



**Scope of Work (SOW)  
Request for Proposal (RFP)  
2020 Photovoltaic Installation  
Foundation for Puerto Rico**

### 1. Introduction

Foundation for Puerto Rico (FPR) invites all interested suppliers to submit a proposal for the preparation of our **Photovoltaic Installation** for our Bottom Up Destination Recovery Initiative, funded by a grant from the U.S. Economic Development Administration (EDA). FPR is a 501(c)(3) organization with the mission of transforming Puerto Rico into a destination for the world by driving economic and social development through sustainable strategies.

**The Bottom Up Destination Recovery Initiative (Bottom Up)** aims to advance Puerto Rico's recovery efforts using the Visitor Economy as a key strategy to create economic opportunities and make the island a resilient destination. We will enable communities to meet their basic needs, develop the necessary infrastructure and design an inclusive common strategic plan that integrates their key resources and assets. This program has been awarded federal funds from EDA to implement in six regions around the island.

The Supplier will be directly responsible for ensuring the accuracy, timeliness, and completion of all tasks assigned under this contract. The scope of work presented is based upon circumstances existing at the time of solicitation. FPR reserves the right to modify or delete the tasks listed and, if appropriate, add additional tasks prior to and during the term of the contract.

### 2. Overview

FPR is seeking experienced photovoltaic contractors for installation of solar projects at different selected sites throughout the island. The focus for project development is designing, engineering, permitting, and installing on-site solar photovoltaic systems with energy storage to provide electrical backup power to use for purposes of community/shared resiliency, while offsetting operating costs with the use of renewable energy.

### 3. Staff Requirements

The Supplier shall have or will secure, at its own expense, all personnel required in performing the services under the contract. FPR expects the Selected Supplier to provide competent and fully qualified staff that are authorized or permitted under federal, state, and local law to perform the scope of work under the contract. FPR reserves the right to request the removal of any staff not performing to standard. No personnel may be assigned to the resulting contract without the written consent of FPR.

#### 4. Tasks

The Supplier will be responsible for performing the following tasks:

1. Perform assessment for different locations that might require solar photovoltaic installation and certification. Each submitted assessment shall include:
  - 1.1. **Necessary materials to complete the installation-** The materials needed to complete this project shall include batteries, solar panels, cables, and any other material that will be needed to successfully complete the project.
  - 1.2. **Personnel needed and labor cost-** Personnel shall include all the necessary work force to complete installation in a timely manner.
  - 1.3. **Any extra work that must be done to complete the installation-** Different locations will have different necessities, applicants must include any extra work that will be necessary to complete the installation properly and in a timely manner.
  - 1.4. **Warranty-** This shall include equipment, materials, and labor warranty.
  - 1.5. **Extra charges-** Taxes, shipping, indirect cost, trainings sessions for each site owner in order to explain proper use of the equipment, maintenance and cleaning.
  - 1.6. **Timeline for both materials and labor-** Applicants shall include a projected timeline of completion of the project divided by phases. The three phases will be as shown in **table 1**.
  - 1.7. **Product technical specs-** Wind resistance, capacity, voltage, picture, brands, and any other additional key information regarding the product.

**Table 1: Timeline phases**

Phase	Description
Phase 1	Material Acquisition: Include which materials need to be ordered and what is the timeline.
Phase 2	Installation: Include the time that you will require to successfully complete the installation.
Phase 3	Testing and Certification: Include the time required to perform tests to ensure that everything is working properly and certify that everything will work according to this Scope of Work (SOW). Also include the session training for the owners and timeline.

2. Purchase all necessary materials and equipment to perform the installation for the selected site. Purchased materials will include everything to complete the photovoltaic installation and any extra materials that will be needed to complete the installation.
3. Perform photovoltaic installation in the selected site. Installation shall include the following:

- 3.1. **Photovoltaic installation-** This includes the installation of necessary equipment such as: batteries, solar panels, etc.
- 3.2. **Additional Installation-** This includes any additional installation needed for the complete function of the photovoltaic equipment.
4. Perform testing and certify that everything works in accordance to the SOW.
5. Provide training for site owner.

