



October 3, 2025

On-Call Solar Design Services
RFP #354-ENV26-05
Addendum No. 1

The purpose of this addendum is to answer questions received during the open question and answer period. All other terms and conditions given in this Request for Proposals are in full force and effect.

QUESTIONS & ANSWERS

1. Vendor Question: Will an international firm be allowed to bid as an individual entity if registered in the U.S. and also maintain a global presence through local partners?
Answer: Yes, international firms are allowed to submit for this RFQ.
2. Vendor Question: Will international project experience in the Gulf be accepted and evaluated on equal footing with U.S.-based experience?
Answer: Yes, these projects would be accepted and evaluated on equal footing with U.S.-based projects.
3. Vendor Question: What are the size ranges for the prospective solar arrays under this proposed contract: Smallest to Largest, ie; 50 kW – 1 MW?
Answer: Projects will range from 50 kW to 300 kW.
4. Vendor Question: You do not ask for civil engineering, geotechnical or environmental. Can we then assume solar systems will only be for mounting on buildings? No ground arrays?
Answer: We are expecting only rooftop mounting.
5. Vendor Question: Will battery, controls and other prospective microgrid components be involved with the solar?
Answer: Initially, no. Possible for future projects in FY27, FY28. Battery or other microgrid components will depend on project costing, returns, and energy needs of the facility.
6. Vendor Question: Will we have a chance to work with architects and building conceptual developers to lay out building integrated PV (BIPV) designs?
Answer: Yes, for new construction projects.
7. Vendor Question: Would being chosen for this role prevent the firm from bidding on any of these projects?

Answer: The firm would not be able to bid on construction on a project that the firm designed, provided cost estimates, and would provide oversight for construction. Cary's approach is to keep those two processes separate to prevent a conflict of interest.

8. Vendor Question: 'Section 4 - Scope of Services, Item 1. 'Design and Engineering Services' lists 'alternatives analysis' as part of this scope area. Can you clarify what is meant by/included in 'alternatives analysis'?

Answer: 'Alternative analysis' is something we wanted to leave open depending on future projects. One example is battery storage as an additional project selection. We don't currently have 'alternative analysis' planned but could in the future.

9. Vendor Question: Section 4 - Scope of Services, Item 5. 'Energy Evaluations' lists 'recommendations for operating improvements' as part of this scope area. Can you specify what 'operating improvements' are being referred to?

Answer: 'Operating improvements' is something we wanted to include for flexibility if opportunities are available in operational improvements relating to rooftop solar installations.

10. Vendor Question: The RFQ states that the proposal length is limited to 20 total pdf pages, excluding forms in the appendix and the resume pages. Are the proposal's title page, table of contents, and execution of proposal form also excluded from the page limit?

Answer: Those pages would be included in the page count.

11. Vendor Question: In Section 2.1, 'Request for Qualifications Required Document Format', the RFQ states that 'Responses should be divided using tabs to separate each section...' Please confirm if section bookmarks will be accepted as the 'tabs' that divide each section. If not, please clarify what is meant by 'tabs to separate each section'.

Answer: With electronic submissions, this is not really applicable. As long as the sections are clearly defined, this will be comply.

12. Vendor Question: In Section 2.1, 'Section 2: Corporate Background and Experience', the RFQ asks firms to provide 'detailed information regarding the Firm's experience with similar projects', and 'a list of similar contracts performed in the past (5) years, accompanied by at least (5) references...' Are the terms 'similar projects' and 'similar contracts' used interchangeably in the context of this section? Does the Town require a separate table briefly listing similar *contracts* performed in the past (5) years, followed by a section that contains detailed information regarding similar *projects* that includes total amount invoiced, length of project, and personnel etc? Please specify/clarify how this information should be communicated within the proposal.

Answer: What we are asking is that it doesn't have to be a comprehensive list of all the projects in the past five years. We want to see a sampling of other projects that municipalities. We don't consider these interchangeable. As long as you are providing more detail, tabled information is fine. Supply a good sample of projects you've worked is fine.

13. Vendor Question: 2.1, 'Section 3: Project Understanding, Approach and Schedule' states, 'The estimated schedule from receipt of a task order to initiation of the work shall be included.' Will you

confirm that you only need the timeline from issuance of task order to the start of work, and not a full task order schedule covering initiation through completion? If a full task order schedule is required, do you know how many facilities will be included in each task order?

Answer: If you have an average timeline for start of projects that are listed in the scope of services, include that with your proposal. Any additional schedules or dates will be firmed up closer to time of the issuance of task orders

14. Vendor Question: Is there any estimate on how many task orders may be issued per year under this on-call agreement?

Answer: Estimated task orders per year may vary. We estimate at least one task order per year.

15. Vendor Question: Will multiple firms be awarded, and if so, how will task orders be distributed among them?

Answer: Yes multiple firms will be awarded. Factors for project distribution: ability to be onsite, project-size considerations, specialty of firms, size and background considerations of the firm, availability at the time we have projects based on availability of firm, and budget-based decisions.

16. Vendor Question: Will task orders be rotated among selected firms or will each one be competed again at the task level?

Answer: Task orders will be assigned based on factors like: ability to be onsite, project-size considerations, specialty of firms, size and background considerations of the firm, availability at the time we have projects based on availability of firm, and budget-based decisions.

17. Vendor Question: Under regulatory support, does the Town expect us to manage the full interconnection process or just provide technical support?

Answer: Town expects the firm to manage the full interconnection process with the utility. the firm, availability at the time we have projects based on availability of firm, and budget-based decisions.

18. Vendor Question: Will consultants be responsible for providing as-built drawings, or will this be handled by contractors?

Answer: As part of construction administration, consultant will provide as-built drawings, while contractors document in-field installation.

19. Vendor Question: For the hourly rates file—should rates be fully burdened or direct rates with a multiplier?

Answer: Overhead, expenses, indirect, and profit can be added itemized rates.

20. Vendor Question: Will interviews/presentations be part of the evaluation process or is it strictly on written submissions?

Answer: At this point, it will be written submissions. If we feel that further evaluation is needed, we will request an interview or presentation.

21. Vendor Question: How will sub-consultant qualifications be considered compared to the prime's?

Answer: The prime will need to share a brief overview (1-2 paragraphs) of the relationship and background they have with the sub-consultant.

22. Vendor Question: If delays happen due to Town-driven issues (e.g., permitting), will the consultant be compensated for extended services?

Answer: Any changes in timeline or scope would need to be negotiated and settled at the time it is happening.

23. Vendor Question: Even if there's no guaranteed minimum work, can the Town share an anticipated pipeline of projects over the next few years?
Answer: *Estimated task orders per year may vary. We estimate at least one task order per year.*
24. Vendor Question: How are reimbursable expenses (travel, printing, permitting fees) handled—within hourly rates or reimbursed separately?
Answer: *Reimbursed separately.*
25. Vendor Question: Can international design resources be used if final drawings are stamped by a licensed NC engineer?
Answer: *Designs will need to comply with state and federal regulations.*
26. Vendor Question: Is there a list of project sites that are under consideration?
Answer: *All potential sites are listed within the 2023 Solar Feasibility Study. [Link](#)*
27. Vendor Question: Can Appendix I – References be reformatted to include in the appendix section of the proposal if more than five references will be included?
Answer: *No, up to five references that reflect the consultant's quality of work will be sufficient.*