



**ROCKY MOUNT**  
FINANCE  
THE CENTER OF IT ALL

**Energy Resource Department**

**Request for Proposal: 320-241125FD**

**Solar Farm Impact Study**

**Date of Issue: January 8, 2025**

**Proposal Due Date: January 27, 2026**

**2:00 PM ET**

**Direct all inquiries concerning this RFP to:**

Fantashia Dickens

Purchasing Associate III

Email: [Fantashia.dickens@rockymountnc.gov](mailto:Fantashia.dickens@rockymountnc.gov)

Phone: 252-972-1352



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## **Request for Proposal 320-241125FD**

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For purchasing division processing, please provide your company's Federal Employer Identification Number or alternate identification number (e.g., Social Security Number). Pursuant to North Carolina General Statute 132-1.10(b), this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your bid.  
Failure to do so may subject your bid to rejection.**

**ID Number:**

\_\_\_\_\_

Federal ID Number or Social Security Number

\_\_\_\_\_

Vendor Name

***“All bidders are hereby notified that they must have the proper license as required under the North Carolina laws. All prospective contractors shall be responsible for complying with state law and local ordinances.”***



## Contents

- 1.0 PURPOSE AND BACKGROUND ..... 5**
- 2.0 GENERAL INFORMATION ..... 5**
  - 2.1 *REQUEST FOR PROPOSAL DOCUMENT* ..... 5
  - 2.2 *NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS*..... 5
  - 2.3 *RFP SCHEDULE* ..... 5
  - 2.4 *URGED & CAUTIONED PRE-BID MEETING* ..... 6
  - 2.5 *QUESTIONS ABOUT PROPOSAL*..... 6
  - 2.6 *EMAILING OR MAILING INSTRUCTIONS*..... 6
  - 2.7 *PROPOSAL CONTENTS*..... 7
  - 2.8 *DEFINITIONS, ACRONYMS, AND ABBREVIATIONS*..... 7
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS ..... 8**
  - 3.1 *METHOD OF AWARD* ..... 8
  - 3.2 *PROPOSAL EVALUATION PROCESS*..... 8
  - 3.3 *INTERPRETATION OF TERMS AND PHRASES* ..... 9
- 4.0 REQUIREMENTS ..... 9**
  - 4.1 *PRICING* ..... 10
  - 4.2 *INVOICES* ..... 10
  - 4.3 *MINORITY BUSINESS PARTICIPATION* ..... 10
  - 4.4 *REFERENCES*..... 10
- 5.0 SCOPE OF WORK ..... 11**
  - 5.1 *GENERAL SCOPE* ..... 11
  - 5.2 *VENDOR’S REPRESENTATION*..... 11
- ATTACHMENT A: PRICING FORM..... 13**
- ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS ..... 14**
- ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION ..... 14**

## 1.0 PURPOSE AND BACKGROUND

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The City is requesting informal bids from qualified engineering firms to perform a Solar Farm Impact Study for the proposed renewable energy interconnection. The study will assess the system's impacts, identify required upgrades, and ensure compliance with applicable standards. It is preferable to define the capacity of the Solar Farm project for each interconnection.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

## 2.0 GENERAL INFORMATION

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### 2.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before the Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. Vendor may attach its proposal to this RFP for submission; however, any and all additional, modified, or conflicting terms and conditions submitted on or with Vendor's proposal shall be disregarded and shall not be considered a part of any contract arising from this RFP. Any attempt to delete or avoid the force of the previous sentence shall render the Vendor's proposal invalid, and it shall not be considered.

### 2.2 NOTICE TO VENDORS REGARDING TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the Cities' terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued concerning this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP (including proposed alternate language), those **must** be submitted as questions in accordance with the instructions in Section 2.4. QUESTIONS ABOUT PROPOSAL. If the City determines that any changes will be made resulting from the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City may also elect to leave open the possibility for post-contract negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the City rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with the Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendor's instructions herein or to render the proposal non-binding or subject to further negotiation. *Vendor's proposal shall constitute a firm offer.* **By execution and delivery of a proposal in response to this RFP, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposefully or inadvertently, shall have no force or effect and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive. Any proposal that contains language that indicates the proposal is non-binding or subject to further negotiation before a contractual document may be signed shall be rejected.**

Contact with anyone working for or with the City regarding this RFP other than the City of Rocky Mount Purchasing Office Contract Lead named on the face page of this RFP or in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City's election.

