



REQUEST FOR PROPOSALS

For Solar Installation Vendors

for

Solarize Philly

Released: April 15, 2021

Response Deadline: May 14, 2021 5:00pm

Issued by:

THE PHILADELPHIA ENERGY AUTHORITY ("PEA")

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1. Purpose

The purpose of this Request for Proposals (“RFP”) is to solicit information from solar PV developers and installers (“Contractors”) that offer solar PV installation, storage and/or financing options for participating in Solarize Philly, a group-buying program to help all Philadelphians go solar. The Philadelphia Energy Authority (PEA) is seeking qualified Contractors to deliver cost-competitive solar installations to one or more of the following segments of Philadelphia property owners:

1. Residential customers (of all income levels)
2. Low- and moderate-income (“LMI”) residential customers
3. Commercial customers

The Philadelphia Energy Authority (“PEA”) expects to select multiple Contractors with this RFP for a two-year contract term from Summer 2021 through Spring 2023.

2. Background

2.1 About the Philadelphia Energy Authority

The Philadelphia Energy Authority is an independent municipal authority established in 2010 focused on issues of energy affordability and sustainability for Philadelphia’s government and its citizens. In 2016, PEA and City Council President Darrell Clarke launched the Philadelphia Energy Campaign, a \$1 billion, 10-year investment in energy efficiency and clean energy projects to create 10,000 jobs. To date, PEA has helped launch over \$167 million in projects, and created over 1,700 jobs. PEA’s goal is to make Philadelphia a national model for implementing energy strategies that improve the health and well-being of the community and local economy, including the City’s most vulnerable residents. PEA is the Program Administrator for Philadelphia’s Commercial Property-Assessed Clean Energy (C-PACE) program, and recently launched the Philadelphia Green Capital Corp, a green bank affiliate. Learn more at <http://www.philaenergy.org/>.

PEA is a municipal authority and political subdivision of the Commonwealth of Pennsylvania, formed by the City of Philadelphia under the Pennsylvania Municipality Authorities Act, 53 Pa.C.S. (“the Act”) for the purposes described in the Charter and included below:

The Authority’s purposes and responsibilities shall be limited to actions for and concerning (i) the development, facilitation and/or financing of energy storage and/or generation projects, (ii) the development, facilitation and/or financing of energy efficiency projects, and (iii) the purchase or facilitation of energy supply and energy services on behalf of the City of Philadelphia, government agencies, institutions and businesses, as well as the education of consumers regarding choices available in the marketplace, and (iv) the promotion of a vital clean energy sector of the Philadelphia economy and increased employment in the sector by undertaking efforts to strengthen the markets for energy efficiency and energy storage and generation projects. The Authority shall have and may exercise all of the powers set forth in the Act that are necessary or convenient for carrying out its purposes and responsibilities.

2.2 About Solarize Philly

PEA launched Solarize Philly as a group buying discount program for residential rooftop solar in 2017. Since then, over 750 homes (including 50 low-and moderate-income households through PEA’s Solar Savings Grant Program) have gone solar, making it the largest solarize initiative in the U.S. Nearly 6,500 Philadelphia homeowners have expressed interest through the Solarize Philly portal, and over \$12 million has been invested

in communities across the City. 86% of Solarize Philly customers said they would not have gone solar on their own.

PEA aims to grow Philadelphia's residential and commercial solar market segments to take advantage of the many benefits of solar, including creating local jobs, reducing our carbon footprint, and providing long-term utility cost savings. As detailed in the [City's Clean Energy Vision](#), released by the City's Office of Sustainability, Philadelphia must add 15 MW of rooftop solar annually to set us on a path to carbon neutrality by 2050.

PEA uses the following approaches to:

- 1) Grow the demand for solar in Philadelphia.** Solarize Philly enables Philadelphians to go solar who may not have done so on their own, by embedding important consumer protections, pre-vetting installers, and offering competitive pricing. The involvement of the Philadelphia Energy Authority and the consumer protections built into the program increase consumer confidence and ensure that the local market grows with high quality installations and consumer-friendly practices.
- 2) Grow the supply of solar in Philadelphia.** PEA aims to increase the number of solar contractors serving the Philadelphia market by leading programs that create favorable market conditions for current and new players. PEA engages regularly with PECO and the Philadelphia Department of Licenses and Inspections (L+I) to streamline the interconnection and permitting processes and address Contractor questions. PEA has supported the Philadelphia City Council to pass legislation, zoning changes and incentives that reduce the soft costs of solar, and make it easier to design, permit and install solar installations citywide.
- 3) Ensure that all Philadelphians can benefit from this solar growth.** Low- and Moderate-Income (LMI) households are positioned to benefit the most from the savings and jobs generated by this growth in Philadelphia's solar industry. Program fees collected from each Solarize Philly installation are used to increase LMI access to solar energy and support job training.

