



# REQUEST FOR PROPOSAL

## POLICE DEPARTMENT SOLAR CARPORT

Updated 6-16-2025

### BACKGROUND

The City of Bexley, Ohio is seeking qualified design-build firms to develop, design, engineer, and install a solar photovoltaic (PV) carport system over an existing parking lot and retrofit an existing carport to include solar panels at the City's Police Department (559 N. Cassingham Road, Bexley, Ohio 43209). This carport will cover the east side parking lot with a permanent carport to shield vehicles from the elements as well generate solar electricity to help power the building and existing electric vehicle charging infrastructure.

This Request for Proposals (RFP) seeks to identify a contractor able to provide the most timely and cost-effective carport and solar installation for the project. The contractor selected will execute a construction contract with the City of Bexley, which will own the project. The City envisions this will be the first of a multitude of PV carports to be installed within Bexley over the next ten years as part of our commitment to being a leader in sustainable infrastructure.

The City of Bexley Police Department 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 A](#).

### SCOPE OF WORK

The contractor selected will provide a turnkey, installed, and operational solar PV carport system which provides the maximum reasonable amount of energy generated at the lowest possible cost. We seek the earliest possible date of installation of the system, understanding that delays cannot always be anticipated. As part of the scope of this work, we request a feasibility study and regular updates with the project lead to be assigned.

The contractor will be required to:

- Provide engineered drawings suitable for the City of Bexley
- Appear before the Architectural Review Board and/or Board of Zoning and Planning, if needed
- Submit MA-3, electrical, and commercial building permits and inspections
- Provide all necessary materials, labor, subcontractors, project management, and licensing
- Provide a detailed list of all subcontractors and manufacturing specifications for all solar components prior to ordering
- Install real-time monitoring systems accessible to the City at will
- Ensure that the system passes all required inspections and meets all other applicable requirements
- Monitoring must be fully functional before the final payment to the Contractor will be made
- Full site restoration and collaboration with Police Department personnel to limit impact to police operations on site



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### ALTERNATIVES

Alternative bids can be submitted for the following specifications:

- I. **In-state manufactured materials**
- II. **Electric Vehicle Charging Infrastructure:** Should the responding firm see the opportunity for projects to offset the fleet's electric vehicle charging infrastructure, the firm may propose specifications for projects in addition to the traditional carport.
- III. **Solar Battery Storage:** Should the responding firm anticipate that the PV carport system produce capacity above and beyond that required to fully operate the police station and related facilities, the firm may propose specifications and costs for the installation of storage batteries. To aid in this calculation, 12-months of electric bills for the police station have been provided in [Addendum B](#).

### PROPOSAL FORMAT

Proposals should include:

- I. **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.
- II. **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:
  - A. 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.
  - B. Name, title, address, telephone number, and email address of the contact person during the proposal evaluation phase
  - C. Acknowledgment of receipt of all RFP appendices
  - D. 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
  - E. Signature of a person authorized to bind contractor to the terms of any contract resulting from the submittal
  - F. 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
- III. **Qualifications:** The Contractor shall:
  - A. Provide a brief profile of the firm, including the year founded, the types of services offered, form of organization (corporation, partnership or sole proprietorship), number, size, and location of organization
  - B. Describe the firm's prior experience in performing work of a similar nature to that solicited in this RFP, and highlight the participation in such work by the key personnel proposed for assignment to this project



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- C. Identify the team lead(s) and proposed staff member(s) who will be assigned to the project
  - D. Provide at a minimum three references for the project as related experience and furnish the name, title, address, and telephone number of the person(s) at the client organization who is most knowledgeable about the work performed
- IV. **Work Plan:** The Contractor shall provide:
- A. A description of the firm's project approach
  - B. Building off of the below stated proposed timeline, include a draft project schedule for each task in terms of elapsed weeks from the project commencement date to completion
- V. **Project Specifications:** The Contractor shall provide:
- A. Proposed solar carport design; with minimum height clearance appropriate for police safety vehicles
  - B. Output modeling information
  - C. Production estimates
  - D. Proposed equipment, including spec sheets
  - E. Estimated date of project start and completion
  - F. Pricing for a turnkey, installed system in both \$/W and dollars
  - G. Warranty information for equipment and workmanship
  - H. Applicable tax rebate or incentive information
  - I. Return on investment specifications
  - J. Any other relevant information
- VI. **Cost:** The Contractor shall submit pricing inclusive of costs for all labor and materials, and shall provide an estimate of hours and hourly rate. Bids should be good for 90 days unless a compelling regularity or financial circumstances would dictate a shorter period, in which case this should be specified.

### EVALUATION CRITERIA AND AWARD

Based on the proposal submitted, City of Bexley staff will select a firm that will best serve the interest of the City and meet its objectives as outlined in the RFP:

- I. Ability and experience in constructing solar carports and retrofitting existing carports to accommodate solar, as well as any prior experience working with public sector partners to maximize financial incentives and install carports and panels at the lowest possible cost to the public sector partner
- II. Material pricing and sourcing
- III. Contractor's previous experience with similar projects and qualifications of the project team
- IV. Contractor's ability and understanding of the proposed approach and methodology
- V. Analysis of estimated project budget relative to the proposed document
- VI. Compliance with RFP specifications



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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.

### RFP SCHEDULE

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

PHASE	ANTICIPATED DATE
Issue Request for Proposal	June 13, 2025
Deadline for Questions	June 23, 2025 at 10:00; please email <a href="mailto:ellman@bexley.org">ellman@bexley.org</a> to confirm attendance.
Deadline for Questions	June 30, 2025
Proposals Due	July 11, 2025
Anticipated Contract Award, Pending Board of Control Approval	September 9, 2025
Scope of Work Timeframe, (May be adjusted based on final contract)	To be completed by June 1, 2026

### SUBMITTAL INSTRUCTIONS

**Proposals may be submitted by email to Elizabeth Ellman and are due by July 11, 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 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 RFP 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.



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### 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 for June 23, 2025 at 10:00 am can be arranged through contacting Elizabeth Ellman.

### ADDENDUMS

- **Addendum A: Site Map:** A site map can be found at [bexley.org/bids](https://bexley.org/bids).
- **Addendum B: 12-Months of AEP Bills:** Most recent AEP bills can be found at [bexley.org/bids](https://bexley.org/bids).

### QUESTIONS

Contractors may submit questions in writing by 4:00 pm EST on June 30, 2025 via email to Elizabeth Ellman at [eellman@bexley.org](mailto:eellman@bexley.org). Answers will be posted to [bexley.org/bids](https://bexley.org/bids).