



Request for Proposals (RFP)

Rondout Municipal Center Solar PV Project

The Towns of Marbletown and Rosendale, NY, are issuing a joint Request for Proposals (RFP). They are seeking qualified Engineering, Procurement, and Construction (EPC) firms for the complete installation of a solar carport PV system. This system is intended to serve behind the meter of the Rondout Municipal Center at 1921 Lucas Ave Ext, Cottekill, NY 12419.

Release Date: May 28th, 2026

Letter of Intent Due: June 5th, 2026 by 5pm

Pre-bid Site Visit: June 10th, 2026 at 11am

Written Questions deadline: June 17th before 5pm

Addendum Q&A released: June 19th by 6pm

Proposals Due: June 26th, 2026 at 1pm

Contract Award Date: July 10th, 2026

Definitions:

A "Request for Proposals" (RFP) is a formal solicitation that outlines the goods or services required, their intended use, and the problems or objectives they are meant to address. Vendors are invited to propose solutions and pricing that satisfy the goals defined by the Towns. Proposals are evaluated based on a predetermined set of criteria as outlined in this document.

The term "Respondent" means any firm or individual submitting a response for the services listed in this RFP.

RFP/Project Contact Person:

Craig Hightower

New Energy Project Management (NEPM)

PO Box 1484

Pine Bush, NY 12566

Telephone: (845)337-6346 **Email:** team@newenergypm.com

1.0 INTRODUCTION AND PROJECT BACKGROUND

The Towns of Marbletown and Rosendale, New York are jointly soliciting proposals from qualified Engineering, Procurement, and Construction (EPC) firms to complete the installation of a municipal solar carport photovoltaic (PV) system serving the municipal center at 1921 Lucas Ave Ext, Cottekill, NY 12419.

The project has progressed through early development and preliminary engineering. NEPM has completed a preliminary site plan and one-line diagram, which are included as exhibits to this RFP. Respondents shall propose based on the layout and interconnection strategy reflected in these documents and may note any recommended revisions in their proposal for consideration.

NEPM will be responsible for final electrical engineering and will produce a stamped set of electrical construction drawings. The awarded contractor will be responsible for producing a stamped structural set covering the racking and mounting system, which will be incorporated into the overall project plan set alongside NEPM's electrical documents. NEPM will continue to serve as the Towns' Project Manager and Owner's Representative throughout the project lifecycle.

Respondents are expected to include a proposed project timeline as part of their submission. The Town intends for project activities to begin immediately following contract award and execution. While certain dates in this RFP may be subject to change, proposals should reflect a clear and realistic plan for timely completion.

2.0 PROJECT OVERVIEW

The project calls for the construction of an approximately 56.76 kWp DC / 50 kW AC solar carport array located on Town-owned land. The Project has been predeveloped by New Energy Project Management (NEPM), and the site has undergone evaluation and been determined to be feasible for construction of the proposed solar PV system.

System Size: approximately 56.76 kWp
System Type: Solar Carport PV System
Location: Rondout Municipal Center
Ownership: Municipal

The system will operate behind the meter at the Rondout Municipal Center and is intended to reduce electricity costs while advancing the Towns' clean energy goals.

3.0 PROJECT DEVELOPMENT STATUS

New Energy Project Management (NEPM) provides independent renewable energy consulting, development, and project management services focused on solar and other renewable energy projects. The Towns have engaged NEPM to provide technical, development, and management support for this Project.

NEPM will provide the following prior to contractor mobilization:

- Approved site plan and system layout incorporating any revisions and equipment selections submitted by the awarded respondent and approved by NEPM and the Towns
- Utility interconnection application and response from Central Hudson
- Complete stamped electrical drawing set

The following supporting documents are included as exhibits at the end of this RFP:

Exhibit A: Site photographs and layout rendering illustrating the proposed carport array location, panel layout, row configuration, DC and AC conduit routing, solar equipment location on the exterior wall, exterior ATS (208V), and relationship to surrounding site features.

Exhibit B: Site plan of the proposed solar carport and system infrastructure.

Exhibit C: Preliminary one-line electrical diagram illustrating the proposed system configuration, interconnection path, and point of interconnection.

