFQ) is following a previously circulated request for proposals (RFP) originally circulated by the City of Bexley in June for the Police Department Solar Carport project. The City has switched to an RFQ in lieu of an RFP process to ensure we select the best possible solar partner in this process. Successful responses must include the standard response form ([Addendum A](#)) completed in full. Information will be extrapolated from this response to estimate the cost of a more in-depth project.

### BACKGROUND

The City of Bexley, Ohio (“City”) is issuing this Request for Qualifications (“RFQ”) to solicit Statements of Qualifications (“qualifications”) from solar energy design-build contractors to develop, design, engineer, and install a carport mounted solar photovoltaic (PV) system at the Bexley Police Department station (“police station”) at 559 N. Cassingham Road, Bexley, Ohio 43209.

Once selected, the successful contractor will enter into a design-build service agreement with the City and work with leadership to determine the appropriate system configuration and equipment for the site. The City envisions this will be the first of a multitude of solar PV carports to be installed within Bexley over the next ten years as part of our commitment to being a leader in sustainable infrastructure.

### SYSTEM DESIGN

The final system design may include a mix of different components on the police station site including: new solar carports over portions of existing parking areas and the retrofitting of an existing carport to incorporate solar panels. Each of these six potential system sites / components is illustrated in [Addendum B - Police Station Site Plan and Potential Array Locations](#).

The final system design (e.g. which components are actually selected for installation) will be based on the net cost, annual kWh output, payback period, and overall feasibility of each potential component, among other considerations. To standardize the types of solar PV panels recommended, the City is providing a base set of specifications for the construction of new carports in [Addendum G](#). Note that these specifications may be modified in the future at any time with the successful contractor.

### PROJECT SITE AND EXISTING CONDITIONS

The police station parking lot consists of 36 parking spots, as well as eight parking spots under an existing carport; parking lot layout and details can be found in [Addendum H](#). The police station is currently home to a rain garden and EV charging infrastructure, and Bexley’s City Hall and Service Department house solar systems, for a total of 78 kWp. An aerial site view of the police station facility is included in [Addendum B](#) and 12-months of electric bills for the police station have been provided in [Addendum C](#).



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### QUALIFICATIONS SUBMITTAL

Interested contractors shall include the following in their Statement of Qualifications:

- **General Format:** Submittals should be typed. Contracts should not include any unnecessarily elaborate or promotional material. All pages shall be sequentially numbered and submittals should include a complete table of contents. Successful responses must include the standard response form [Addendum A](#), completed in full.
- **Letter of Transmittal:** The Letter of Transmittal should be addressed to [ecellman@bexley.org](mailto:ecellman@bexley.org) and at a minimum, contain the following:
  - Identification of Contractor that will have the authorization to commit to the contractual terms and conditions. Identification shall include legal company name, corporate address, telephone, fax number and email address;
  - Name, title, address, telephone number, and email address of the contact person during the proposal evaluation phase;
  - Acknowledgment of receipt of all RFP appendices;
  - A statement of the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submission;
  - Signature of a person authorized to bind contractor to the terms of any contract resulting from the submittal;
  - A statement to the effect that by signing the Letter of Transmittal, the contractor is attesting that all information submitted with the submittal is true and correct.
- **Project Team:** A list or chart of the contractors and subcontractors that would be part of the proposed project team including roles, years of experience and credentials or certifications.
- **Proposed Project Approach:** Describe the approach you will take to successfully develop, design, engineer, install, operate, and maintain the proposed solar carports.
- **Feasibility Assessment:** Qualifications must include a site-specific solar feasibility assessment, including a recommendation of which suggested carport areas your firm would recommend installing to maximize the energy offset at the police station while minimizing the project payback period.
- **Proposed Equipment Specifications:** The City is providing a specification sheet for the proposed carports in [Addendum G](#). In response, the contractor shall provide a description of the type(s) of solar PV equipment that would be used at each site (manufacturer, manufacturing location, model number, etc.) The proposed equipment should include supporting components including but not limited to inverters, mounting systems, wiring and connectors, and net meters.
- **Proposed Financing Structure:** Describe the proposed financing for the project in full including all known financial sources such as state and federal incentive and rebate programs.