2.3 Phase 1-4 Outcomes

PEA launched Solarize Philly in April 2017 as a citywide program to help all Philadelphians go solar. PEA received seed funding and technical assistance through the U.S. Department of Energy's Solar In Your Community Challenge to establish a scalable and replicable model to bring solar to underserved communities.

The results of the first four Solarize Philly phases have put Philadelphia in the national spotlight for solar growth. Solarize Philly is the largest single solarize campaign in the U.S., Philadelphia has emerged as one of the fastest growing solar markets in the country, and Solar Contractor is designated as a High Priority Occupation for Philadelphia County.

In 2020, Solarize Philly launched the Savings Grant Program (SSGP), previously referred to as the Special Financing Pilot, to support LMI households to go solar through inclusive financing and job training. PEA is enabling 50 LMI households to go solar through the pilot phase of the program. The SSGP pilot provided a combination of a subsidy and a low-cost loan to support participants to go solar at no upfront cost and to start saving in Year 1.

Through SSGP, PEA subsidized a portion of the installation cost and connected customers to a 5.99%, 15-year loan for the remaining cost. PEA reduced the cost to customers through an upfront purchase of the Solar

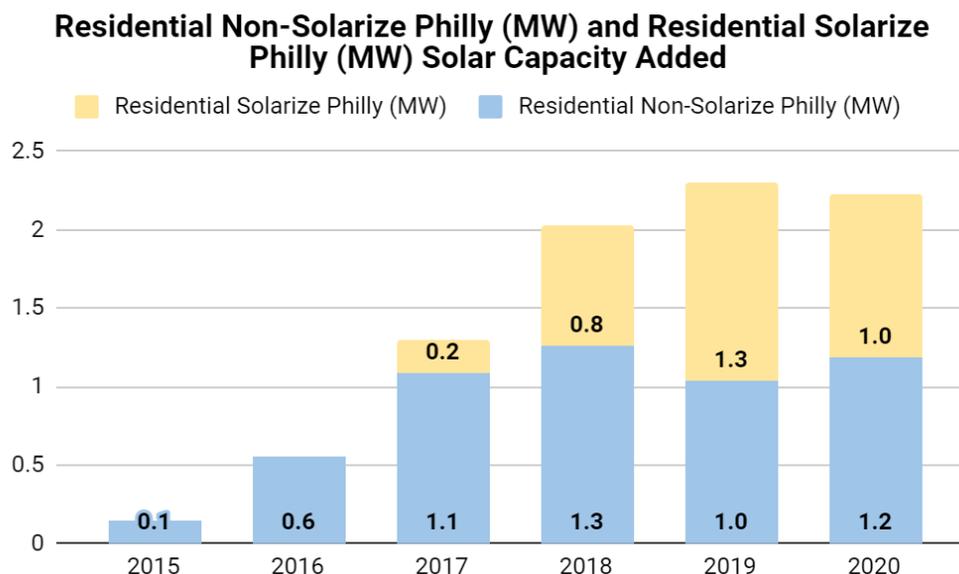
Renewable Energy Credits (SRECs) to be produced by each installation during the 15-year loan term. PEA also offered Installer incentive payments to fill the gap between the upfront SREC purchase amount and the loan that could be afforded by the homeowner while achieving Year 1 savings. Some customers may be able to take advantage of the Investment Tax Credit (“ITC”) but this was not assumed in the program model, meaning that some of these projects may not be taking advantage of the ITC. PEA used alternative underwriting for these pilot projects, requiring 12 months of on-time electric bill payments, rather than a minimum FICO score or maximum Debt-to-Income ratio. The Solar Savings Grant Program customer loans are protected with a Loan Loss Reserve funded by PEA. The SSGP pilot was made possible with funding from the Pennsylvania Housing Finance Agency, Centennial Parkside Community Development Corporation, and Firsttrust Bank.