Exhibit D: LaBella Associates electrical plans, including proposed electrical infrastructure, service entrance, and interconnection design prepared in support of this Project.

Exhibit E: Solar Foundations USA carport racking system product brochure and specifications, including domestic content certification documentation. Note: Solar Foundations USA carport racking is the Towns' preferred structural solution for this installation. Respondents may propose alternative racking systems provided they are consistent with project goals and FEOC compliance requirements, subject to prior written approval from NEPM as outlined in Section 4.2.

Respondents should be aware that the site is an active municipal center and police station. Construction activities must be coordinated to avoid disruption to ongoing operations. The presence of subsurface utilities throughout the site requires that the EPC exercise appropriate caution during all ground disturbance activities. The approved solar array layout has been designed to avoid conflicts with known subsurface infrastructure; however, Respondents are encouraged to review the Exhibit documents carefully prior to submission.

4.0 SCOPE OF WORK

This public RFP is intended to result in a turnkey solar PV installation that meets all applicable performance, safety, and regulatory requirements while maximizing the return on public investment.

The selected EPC firm shall provide the following services, which define the anticipated scope of work for the Project. Any services or work beyond this scope shall be clearly identified and subject to mutual agreement by the parties:

4.1 Final Design Completion

Review the preliminary plan set and identify any required modifications related to permitting, interconnection, or code compliance. CAD files may be made available upon request. NEPM will develop the final engineered electrical construction drawings and obtain all required electrical engineering stamps, with input and coordination from the awarded installer. The awarded respondent will be responsible for producing stamped structural drawings of the carport racking and mounting system, which will be incorporated into the issued-for-construction plan set managed and produced by NEPM. Any costs associated with electrical design revisions required for permitting, interconnection, or code compliance shall be borne by NEPM and will not be passed through to the EPC or reflected in the contract price. Costs associated with structural design, structural revisions, or engineering stamps related to the carport racking and mounting system are the sole responsibility of the awarded respondent. This does not include utility-side upgrade costs, interconnection screening fees, or other fees imposed by Central Hudson as a condition of interconnection, which shall be addressed through the change order process subject to Towns approval.

4.2 Procurement

Respondents shall propose the specific PV modules and inverters they intend to supply and install as part of their bid submission. The selection of these components is the Respondent's responsibility and shall reflect the Respondent's preferred equipment, supply chain relationships, and FEOC compliance posture. NEPM will incorporate the awarded Respondent's proposed module and inverter selections into the final engineered plan set following contract award. The final construction drawings will not be completed prior to award, as they are dependent on the equipment confirmed by the selected contractor.

Proposed equipment must be FEOC compliant and all procurement, logistics, delivery, handling, and staging required to support construction activities is the responsibility of the EPC. This includes PV modules, racking, balance-of-system components, monitoring equipment, and warranty documentation.

Federal Tax Credit Compliance — Section 48E Direct Pay and FEOC Requirements

This project is structured to allow the Towns of Rosendale and Marbletown to claim the Section 48E Investment Tax Credit via direct pay under Section 6417 of the Internal Revenue Code. Respondents must acknowledge and comply with the following requirements as a condition of proposal submission and contract award.

Construction Start and Placed-in-Service Deadline

This project is not expected to establish safe harbor prior to the July 4, 2026 construction start deadline under IRS Notice 2025-42. As a result, the awarded system must be fully placed in service by December 31, 2027 to maintain Section 48E eligibility. The awarded contractor's proposed project schedule must demonstrate a realistic and credible path to that placed-in-service date. Any delays that jeopardize the December 31, 2027 deadline must be communicated to NEPM immediately upon identification.

FEOC Compliance

Because this project begins construction after December 31, 2025 and will not establish safe harbor before July 4, 2026, Foreign Entity of Concern (FEOC) compliance is required under the One Big Beautiful Bill Act (Public Law 119-21) and IRS Notice 2026-15. To satisfy the material assistance threshold, at least 40% of the value of applicable components must originate from sources that are not Foreign Entities of Concern, as defined under applicable Treasury guidance.

