



CLINTON COUNTY ENGINEER

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CLINTON COUNTY, IOWA REQUEST FOR PROPOSALS (RFP) SOLAR PHOTOVOLTAIC (PV) SYSTEMS ROOF-MOUNTED AND PEDESTAL (GROUND-MOUNTED)

1. NOTICE TO BIDDERS

Clinton County, Iowa is soliciting sealed proposals for the design, engineering, procurement, installation, interconnection, commissioning, monitoring, and maintenance of turnkey solar photovoltaic systems.

Sealed proposals will be received at the Clinton County Auditor's Office in the Clinton County Administration Building, 1900 N. 4th St., Clinton, IA 52733-2957, until **4:00 p.m. on Friday, May 8, 2026**, and opened on **Monday, May 11, 2026 at the 9:30 a.m. meeting** of the Clinton County Board of Supervisors for the installation of a solar photovoltaic (PV) array for a property located at 104 3rd Avenue, DeWitt, Iowa, owned and operated by the Clinton County Secondary Roads Department.

The sealed proposal envelope shall be clearly marked:
"DeWitt Shop Solar Array Proposal"

Email or faxed copies of proposals will not be accepted.

Notice is provided pursuant to **Iowa Code Section 26.3**. The County reserves the right to reject any and all proposals and to accept the proposal deemed to be in the best interest of the County.

Questions or clarifications regarding this Request for Proposals shall be directed to:

Todd Kinney

Clinton County Engineer

1900 North 3rd Street

Clinton, Iowa 52733-2957

Phone: 563-244-0564

Email: tkinney@clintoncounty-ia.gov

Requests for information shall be submitted in writing. Responses may be issued in the form of written addenda and distributed to all known plan holders.

2. PROJECT SITES

Clinton County Secondary Roads Facilities

104 3rd Avenue
DeWitt, Iowa 52742

Proposed Systems

- Site 1 – Secondary Roads Shop (28.13 kW DC) (Ballast mounted on flat roof)
- Site 2 – Truck Shed (7.76 kW DC) (flush mounted on metal roof)
- Site 3 – Roadside Building (9.70 kW DC) (flush mounted on metal roof)

Alternate proposals will include pedestal (ground-mounted) systems either in addition to or in lieu of rooftop systems.

Contractors shall verify all site conditions, dimensions, structural capacities, and electrical infrastructure prior to submission of proposals. Proposed ground mounted installation area is shown in attached 1 to this request for proposal.

3. PROJECT DESCRIPTION

The Contractor shall provide a complete turnkey solar PV system including all labor, materials, equipment, engineering, permitting, coordination, supervision, and services necessary to deliver a fully operational and commissioned system to include pedestal (ground-mounted) systems as an alternate to or in lieu of rooftop systems.

The project shall include all work necessary for safe, code-compliant, and utility-approved operation, including but not limited to structural analysis, electrical integration, and system optimization.

4. PROPOSAL REQUIREMENTS

Proposals shall include, at a minimum:

A. Cover Letter

- Signed by authorized representative
- Statement of understanding of project scope
- Acknowledgment of addenda

B. Technical Proposal

- System design narrative
- Site layouts and equipment placement drawings, including all roof, ceiling and wall penetration locations.
- Provide all material specifications and brochure information for proposed materials
- Provide all designs and details for installations including roof, ceiling and wall penetrations and connections
- Electrical single-line diagrams
- Structural analysis and considerations
- Production modeling (PVWatts or equivalent)
- Assumptions and derate factors clearly identified

C. Pricing

- Total project cost including trenching, boring, cutting, backfilling and surface restoration (roof, wall, ceiling and pavement) required for all required installations. Surface restoration shall be completed to restore the previous condition of the surface (for pavement restoration use 6 inches of rock and 3 inches of HMA or similar PCC thick as existing)
- Cost per watt (DC and AC)
- Itemized breakdown (equipment, labor, soft costs)
- Ground Mounted Alternate (list the same breakdown of costs for ground mounted installation)
- Any optional enhancements

D. Experience and Qualifications

- Company background
- Key personnel resumes including the main project supervisor
- Relevant project list with references of five like sized completed projects

E. Warranties

- Equipment warranties
- Workmanship warranty
- Production guarantee (if offered)

F. Maintenance and Monitoring Plan

- Monitoring platform details
- O&M schedule
- Response times

G. Additional Required Submittals

- Preliminary project schedule
 - Safety plan (OSHA compliance)
 - Quality control plan
 - Interconnection strategy
 - Evidence of bonding capacity
 - Proof of insurance
 - Financial capability statement
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5. EVALUATION CRITERIA

Evaluation shall include:

- Vendor qualifications including project experience, staff experience, project history, customer satisfaction, and other preferred credentials listed above
- Pricing evaluated on a lifecycle cost basis:
 - **25-year Net Present Value (NPV)**
 - **4% discount rate**
- Cost per watt and total installation cost
- Project timeline and ability to meet schedule
- Technical design and equipment quality
- System performance projections and assumptions
- O&M and monitoring capabilities

Clinton County reserves the right to award based on the **best value**.

