Confederated Tribes of the Umatilla Indian Reservation (CTUIR)
Department of Economic & Community Development (DECD)

Request for Proposal (RFP)

Solar PV Array System Installation Services

Administrative Contact
Bruce Zimmerman
Office: (541) 429-7484
brucezimmerman@ctuir.org
46411 Timine Way
Pendleton, OR 97801

Technical Contact/Project Manager
Patrick Mills, PMP
Office: (541) 429-7367
PatrickMills@ctuir.org
46411 Timine Way
Pendleton, Oregon 97801

Critical Dates

RFP Issued:	March 25, 2025
Clarification Request Deadline:	April 4, 2025 at 4:00 PM Pacific
Proposal Submission Deadline:	April 16, 2025 at 4:00 PM Pacific
Estimated Selection Notification:	Within two (2) weeks of Proposal Submission Deadline
Target Project Start:	Refer to Scope of Work

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Attachments

1) NREL PV Watts report for each solar PV system site based on preliminary sizing study.

Background and Project Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), located in northeastern Oregon, has over 3,100 tribal members and is home to three tribes- the Umatilla, Cayuse and Walla Walla tribes (CTUIR, 2020). Figure 1 shows the Aboriginal Title Lands (light green) and current reservation boundaries (dark green). The reservation consists of 172,000 acres mainly within the Umatilla River watershed. CTUIR is located near several small communities including Pendleton, Adams, Athena, Weston, and Pilot Rock, which represent a combined population of over 20,000 people. CTUIR provides a broad range of services to its citizens and community, including management of natural resources, tribal health, First Foods, cultural resources, education, and economic development, as CTUIR is one of the largest employers in northeastern Oregon.