Respondents must provide the following as part of their bid submission:

- Written certification that all proposed solar panels and inverters are sourced from manufacturers that are not Foreign Entities of Concern, or that the applicable material assistance threshold is met
- Documentation identifying the panel and inverter manufacturer, country of manufacture, and supply chain origin sufficient to support a two-level supply chain assessment

Respondents are encouraged to contact NEPM prior to proposal submission with any questions regarding FEOC compliance requirements or to discuss proposed equipment sourcing.

Domestic Content — Structural Racking

This project has been specified using Solar Foundations USA carport racking infrastructure. Solar Foundations USA designs and manufactures U.S.-made, domestically certified racking solutions that are compliant with the IRA's domestic content bonus credit requirements as updated under IRS Notice 2024-41 and IRS Notice 2025-8. The elective safe harbor framework established under those notices, which allows qualifying projects to use

assigned cost percentages for structural components rather than manufacturer direct cost data, applies to this installation.

Respondents may propose an alternate racking system provided it carries equivalent domestic content certification demonstrating compliance with IRS Notice 2024-41, IRS Notice 2025-8, and any subsequent IRS guidance in effect at the time of installation. Proposed alternatives should demonstrate consistency with project goals and all applicable FEOC compliance requirements. Respondents are responsible for confirming that any alternate system meets these requirements prior to submission.

Direct Pay Election

The system owner for this project is the Towns of Rosendale and Marbletown, a tax-exempt governmental entity eligible for direct pay under Section 6417. The awarded contractor must cooperate fully with the Towns' tax advisor to support the direct pay election filing. This includes providing all equipment certifications, cost documentation, and placed-in-service records required for the Form 3468 filing. Failure to provide required documentation in a timely manner that jeopardizes the direct pay election may constitute a material breach of contract.

4.3 Permitting and Utility Coordination

Prepare, submit, and obtain all required building permits. Coordinate with Central Hudson to complete all remaining interconnection requirements through permission to operate (PTO). NEPM will submit the interconnection application based on preliminary design drawings and will transfer ownership of the interconnection application to the selected Respondent. All remaining permitting, inspections, and associated fees required for construction and operation of the Project shall be included in the EPC's lump-sum price unless otherwise noted. Any additional interconnection-related fees that may arise shall be subject to approval through a change order.

4.4 Construction and Installation

No formal geotechnical investigation or subsurface testing has been completed for the Project site. The selected EPC firm shall assume typical soil conditions for similar solar carport PV installations in the region. Unforeseen subsurface conditions materially differing from typical conditions may be addressed through a change order subject to Towns approval.

Perform all civil, structural, and electrical construction activities in accordance with stamped plans, applicable codes, and New York State prevailing wage requirements (NYS Labor Law §220). The EPC shall be responsible for prevailing wage compliance, including certified payroll preparation and submission, for all work performed by the EPC and any subcontractors engaged for the Project. The EPC shall be solely responsible for the

selection, management, and payment of all subcontractors and vendors. The Towns shall have no obligation to pay, and shall be indemnified and held harmless from, any claims for payment by subcontractors, suppliers, or other parties engaged by the EPC.

Prevailing Wage Certified Payroll Submission

In accordance with NYS Labor Law §220, the EPC and all subcontractors shall comply with all applicable prevailing wage requirements for the duration of the Project. As a condition of payment, the EPC shall submit certified payroll records concurrent with each payment application. Certified payroll records shall cover all work performed by the EPC and any subcontractors during the period included in the payment application. No payment application will be considered complete or eligible for processing until the required certified payroll records have been received and reviewed by the Towns.

4.5 Commissioning and Closeout

Commission the system, perform required testing, support inspections, and deliver complete closeout documentation including as-built drawings, warranties, manuals, and commissioning reports.

Clarifying Statement: Early development and preliminary engineering have been completed by NEPM. The intent of this RFP is to engage an EPC partner to finalize and execute the Project as designed. Revisions to the approved layout or system configuration will only be considered where required for permitting, interconnection, or code compliance, or where a Respondent can demonstrate that a proposed modification would result in meaningful cost savings to the Towns without compromising system performance, warranty coverage, or regulatory compliance. Any such proposed revisions must be clearly identified and described in the proposal and are subject to review and approval by NEPM prior to acceptance.