6. CONTRACTOR QUALIFICATIONS

Contractor must:

- Provide list of subcontractors and document qualifications
 - Complete and identify at least five similar projects (150 kW or demonstrate scaling capability)
 - Provide proof **North American Board of Certified Energy Practitioners (NABCEP) certification**
 - Employ a licensed master electrician
 - Demonstrate experience with public sector projects
 - Demonstrate familiarity with Iowa utility interconnection processes
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7. SCOPE OF WORK

Includes all engineering, procurement, installation, interconnection, commissioning, monitoring, and training.

Contractor shall:

- Design, optimize, specify, and furnish all necessary equipment
 - Provide PE-stamped drawings and calculations
 - Obtain all permits
 - Perform all construction and installation
 - Manage subcontractors and site safety
 - Complete interconnection and all utility coordination
 - Schedule and pass all inspections
 - Perform testing and commissioning
 - Provide full turnover documentation
 - Conduct structural analysis for all roof-mounted and pedestal systems
 - Provide geotechnical considerations for pedestal systems if required
 - Perform arc flash and electrical safety analysis where applicable
 - Provide labeling consistent with NEC and utility requirements
 - Include temporary power or shutdown coordination if required
 - Provide spare parts list and recommended inventory
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8. DESIGN CRITERIA

- Systems shall maximize lifecycle value
 - Must comply with all applicable codes (NEC, IBC, IFC, etc.)
 - Use PVWatts or equivalent modeling
 - Minimum 25-year design life
 - Snow load and wind load compliance specific to Iowa conditions
 - Roof penetrations minimized and properly sealed
 - Ground systems must address:
 - Foundation design
 - Drainage
 - Frost depth
 - Soil conditions
 - System degradation assumptions must be clearly stated
 - Design shall consider future expansion where feasible
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9. MONITORING AND MAINTENANCE

- Provide web-based monitoring platform with real-time data
 - Include maintenance plan
 - 24/7 system visibility preferred
 - Alert-based fault notification
 - Annual inspection and reporting
 - Defined response times for repairs
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10. LEGAL REQUIREMENTS

- Contractor shall comply with all applicable federal, state, and local laws
 - Contractor responsible for lien waivers
 - Public records compliance required
 - Provide copy of state electrical inspection report to the County
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11. BONDS

Contractor shall provide the following bonds in accordance with Iowa law:

- Performance Bond in the amount of one hundred percent (100%) of the contract price
- Payment Bond in the amount of one hundred percent (100%) of the contract price
- Maintenance Bond in the amount of fifty percent (50%) of the contract price for a period of one year after final acceptance

All bonds shall:

- Comply with Iowa Code Chapter 573
- Be issued by a surety licensed to do business in the State of Iowa
- Be submitted prior to execution of the contract

12. RETAINAGE

Five percent retainage required.

13. LIQUIDATED DAMAGES

One hundred dollars (\$100) per day for delays.

14. INSURANCE AND INDEMNIFICATION

Contractor shall maintain insurance and indemnify the County.

Minimum Insurance Requirements

- Commercial General Liability
 - Automobile Liability
 - Workers' Compensation
 - Umbrella/Excess Liability
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15. SITE SAFETY AND RESPONSIBILITY

The Contractor shall be solely responsible for jobsite safety and shall comply with all applicable Occupational Safety and Health Administration (OSHA) regulations.

The Contractor shall:

- Develop and maintain a site-specific safety plan
- Maintain incident and accident logs
- Take all necessary precautions to protect persons and property
- Be responsible for all means and methods of construction
- Provide access and facilitate full use of all facilities for Secondary Road Department operations during array installation

The County shall bear no responsibility for construction means, methods, or safety.

16. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and not an employee, agent, or representative of the County.

The Contractor shall be solely responsible for:

- Payment of wages
 - Payment of taxes
 - Compliance with labor laws
 - Employee benefits and insurance
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17. PROJECT TIMELINE