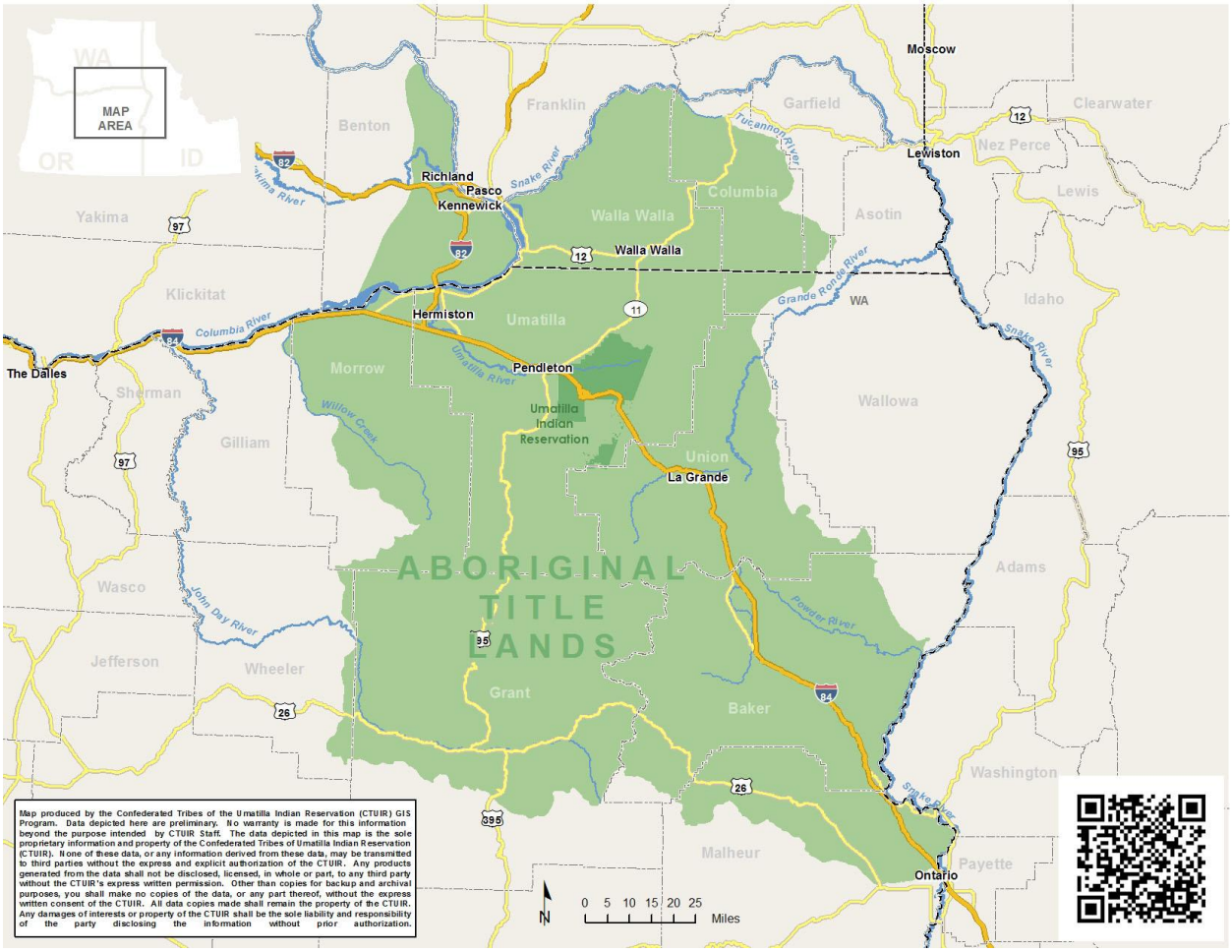

Figure 1: CTUIR Aboriginal Title Lands.

The basis for defining health of the eco-cultural system of CTUIR lands is known as *Tamánwit,* which is an unwritten natural law developed over 10,000 years of experience maintaining a balance between human and non-human systems, and practiced by the Umatilla, Walla Walla, and Cayuse since time immemorial (Schure et al., 2013). Protection of First Foods, principally water, is a cornerstone of *Tamánwit*.

The CTUIR seek to deploy ground mounted net-metered solar PV array systems at two sites (depicted in Figures 2 and 3) located on Tribal Trust land within the states of Oregon and

Washington. This RFP is intended for experienced and qualified solar installers that are licensed in the states of Oregon and Washington.

Proposal Guidelines

This RFP represents the requirements for an open and competitive selection process. Proposals will be accepted until the Proposal Submission Deadline shown on the cover page of this RFP. Any proposals received after this date and time will not be reviewed; the sender will be notified as such. Submission of a proposal constitutes the contractor's affirmation that all terms and conditions contained in the proposal constitute a binding offer that shall remain firm during the entirety of the procurement process. All proposals must be signed by an official agent or authorized representative of the contractor submitting the proposal.

RFP respondents must adhere to the deadlines indicated on the cover of this RFP. Requests submitted after the specified date and time will not be considered. Questions regarding this RFP and/or requests for clarification shall be sent to the technical contact identified on the cover page. CTUIR may request clarification from RFP respondents on any portion of their proposal during the evaluation period.

The CTUIR shall not be held liable for any expenses incurred by RFP respondents prior to and during the selection process. This includes, but is not limited to, preparing and submitting proposals, and participating in negotiations (including, for the selected contractor, the required prerequisite site visit and data review for project proposal validation),

Proposals must contain all information requested in this RFP. The CTUIR will not consider additional information submitted after the Proposal Submission Deadline and may reject incomplete proposals. Contract terms and conditions will be negotiated upon selecting the winning respondent to this RFP.

Scope of Work

The selected contractor will provide assistance to the CTUIR in support of constructing two new ground mounted net-metered solar PV array systems at the locations indicated in Figures 2 and 3. The electric utility serving Area A (Tátwin) is the Columbia Rural Electric Association. The electric utility serving Area B (PPE Building) is PacifiCorp dba Pacific Power. Preliminary system sizing analyses completed for each site are provided as attachments to this RFP to help guide potential RFP respondents with proposal development only. Upon initial selection, the contractor will review and assess utility electricity usage data for each solar PV system installation site (to be provided by CTUIR) and visit each site in person to validate proposal cost, schedule, and other proposal contents prior to contract execution. This prerequisite task is to ensure contract accuracy between the parties.