5.0 PROJECT BUDGET

The Towns are targeting a total installed system cost not to exceed \$200,000, inclusive of all labor, materials, overhead, profit, and compliance costs. This figure represents the Towns' budget target and will be used as a reference point in evaluating price competitiveness among responsible bidders.

In accordance with New York State General Municipal Law §103, this contract will be awarded to the lowest responsible bidder. Price is therefore the determining factor in award, provided the lowest-priced Respondent is determined to be responsible. Responsibility will be evaluated based on the criteria outlined in Section 8.0 of this RFP.

Respondents are advised that a bid exceeding the Towns' budget target may still be considered if no compliant lower bids are received, subject to Towns' approval. Conversely,

an abnormally low bid that raises questions about the Respondent's ability to perform may be considered in the responsibility determination.

Pricing shall be submitted as a lump-sum total and shall include all labor, materials, overhead, profit, prevailing wage compliance costs, permitting fees, and any other costs associated with complete installation and commissioning of the system. Any exclusions must be clearly identified and will be evaluated as part of the overall bid.

6.0 PROPOSAL REQUIREMENTS

To be considered responsive, proposals must include all of the following:

1. Executive Summary
2. Confirmation of Understanding of the Project
3. Proposed Equipment Schedule: Respondents shall identify the specific PV module and inverter models proposed, including manufacturer, model number, wattage, and country of manufacture.
4. Installation Timeline and Execution Plan
5. Warranty, Maintenance, and Service Plan
6. Training and Field Testing Plan
7. Appendix A – References (minimum of three similar projects)
8. Appendix B – Fee Proposal and Payment Schedule
9. Appendix C - Certificate of Non-Collusion
10. Appendix D - Authorization to Submit

Respondents are encouraged to submit concise proposals focused on technical approach, experience, and pricing. Excessively long submissions are discouraged.

6.1 LETTER OF INTENT (Required)

Respondents are required to submit a Letter of Intent (LOI) indicating their intent to submit a proposal in response to this RFP. The LOI serves as a prerequisite for attending the pre-bid site visit. Proposals will not be accepted from firms that have not submitted a compliant LOI.

The Letter of Intent must include:

Name of the firm

Primary contact person, title, phone number, and email address

Mailing address and principal place of business

A statement confirming the firm's intent to submit a proposal

LOI Submission Deadline: Friday, June 5th by 5pm

LOIs received after this deadline will not be accepted and the firm will not be eligible to attend the pre-bid site visit.

Submission Method: Email to New Energy Project Management (NEPM) Attn: Craig Hightower Email: team@newenergypm.com

6.2 PRE-BID SITE VISIT (Recommended)

A pre-bid site visit will be held on Wednesday, June 10th at 11AM . This visit will be informal and hosted by representatives from the Town and New Energy Project Management (NEPM). It is intended to provide bidders with general context regarding site conditions. Attendance is optional and is not required for proposal submission but is highly encouraged.

6.3 SUBMISSION INSTRUCTIONS AND DUE DATE

Copies of the bid documents are available for review at the offices of the Town Clerks of both Marbletown and Rosendale during regular business hours.

Submission Instructions

Proposals shall be submitted as a sealed bid to:
Town of Marbletown, Town Clerk, 1925 Lucas Avenue Cottekill, NY 12419

Sealed bids must be received no later than **Friday, June 26th at 1:00 PM** (local time). The outer envelope shall be clearly marked:

"SEALED BID – Rondout Municipal Center Solar PV Project – Do Not Open Before June 26th, 2026 at 1:00 PM"

Late submissions will not be accepted. All bids received shall remain in the custody of the Town Clerk and shall be retained on municipal property until the scheduled bid opening.

Public Bid Opening

Sealed bids will be opened publicly on **Friday, June 26th, 2026 at 1:00 PM** at:

Town of Marbletown Town Hall 1925 Lucas Avenue Cottekill, NY 12419

The bid opening is open to the public. All interested parties are welcome to attend. The names of Respondents and their proposed pricing will be read aloud at the time of opening.