PEA’s installer partners have experienced an increase in demand as a result of their participation in Solarize Philly. To meet this and general employer demand in the region, PEA trains young Philadelphians for solar jobs through its Bright Solar Futures initiative. PEA started supporting solar training in partnership with the School District of Philadelphia in 2017, offering five rounds of introductory training to high school students between 2017 and 2020. Since receiving a U.S. Department of Energy award in 2019 to scale up this work, PEA supported the School District of Philadelphia to launch Pennsylvania’s first high school vocational solar program (the first program of its kind in the country), and launched the inaugural Bright Solar Futures Fellowship for Opportunity Youth in partnership with PowerCorpsPHL. Bright Solar Futures is supported by the award from the U.S. Department of Energy, sponsorship by PECO, and the support of many employer partners who contribute expertise, donate equipment for training needs, and host program graduate as interns. The Solar Lab at Frankford High School was funded in part by PECO and Community Energy.

2.4 Scaling up Solarize Philly

Through this RFP, PEA is seeking Contractors that will partner with PEA to significantly scale up Solarize Philly’s impact over the next two years. Despite being the largest single solarize campaign in the nation, Solarize Philly has not yet resulted in the scale of market growth required by the City’s climate goals.

The graph below shows the solar capacity added annually since 2015, demonstrating that significant additional market growth is required to get on track with the City’s goal of adding 15 MW of solar each year.



The Total Addressable Market is significant and far greater than the numbers needed to reach the City’s climate goals. With approximately 349,000 owner-occupied homes in the city, PEA estimates that there is 750+ MW of residential solar potential in Philadelphia (as shown in the **Appendix D - Philadelphia Residential Solar Market Overview**). To assess the solar potential in Philadelphia, the City’s Office of Sustainability and Office of Innovation and Technology have created a solar viability [map](#) that enables residents and businesses to determine the solar potential of their rooftops.

PEA is expanding Solarize Philly to include a focus on commercial properties. PEA started engaging more deeply with Philadelphia’s emerging commercial solar market since the launch of the Commercial Property-Assessed Clean Energy (C-PACE) program in 2019. PEA has an existing pipeline of prospective commercial solar projects through C-PACE which will be invited to participate in Solarize Philly and referred to the pre-approved Contractors.

Given the urgency of the climate crisis and the enormous solar potential in Philadelphia, PEA is rolling out several program design changes for Solarize Philly with the goal of significantly scaling up the program’s impact. PEA is calling on companies responding to this RFP (“**Respondents**”) to put forward bold, creative proposals to help achieve the following 2-year goals:

- 1) **5 MW of contracted residential solar capacity**, nearly double the largest Solarize Philly phase to-date.
- 2) **Including 300 LMI households through a specialized LMI offering**, building on the success of the Solar Savings Grant Program (SSGP) and advancing PEA’s goal of solarizing 1,000 LMI households by 2026.
- 3) **5 MW of contracted commercial solar capacity**, with increasing capacity additions in future years. Commercial solar is a new focus for Solarize Philly. Commercial projects may be rooftop, canopy, or ground-mounted.

2.4.1 Defining the market segments

For the purposes of this RFP, the target market segments will be defined as described below. Respondents will be asked in the **Appendix A - Solarize Philly Contractor Response Form**, to indicate which segment or segments they propose to serve if selected as a pre-approved Contractor. Respondents may propose serving any segment or combination thereof.

- **Residential** – Projects installed on a building that is legally used as a single-family residence or a multi-family residential structure of no more than four units.
- **Low-and moderate-income (“LMI”)** - Projects installed on homes owned and occupied by households earning less than 80% of Area Median income, as shown in the table below*:

| Household Size | Upper Limit for 80% AMI |
|----------------|-------------------------|
| 1 | \$54,150 |
| 2 | \$61,850 |
| 3 | \$69,600 |
| 4 | \$77,300 |
| 5 | \$83,500 |
| 6 | \$89,700 |

| | |
|---|-----------|
| 7 | \$95,900 |
| 8 | \$102,050 |

**note that Area Median Income limits will be revised in April 2021 pending an update from the U.S. Department of Housing and Urban Development*

- **Commercial** - Projects installed on any other property that does not fall into the description of “residential” or “LMI” will be considered commercial.

2.5 Program Design

This section summarizes the key elements of the program. The program design includes several changes in approach from prior phases to achieve the 2-year goals. Please reference **Appendix B - Contract for Services Between Contractor and the Philadelphia Energy Authority** for a detailed description of the Contractor’s responsibilities and PEA’s commitments.

2.5.1 Limited-time Highly Competitive Pricing

A core concept of the solarize model is that customers in the program can access highly competitive pricing if they sign a solar contract with one of the pre-approved Contractors during a designated time frame (the “**Enrollment Period**”). The official dates for the Enrollment Period will be confirmed after this procurement. Respondents are asked to state their proposed system prices in the *Response Form*.

