

# TOWN OF ULYSSES GROUND-MOUNTED SOLAR ENERGY SYSTEM REQUEST FOR PROPOSAL (RFP)

**RFP Issue Date:** March 18, 2026

**Pre-Bid Site Meeting Date:** April 8, 2026

**Proposal Due Date:** May 22, 2026

**Installation Site:** 3888 Colegrove Road, Trumansburg, NY 14886

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The Town of Ulysses is soliciting proposals from qualified solar energy system contractors for the design, procurement, installation, and commissioning of an approximately 44.5-kW+/- ground-mounted solar photovoltaic (PV) energy system at the Town Barn site located at 3888 Colegrove Road, Trumansburg, NY 14886. The exact location of the installation will be determined in collaboration with Town officials and the installation contractor.

The project will be funded through a NYSERDA Clean Energy Communities grant, the NY-Sun program and, possibly, through the federal ITC direct pay incentive. Applicants must comply with all applicable local zoning ordinances including the Town of Ulysses Solar Energy Systems Law and work with the Town to ensure compliance with NYSERDA's Program Requirements.

As this is a Public Works Contract with an estimated value exceeding \$10,000, the Town seeks written quotations from at least three different qualified solar PV contractors. In accordance with NY State Labor Law, this project is required to pay prevailing wage to the selected contractor and any subcontractors.

Installation shall be completed by December 31, 2027.

## Background

The Town of Ulysses in Tompkins County, New York has been benefitting from roof top solar at the Town Hall and Town Barn buildings since 2011. As the Town has electrified space conditioning and hot water at these buildings as well as added an EV charging station, electric energy consumption has exceeded the existing solar production. The Town has recently received funding through NYSERDA's Clean Energy Communities program to expand solar power on Town property to fully offset its current and anticipated energy consumption.

The Town seeks to install a ground-mounted solar energy system at the Town Barn site with sufficient capacity such that, in combination with existing rooftop solar, the Town generates enough energy to offset its current and future electrical energy use at four electrical meters owned by the Town. These meters are located at the Town Barn, Town Hall, one street lighting circuit and

an exterior lighting circuit at the Cayuga Nature Center. The Town will use NYSEG's Remote Credit program to assign generation from this new system to these other Town-owned electric meters.

The energy system covered under this proposal shall not interfere in any way with the existing leased system at the Town Barn to ensure there are no complications at the end of the lease term.

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## SCOPE OF WORK

### System Specifications

Ideally, the system should be sized at 44.5 kW DC nominal capacity and generate a minimum of 45,852 kWh annually at the time of installation. The system should be either a ground-mounted fixed-tilt or a single-axis system. Location of the solar field within the parcel, which is flat and relatively open, should not interfere with ongoing Town Highway Department material handling and operations. The location must be approved by the Highway Superintendent and Town Officials. The proposed system must comply with all Town Zoning Laws including Standards for Major Solar Collection Systems (212-139.2), including a Glare Analysis and mitigation plan, if needed. The proposed system must be approved by the assigned NYSERDA Project Manager for the CEC grant and must meet NYSERDA's minimum performance requirements:

- Cost must not exceed \$6.00/watt
- Project shall have a Total Solar Resource Fraction(TSRF) of no less than 70 as per the approved Shading Report submitted with the NY-Sun application.
- Project must participate in the NY-Sun Program
- Equipment must be in continuous use for a period of at least four (4) years.

### Key Components

1. Solar Panels or Modules should be Tier 1 with a minimum efficiency rating of 20%, offer a 25-year linear performance warranty and should be IEC 61215 and IEC 61730 certified
2. Inverters should be string inverters or power optimizers as appropriate, be UL 1741 SA certified for grid interconnection, and carry a minimum 10-year warranty.
3. Racking System should be engineered for local wind and snow loads per NYS Building Code, made of corrosion-resistant materials, and carry a 10-year minimum structural warranty.
4. Electrical Components comprising the balance of systems should include, as needed, DC and AC combiners, disconnect switches and surge protection along with an easy-to-use monitoring system.

## Contractor Responsibilities

1. The selected contractor shall provide complete system design and engineering drawings including any necessary structural analysis and geotechnical assessment, shade analysis and production estimates, glare analysis and mitigation requirements, and electrical single-line diagrams.
2. The selected contractor shall be responsible for submitting and securing all necessary permits and approvals including but not limited to a NYSEG/RG&E interconnection study and Town Building Permit including site plan approval and variance (if needed). The Town will submit a SEQR application, as needed, using documentation provided by the selected contractor.
3. The selected contractor shall be responsible for successfully submitting all materials required to secure NY-Sun incentives for this project. They are also responsible for ensuring that the system technically qualifies for the base Clean Electricity Investment Tax Credit (48e).
4. The selected Installation contractor shall be responsible for a complete turnkey installation including site preparation, grading and clean-up, equipment procurement and delivery, and system start-up and testing.
5. The selected contractor shall provide a two-year comprehensive warranty on the system as well as orientation of Town personnel to system monitoring and maintenance. The selected contractor is encouraged to provide an optional Operations and Maintenance (O&M) service agreement beyond the two-year comprehensive warranty.
6. The selected contractor must comply with all New York State prevailing wage requirements under Labor Law Article 8, including payment, reporting, posting, and recordkeeping obligations for all workers and subcontractors on this project.

## REGULATORY COMPLIANCE

The contractor must comply with the specific requirements for the Hamlet Neighborhood Zone as well as the Town Solar Energy System Requirements (§212-139.2) under Town of Ulysses Land Use Law. SEQR assessment is required as part of site plan approval.

