

REQUEST FOR QUALIFICATIONS (RFQ)



Professional Consulting Services: Photovoltaic Solar Project

City of Kent, Ohio

**Proposal Submission Deadline:
3:00 p.m. EST, Tuesday, July 29, 2025**

City of Kent. Community Development Department. 930 Overholt Rd. Kent OH 44240
RFQ Contact: Bridget Susel. Community Development Director. bridget.susel@kentohio.gov

INTRODUCTION

The City of Kent, Ohio is seeking proposals from qualified firms to serve as a consultant to the City to provide professional services associated with the design, installation, implementation, and financing for a public-private photovoltaic (PV) solar project.

The project will be located on a 17.7 acre privately owned property (Portage County PPN 17-012-10-00-001-000) in Kent Ohio that currently has brownfield remediation activities occurring on the site under the Ohio Environmental Protection Agency's (OEPA) Voluntary Action Program (VAP). The proposed date for a No Further Action/Covenant Not to Sue (NFA/CNS) through the VAP is undetermined at the present time so consultants with experience locating a PV solar project on a brownfield with active remediation activity(s) occurring on portions of the property are strongly encouraged to submit a proposal.

The consultant selected will be expected to provide the below listed services including, but not limited to, the following:

SCOPE OF WORK

- 1) Design of the proposed PV solar project on the site that incorporates all required industry standard elements and conforms with all applicable codes (building, environmental, etc.). The proposed design must incorporate analysis and consideration of all site specific factors, including but not limited to remediation activities and any associated restrictions on the site (ongoing and completed); required geotechnical investigation(s); accommodation of access to existing utilities (underground public main utility lines are located on site); and off-site features (i.e. river, public park, wetlands, railroad, abutting properties, etc.) that may be a factor(s) in the design;
- 2) Drafting of a proposed lease agreement for review and consideration between the City of Kent (Lessee) and the property owner (Lessor) that includes all relevant factors and considerations for the locating and operation of a PV solar project on the site. Lease should identify possible option for acquisition of the parcel once NFA/CNS is issued by Ohio EPA;
- 3) Develop detailed cost estimates for needed initial capital investment and projected ongoing operational and maintenance costs for site-specific PV solar projects facilities, including if installation needs to be phased because of active remediation activities occurring on areas of the property;
- 4) Provide detailed evaluation of all variables that need considered when reviewing various possible delivery methods that the City can utilize for implementing and maintaining a PV solar project, including but not limited to, the City entering into an agreement with a provider utilizing power purchase agreements, turnkey installations, and private versus municipal ownership;
- 5) Identify possible available state and federal funding opportunities for PV solar projects;
- 6) If the City elects to implement the PV solar project utilizing a private solar developer/provider, the consultant will be responsible for assisting the City in developing a Request for Proposals.

DELIVERABLES

The selected consultant will provide the Photovoltaic Solar Project information listed above in a format(s) agreed upon in advance and that can be accessible in both hard copy and electronic formats.

SUBMISSION REQUIREMENTS

Prospective consultants should respond to this RFQ by providing the following:

- 1) **Consulting Firm Information**: Name, address, phone number, e-mail for primary contact, the number of professional staff members and list of their specialties who will be assigned to work on this project, including years of experience in their respective specialty fields.
- 2) **Statement of Qualifications**: Provide a summary of the firm's overall background, capabilities, experience and qualifications to provide the listed "Scope of Work."
- 3) **Availability**: A brief statement as to the availability of the key personnel responsible for the project.
- 4) **Timeframe**: Statement on anticipated timeframe based on the scope of work as listed in this RFQ. Report on prior experience in delivering services within prescribed timeframes.
- 5) **References**: Provide three (3) references that can speak to the consultant's ability to perform the scope of work as listed in this RFQ.
- 6) **Estimated Project Cost**: Provide cost for completion of the scope of work as listed in this RFQ and additional costs, if any, that may apply. The City of Kent has a "not to exceed" appropriation of \$50,000.00 in support of the issuance of this RFQ.
- 7) Signed and notarized "Noncollusion Affidavit."
- 8) **Submission Packet**: The entire RFQ response needs to be submitted in a sealed envelope marked "City of Kent, Ohio, "Consulting Services: Photovoltaic Solar Project."
- 9) **Deadline**: Responses to this RFQ are due no later than 3:00 p.m., EST, Tuesday, July 29, 2025 and need to be sent or delivered to:

Bridget Susel
Community Development Director
City of Kent
930 Overholt Road
Kent, Ohio 44240

- Any questions regarding the information included in the RFQ must be submitted via email to bridget.susel@kentohio.gov no later than 3:00 p.m., EST, Thursday, July 17, 2025
- All questions will be responded to via email, no later than Friday, July 18, 2025 and will be forwarded to all persons who received a copy of the RFQ.

OTHER INFORMATION

The City of Kent reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet the stated requirements, or any proposal which does not furnish the quality, or offer the availability of materials, or services as required by the specifications, description or scope of work, or proposals from an offeror who lacks experience or financial responsibility, or proposals which are not made to form.

The City of Kent reserves the right to not award a contract to the lowest and most responsive offeror and may require a new request for qualifications. The City of Kent may rescind the award of any proposal within one (1) week when the public interest will be served thereby. Only sealed proposals received by the City of Kent will be accepted. Proposals submitted by telephone, email or facsimile machines are not acceptable. Any proposals submitted after the stated due date and time will not be accepted.

The City of Kent is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity or sexual orientation.

NONCOLLUSION AFFIDAVIT

PROJECT NAME: _____

CONSULTANT: _____,

being first duly sworn, deposes and says that he/she is _____

_____ (sole owner, a partner, president, secretary, etc.)
of _____, the party making the foregoing PROPOSAL; that
such PROPOSAL is not made in the interest of or on behalf of any undisclosed person, partnership,
company, association, organization, or corporation; that such PROPOSAL is genuine and not collusive
or a sham; that said person has not directly or indirectly induced or solicited any other person to put in
false or sham PROPOSAL, and has not directly or indirectly colluded, conspired, connived, or agreed
with anyone else to put in a sham PROPOSAL, or that anyone shall refrain from submitting a
PROPOSAL; that said person has not in any manner, directly or indirectly, sought by agreement,
communication or conference with anyone to fix the PROPOSAL price of said PROPOSAL or of any
other PROPOSAL, or to fix any overhead, profit, or cost element of such PROPOSAL price, or of that
of any other PROPOSAL, or to secure any advantage against the OWNER awarding the contract or
anyone interested in the proposed contract; that all statements contained in such PROPOSAL are true;
and, further, that said person has not, directly or indirectly, submitted a PROPOSAL price or any
breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and
will not pay any fee in connection therewith, to any corporation, partnership, company, association,
organization, depository, or to any member or agent thereof, or to any other individual except to such
person or persons as have a partnership or other financial interest with said person in his/her general
business.

Signed:

Subscribed and sworn to before me this

_____ day of _____, 20____.

Seal of Notary