2.5.2 Program Fees to support Equitable Access to Solar Energy and Jobs

PEA collects a program fee from each Solarize Philly installation to support equitable access to solar energy and jobs. In Phase 4, PEA collected \$0.20 per watt for residential projects and \$0.05 per watt for commercial projects. PEA is considering offering a reduced program fee for leads generated by Contractors and may elect to revise the program fees for other reasons as well. Respondents should provide pricing excluding PEA’s program fees, and PEA will evaluate the customer-facing pricing as the submitted price plus the planned program fee. Respondents are invited to provide comments on the program fee amount in the *Response Form*. The program fees will be finalized during PEA’s review of the RFP responses.

2.5.3 Joint Recruitment and Marketing

PEA is seeking Contractors who will partner with PEA and make a joint commitment to scaling up the program as described in Section 2.4. To demonstrate this commitment, PEA will expect the pre-approved Contractor to engage deeply in marketing Solarize Philly and recruiting leads. PEA will provide the Contractors with graphics describing them as a Solarize Philly-approved Contractor and will name the pre-approved Contractors in press and social media about the program. Contractors are encouraged to submit creative recruitment and marketing plans in response to this RFP, such as joint marketing with PEA or other Contractors, door-to-door marketing, and referral campaigns via prior customers.

Alongside Contractors’ recruitment and marketing efforts, PEA will be building on its successful track record of lead generation from the prior phases. PEA plans to recruit leads using earned media coverage, social media, webinars, Facebook and Google ads (in partnership with Contractors), and engagement with partners across the city including Philadelphia City Council, the Office of Sustainability, PECO, community-based organizations, Chambers of Commerce and other business associations. PEA will also work with Contractors to re-engage leads from prior Solarize Philly phases that did not move forward with a project.

For Contractors responding for Residential and LMI sector only: Contractors will be expected to refer all Philadelphia-based leads recruited during the Enrollment Period into Solarize Philly. Contractors should plan to self-generate roughly the same number of leads as those referred to them by PEA during the Enrollment Period. To incentivize Contractor marketing, PEA will distribute the leads PEA generates among the Contractors proportionately based on the volume of leads that each Contractor has recruited into the program in each respective sector (residential and LMI).

2.5.4 Financing Options

a. Residential

In prior phases, the majority of Solarize Philly customers have paid for their system in cash or through a Home Equity Line of Credit. The remaining customers have taken advantage of solar loans available through the pre-approved Contractors, which typically have high dealer fees. PEA seeks solar loans that offer a range of term lengths, no penalties for prepayment, and the option to re-amortize the loan after receiving the Federal Investment Tax Credit. PEA invites Respondents to list Loans (defined as unsecured loans, loans secured by a security interest in the solar system, of financing leases, but excluding loans secured by a mortgage on customer's property) which will be made available to Solarize Philly customers.

PEA believes that the addition of a cost competitive Power Purchase Agreement (“PPA”) or Lease (defined as a lease with a third party tax-owner) has the potential to significantly grow Philadelphia’s residential solar market. By adding such an option, Solarize Philly will be able to include more homeowners who do not have the cash on hand or home equity to fund a solar installation. This option is especially critical given the financial constraints facing many households as a result of the COVID-19 pandemic. PEA invites Respondents to list PPAs or leases which will be made available to Solarize Philly customers.

b. LMI Residential

PEA seeks to build on the success of the Solar Savings Grant Program (SSGP) by making another specialized financing option available to LMI households. PEA intends to select one or more Contractors who will make a product available to LMI households. PEA is interested in considering third-party ownership models, such as a PPA or Lease, and will also consider consumer loan products.

PEA is seeking a product with the following characteristics:

- No payment is required upfront;
- Projected to result in customer savings in Year 1¹;
- System insurance, warranty management, ongoing maintenance support, and performance guarantees are offered;
- Have simple assignability / transferability provisions;
- For leases, early buyout terms are provided;
- For both leases and loans, no collateral is required beyond the solar system itself;
- Uses alternative underwriting to include households that are likely to make on-time payments, as was done for SSGP participants.

¹ PEA acknowledges that Year 1 savings are difficult to achieve for households on the Customer Assistance Program (CAP) and plans to start serving these households that are at or below 150% of the Federal Poverty Line (FPL) with solar through its Built to Last program. Respondents are encouraged (but not required) to submit distinct models and subsidy requirements for households earning less than 150% FPL.