## PROPOSAL SUBMISSION REQUIREMENTS

### Project Phasing

Due to the complicated nature of determining utility interconnection requirements, this project is scheduled to be completed in two phases. Phase 1 consists of system design and application to NYSEG for system interconnection. The interconnection study should reveal any utility side system upgrades that may be required such as a larger capacity transformer which will add to the total cost of the system installation. If utility side upgrades, including interconnection study costs, result in a total project cost that exceeds the budget of the Town, the Town reserves the right to reduce the system size in order proceed to Phase 2, the purchase, installation and startup of the system. The Town will not switch contractors between Phases but may decide to reduce the size of the system or not to move on to Phase 2 if the resulting project cost is too high.

### Proposal Format

Each bid proposal must include:

1. An Executive Summary that highlights the system design, lists total project cost broken out by Phase, and lists any key differentiators about the system.
2. The Technical Proposal listing detailed system design, equipment specifications and warranties, monthly solar production estimates and guarantees, projected monthly utility cost and VDER compensation, project schedule and milestones, and a preliminary site plan showing the location and extent of the proposed solar field.
3. The Proposer's qualifications including a company profile, relevant experience and certifications, evidence of NYS Labor Law Article 8 compliance capability and 3 references from similar municipal projects.
4. A Budget showing detailed project cost breakdown and payment schedule tied to milestones. Please also include the projected incentives from NY-Sun and Federal Clean Energy Investment Tax Credits available to the Town through Direct Pay. Also include an estimate of interconnection fees based on previous experience and describe any reasons the estimate may change for this project.
5. Provide proof of insurance with the following limits:
  - a. Commercial general liability with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster;

b. and Workers Compensation, Employers Liability, and Disability Benefits as required by New York State.

### Submission Instructions

Proposals should be sent to:

Town of Ulysses  
ATTN: Carissa Parlato, Town Clerk  
10 Elm St.  
Trumansburg, NY 14886

Or electronically to:

Town Clerk Carissa Parlato  
[clerk@townofulyssesny.gov](mailto:clerk@townofulyssesny.gov)

Site Visit Walk Through: (3888 Colegrove Rd.) Wednesday, April 8, 2026, at 1:00 pm

**RFP Submission Deadline: 4:00pm Friday, May 15, 2026**

Project Completion Date: December 31, 2027

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### EVALUATION CRITERIA

Proposals will be evaluated based on best value determination per General Municipal Law:

Criteria	Weight
Technical approach and system design	25%
Contractor qualifications and experience	25%
Total project cost	35%
Project schedule and delivery	10%
Warranty and O&M provisions	5%

## PROCUREMENT PROCESS

### Timeline

Milestone	Date
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RFP Issue Date	3/18/2026
Pre-Bid Site Visit	4/8/2026
Questions Due	4/15/2026
Addenda Issued (if any)	4/24/2026
Proposals Due	5/15/2026
Town Board Award	6/10/2026
Contract Execution – Phase 1	7/10/2026
Submit Interconnection App. @ NYSEG	7/24/2026
Go-No Go to Phase 2	12/4/2026
Project Completion	12/31/2027

### Pre-Bid Conference and Site Visit

An optional pre-bid conference and site visit at 3888 Colegrove Road will be held on Wednesday, April 8, 2026, from 1-3pm.

### Questions and Clarifications

All questions must be submitted in writing to [bsandler@taitem.com](mailto:bsandler@taitem.com) by April 15, 2026. Responses will be issued on April 24 as an addenda to all prospective bidders.

### Procurement Policy Compliance

This procurement qualifies as an Energy Performance Contract pursuant to NYS Energy Law 9-103. As such, the Town may issue a request for proposals instead of competitively bidding on this project. In the event that the Town receives less than three written proposals, the Town Board may choose to proceed if it determines doing so is in the best interest of the Town.

The Town reserves the right to reject any or all proposals, cancel this RFP at any time, request clarifications or additional information, negotiate with selected proposer(s), and make an award to a proposer other than lowest bidder. All proposals become property of the Town and are subject to disclosure under the Freedom of Information Law (FOIL).

All proposals prepared in response to this RFP are at the sole expense of the respondent, and with the express understanding that there will be no claim whatsoever for reimbursement from the Town for the expenses of preparation. The Town shall not be liable for any expenses incurred by the respondent in development of this proposal.

## Contract Negotiations

The selected proposer will be asked to submit their form of agreement for review and negotiation. Upon coming to final agreement on the terms and conditions of a contract, the Town Board will award a contract to the selected proposer. In the event the Town and selected proposer are unable to agree on terms and conditions, then the Town may negotiate with any other proposer it deems capable of completing the scope of work and otherwise qualified.

## CONTACT INFORMATION

### **RFP/Site Visit/Bid Requirements Questions:**

Bennett Sandler, Taitem Engineering; Senior Energy Analyst

Email: [bsandler@taitem.com](mailto:bsandler@taitem.com)

### **Requests for Additional Information:**

Teressa Naylor, Second Deputy Supervisor

Email: [tnaylor@townofulyssesny.gov](mailto:tnaylor@townofulyssesny.gov)

Phone: (607) 387-5767 ext. 235

### **Site Plan/Zoning Questions:**

Niels Tygesen, Zoning Enforcement Officer

Email: [planner@townofulyssesny.gov](mailto:planner@townofulyssesny.gov)

Phone: (607) 387-9778 ext. 222

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The Town of Ulysses is an Equal Opportunity Employer committed to sustainable practices and renewable energy development in accordance with its Comprehensive Plan and Climate Action Goals.