Date	End Date	Action
4/27/26	4/27/26	Clinton County releases RFP for Solar PV Systems
5/1/26	5/1/26	Mandatory Pre-Bid Meeting at DeWitt Shop, 104 3 rd Avenue, DeWitt, Iowa (10:00 a.m.)
5/5/26	5/5/26	Deadline for Questions / Clarifications (4:00 p.m.)
5/6/26	5/6/26	Final Addendum Issued (if necessary)
5/8/26	5/8/26	Proposals Due by 4:00 p.m. (no electronic or faxed submissions)
5/11/26	5/11/26	Public Opening at Board of Supervisors Meeting (9:30 a.m.)
5/11/26	5/15/26	Evaluation Period
5/11/26	5/15/26	Interviews with Selected Proposers (if required)
5/18/26	5/18/26	Board of Supervisors Approval Meeting
5/18/26	5/18/26	Notice of Award Issued
5/18/26	5/25/26	Contract Execution and submittal of contract required documents
TBD	TBD	Pre-construction Meeting (2-weeks before construction begins)
5/21/27	5/21/27	Substantial Completion
6/10/27	6/10/27	Final Completion and Commissioning

18. DELAYS AND FORCE MAJEURE

The Contractor shall notify the County in writing within five (5) calendar days of any event that may delay the project.

Excusable delays may include:

- Acts of God
- Severe weather events
- Utility delays beyond Contractor control

Non-excusable delays include:

- Labor shortages
- Supplier delays (unless extraordinary and documented)
- Contractor scheduling issues

The Contractor bears the burden of proof for any claimed delay.

Liquidated damages shall apply unless a delay is expressly approved in writing by the County.

19. BID FORM

All proposals shall include a completed Bid Form in the format outlined below. Failure to provide all requested pricing and information may result in disqualification.

A. BASE BID PRICING (ROOF MOUNTED)

Contractor shall provide a lump sum price for the complete turnkey system:

Total Base Bid (All Sites Combined)		Total Cost
Total Installed Cost per Watt (DC)		Per Watt
Total Installed Cost per Watt (AC)		Per Watt

B. SITE-SPECIFIC PRICING

Provide pricing for each site individually:

Site	System Size (kW DC)	Total Cost	Cost Per Watt (DC)
DeWitt Shop	28.13		
DeWitt Truck Shed	7.76		
Roadside Building	9.70		

C. ALTERNATE PRICING (GROUND MOUNTED ARRAYS)

Provide alternate pricing for pedestal (ground-mounted) systems:

GROUND MOUNTED ARRAY ALTERNATIVE

Total Base Bid (All Sites Combined)		Total Cost
Total Installed Cost per Watt (DC)		Per Watt
Total Installed Cost per Watt (AC)		Per Watt

Site	System Size (kW DC)	Total Cost	Cost Per Watt (DC)
DeWitt Shop	28.13		
DeWitt Truck Shed	7.76		
Roadside Building	9.70		

Clearly identify differences in scope, assumptions, and design between base bid and alternates.

D. ENERGY PRODUCTION ESTIMATES

Provide estimated system performance:

Estimated Annual Production (kWh)	
First-Year Production (kWh)	
Annual Degradation Rate (%)	
Performance Ratio (if available)	

E. OPTIONAL PRICING / ADD-ALTERNATES

List any optional enhancements:

Item	Description	Cost
Battery Storage Option		
Extended Warranties		
Additional Monitoring Features Options		

F. ASSUMPTIONS AND EXCLUSIONS

Contractor shall clearly list all assumptions and exclusions, including but not limited to:

- Utility upgrades
- Structural upgrades
- Trenching or unforeseen site conditions
- Interconnection costs not included

Failure to identify exclusions may result in such items being deemed included in the base bid.

G. SCHEDULE COMMITMENT

- Provide tentative construction schedule including start and end dates with project milestone dates

H. BID CERTIFICATION

The undersigned certifies that:

- The proposal is valid for a period of **90 days**
- All pricing includes labor, materials, equipment, and incidentals necessary for a complete installation
- The Contractor has reviewed all site conditions

Contractor Name	
Authorized Representative	
Signature	
Date	

20. GENERAL CONDITIONS

County reserves right to reject proposals and waive informalities.

- County may conduct reference checks
 - Contractor responsible for site verification
 - All costs associated with proposal preparation are borne by proposer
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21. CHANGE ORDERS AND COST CONTROL

No change in the Work shall be performed without prior written approval by the County.

All change order requests shall include:

- Detailed cost breakdown
- Justification for the change
- Schedule impact

The Contractor shall not be entitled to additional compensation for:

- Conditions that could have been identified through reasonable site inspection
- Design errors or omissions

Unauthorized work performed without written approval shall be at the Contractor's sole expense.

22. TERMINATION

The County reserves the right to terminate the contract at any time:

For Cause:

- Failure to perform the Work
- Failure to meet project schedule
- Safety violations
- Breach of contract terms

Upon termination:

- Contractor shall be paid only for work satisfactorily completed
 - County may complete the Work and recover associated costs from the Contractor
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23. DISPUTE RESOLUTION

This Agreement shall be governed by the laws of the State of Iowa.

Venue for any legal action shall be in **Clinton County, Iowa**.

The parties agree to attempt to resolve disputes in good faith prior to initiating litigation.