To support such a LMI offering to be made available to Solarize Philly participants, PEA is open to subsidizing the product using a Loan Loss Reserve, a long-term contract for purchasing the SREC's, or another approach suggested by the Respondent. Scalability is critical for this and all PEA programs, so preference will be given to products that require the minimum amount of subsidy.

If Contractor proposes to serve as the installer for LMI Residential projects but does not have a financial product to offer to these customers, Contractor may indicate this in the *Response Form*. If PEA identifies Respondents with compelling financial products, PEA may connect such Respondents with selected Contractor(s) for subcontracting opportunities. If PEA is unable to identify a viable LMI financial product through this RFP, PEA may proceed with an in-house product, as was done in the Solar Savings Grant Program, and select installers to sell and construct the projects.

c. Commercial

Respondents may, but are not required to, submit financing options for commercial solar projects in the *Response Form*. PEA would prefer for Respondents to include at least one loan option and one third-party ownership option, such as a PPA or Lease.

If Contractor proposes to serve as the developer or installer for Commercial projects but does not have a financial product to offer to these customers, Contractor may indicate this in the *Response Form*. If PEA does identify a Contractor with a compelling financial product, PEA may connect such Respondents with the pre-approved commercial Contractor(s) for potential subcontracting opportunities.

Please note that PEA administers the C-PACE program in Philadelphia and will actively market C-PACE as a financing option during this Solarize phase as well.

2.5.5 Consumer Protections

Consumer protection is core to the Solarize Philly program. PEA will evaluate Respondents' previous performance by contacting the customer references provided by the Respondent and conducting on-site Quality Assurance Assessments, as described in the *Response Form*. PEA will also conduct random Quality Assurance Assessments of completed Solarize Philly installations to ensure installation quality and best industry practices. The Contractor will be expected to correct any issues identified in these assessments.

PEA pre-approval is required for both financing options (including loans, PPAs and leases) and the modules, inverters, and racking to be utilized for Solarize Philly projects. Respondents should include proposed equipment and financial products on the *Response Form*.

PEA will establish standards for customer communication, including but not limited to the timeframe of Contractor's responses to customer inquiries, a standard cover sheet to be included with customer proposals and required contract terms. PEA will hold pre-approved Contractors to a high standard of customer service and expects Contractors to resolve customer issues quickly.

2.5.6 Streamlined Permitting and Interconnection

Contractors will benefit from improvements that have been put in place in Philadelphia to streamline permitting and interconnection. In 2020, Philadelphia's Department of Licenses and Inspections (L+I) implemented a new online application submission portal that makes it possible for Contractors to secure permits online, eliminating the need to wait in-person. In October 2020, L+I announced another major improvement specifically for solar permits, rolling out a new EZ permit for solar which provides a three-day turnaround for qualifying residential

installations. In addition, in 2019 the Philadelphia City Council capped the cost of a building permit for solar at \$200.

PECO has also made improvements to the interconnection process over recent years. Since establishing its Green Power Connect Group, PECO started offering alternative inverter settings as an additional interconnection option and also launched an online application portal “Connect The Grid.” PEA has worked closely with L+I and PECO to support them in managing the large volume of applications and facilitate communication about specific Solarize Philly projects to reduce delays.

2.5.7 Job Training and Equal Opportunity Hiring

Diversity and inclusion in business ownership and workforce composition are core values for PEA. People of color are under-represented in the solar workforce, and in this region, solar contractors typically report difficulty finding qualified candidates for open positions. To build a well-trained, diverse workforce in Philadelphia, PEA launched Bright Solar Futures, which trains students and young people to become solar installers.

Solarize Philly Contractors will be granted early access to interview Bright Solar Futures graduates in Summer 2021. PEA and its partners have funding to support trainee wages during internships and can support Contractors to secure on-the-job training funding to continue supplementing trainee wages after they are brought on as a full-time hire. Additional opportunities to engage with Bright Solar Futures trainees include serving on the School District of Philadelphia’s Solar Energy Occupational Advisory Committee, advising on curriculum development, visiting the classes as a guest speaker, or hosting classes for a virtual or in-person field trip.

2.6 Anticipated Project Timeline

| Step | Date |
|---|-------------------------------------|
| RFP released | April 15, 2021 |
| Deadline to submit Intent to Respond (required) | April 30, 2021 at 5pm EST |
| Deadline to submit RFP questions | April 30, 2021 |
| Deadline to submit Proposals | May 14, 2021 at 5pm EST |
| Contractor interviews (estimated) | May 24 – June 4, 2021 |
| Contractor selections announced (estimated) | June 11, 2021 |
| Enrollment Periods (estimated) | June - Nov, 2021 Jan - Oct, 2022 |

3. Questions, Proposal Format and Submission

3.1 Intent to Respond

Respondents must submit a statement of your Intent to Respond on your company's letterhead to solarize@philaenergy.org by 5pm EST on Friday, April 30, 2021.