### 2.3 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The City will make every effort to adhere to this schedule.

Action	Responsibility	Date/Time
Issue RFP	City	Thursday, January 8, 2026

Urged and Caution Pre-Bid Meeting	City	Wednesday, January 14, 2026, at 10:00 AM
Submit Written Questions/Question Deadline	Vendors	Friday, January 16, 2026, at 2:00 PM
Provide Response to Questions/Addendum	City	Tuesday, January 20, 2026
Submit Bids	Vendors	Tuesday, January 27, 2026, at 2:00 PM

**2.4 URGED & CAUTIONED PRE-BID MEETING**

Date: 01/14/2026  
 Time: 10:00 AM Eastern Time  
 Contact #: 252-972-1352

**Instructions:** It shall be urged and cautioned that each Contractor’s representative be present for a voluntary pre-proposal site visit. Attendees must meet promptly at **331 S. Franklin Street, Rocky Mount, NC 27804, Conference Room 3** on the 2<sup>nd</sup> floor.

The purpose of this visit is for all prospective Contractors to apprise themselves with the conditions and requirements that will affect the performance of the work called for by this Request for Proposals. No allowances will be made for unreported conditions that a prudent Contractor would recognize as affecting the work called for or implied by this proposal.

Contractors are cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this Request for Proposal, must be confirmed by a written addendum before it can be considered to be a part of this proposal.

**2.5 QUESTIONS ABOUT PROPOSAL**

**Purpose:** Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

**Instructions:** Written questions shall be emailed to [Fantashia.dickens@rockymountnc.gov](mailto:Fantashia.dickens@rockymountnc.gov) by the date and time specified above. Vendors should enter “**RFP #320-241125FD – Questions**” as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question...?

Questions received prior to the submission deadline date, the City’s response, and any additional terms deemed necessary by the City will be posted in the form of an addendum, available on the City of Rocky Mount Purchasing webpage <https://www.rockymountnc.gov/Bids.aspx>, and the North Carolina Department of Administration website <https://evp.nc.gov/solicitations/>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall be entitled to rely *only* on written material contained in an Addendum to this RFP. The date noted in the RFP schedule for the City to respond to questions also serves as the addendum deadline. If you do not receive a courtesy email notification regarding the addendum by that date do check the City of Rocky Mount Purchasing webpage.

**2.6 EMAILING OR MAILING INSTRUCTIONS**

**Instructions:** Proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY, OR BY ANY OTHER CARRIER
<p><i>PROPOSAL NUMBER: 320-241125FD</i>            Attn: Fantashia Dickens, Purchasing Associate III            Address: PO BOX 1180            Rocky Mount, NC 27802</p>	<p><i>PROPOSAL NUMBER: 320-241125FD</i>            Attn: Fantashia Dickens, Purchasing Associate            Address: 331 S. Franklin Street            Rocky Mount, NC 27804</p>

Vendors shall deliver either **one (1) signed electronic emailed copy** to [Fantashia.dickens@rockymountnc.gov](mailto:Fantashia.dickens@rockymountnc.gov) or one **(1) signed original executed proposal** to the address identified in the table in this Section. Address the package and insert the proposal number as shown in the table above.

Proposal number shall be marked on the outside of the sealed envelope with the Vendor’s name and date and time of opening.

**IMPORTANT NOTE:** It is the responsibility of the Vendor to have the signed proposal physically in this Office by the specified time and date proposals are due, regardless of the method of delivery. **This is an absolute requirement.** The time of delivery will be marked on each proposal when received, and any proposal received after the submission deadline will not be accepted or evaluated.

All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service or method—is entirely on the Vendor. Note that the U.S. Postal Service generally does not deliver mail to the street address above, but to the City’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered to the purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal.

If the proposal is hand-delivered, please note that the Frederick E. Turnage Municipal Building requires all visitors to sign in with the guard stationed on the first floor. Visitors will only have access through the building, accompanied by a City employee.

**This informal RFP does not require a public opening of bids.**

**2.7 PROPOSAL CONTENTS**

Vendor shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested, as outlined below. Vendor Responses shall include the following items and they should be arranged in the following order:

- a) Completed and signed version of EXECUTION PAGE, along with the body of the RFP, and signed receipt pages of any addenda released in conjunction with this RFP.
- b) Completed version of ATTACHMENT A: PRICING FORM
- c) ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS AND CONDITIONS
- d) ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION

**2.8 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

- a) **BUYER:** The employee of the City Department that places an order with the Vendor.
- b) **CONTRACT LEAD:** Representative of the *City of Rocky Mount Purchasing Office* who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Rocky Mount and who will administer the contract for the City.

