



# Town of Upper Marlboro

Town Hall, 14211 School Lane  
Upper Marlboro, MD 20772

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## Request for Proposals

### Town of Upper Marlboro Town Hall Solar Panel Installation

RFP # UM 2020-03

**Project Overview:** The Town of Upper Marlboro is seeking proposals from qualified firms to install solar panels on the roof of the Town Hall building located at 14211 School Lane Upper Marlboro MD 20772. The Town renovated and expanded the Town Hall & Police Department building in 2017-2018, into an approximately 6,000 square foot government office building. The Town installed energy efficient heating/cooling, LED lights & times, new windows, and all new insulation. In 2019, the Town was awarded a grant from the Maryland Department of Energy to install solar panels on the roof of the Town Hall building.

**Budget:** The budget for this project shall not exceed \$24,000.

**Design Guidelines:** Contractor shall develop a design for a new photovoltaic system at the Town Hall on the South and East facing rooflines of the building.

- Mounting system shall limit roof penetrations and shall be either building integrated roof PV or fully ballasted. Mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Conduit penetrations shall be minimized.
- If system is not building integrated or membrane sealed, system shall be fixed tilt (minimum 5 degrees tilt for flat roof or flush mounted for sloped roof) with an orientation that maximizes annual energy production.
- System layout shall meet local fire department, code and ordinance requirements for roof access.

**Deadline:** Responses to this RFP are to be submitted by **Friday March 6<sup>th</sup>, 2020** at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: [Info@UpperMarlboroMD.gov](mailto:Info@UpperMarlboroMD.gov). In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

**Selection Process and Criteria:** Town Elected Officials and staff will participate in the process of selecting the appropriate firm. Proposals will be evaluated based on:

1. The performance of the panels to be installed, and the estimated offset percentage of building energy usage.
2. The equipment and work warranty offered by the firm.
3. The cosmetic appearance of the panels on the roof of the Town Hall.
4. Timeline in which the project can be completed.
5. Competitive budget & pricing.

**Point of Contact:** Kyle Snyder, Chief of Staff for the Town, can be reached at 301-627-6905 or [ksnyder@UpperMarlboroMD.gov](mailto:ksnyder@UpperMarlboroMD.gov) with any questions.

*Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.*