3.2 Questions

All questions regarding Solarize Philly, this RFP and the *Solarize Philly Contractor Response Form* must be submitted by email to solarize@philaenergy.org.

Responses to questions received before 5pm on Friday, April 30, 2021 will be emailed to all Respondents who have submitted statements of Intent to Respond and posted on the RFP page on the PEA website (www.philaenergy.org). Contractors responding to this RFP are urged to check the website for the responses to the questions. All responses will be issued by 5pm on May 7, 2021. Oral responses by any PEA employee or agent of PEA are not binding and shall not in any way be considered as a commitment by PEA.

3.3 Proposal Deadline

Responses to this RFP must use the *Solarize Philly Contractor Response Form* (Appendix A) and submit electronic version of both the completed *Response Form* and its Exhibits by email to solarize@philaenergy.org no later than 5pm on Friday, May 14, 2021. **Responses received after the deadline will not be considered.**

3.4 Notice to State Requested Exceptions to Contract Terms and Conditions

PEA's Contract for Services Between Contractor and the Philadelphia Energy Authority is attached to this RFP as **Appendix B**. By submitting a Proposal in response to this RFP, the Respondent agrees that, except as provided here, it will enter into a contract with PEA containing substantially the Contract Terms and Conditions contained in Appendix B.

If Respondent wishes to request revisions to the attached Contract, respondents must provide an annotated copy of the Contract with the Requested Revisions (Exhibit J). For each requested revision, the Respondent must propose alternative language or terms using tracked changes and state the reason for the request in a comment.

Requested Exceptions to PEA's Contract Terms and Conditions will be approved only when PEA determines in its sole discretion that a Requested Revision makes business sense, does not pose unacceptable risk to PEA, and is in the best interest of PEA. By submitting its proposal, the Respondent agrees to accept all Contract Terms and Conditions to which it does not expressly seek a Requested Revision in its proposal. Blanket reservation of rights to exceptions to the full contract will not be accepted. PEA reserves the right, in its sole discretion, to evaluate and reject proposals based in part on whether the Respondent's proposal contains Requested Revision to Contract Terms, and the number and type of such requests and alternative terms proposed.

If, after PEA issues its notice of intent to contract to a Respondent, the Respondent seeks Requested Revision to Contract Terms that were not stated in its proposal, PEA may, in its sole discretion, deny the Requested Revisions without consideration or reject the proposal.

PEA reserves the right, in its sole discretion, (i) to waive any failure to comply with the terms of this Notice if it determines it is in the best interest of PEA to do so; and (ii) to require or negotiate terms and conditions different from and/or additional to the Contract Terms and Conditions in any final contract resulting from this

contract opportunity. PEA expects to revise the Contract for the Contractor or Contractors selected to offer a financing product to LMI Customers to reflect unique requirements applicable to those projects.

3.5 The Philadelphia Tax and Regulatory Status and Clearance Statement

It is the policy of the City of Philadelphia and PEA to ensure that each Contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in the Philadelphia Code. To assist PEA, through the City of Philadelphia Department of Revenue and Department of Licenses and Inspections, in determining this status, each Respondent is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as **Appendix C** and a Tax Compliance Certificate from the City of Philadelphia which can be requested at <https://rev.phila.gov/taxcompliance/>.

If the Respondent is not in compliance with the City's tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City to achieve compliance. If satisfactory arrangements cannot be made, Respondents will not be eligible for award of the contract contemplated by this RFP.

The pre-approved Respondent will also be required to assist PEA in obtaining the above information from its proposed subcontractors. If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the pre-approved Respondent may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Respondents are advised to take these PEA policies into consideration when entering into their contractual relationships with proposed subcontractors. If a Respondent or a proposed subcontractor is not currently in compliance with the City's tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.

Respondents need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will be required to obtain both prior to commencing work if pre-approved for award of the contract contemplated by the RFP.¹ Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License² may be made online by visiting the City of Philadelphia Business Services Portal at <https://business.phila.gov/> and selecting eCLIPSE to submit online applications. If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

¹ Respondents that have a Business Privilege Tax Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Respondents with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.

² Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.