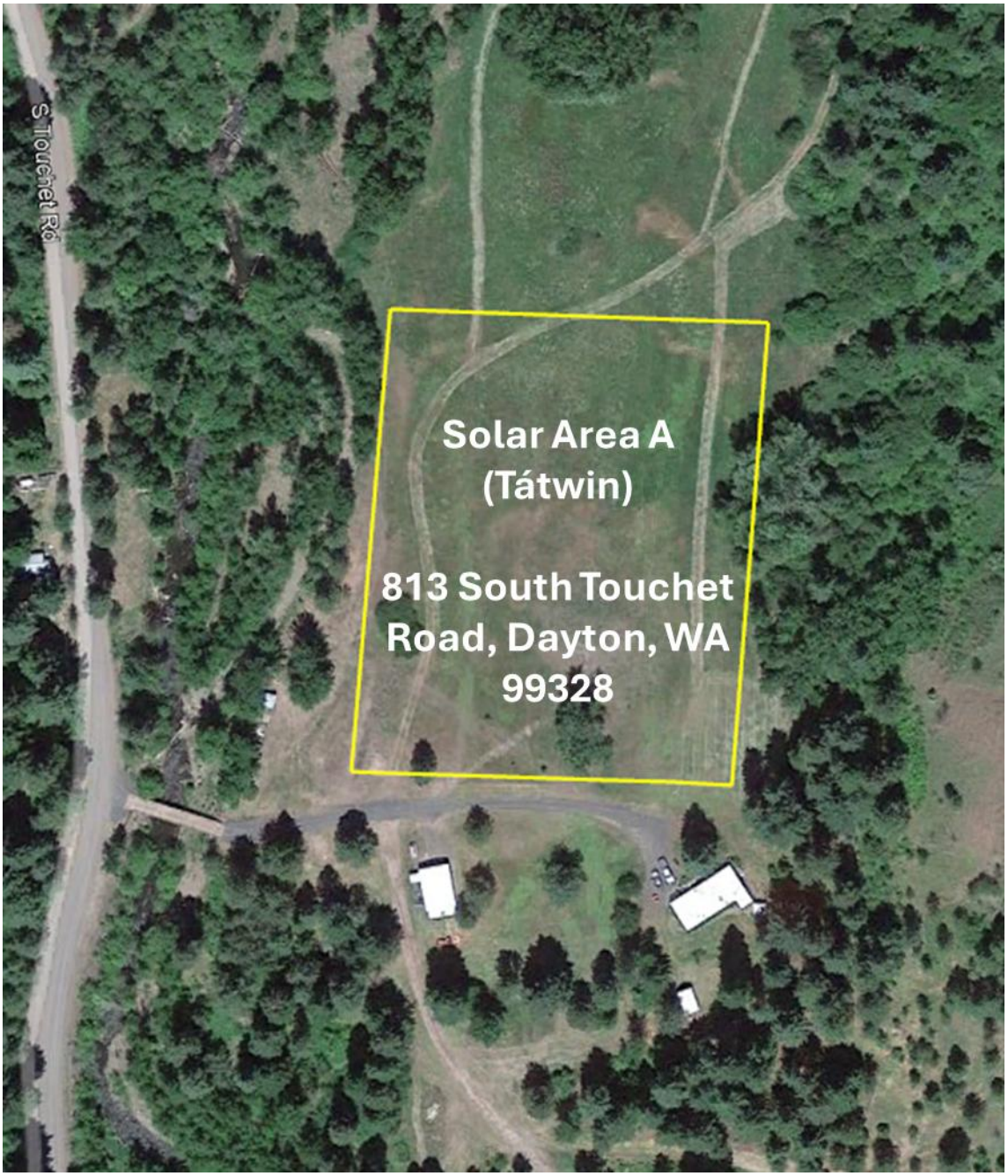

Figure 2: Depiction of prospective solar PV system installation area at the Tátwin site located at 813 South Touchet Road, Dayton, WA 99328.

Figure 3: Depiction of prospective solar PV system installation area at the PPE Building located at 46678 Tokti Road, Pendleton, OR 97801.

Task Descriptions

RFP respondents shall review the CTUIR Land Development Code[1], Tribal Employment Rights Office (TERO) Code[2], and Adopted Building Codes[3] for information critical to proposal development and project success. Additional information on permits and fees can be found online.[4] Please note that the applicable TERO Compliance Tax rate found in Section 6.03 of the

[1] https://ctuir.org/departments/office-of-legal-counsel/codesstatuteslaws/land-development-code/
[2] https://ctuir.org/departments/office-of-legal-counsel/codesstatuteslaws/tero-code/
[3] https://ctuir.org/departments/tribal-planning-office/current-planning-building/ctuir-adopted-building-codes/
[4] https://ctuir.org/departments/tribal-planning-office/current-planning-building/planning-permit-applications-forms-fees/

TERO Code must be included in the proposed budget. The selected contractor will perform the following tasks included in the scope of work (SOW) for this RFP.

Prerequisite Task – Site Visit and Data Review for Project Proposal Validation

The selected contractor will review and assess utility electricity usage data for each solar PV system installation site (to be provided by CTUIR) and visit each site in person to validate proposal cost, schedule, and other proposal contents. This task is to affirm project deliverability as proposed and is a prerequisite to contract execution. CTUIR is responsible for having site boundaries surveyed.

Task 1 – Utility Interconnection Study and Net Metering Agreement Processing

In Task 1, the selected contractor will lead utility interconnection study, net metering agreement execution, and associated activities for each solar PV array system with support from CTUIR. Two utility power meters are located at Solar Area A (Tátwin) and will be aggregated if possible.