- c) **FOB-DESTINATION:** Title changes hand from Vendor to purchaser at the destination point of the shipment; Vendor owns the commodity in transit and files any claims, and Vendor pays all freight and any related transportation charges. A solicitation may request Vendors to separately identify freight charges in their proposal, but no amount or charge not included as part of the total proposal price will be paid.
- d) **LOT:** A grouping of similar products within this RFP.
- e) **ON-TIME DELIVERY:** The delivery of all items within a single order to the receiving point designated by the ordering entity within the delivery time required.
- f) **RFP:** Request for Proposal.
- g) **VENDOR:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

### 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

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#### 3.1 METHOD OF AWARD

Proposals will be evaluated using a best value approach. Award will be made to the Vendor whose proposal is determined to be the most advantageous to the City, considering both qualitative and quantitative factors.

Evaluation Criteria	Description	Weight
Technical Approach & Methodology	Demonstrated understanding of the project scope, methodology, and technical soundness.	30%
Experience & Qualifications	Relevant experience performing electric utility or solar interconnection impact studies.	25%
Project Team	Qualifications and experience of personnel assigned to the project.	20%
Price	Total proposed lump-sum cost and cost reasonableness.	25%

The City may request clarifications; however, proposals must be complete upon submission. Price proposals shall not be modified after submission. **Local Preference Policy.** *The only exception to the lowest responsive, responsible bidder method of award will be the local preference policy. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsive, responsible bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$25,000, whichever is less, of the lowest responsive, responsible Non-Local Bidder's price. An eligible local vendor is one that is current on property taxes in the City of Rocky Mount and meets the qualifications set forth in the policy. An application can be found at <https://www.rockymountnc.gov/DocumentCenter/View/578/Local-Preference-Policy-PDF>*

#### 3.2 PROPOSAL EVALUATION PROCESS

- a) Proposals are requested for the items as specified, or items equivalent in design, function, and performance. The City reserves the right to reject any proposal on the basis of fit, form, and function as well as cost.
- b) The City shall review the responses to this RFP to confirm that they meet the specifications and requirements. The City reserves the right to waive any minor informality or technicality.
- c) For all responses that pass the initial review process, the City will review and assess the Vendors' pricing. The City may request additional formal responses or submissions from any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor. Prices proposed cannot be altered or modified as part of a clarification.



federal, state, and local regulations, as well as IEEE, NEC, and NESC standards and relevant utility interconnection requirements.

- All reports, data, and work products produced under this contract shall become the property of the City and may not be used or released without written authorization.
- The City reserves the right to terminate the contract for convenience or cause, providing written notice, and will provide compensation for work satisfactorily completed up to the date of termination.
- The Contractor shall operate as an independent contractor and not as an employee or agent of the City.
- The laws of the State of North Carolina shall govern this contract.

**4.1 PRICING**

Proposal price shall constitute the total cost to Buyer for Consultant Engineering Services (i.e., completion of the study, discussion of the results, submission of the study results, including all supporting documents such as drawings, etc.). Vendor shall not invoice for any amounts not specifically allowed for in this Proposal. Complete ATTACHMENT A: PRICING FORM and include with Proposal.

**4.2 INVOICES**

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address:

Accounts Payable  
 PO BOX 1180  
 Rocky Mount, NC 27802  
 or  
[acctpayable@rockymountnc.gov](mailto:acctpayable@rockymountnc.gov)

- c) Payment amounts will be made on a NET 30-day pay period upon submission of an invoice and appropriate trip tickets to support such invoice.

**4.3 MINORITY BUSINESS PARTICIPATION**

The Bidder has the responsibility to make a good faith effort to solicit minority proposals and to attain the aspirational ten percent (10%) goal. We encourage all Bidders, even MWBE/HUBs, to obtain the aspirational goal where subcontracting and supplier opportunities exist.

MWBE FIRM	OWNERSHIP STATUS	ADDRESS	WORK TYPE

**4.4 REFERENCES**

Vendors shall provide at least three (3) different references for which your company has provided Services of a similar size and scope to that proposed herein. The city of Rocky Mount may contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein, and the contractor’s performance has been satisfactory. The information obtained shall be considered in the evaluation of the proposal. If the City of Rocky Mount references are provided it cannot be counted towards your three (3) required references but may be included in addition to.

COMPANY NAME	CONTACT NAME	TELEPHONE NUMBER	EMAIL

<b>Optional: City of Rocky Mount</b>			

## 5.0 SCOPE OF WORK

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### 5.1 GENERAL SCOPE

The Contractor shall provide a comprehensive Electrical System Impact Study to evaluate the effects of the proposed project on the City’s distribution system. The scope of work shall include, but is not limited to, the following tasks: All studies should cover the impact on substation transformers and equipment.