3.6 Format for Proposals

All proposals in response to this RFP must submit all requested information in **Appendix A - Solarize Philly Contractor Response Form**, as described in this section and in the Appendix A, submitted as attachments or as one complete file. Responses that do not meet all requirements described herein will be deemed non-responsive and discarded.

Appendix A is a fillable Word document form. When the form is completed, it must be saved as a .docx or .pdf with a file name that includes the Respondent's business name (e.g. "Solarize Philly Response Form for Sunshine Solar, Inc.").

Respondent's Point of Contact and Respondent Information (Parts I and II) require information about the Contractor's business, location, employees, revenues, management, subsidiaries and affiliates and business relationships.

Respondent's Solar PV Installation Experience (Part III for Residential, Part VIII for LMI Residential, and Parts XIII for Commercial) requires data for Contractor's installation history for both residential systems and commercial systems in 2017, 2018, 2019 and 2020 and requests customer references. Individual Contractors/employees' qualifications are also requested, such as electrician license numbers, and NABCEP and/or UL certification numbers.

Customer references will be required from the sector the Respondent is proposing to serve (**Part IV for Residential, Part IX for LMI, Part XIV for commercial**).

Respondent's Proposed Hardware (Part V for Residential, Part X for LMI Residential, and Part XV for Commercial) requires a standard and premium option for hardware (modules, inverters, and racking) that the Respondent intends to offer customers. These hardware descriptions should match the price options shown in the pricing section.

Equipment specifications shall include, at a minimum, product manufacturers along with:

- PV module rated wattage (STC), current \$/watt price to you, and country of origin
- Inverter model #, wattage (AC), current \$/watt price to you, and country of origin
- Racking model #, type/description, and treatment for roof penetrations
- Battery storage equipment (optional)

Respondent's Proposed Financing (Part VI for Residential, Part XI LMI Residential, and Part XVI for Commercial) requires information about financing solutions that the Respondent intends to offer Solarize Philly customers.

Respondent's Proposed Pricing (Part VII for Residential, Part XII for LMI Residential, and Part XVII for Commercial) requires proposed pricing and adders for all four system sizes. PEA recognizes that dollars per watt does not always represent the best value to customers but will be used as a method of comparison between Respondents.

Additional Program Input (Part XVIII) requires additional input in describing Respondent's lead generation, marketing and outreach strategies, sales and customer management, and installation practices.

Solarize Philly Marketing and Recruitment of Leads (Part XIX) requires details on marketing and outreach plan for residential and LMI markets.

Capacity for Solar Installation (Part XX) requires details of respondent’s ability to manage leads and conduct site assessments and installations.

Respondent's Signature (Part XXI)

Exhibits (Part XXII) describes all required attachments. Exhibits must be saved as PDFs and submitted electronically.

4. Public Disclosure and Confidential Information

All Responses, Exhibits, and other information submitted in response to this RFP are subject to the public disclosure requirements of applicable law, including the Pennsylvania Right to Know Law. To the extent permitted by applicable law, PEA will use its best efforts to keep from public access the specific information that is identified by the Contractor as confidential. If a Contractor claims an exception to public disclosure requirements and desires that PEA keep certain information from public disclosure, then the Contractor must include a notice in the Proposal as follows:

“**Confidential Information Notice** Pages _____ of this Proposal, identified by a bold vertical line along the right hand margin, contain information that is excluded from public disclosure under applicable law. Contractor requests that such marked information be utilized by PEA only for evaluation of this Proposal, but Contractor understands that PEA is bound by applicable law and that such information may be disclosed in accordance with such law. The legal basis for the claim for protection of the marked information from public disclosure is set forth as follows: [Contractor to provide basis]”.

Notwithstanding any such notice, however, PEA may disclose such marked information to individuals participating in the review or evaluation of Proposals, including members of the Selection Committee, other PEA employees, and advisors, attorneys, and consultants.

5. Evaluation Criteria

Proposals in response to this RFP will be evaluated by the Solarize Philly Selection Committee. PEA may invite finalists to make a brief oral presentation and be interviewed by the Selection Committee and may conduct random Quality Assurance Assessments of Respondents’ installations to confirm quality of previous work.