Task 2 – Permitting

In Task 2, the selected contractor will support CTUIR with the development and processing of relevant permit applications (e.g., CTUIR development permit).

Task 3 – Financial Incentive Reservation Application Processing

In Task 3, the selected contractor will prepare and file financial incentive (e.g., rebates) reservation applications, as applicable for respective solar PV array system, on CTUIR's behalf. For example, the Energy Trust of Oregon may offer a solar PV system rebate for the PPE Building (Solar Area B) served by PacifiCorp.

Task 4 – Solar PV System Installation

In Task 4, the selected contractor will complete construction of each solar PV system, furnishing all associated labor, materials, and equipment. Each system shall have internet connection for remote performance monitoring purposes and be enclosed within a fence per applicable requirements including those of the Energy Trust of Oregon.

Task 5 – Solar PV System Commissioning and Performance Validation

In Task 5, the selected contractor will commission each net-metered solar PV array system and validate system performance along with remote monitoring system functionality. Additionally, a system specific operations and maintenance manual and owners guide will be provided for each solar PV array.

Task 6 – Project Closeout

In Task 6, the selected contractor will support CTUIR with project closeout activities as needed. For example, this may include providing project records and other information/data.

Deliverables

Table 1 summarizes deliverables to be produced through completion of all tasks identified in the Scope Work.

Table 1: Overview of Project Deliverables

Task(s)	Associated Deliverable(s)
Prereq.	• Fully executed solar installation services contract.
1	• Two (2) utility interconnection study reports (one per solar PV system/utility). • Two (2) fully executed net-metering agreements (one per solar PV system/utility). • One (1) approved meter aggregation form for Solar Area A (Tátwin), if allowable.

2	• Final design packet for each solar PV array system to be installed. • Permits issued for each solar PV array system to be installed.
3	• Completed financial incentive reservation application(s) submitted as applicable.
4 and 5	• Two (2) fully commissioned ground mounted net-metered solar PV arrays. • Two (2) performance validation reports (one per solar PV system). • Two (2) system specific operations and maintenance manuals/owner guides (one per solar PV system).
6	• Project documentation as requested by the CTUIR Project Manager.

Project Budget

RFP respondents are to propose their budget for completing the scope of work indicated in this RFP, making sure to include a reasonable contingency line item to account for project soft costs.

RFP and Project Timeline

RFP Timeline

The RFP issue date, clarification request deadline, proposal submission deadline, estimated timeframe for selection notification, and target project start are indicated on the cover of this RFP. RFP respondents will be notified if additional information or discussions are needed to clarify any aspects of submitted proposals. RFP respondents not selected will be notified within three (3) weeks of the Award Selection Notification date. Upon notification, contract negotiations with the winning contractor will begin immediately and conclude as soon as practically possible with the intent to initiate project work no later than the target project start date indicated on the cover of this RFP. The CTUIR may terminate negotiations with the highest ranked contractor if a mutually agreeable contract is not completed within a reasonable timeframe. The CTUIR will then enter into negotiations with an alternate RFP respondent in order of next highest-ranking proposal. However, if negotiations continue to fail, the CTUIR may formally terminate the solicitation.

Project Timeline

Project work is anticipated to begin on the Target Project Start date indicated on the cover page of this RFP. The schedule will be set by the selected contractor in their proposal.

Required Proposal Components

Potential contractors shall provide the following components in their proposals submitted in response to this RFP. Please note that the SOW, schedule, and budget for each site is to be specified separately in proposals. The selected firm shall provide invoices with cost data that conforms to CTUIR reporting requirements – the specific reporting format will be provided during contract negotiations.

1. Statement of Qualifications (SOQ): RFP respondents shall provide an SOQ relevant to the Project Scope, including but not limited to:
    a. a description of relevant firm experience including area(s) of expertise and relevant licenses (e.g., OR CCB), the number of years providing services similar to those requested in this RFP with specific examples, and references with contact information that may be contacted by CTUIR for verification of past performance;
    b. biosketches for key staff that are likely to support the project pending contractor selection; and

c. firm size, e.g., the approximate number of organizational staff and office locations.

2. Scope of Work (SOW): RFP respondents shall describe the SOW they are proposing to complete in response to this RFP. The SOW pertaining to each solar installation location (A & B) shall be provided separately in respondent proposals.
3. Schedule: RFP respondents shall provide the schedule for completing their proposed SOW for each solar installation site using a Gantt chart or similar that includes milestones, meetings, and other critical project dates.
4. Budget: RFP respondents shall provide their budget for completing their proposed scope of work for each solar installation site, respectively, in response to this RFP and shall include a contingency line item that will be set aside for project soft costs that may be encountered.