6.4 QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be submitted in writing no later than Wednesday, June 17th by 5pm and NEPM will provide all questions and answers in an addendum by Friday, June 19th, 2026 by 6:00 PM (local time). Questions received after this deadline will not be answered.

Questions shall be submitted via email to:

New Energy Project Management (NEPM)
Attn: Craig Hightower
Email: team@newenergypm.com

Oral questions and informal inquiries will not be accepted and will not receive a response. All questions must be submitted in writing to ensure that every Respondent has access to the same information throughout the procurement process.

Responses to all substantive questions will be compiled and issued via written addendum and distributed equally to all known Respondents. No individual or private responses will be provided. Respondents are responsible for acknowledging and incorporating all addenda into their proposals prior to submission.

The Towns and NEPM reserve the right to decline to answer any question that they determine to be outside the scope of this RFP or premature in nature.

7.0 WARRANTY, SERVICE, AND PERFORMANCE REQUIREMENTS

Respondents shall provide a minimum **five (5) year workmanship warranty** with no deductibles for labor, travel, or materials. Preventative maintenance inspections shall be performed annually for five (5) years, with written reports provided after each visit.

Respondents shall describe their service response capability, including technician response within two (2) business days and local availability of replacement parts.

Underperformance shall be measured against the modeled annual energy production established in the final approved design. If annual production falls below 90% of this modeled baseline, the Respondent shall provide a remediation plan to address the inefficiencies of the system.

Preventative maintenance services for the initial five (5) year warranty period shall be included in the base EPC price. Pricing for optional operations and maintenance services beyond five (5) years may be provided as a separate line item.

8.0 EVALUATION PROCESS AND CRITERIA

Proposals will be evaluated in accordance with New York State General Municipal Law §103, which requires awarding the lowest responsible bidder following public advertisement. The Towns are not obligated to accept the lowest bid if the lowest bidder is determined to be not responsible; however, price will be the determining factor among responsible bidders.

Responsibility will be assessed based on the following criteria:

Technical Approach & Understanding of the Project Respondents must demonstrate a clear understanding of the predeveloped design and a credible, well-organized plan for execution, including construction methodology, safety approach, and the ability to deliver the Project as specified.

Experience & Qualifications Respondents must demonstrate relevant experience with solar carport PV projects of similar size and scope, particularly those serving municipal clients. The qualifications and availability of the proposed project team will be considered in assessing responsibility.

References NEPM reserves the right to contact references to verify information submitted. A Respondent whose references reflect poor performance on prior projects may be deemed not responsible.

NEPM will review all proposals for completeness and responsibility before submitting a recommendation to the Towns. The Towns reserve the right to reject any proposal deemed non-responsive or from a Respondent deemed not responsible. A finding of non-responsibility must be documented and supported by specific findings.

9.0 INSURANCE REQUIREMENTS

The selected Respondent shall maintain, at its own expense, the following insurance coverage throughout the duration of the Project:

- **Workers' Compensation** as required by New York State law
- **Disability Benefits** as required by New York State law
- **Commercial General Liability** with a minimum combined single limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
- **Commercial Automobile Liability** covering all owned, hired, and non-owned vehicles with a minimum limit of \$1,000,000 per occurrence

The Towns of Marbletown and Rosendale shall be named as additional insureds on the Commercial General Liability and Commercial Automobile Liability policies. Certificates of Insurance must be provided prior to contract execution and must provide thirty (30) days' written notice of cancellation or modification.

Additional insurance requirements, if any, will be consistent with standard municipal public works contracts of similar size and scope and will be detailed in the final EPC agreement.

10.0 TERMS AND CONDITIONS

The Towns reserve the right to reject any or all proposals, waive informalities, or cancel this RFP if deemed in the Towns' best interest, consistent with applicable New York State law. All submissions shall be governed by applicable Towns' procurement policies and New York State law.

A proposal, once submitted, becomes the property of the Towns. In the sole discretion of the Towns, a Respondent may be permitted to reclaim submitted documents provided they are requested and retrieved no later than 48 hours prior to the scheduled proposal opening.

