

REQUEST FOR PROPOSALS

SOLAR PHOTOVOLTAIC PROJECTS AT TOWN OWNED LOCATIONS

Ayer, MA

The Town of Ayer seeks proposals, pursuant to M.G.L. c. 30B, §16, Real Property Disposition, from solar energy developers ("**Respondents**") to:

1. Lease land at the Primary, Secondary and Additional locations, hereinafter referred to as "Locations", identified below pursuant to a Lease Agreement a form of which is included in this RFP, and install, own, operate and maintain thereon a solar photovoltaic energy system(s) ("Solar Energy Systems" or "Systems").
 - Primary location Closed Town Landfill located at 100 Groton Harvard Road
 - Secondary location Wastewater Treatment Plant Sludge Landfill and adjoining properties located at the end of Brook Street
 - Additional locations --- Other Town---owned open land as identified by the Respondent.

It is the desire of the Town to site Solar Energy Systems for the benefit of the Town and the environment. This Request for Proposals is being issued to allow the Town to evaluate options and determine the projects and financial arrangements that best meet the Town's interest. The Town is interested in receiving proposals for the Primary and Secondary locations, and will consider proposals for additional locations as identified by the Respondent. The Town notes that it is not seeking proposals for solar energy generation or net metering.

The Town will evaluate all proposals and reserves the right to select one or more proposals that provide the best economic solution for each location. Proposals for each of the locations will be evaluated against other proposals received for the same locations. In addition to other rights reserved herein, the Town reserves the right to cancel this RFP as to one or more, or all, of the locations, in its discretion and to the fullest extent permitted by law.

Location Tours - Tours of the locations may be arranged upon request at a time and date of the Town's choosing.

Questions - All questions pertaining to this RFP should be referred to Mark **Wetzel, Ayer DPW, 978-772-8240, mwetzel@ayer.ma.us** no later than Friday October 14 at 3:00 PM.

Proposals must be received by Wednesday October 19, 2016, no later than 1:00 PM and shall be addressed to:

Town of Ayer
Mr. Mark Wetzel, P.E.
Department of Public Works
25 Brook Street
Ayer, Massachusetts 01432

All materials must be contained in a single envelope or package clearly labeled **Land Lease for Solar Photovoltaic Projects at Town-Owned Locations**. Within each envelope or package, the Respondent shall enclose a cover letter with the signature, name, and title of the person authorized to submit the proposal on behalf of the Respondent.

The Respondent's proposal shall include in separate sealed envelopes a "***Technical Proposal***" and a "***Price Proposal***."

- The ***Technical Proposal*** must include 4 double-sided hard copies and an electronic copy on a CD-ROM or flash drive in Adobe (PDF) format and shall be placed in a sealed envelope within the outer package marked with the Respondent's ***company name***, and plainly marked in the lower left hand corner: **"Land Lease for Solar Photovoltaic Project - Technical Proposal."**
- The ***Price Proposal*** must include 2 double-sided hard copies and an electronic copy on a CD-ROM or flash drive in Adobe (PDF) format, and shall be placed in a separate sealed envelope within the outer package marked with the Respondent's ***company name***, and plainly marked in the lower left hand corner: **"Land Lease for Solar Photovoltaic Project - Price Proposal."**

All qualifications should be written in ink or typed. If there is any correction with whiteout, the person signing the statement of qualifications must initial the correction.

It is the Respondents' responsibility to see that its proposal is delivered within the time and at the place prescribed. The Town will open no proposals until the time set for opening. Proposals may be withdrawn upon written request (on the letterhead of the Respondents and signed by the person signing the proposal) and must be received prior to the Public Opening. Proposals may be modified in the same manner. No proposal or modification thereof received after the Public Opening will be considered.

Selected Respondents shall not discriminate against any employee or applicant for employment because of a physical or mental handicap for any position for which the employee or applicant is qualified and, in the event of noncompliance, the Town may declare the selected Respondents in breach and take any necessary legal recourse including termination or cancellation of any contract awarded pursuant to this RFP.

A Respondent filing a proposal thereby certifies that 1) no officer, agent, or employee of the Town of Ayer has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the Town; 2) the proposal is made in good faith without fraud, collusion, or connection of any kind with any other prospective Respondent for the same RFP, and 3) the prospective Respondent is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

The right is reserved, as the interest of the Town may require, to reject any or all proposals, to waive any technical defect or informality in proposals received, and to accept or reject any proposal or portion thereof.

One copy of this RFP will be furnished electronically to Respondents upon request. It is the Respondent's responsibility to check prior to the Public Opening for any updates issued as a result of questions or changes needed in this RFP.

All questions pertaining to this RFP must be made in writing to **Mark Wetzel, Ayer DPW, 978-772-8240, mwetzel@ayer.ma.us**.

The RFP and [supporting documents](#) will be made available through the Department of Public Works Office, 25 Brook Street, Ayer, MA 01432 (978) 772-8240. Interested parties may request an electronic copy of the RFP document by request to mwetzel@ayer.ma.us.

It is the Respondent's responsibility to check prior to the Public Opening for any updates issued as a result of questions or changes needed in this RFP. A hard copy of the RFP and supporting documents will be available for review during normal business hours at the Ayer Department of Public Works and Board of Selectmen's Office at the Ayer Town Hall.

This RFP contains the following Attachments:

Attachment A – Proposal Forms

Attachment A-1 – Respondent Information Form

Attachment A-2 – Certificate of Non-Collusion

Attachment A-3 – Attestation Regarding Filing of Tax Returns

Attachment A-4 – Disclosure of Beneficial Interests in Real Property Disclosure

Attachment A-5 – Certification Regarding Debarment

Attachment A-6 – Certificate of Authority

Attachment B – Description of Locations

Attachment C – Pricing Bid Forms

Attachment D – Draft Lease Agreement