Selection criteria may include:

- **Overall Quality:** Overall quality of proposal
- **Experience:** Degree of PV Contractor’s experience and proficiency in the scope of work, including demonstrated experience in developing, designing and installing residential and/or commercial solar PV systems in the region and customer service track records; Contractor’s past performance and participation in the Solarize Philly program may be taken into account in the evaluation process.
- **Value and Price:** The value offered by the pricing of proposed equipment, price adders, price escalators, and contract terms and conditions, as well as cash purchase (\$/W_{DC}) and Loan, Lease, and PPA pricing and terms. For Respondents seeking to serve the LMI sector, the value to the customer, in addition to inclusive underwriting and requested subsidy level, will be taken into account.
- **Quality of Installations:** Determined by on-site assessments of a random set of installations from a pool of 10-20 past projects provided by the Respondents.

- **Quality of Customer Service and Consumer Protections:** Track record of providing timely, quality customer service; clear and transparent customer communication on sales materials; and consumer protections embedded in customer contracts.
- **Recruitment and Marketing Commitment (residential and LMI only):** Creativity and level of commitment demonstrated in Respondent’s proposed recruitment and marketing plan to generate leads for Solarize Philly. Selected Contractors will be expected to dedicate staff time and financial resources toward recruiting leads for the program.
- **Implementation Capacity:** Ability to provide timely, quality customer service, site visits, design, and all turnkey installation services. Selected Contractors must be able to demonstrate sufficient staff capacity to successfully carry out this program (e.g. number of dedicated salespeople and number of installation crews).
- **Adequate Financial Capacity:** Solarize Philly is intended to result in a significant number of installations to the pre-approved Contractor. Selected Contractors must be able to demonstrate sufficient financial strength to successfully carry out this program (e.g. adequate trade credit and cash availability).
- **Licensing and Insurance:** The Contractors must be licensed in Pennsylvania to do the contracted work and must carry adequate insurance coverage, as detailed in the Contract for Services Between Contractor and the Philadelphia Energy Authority attached. The Contractors must have a valid General Contractor License and Electrical Contractor License in the City of Philadelphia.
- **Potential for Growth:** The Respondents will be evaluated on their potential to have a lasting job creation impact, in line with the goals of the Philadelphia Energy Campaign.
- **Diverse Business and Local Hiring Plan.** Though not required, Respondent is invited to explain your strategy for creating a robust, diverse, local solar workforce, which could include the Respondent’s ability to commit to actions such as, but not limited to, the following:
 - a. Recruit candidates for new positions who reside in the City of Philadelphia, who identify as minority, women, disabled, returning citizens, veterans, and/or who have completed Philadelphia-based solar training programs.
 - b. Support Philadelphia-based solar training programs by, for example, advising for curriculum development, hosting trainees as interns, and providing guest speakers for classes and field trips. Please describe any previous experience considering applicants from workforce development initiatives.
- **COVID-19 preparedness including workplace safety training certificate and COVID-19 safety plan.** Respondents must submit the health and safety plan for workplace and on-site operations to ensure compliance with the City and State’s COVID-19 guidelines. Selected Contractors will be asked to submit Workplace Training Certificates for each of Contractor’s Pandemic Safety Officers prior to the start of Solarize Philly work. After evaluation of proposals and interviews, PEA will choose Selected Contractors and will notify all Respondents of the results. PEA will then negotiate and execute a Contract for Services with each pre-approved Contractor. Contractor must provide evidence that all staff who will enter the home of a Customer have been fully vaccinated for COVID-19.

The Contract for Services is included here as **Appendix B**. By responding to this RFP, Respondent agrees to the terms of the Contract, except as specifically provided in Section 3.4.

6. PEA’s Additional Procurement Rights

PEA reserves the right to modify this selection process, which may be exercised in its sole discretion at any time during the procurement process to:

- Cancel this RFP or the procurement process, with or without the substitution of another pre-

qualification or procurement process;

- Waive any informality, defect, non-responsiveness, or deviation in a Proposal, or other submission, that is not material;
- Require one or more Contractors to supplement or clarify the Proposal or to provide additional information after the submission of Proposals including with respect to any exceptions to PEA's Contract Terms and Conditions;
- Take any action affecting the RFP process that would be in the best interests of the PEA or City;
- Conduct investigations and make inquiries concerning any aspect of any Proposal;
- Reject any or all Proposals;
- Reject a Contractor that has been delinquent or unfaithful in the performance of any contract with or obligation to the PEA or City is financially or technically incapable, or is otherwise not responsible; and/or
- Make judgments about the contents of any Proposal with respect to the requirements and criteria set forth in this RFP.

7. Costs

Any and all costs incurred by the Contractor, or other party in connection with this RFP or other aspect of the procurement process shall be at such party's expense and risk. Procurement Team accepts no liability and will not be responsible under any circumstance for any cost or expense incurred to respond to this RFP or otherwise participate in the procurement process.