## 5. Requirements

Suppliers must validate and certify that the equipment has the necessary voltage to comply with minimum requirements that are established. Total numbers for each item will be provided at proponent's site visit for the assessment. The applicants must provide information and warrantee that the proposed equipment will in fact satisfy the electric necessity for the items described in **table 2**.

**Table 2: Minimum Requirements**

Item	Description
Electrical Outlets	All interior and exterior electrical outlets that the property has
Televisions	All televisions that the property has
Air Conditioners	Minimum of one (1) air conditioner that the property has
Fans	All fans inside the property
Fridges and Freezers	A minimum of one (1) fridge and one (1) freezer inside the property
Lights	All lights inside and outside the property

## 6. Assessments Timeline

All suppliers will have the opportunity to have an on-site visit to **12 or more** venues in which the installations might occur. In this time, all applicants will have the opportunity to review all sites and determine what is necessary to comply with the requirements listed in this SOW. It is the responsibility of the suppliers to ensure that all information is acquired in these on-site visits in order to complete all tasks listed above.

## 7. Required Documentation

All suppliers are required to submit, after the on-site visit(s), all related documentation to be evaluated by a committee that will choose the selected supplier for the project. Suppliers may submit proposals to as many of the sites as they like, please note that the capacity to finish multiple sites on time is important if you wish to apply to more than one. Total venues may vary, and we will try to attend the most amount depending on budget. All documentation must

be submitted and failure to do so will be classified as a non-responsive and will not be considered any further. The required documentation is listed below:

- 7.1. Company information
- 7.2. Personnel information and related certifications
- 7.3. Track record demonstrated with past experiences (at least two)
- 7.4. Cost form
- 7.5. Timeline
- 7.6. Product and warranty information

### 8. Evaluation Criteria

All proposals will be evaluated for a final decision following the evaluation criteria shown in **table 3**:

**Table 3: Evaluation Criteria**

Criteria	Maximum Points
<b>Compliance with Buyer Requirements:</b> All applicants must comply with all the requirements stated in the required documentation section. Applicants who fail to comply with the required documents will be identify as "non-responsive" and will not be considered.	Responsive/non-responsive
<b>Timeline:</b> Buyer (FPR) is interested in applicants that can ensure equipment availability and installation in a short uninterrupted manner. A detailed timeline must be provided to be evaluated.	20 Points
<b>Qualifications:</b> Buyer (FPR) is interested in applicants that strictly use Certified Photovoltaic Installers and Professional Electrical Engineers registered as active in Puerto Rico for all the stages of the project including but not limited to project design, preparation of construction drawings and certifications, installation and its certifications, and final system testing. Buyer (FPR) will evaluate technical specs and orientation for the provided product.	20 Points
<b>Technical Viability and Quality:</b> Buyer (FPR) is focused on solar photovoltaic systems and components that have a demonstrated track record of performance with robust warranties; meet the needs and requirements of its facilities;	20 points

and provide reliable, safe, and high quality construction methods.

**Cost:** Buyer (FPR) will consider the total project cost as the evaluation criteria with most weight.

40 Points

**Maximum Points**

**100 Points**

9. Visit Schedule and Proposal Delivery:

Region	Date	Location & Time
Region 1 (Aguadilla - Isabela)	Monday, October 12, 2020	<b>Name:</b> Club de Leones de Isabela <b>Address:</b> Sector La Florida C/ Soto Valle Isabela, PR 00662 <b>Coordinates:</b> 18.49605, -67.02366 <b>Time:</b> 11AM-1PM
		<b>Name:</b> Boys & Girls Glub Isabela <b>Address:</b> Ave. Juan Hernández Ortiz, Isabela, PR 00662 <b>Coordinates:</b> 18.4987191,-67.0243585 <b>Time:</b> 2PM-4PM
Region 2 (Cabo Rojo - San Germán)	Monday, October 05, 2020	<b>Name:</b> Antigua Guardia Nacional <b>Address:</b> Carr. 360 San Germán, PR 00683 <b>Coordinates:</b> 18.08109, -67.048563 <b>Time:</b> 11AM-1PM
		<b>Name:</b> Agricultura con Conciencia Rural, Ecológica y Sustentable (ACRES, Inc.) <b>Address:</b> Carr. 119 Km 8.0 H7 Bo. Rosario Alto San Germán, PR 00683 <b>Coordinates:</b> 18.15368, -67.039115 <b>Time:</b> 2PM-4PM
Region 3 (Barceloneta – Manatí)	Tuesday, October 13, 2020	<b>Name:</b> Unidos Para Servir <b>Address:</b> Carretera 6684 Km. 0.1, Barrio Boquillas, Manatí, PR 00674 <b>Coordinates:</b> 18.465865, -66.492190 <b>Time:</b> 11AM-1PM
		<b>Name:</b> Pequeño Campeón de Jesús