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- **Relevant Project Experience:** Provide a list of other solar PV projects financed and installed by your company, including at least one “community owned” system.
- **Sample Agreement:** Provide a sample agreement with terms and conditions (excluding final purchase price).
- **Required Information:** List of all of the information the firm would require from the City to proceed with the project once a service agreement is awarded.
- **References:** Provide references (limit 5 per respondent) of similar projects, preferably from other municipalities or government organizations. Include client name, a brief summary of the work, and the name, address, and phone number of a responsible contact person.

### EVALUATION CRITERIA

The City will review submitted qualifications to determine which firms are best suited to move forward and enter into a service agreement. Contractors will be evaluated based on:

- Technical understanding of the project including its purpose and scope;
- Quality of proposed PV systems and ability of systems to offset the highest possible portion of the energy consumption at the Police Department facility while having the lowest possible back-back period;
- Experience with similar solar projects including permitting, design, financing, construction and operation;
- Track record of collaboration with other government entities or similar organizations to capture the value of all available solar incentives pre- and post-construction;
- The City of Bexley intends to select a proposal which serves the best interests of itself and reserves the right to reject any or all proposals, and waive any informalities or irregularities.

### RFQ SCHEDULE

The City anticipates following the schedule described below to issue the request for qualifications, reviewing this request, and completing the project:

PHASE	ANTICIPATED DATE
Issue Request for Qualifications	October 17, 2025
Site visit (optional)	October 27, 2025 <i>(tentatively)</i>
Deadline for Questions	October 31, 2025
Proposals Due	November 17, 2025



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<b>Anticipated Contract Award, Pending Board of Control Approval</b>	December 9, 2025
<b>Scope of Work Timeframe,</b> <i>(May be adjusted based on final contract)</i>	To be completed by June 1, 2026

#### SUBMITTAL INSTRUCTIONS

**Proposals may be submitted by email to Elizabeth Ellman and are due by November 17, 2025 on or before 4:00 pm Eastern Time.** The date/time stamp of the email constitutes the official date/time of receipt of proposal responses. Proposals will be considered as if sealed until the deadline, upon which they will be read.

Alternatively, proposal may be submitted in a sealed envelope marked "Police Department Solar Carport-Amended Bid" in the lower left-hand corner and addressed to:

City of Bexley  
c/o Elizabeth Ellman  
2242 E. Main Street  
Bexley, Ohio

It is the sole responsibility of respondents to the RFQ to deliver the proposal by the stated deadline. Each proposal must be submitted with all required documentation. Proposals received after this deadline shall be deemed to be nonresponsive and will not be considered.

#### OTHER TERMS

- I. **Right to Reject Proposal:** Submission of a proposal indicates acceptance by the firm of conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The City of Bexley reserves the right without prejudice to reject any or all proposals.
- II. **No Collusion:** In submitting this proposal, the Contractor declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.
- III. **Confidentiality:** Proposals and other documents submitted shall be examined to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of a contract, all responses, documents, and materials submitted by the respondent pertaining to this RFP will be considered public information unless otherwise determined by legal counsel.

#### SITE VISIT

An optional site visit including a tour of the police station's electrical closet is tentatively planned for October 27, 2025. Please email Elizabeth Ellman ([ellman@bexley.org](mailto:ellman@bexley.org)) in advance to confirm your attendance.



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### ADDENDUMS

- [Addendum A - Standard Response Form](#)
- [Addendum B - Police Station Site Plan and Potential Array Locations](#)
- [Addendum C - PD Electric Bills](#)
- [Addendum D - PD Schematics](#)
- [Addendum E - EV Charging Bills](#)
- [Addendum F - Lighting Schematic Drawings](#)
- [Addendum G - Carport Specification Sheet](#)
- [Addendum H - Parking Lot Layout and Details](#)

### QUESTIONS

Contractors may submit questions in writing by 4:00 pm EST on October 31, 2025 via email to Elizabeth Ellman at [ellman@bexley.org](mailto:ellman@bexley.org). Answers will be posted to [bexley.org/bids](https://bexley.org/bids) on November 3, 2025 between 10:00 am and 4:00 pm EST.