24. TITLE AND RISK OF LOSS

Title to all equipment and materials shall transfer to the County upon payment.

The Contractor shall bear all risk of loss or damage to equipment and materials until final acceptance by the County.

25. PERFORMANCE GUARANTEE

The Contractor shall provide an estimated annual energy production (kWh) for the system.

If actual system performance falls below ninety percent (90%) of the projected annual production:

- Contractor shall investigate and correct deficiencies at no cost to the County, OR
- Compensate the County for the value of the energy shortfall

Performance shall be measured using the installed monitoring system.

26. TRAINING AND CLOSEOUT

Contractor shall provide:

- On-site training for County personnel
 - System manuals and documentation
 - As-built drawings
 - Warranty documentation
 - Final commissioning report
 - Maintenance schedule
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27. WARRANTY ADMINISTRATION

The Contractor shall serve as the primary point of contact for all warranty claims.

The Contractor shall:

- Coordinate all manufacturer warranty claims
- Provide labor for warranty-related repairs for a minimum of two (2) years

Response times:

- Critical system failures: within 48 hours
 - Non-critical issues: within five (5) business days
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28. SUBSTANTIAL AND FINAL COMPLETION

Substantial Completion shall be defined as:

- System fully installed
- System operational and producing electricity
- All major components functioning

Final Completion shall require:

- Completion of all punch list items
- Delivery of all documentation
- Completion of training
- Final inspection approval

Final payment shall not be made until Final Completion is achieved.

29. UTILITY INTERCONNECTION

The Contractor shall be solely responsible for:

- Preparing and submitting interconnection applications
- Coordinating with the serving utility
- Completing all required studies and documentation

The proposal shall clearly identify:

- Assumptions regarding interconnection approval
- Any anticipated utility upgrades

The Contractor shall bear responsibility for incomplete or deficient interconnection submissions.

30. TAXES AND INCENTIVES

Clinton County is a tax-exempt entity. The Contractor shall:

- Identify any available grants, rebates, or incentives
- Clearly state all assumptions related to incentives

No proposal shall rely on tax credits or tax-based financing unless explicitly approved by the County.

31. DECOMMISSIONING

The Contractor shall provide recommended procedures for system decommissioning.

All systems shall be designed such that:

- Equipment can be removed without material damage to structures
 - Site can be restored to original or acceptable condition
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32. CYBERSECURITY AND DATA ACCESS

All monitoring systems shall:

- Utilize secure, industry-standard encryption protocols
- Protect against unauthorized access

The Contractor shall:

- Coordinate with County IT personnel if required
- Ensure monitoring systems do not introduce vulnerabilities to County networks

The County shall retain full ownership and access to all system performance data.

33. EQUIPMENT SPECIFICATIONS

A. PHOTOVOLTAIC / PV MODULES:

- Module specification sheets to be included with proposal.
- Manufactured to ISO 9001 quality and ISO14001:2004 environmental standards, NEC code requirements and UL listing specifications.

- Modules to be warranted with a linear degradation of no more than 2% the first year and .6% each subsequent year for 25 years.
- Modules to be delivered in power tolerance of no worse than - 0W and +3W as measured at the factory. Modules must be Tier 1 rated.
- Panels may be used from the following vendors, without the approval of Clinton County. Substitutions may be allowed with approval by Clinton County and must meet specification requirements.
 - QCell – USA / Germany
 - Silfab – Canada
 - Mission – USA
 - CSun Solar – China / America
 - VSUN - Japan

B. INVERTERS:

- Shall be UL listed and have rapid shutdown capability.
- Inverter spec sheet to be included in the proposal.
- Manufacturer must provide a minimum of a 10-year warranty with an option for an extended warranty of up to 20 years.

C. RACKING

- Readily available on the open market and have been used in a similar project and with a design life equal to or greater than 25 years. All racking and components shall be corrosion resistant.
- Designed and tested to a 120-mph wind load.
- Designed and tested to 20lbs/sq. ft. snow load.
- Racking may be used from the following vendors, without the approval of Clinton County.
 - IronRidge, Unirac, PLP Solar, SnapNRack, K2

D. ELECTRICAL (AC) POINT OF CONNECTION

- Contractor shall determine the proper electrical point of connection which must be in compliance with the utility interconnection agreement and all federal, state, and local regulations and codes.
- Contractor shall be responsible for the cost of the balance of system components including but not limited to transformers, conduit, wire, circuit breakers, disconnects, etc.

E. MONITORING & MAINTENANCE

- Contractor shall provide a SolarEdge web-based client portal which displays the array production (kWh) information. Access to the data provided will be available to necessary County Employees and potentially to the public if desired.
- Contractor shall provide details of any on-going, long-term maintenance the contractor will perform during the life of the solar array.