		<p><b>Address:</b> PR-6140, Barceloneta, 00617, Puerto Rico  <b>Coordinates:</b> 18.43088, -66.48561  <b>Time:</b> 2PM-4PM</p>
Region 4 (Arecibo – Camuy)	Tuesday, October 06, 2020	<p><b>Name:</b> Centro Geriátrico San Rafael, Inc.  <b>Address:</b> Calle Cervantes #49 Arecibo, PR 00612  <b>Coordinates:</b> 18.4728615, -66.7191754  <b>Time:</b> 11AM-1PM</p>
		<p><b>Name:</b> Villa Comunitaria Crozier  <b>Address:</b> Carr. 621 Bo. El Jobo, Arecibo PR 00641  <b>Coordinates:</b> 18.321552, -66.684172  <b>Time:</b> 2PM-4PM</p>
Region 5 (Fajardo – Luquillo)	Wednesday, October 14, 2020	<p><b>Name:</b> Centro Cultural Multidisciplinario de Juan Martín  <b>Address:</b> Carr. 940, Km. 1.6, intersección 984 , Bo Juan Martín, Luquillo  <b>Coordinates:</b> 18.3509, -65.68852  <b>Time:</b> 11AM-1PM</p>
		<p><b>Name:</b> Luz Del Mundo, Inc.  <b>Address:</b> Calle Union 492 Bo Puerto Real , Fajardo, PR  <b>Coordinates:</b> 18.333528, -65.631585  <b>Time:</b> 2PM-4PM</p>
Region 6 (Naguabo – Ceiba)	Wednesday, October 07, 2020	<p><b>Name:</b> Alianza Pro Desarrollo Económico de Ceiba (APRODEC, Inc.)  <b>Address:</b> Langley Drive Roosevelt Roads Ceiba, PR 00735  <b>Coordinates:</b> 18.217063, -65.656638  <b>Time:</b> 11AM-1PM</p>
		<p><b>Name:</b> Comité de Desarrollo Social y Cultural Daguao, Inc.  <b>Address:</b> Carr. #3 Hm 60.3 Bo. Daguao, Naguabo PR 00718</p>

		<b>Coordinates:</b> 18.224905, - 65.682719 <b>Time:</b> 2PM-4PM
--	--	---

\*Change in schedule may occur due to COVID-19

**Visit date and time must be arranged in advanced.**

All interested, please send an email to [veronica.montalvo@foundationpr.org](mailto:veronica.montalvo@foundationpr.org) confirming date and time. FPR will send you the confirmation and contact information for the request, time and date availability are shown in the table above.

Supplier must be on time to scheduled appointment that are either 11AM-1PM or 2PM-4PM depending on location, see table above for more details.

Deadline for proposals shall be two (2) weeks after the visit via email. Please send all required documentation and pricing to [kevin.perez@foundationpr.org](mailto:kevin.perez@foundationpr.org) and [veronica.montalvo@foundationpr.org](mailto:veronica.montalvo@foundationpr.org).

10. Safety Guidelines for all visits

- The use of a mask, protecting nose and mouth, is always required
- Only seven (7) suppliers will be allowed per day (one representative per supplier)
- Suppliers must have hand sanitizer, alcohol, or other disinfectant to clean their hand regularly
- Six (6) feet distance between people is required at all times

11. Questions

Questions related to this SOW should be sent over to [kevin.perez@foundationpr.org](mailto:kevin.perez@foundationpr.org) and [veronica.montalvo@foundationpr.org](mailto:veronica.montalvo@foundationpr.org) with the subject line FPR Photovoltaic Questions.

12. Timeline

The terms and conditions of this Scope of Work shall be completed before July 31<sup>st</sup> 2021.