

Birchwood Wastewater Treatment Plant Solar Installation Project

Request for Proposal (RFP) for Solar Installation Services

Issued by: Village of Birchwood

Project Location: 412 Edenharter Rd, Birchwood, WI

RFP Issue Date: 11/12/2025

Proposal Due Date: 12/4/2025



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1. Introduction

The Village of Birchwood is seeking proposals from qualified solar installation companies for the Birchwood Wastewater Treatment Plant, to provide a high-quality, cost-effective solar solution for our facilities. Our goal is to transition towards a more sustainable energy source, thereby reducing our energy costs and contributing to environmental stewardship.

2. Project Scope

The selected contractor will be responsible for providing a turnkey 100kWAC gride-tied, ground mounted, solar installation solution, including system design, procurement, installation, engineering, and commissioning, with a preference for companies that offer ongoing maintenance and monitoring. The project will aim to maximize energy production and provide an attractive financial return.

3. Submission Requirements

Please provide a comprehensive proposal that includes responses to each section below. Proposals should be emailed to ashley@birchwoodvillagewi.com by 4:00 p.m., 11/6/2025.

4. Proposal Format and Content

4.1 Company Information

- Legal name, address, and primary contact for your company.
- Brief company history, including years in business and experience with commercial and public-sector solar projects.
- Describe any local presence and familiarity with regional permitting requirements.

4.2 Project Team and Qualifications

- Names and qualifications of team members who will manage and perform this project.
- Certifications, licenses, or specializations relevant to solar installations, particularly for public-sector clients (i.e. NABCEP Certified Professional, Manufacturer Certifications, etc.)
- Describe any in-house or third-party training your installers receive on safety, quality control, and new solar technologies.
- Are you OSHA 30 certified?
- Do you have an in-house electrician? What is their license number?
- If your company is NABCEP PV professional certified, what is the number?
- Is your company majority female owned, minority owned, or worker owned?

4.3 Project Experience

- Provide a list of at least three similar solar installations your company has completed, ideally with public-sector or non-profit clients.
- Include project size (kW), completion date, budget, and a brief description of any unique aspects.
- Provide client references, including contact information.

4.4 Proposed System Design

- Describe your approach to designing a solar system for wastewater treatment plant, considering our site, design needs, and budget.
- Outline your preliminary system specifications, including technology, estimated capacity (kW), and projected annual energy output.
- Explain your considerations for maximizing energy production and minimizing environmental impact.

4.5 Equipment and Technology

- Detail the equipment brands and types you propose for this project, including solar panels, inverters, racking, and monitoring systems.
- Describe any warranties provided by the manufacturers and your company, specifying terms for parts, labor, and system performance. A minimum of 5-year workmanship warranty required.
- Explain your criteria for selecting equipment that ensures durability, efficiency, and long-term reliability.
- Equipment and technology must accommodate a power profile 3-phase, 240V, contractor will need to provide transformer.

4.6 Financial Analysis and Return on Investment

- Provide a financial analysis demonstrating potential energy savings and payback period, including available incentives, tax credits, or grants.
- Detail financing options, such loan options that may be available for non-profit organizations.
- Describe any tools or software used to model financial projections and include examples of previous project returns.

4.7 Project Timeline and Scheduling

- Outline a project timeline, including key milestones from design approval to installation and final commissioning.
- Include any anticipated lead times for materials, permitting, or interconnection with the utility.
- Describe any methods for ensuring timely project completion.

4.8 Risk Management and Safety

- Outline safety protocols and site management practices during the installation process.
- Describe any insurance coverages you carry, including workers' compensation and general liability.
- Provide information on your company's record of OSHA compliance or any safety awards achieved.

4.9 Additional Services and Differentiators

- Describe any additional services your company offers that would benefit the Village of Birchwood and its wastewater treatment plant.
- Explain how your approach to customer service and communication throughout the project lifecycle makes you a preferred partner.
- Describe any unique methodologies, technologies, or project enhancements that set your company apart from competitors.
- Does your company employ a Master Electrician on staff? If so, please describe their role in overseeing system design, installation, and quality assurance.
- Does your team complete all labor and system design in-house? If yes, explain how this structure benefits project outcomes in terms of quality control, flexibility, and client experience.
- Explain your approach to system monitoring, including remote monitoring capabilities and any platforms used.
- Describe your maintenance offerings, including frequency, response time for issues, and terms for ongoing support and repairs.
- Does your company provide a workmanship warranty?
- Include an outline of the expected maintenance costs over the life of the system.
- How does your company assist in navigating grant programs, government incentives and tax credits?

5. Evaluation Criteria

The Birchwood Village Board of Trustees will evaluate proposals based on the following criteria:

- **Experience and References:** Demonstrated experience in similar projects and positive client references.
- **System Design and Technology:** Quality and suitability of the proposed design, equipment, and technology.
- **Financial Benefits:** Projected energy savings, return on investment, and financing options.
- **Project Timeline and Reliability:** Ability to complete the project on schedule and ensure long-term system reliability.
- **Ongoing Support:** Quality of monitoring, maintenance, and post-installation support services.

- **Overall Value and Innovation:** Unique features, innovative approaches, or value-added services that differentiate the proposal.

6. Proposal Submission and Contact Information

Submit proposals electronically to:

Contact Name: Ashley Beffa

Email: ashley@birchwoodvillagewi.com

Phone: 715-354-3300

Mailing Address: PO Box 6, 101 N Main St, Birchwood, WI 54817

Deadline for Submission: 4:00 p.m., December 4th, 2025

Bid Opening: 5:30 p.m., December 9th, 2025

7. Terms and Conditions

- The Village of Birchwood reserves the right to accept or reject any proposal or to cancel the RFP process.
- Any cost incurred by the proposer in responding to this RFP will not be reimbursed by the Village of Birchwood.
- The Village of Birchwood may request additional information or interviews to clarify aspects of the proposal.

Thank you for your interest in supporting the sustainability efforts of the wastewater treatment plant in the Village of Birchwood. We look forward to receiving your proposal.