SUBCONTRACTORS

If awarded, the Respondent shall provide a list of all subcontractors proposed to perform any function under this contract prior to contract execution. It is a requirement that all subcontractors comply with New York State prevailing wage requirements under NYS Labor Law §220. The EPC shall be solely responsible for the selection, management, and payment of all subcontractors and vendors. The Towns shall have no obligation to pay, and shall be indemnified and held harmless from, any claims for payment by subcontractors, suppliers, or other parties engaged by the EPC.

LICENSING REQUIREMENTS

Respondents must possess, or demonstrate the ability to obtain, all licenses required to perform the work described in this RFP, including electrical licenses and any licenses required of subcontractors. Proof of required licenses shall be provided upon request and prior to contract execution. Respondents must acknowledge and confirm that all required local building permits will be obtained prior to construction.

11.0 OWNER'S REPRESENTATIVE INDEPENDENCE AND NON-COLLUSION STATEMENT

New Energy Project Management (NEPM) serves as the Towns' designated Owner's Representative and Project Manager for this procurement. NEPM operates as an independent contractor, maintaining no financial interest in the selection outcome beyond the scope of its professional management role.

NEPM hereby certifies the absence of any ownership interest, financial relationship, referral arrangement, or undisclosed business affiliation with any Respondent. All proposals shall be evaluated impartially and on an equal basis, strictly adhering to the criteria established within this RFP.

As a firm managing renewable energy procurements for various municipal clients, NEPM may interact with EPC firms and solar installers in separate professional capacities, including private projects. NEPM maintains no exclusive partnerships or preferred vendor agreements that would compromise the integrity of the evaluation process. The selection of a contractor who may also be engaged on other NEPM-managed projects does not constitute collusion or favoritism.

Any actual or perceived conflict of interest shall be disclosed to the Towns in writing without delay. Respondents who identify concerns regarding potential conflicts or improper conduct are encouraged to communicate directly with the Town Supervisors of Marbletown and Rosendale, independent of NEPM.

Town of Marbletown Supervisor: Rich Parete at supervisor@marbletown.gov

Town of Rosendale Supervisor: Jeanne Walsh at supervisor@townofrosendaleny.gov

APPENDIX C — CERTIFICATE OF NON-COLLUSION

Rondout Municipal Center Solar PV Project Towns of Marbletown & Rosendale, NY

By signing below, the undersigned certifies, under penalty of perjury, that the proposal submitted in response to this Request for Proposals has been made and submitted in good faith and without collusion or fraud with any other person, firm, or entity.

The undersigned further certifies that:

1. The prices and terms contained in this proposal have been arrived at independently, without consultation, communication, or agreement with any other Respondent or potential Respondent for the purpose of restricting competition.
2. No attempt has been made or will be made by the Respondent to induce any other firm or individual to submit or not submit a proposal for the purpose of restricting competition.
3. The undersigned is authorized to submit this proposal and to make the certifications contained herein on behalf of the Respondent.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

This certification is made pursuant to and consistent with the requirements of New York State law governing municipal procurement.

Firm Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

APPENDIX D — AUTHORIZATION TO SUBMIT

Rondout Municipal Center Solar PV Project Towns of Marbletown & Rosendale, NY

By signing below, the undersigned certifies, under penalty of perjury, that they are a duly authorized representative of the firm named below and are expressly authorized to submit this proposal and to bind the firm to all terms, conditions, pricing, and commitments contained therein.

The undersigned further certifies that:

1. The information contained in this proposal is accurate, complete, and submitted in good faith on behalf of the firm.
2. The undersigned has read, understands, and agrees to comply with all terms, conditions, and requirements set forth in this Request for Proposals, including all addenda issued prior to the submission deadline.
3. The firm's proposal shall remain valid for a minimum of ninety (90) days following the submission deadline, as required by this RFP.
4. The undersigned acknowledges that submission of this proposal does not obligate the Towns of Marbletown or Rosendale to award a contract, and that all costs associated with proposal preparation are the sole responsibility of the Respondent.
5. The undersigned acknowledges receipt of the following addenda, if any, and confirms they have been incorporated into this proposal:

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

(If no addenda were received, write "None" above.)

Firm Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone: _____ Email: _____