Proposal Evaluation Criteria and Submission Instructions

Proposals will be evaluated based on the following criteria (100 total points available). Key factors influencing proposal scores include quality and comprehension, approach feasibility, identification of and solutions to potential challenges and risks, schedule practicality, and overall value. The proposal scoring rubric is provided in Table 2.

Table 2: Proposal Scoring Rubric

Proposal Component	Points
Statement of Qualifications	35
Scope of Work	27
Schedule	19
Budget	14
Tribal Preference	5
Total Points Available	**100**

Proposals must be submitted no later than the Proposal Submission Deadline (date and time) Pacific Standard Time (PST) shown on the cover of this RFP to be accepted. Submit proposals in PDF format electronically via email to the CTUIR contact(s) shown on the cover of this RFP with the subject containing the name of the candidate firm followed by “Response to RFP for Solar PV Array System Installation Services”. Proposals delivered by conventional mail (hardcopy) or facsimile will not be accepted.

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Caution: Photovoltaic system performance predictions calculated by PVWatts® include many inherent assumptions and uncertainties and do not reflect variations between PV technologies nor site-specific characteristics except as represented by PVWatts® inputs. For example, PV modules with better performance are not differentiated within PVWatts® from lesser performing modules. Both NREL and private companies provide more sophisticated PV modeling tools (such as the System Advisor Model at //sam.nrel.gov) that allow for more precise and complex modeling of PV systems.

The expected range is based on 30 years of actual weather data at the given location and is intended to provide an indication of the variation you might see. For more information, please refer to this NREL report: The Error Report.

The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

19,917 kWh/Year*

System output may range from 18,843 to 20,233 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	1.25	577
February	2.43	1,023
March	3.10	1,408
April	4.66	2,000
May	5.71	2,458
June	6.16	2,529
July	7.03	2,929
August	6.27	2,637
September	4.53	1,907
October	2.83	1,270
November	1.55	689
December	1.06	489
Annual	**3.88**	**19,916**

Location and Station Identification

Requested Location	813 S Touchet Rd, Dayton, WA 99328
Weather Data Source	Lat, Lng: 46.21, -117.94 0.9 mi
Latitude	46.21° N
Longitude	117.94° W

PV System Specifications

DC System Size	18.26 kW
Module Type	Premium
Array Type	Fixed (open rack)
System Losses	14.08%
Array Tilt	34.1°
Array Azimuth	180°
DC to AC Size Ratio	1
Inverter Efficiency	96%
Ground Coverage Ratio	.99
Albedo	*From weather file*
Bifacial	No (0)
Monthly Irradiance Loss	Jan 0% Feb 0% Mar 0% Apr 0% May 0% June 0% July 0% Aug 0% Sept 0% Oct 0% Nov 0% Dec 0%

Performance Metrics	
DC Capacity Factor	12.5%

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The energy output range is based on analysis of 30 years of historical weather data, and is intended to provide an indication of the possible interannual variability in generation for a Fixed (open rack) PV system at this location.

RESULTS

171,770 kWh/Year*

System output may range from 162,512 to 174,501 kWh per year near this location.

Month	Solar Radiation (kWh / m^2 / day)	AC Energy (kWh)
January	1.89	6,279
February	3.08	9,253
March	4.21	13,592
April	5.40	16,534
May	5.91	18,306
June	6.42	18,957
July	7.63	22,819
August	7.05	21,090
September	6.07	18,116
October	4.27	13,645
November	2.51	7,982
December	1.56	5,196
Annual	**4.67**	**171,769**

Location and Station Identification

Requested Location	72292 S Market Rd, Pendleton, OR 97801
Weather Data Source	Lat, Lng: 45.65, -118.7 1.5 mi
Latitude	45.65° N
Longitude	118.70° W

PV System Specifications

DC System Size	130.29 kW
Module Type	Premium
Array Type	Fixed (open rack)
System Losses	14.08%
Array Tilt	33.8°
Array Azimuth	180°
DC to AC Size Ratio	1
Inverter Efficiency	96%
Ground Coverage Ratio	0.4
Albedo	*From weather file*
Bifacial	No (0)
Monthly Irradiance Loss	Jan 0% Feb 0% Mar 0% Apr 0% May 0% June 0% July 0% Aug 0% Sept 0% Oct 0% Nov 0% Dec 0%

Performance Metrics	
DC Capacity Factor	15.0%