



**RFP 15-04-05
Solar Services
Pre-proposal Meeting Minutes
January 5, 2015 9:00 AM**

Facilitator: Simone Knowles, Purchasing Manager

- Vendors were provided with the information regarding the RFP opening date and where to find updated information (www.roanokeva.gov/purchasing and <https://VSS.roanokeva.gov>).
- Vendors were reminded to send all correspondence and questions regarding the open solicitation to the Purchasing Division.
- Vendors were given the opportunity to ask questions:

Vendor Questions

1. How old are the roofs for each building, can they handle the solar structures and when will they be replaced?
A: The City has information on the types of roofs and ages for each building. The City also has design plans for most of the roofs. This information will be published as part of this RFP.
2. Will the City tie the energy generated into existing systems?
A: The City's preference is to tie into current existing systems.
3. Are there goals for phasing in multiple sites for solar structures at other City buildings and is there a number of megawatts the City would like to install over the next five years?
A: This will be a pilot project for the City. We intend to review the data from this project to determine if we will move ahead with future projects.
4. Have equipment lay down areas been identified for each of the proposed sites?
A: The City will work with the awarded Offeror to identify those areas and they will be determined on a site by site basis.
5. Has the City identified where large inverters or transformers will be located.
A: No, the City is looking for a turn- key solution and will work with the awarded Offeror to identify those sites.

6. Has the City contacted American Electric Power regarding this RFP?
A: No. The City is waiting to review proposals prior to contacting AEP. The City is looking for innovative methods for interconnection agreements with local utilities.
7. Can the City provide information about the tariff rate, usage and also copies of the electric bills? A: The City will provide all of the information that is available and will publish the information as part of this RFP.
8. Is the City interested in leasing equipment?
A: The City does not want to impact debt with this project and needs to review the terms of any proposed lease.
9. What type (caliber) of solar equipment is the City looking for?
A: The City is interested in quality equipment that provides the best return on investment.
10. Does the awarded Offeror need to provide security at secure sites (court house, jail)?
A: No. The awarded Offeror would not need to enter the secure areas at these sites.
- Vendors toured the roofs and electrical rooms of the Roanoke Municipal Building, the Berglund Special Events Center and the Public Works Service Center.