

**Community Foundation Campus  
Request for Proposal  
Solar Energy**

CFSA Community Campus LLC, an Arizona Limited Liability Company (CF Campus), is seeking a contractor to provide, permit, and install a solar energy system sufficient to provide 90%-95% of the electricity requirements for the office building complex at 5049 E. Broadway.

RFP Posted: April 1, 2021

Responses Due: April 15, 2021

Please send any questions and completed proposals to Chelsey Johnson, Member Services Coordinator, at [cjohnson@cfcampus.org](mailto:cjohnson@cfcampus.org).

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**Community Foundation Campus Overview**

The Campus is a multi-tenant center for nonprofits and community advancement which spans approximately 25,000 square feet across three buildings with a central courtyard. It includes open and enclosed offices for lease to nonprofits, shared amenities, meeting spaces and open “hoteling” space for drop-in or day work.

The complex has one two-story building of approximately 8,000 square feet per floor (Building A), and two out-lying buildings that are approximately 4,500 square feet per building (Buildings B & C). Buildings B and C contain 4 suites each of 1,088-1,120 sf per suite. Building A and each of the 8 suites are metered separately. There are 5 sections of covered parking to the east and additional uncovered parking to the north and south of the building complex.

**Objectives**

Our objectives for this project are to have a solar energy system installed that will provide 90%-95% of the electricity requirements for the main building (Building A) and office suites in buildings B and C.

**Proposal Requirements**

The following information is required and must accompany your proposal:

1. COVER LETTER: Provide a cover letter indicating your interest in contracting for a solar energy system for the CF Campus.
2. BACKGROUND INFORMATION: For example, list years in the business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed
3. EXPERIENCE SUMMARY: Describe your firm's commercial solar system experience. Also, if you could describe your experience working with nonprofits within the community.
4. ADDITIONAL SERVICES: Describe additional relevant/unique services offered through your firm.
5. FEE SCHEDULE:
  - a. Retainer
  - b. Permits
  - c. Progress payments
  - d. A detailed list of any other expenses or fees that may occur

REFERENCES: Provide a minimum of three (3) references with services like those requested with the RFP. Include company name, company address, company contact and phone number and a brief description of services rendered.

Vendor should provide a list of all notable accomplishments, including awards, for commercial solar systems installed.

CONFLICT OF INTEREST: To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgement in the best interest of CFSA Community Campus LLC . Please outline all conflicts of interest that may exist for your firm in relation to providing property management/real estate management services for CFSA Community Campus LLC.

GOOD STANDING: Your firm must comply with Federal, State, County and local units of government law; which specifically includes good tax payment status and good corporate registration status. Please provide your firms legal corporate name and Tax ID number as reflected by the State of Arizona.

DIVERSITY: Preference is given to vendors with a proven record of a commitment to diversity and inclusion as a practice. Please include your company diversity/inclusion statement.

## **RFP & Project Timeline Details**

Building and structures may be viewed Tuesday, April 6, 2021. Please contact Chelsey Johnson at 520-770-7898 to schedule appointment.

The proposal must be submitted to the CF Campus offices, 4059 E. Broadway Blvd., Tucson, AZ 85711, or via email to [cjohnson@cfcampus.org](mailto:cjohnson@cfcampus.org) on or before 3:00 p.m. on April 15, 2021.

A Selection Committee will review the proposals and develop a list of finalists to interview. The Applicants are responsible for ensuring that their proposal is received on time.

To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.

The CFSA Community Campus LLC reserves the right to reject any proposal, or any parts thereof, or to waive any informality or defect in any bid if it is in its best interest. All proposals, plans, and other documents submitted will become the property of the CFSA Community Campus LLC.

Applicants are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the CFSA Community Campus LLC, if any.

All questions may be directed to the following contact person: Chelsey Johnson at [cjohnson@cfcampus.org](mailto:cjohnson@cfcampus.org) or 520-770-7898.

## **Evaluation and Award Process**

Issuance of this RFP and receipt of proposals does not commit the CFSA Community Campus LLC to award a contract. CFSA Community Campus LLC reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the agent/firms submitting an RFP, or to cancel all or part of this RFP.

## **Selection Criteria**

Selection of an agent/firm will be made based on the following criteria:

- a. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP
- b. Experience, qualifications and references
- c. Knowledge of the property management business and current commercial leasing environment.

- d. Regional reputation and local presence/experience
- e. Understanding of working with nonprofits and the 501c3 requirements.
- f. Fee Schedule

### **Oral Presentations and Interviews**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional and may or may not be conducted.

A recommendation of the selected consultant will be made to the CFSA Facilities Committee. The selected consultant and CFSA representatives will negotiate a mutually acceptable contract.

# Aerial View: 5049 E Broadway Blvd



Rosemont

Broadway