1. **Load Flow Analysis**  
Assess existing and projected electrical load conditions to determine system capacity, loading limits, and potential impacts on distribution infrastructure.
2. **Short-Circuit Analysis**  
Evaluate available fault current levels and identify whether existing equipment can safely withstand and interrupt fault conditions.
3. **Voltage Regulation and Flicker Assessment**  
Analyze voltage profiles under various operating scenarios and assess potential voltage fluctuations, including flicker impacts on customers and equipment.
4. **Protection Coordination Review**  
Review and recommend settings for protective devices to ensure proper coordination and prevent misoperations or unnecessary outages.
5. **Power Quality Evaluation**  
Assess harmonics, voltage imbalance, and other power quality concerns that may arise from the proposed interconnection or system changes.
6. **Interconnection Equipment Requirements**  
Identify required equipment, upgrades, or modifications needed to comply with applicable codes, standards, and City interconnection policies.
7. **Control and Communication Systems Analysis**  
Evaluate necessary control, monitoring, and communication systems to ensure effective integration with existing utility operations.
8. **Anti-Islanding Protection Measures**  
Assess and recommend anti-islanding protection solutions to ensure safe system operation under abnormal or outage conditions.
9. **Energy Storage Considerations**  
Evaluate the potential integration of energy storage systems and their operational impacts on grid reliability, stability, and power quality.

### 5.2 VENDOR’S REPRESENTATION

- a) Vendor warrants that qualified personnel shall provide all services that may be professionally required under the Contract. “Professional manner” means that the personnel performing the services shall possess the skill and competence consistent with at least the prevailing business standards in the industry. Vendor agrees that it shall not enter into any agreement with a third party that may abridge any rights of the City under The Contract. Vendor shall serve as the prime contractor under The Contract and shall be responsible for the performance and payment of all subcontractors that may be approved by the City. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations

hereunder.

- b) If any goods, services, functions, or responsibilities not specifically described in The Contract are required for Vendor's proper performance, provision and delivery of the goods and services under The Contract, or are an inherent part of or necessary sub-requirement included within such goods and services, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies, and materials necessary for the Vendor to provide and deliver the goods and services.
  
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of The Contract; and that entering into The Contract is not prohibited by any contract, or an order by any court of competent jurisdiction.

**ATTACHMENT A: PRICING FORM**

The undersigned, as bidder, proposes and agrees if this proposal is accepted, into contract with the City of Rocky Mount for the scope of work described in section 5.1, and to the entire satisfaction of the City of Rocky Mount, for the sum of:

**Lump Sum Proposal Breakdown**

ITEM #	DESCRIPTION	PRICE
1	Solar Farm Impact Study (per Scope of Work)	\$ _____

**Lump Sum Proposal:** \_\_\_\_\_ **Dollars \$** [Redacted]

The undersigned certifies that the prices submitted are fair, reasonable, and inclusive of all costs necessary to complete the Solar Farm Impact Study in accordance with the solicitation requirements, and all expenses are included in the lump-sum price.

[Redacted]

Firm Name

[Redacted]

Authorized Representative (*please print*)

[Redacted]

Authorized Signature/Date

**ATTACHMENT B: ACCEPTANCE OF GENERAL TERMS & CONDITIONS**

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Review Terms and Conditions: General at <https://www.rockymountnc.gov/316/Vendor-Registration>  
Terms and conditions on the vendor webpage do not apply to this bid: Federal UG Terms, FEMA Contract Provisions, and Sample Contract Terms.

- Check here to indicate that you have read and agree to the City of Rocky Mount General Terms & Conditions.
- 

**ATTACHMENT C: SUPPLEMENTAL VENDOR INFORMATION**

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**HISTORICALLY UNDERUTILIZED BUSINESSES**

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, the City invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this IFB. Any questions concerning NC HUB certification, contact the [North Carolina Office of Historically Underutilized Businesses](#) at (984) 236-0130. The Vendor shall respond to questions (a) and (b) below.

- a) Is Vendor a Historically Underutilized Business?  Yes  No
- b) Is Vendor Certified with North Carolina as a Historically Underutilized Business?  Yes  No

If so, state HUB classification: [REDACTED]

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**NEW VENDOR REGISTRATION**

New vendors must complete a vendor registration form using the link below. If you are a current vendor that needs to update your contact information, you may also complete the online vendor registration form. Once registration is complete, email a copy of your W9 and an E-Verify Affidavit to the contact person listed on the coversheet.

<https://www.rockymountnc.gov/316/Vendor-Registration>