

Addendum #1

Community Solar Garden Development

RFP 2016-103

August 11, 2016

1. A pre-proposal submission meeting was held at Royalston Maintenance Facility at 10:30 am on July 25, 2016. The attendees were:

Attendee	Company	Email	Telephone
Brian Millberg	City of Minneapolis	Brian.millberg@minneapolismn.gov	612-673-3024
Aidan Dunne	City of Minneapolis	Aidan.Dunne@minneapolismn.gov	612-673-2602
Doug Lucas	Solar City	dluca@solarcity.com	650-963-4704
Anthony Litecky	Meyer, Borgman, Johnson	alitecky@mbjeng.com	612-604-3624
Abayomi Duroshola	Energy Resources	aba4096771@gmail.com	651-353-6711

2. The agenda at the pre-submission meeting was as follows:

Topics of Discussion:

The purpose of this meeting is to establish goals and procedures for the completion of the above referenced project. The following topics will be discussed:

Introductions

RFP Time Frame

1. Proposals are due August 16, 2015 @ 4:00PM CST
2. Addendums:
3. Selection procedure

Other Items

1. Review of Renewable Energy Credits request
2. Review of pricing forms in RFP

City of Minneapolis, Civil Rights Department

1. Pre-award review
2. Bid Package Submittals
3. Contact Person

Expectations of the City of Minneapolis

- Timeline of construction

Other Comments or Questions?

Project Contact List

- Brian Millberg – Energy Manager, City of Minneapolis
- Office: 612-673-3024
- Cell: 612-816-2390
- Brian.millberg@minneapolismn.gov

- Aidan Dunne – Contract Compliance Officer, City of Minneapolis
- Office: 612-343-5965
- Aidan.Dunne@minneapolismn.gov

3. Questions and Issues raised at the meeting:

- a. Can the submission due date be extended?
 - The RFP Due Date has been extended until August 31, 2016, 4:00 pm CDST

- b. How do the MBE/WBE goals apply to construction costs vs. total project costs?
 - The City of Minneapolis MBE/WBE percentages are multiplied by the total project costs. The expenditures to meet the goals can be any type of cost during the project, e.g. materials, design, construction, legal, etc.

- c. Is the City going to require that this project meet the 6% Women and 32% minority labor CONSTRUCTION WORKFORCE GOALS?
 - Yes. We have added the goals for the actual construction of the solar garden. The RFP responses do not need to specify how these goals will be met. Once a developer is selected, the Civil Rights Department of the City will work with the developer to determine how these specific goals will be met. The Construction Workforce Goals are more fully explained on the third page of this addendum #1.

Notice of Civil Rights Rules and Regulations

This notice advises City of Minneapolis contractors of their commitments under Minneapolis Code of Ordinances section 139.50. All contractors must comply with all provisions of Minneapolis Code of Ordinances Title 7 and with all rules and regulations issued by the Minneapolis Department of Civil Rights (“MDCR”) director. Contractors will be subject to a pre-award compliance review. Failure to cooperate may result in denial of contract award.

1. **Non-Discrimination:**¹ The contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age (over the age of 25), marital status, or status with regard to public assistance. The contractor will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include but are not limited to the following: Hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
2. **Equal Employment Opportunity/Affirmative Action Employer:** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that it is an equal opportunity or affirmative action employer.
3. **Affirmative Action Plan:** The contractor must have an Affirmative Action Plan approved by MDCR before it may enter into a contract over \$50,000 with the City.
4. **Small and Underutilized Business Program (SUBP):** When applicable, the contractor must comply with the SUBP program, including, but not limited to, making a good faith effort to meet the Minority-Owned Business Enterprises and Women-Owned Business Enterprises goals established on City construction and development projects.
5. **Employment Goals:**² The contractor must make a good faith effort to meet the City’s aspirational construction workforce goals of **6%** female participation and **32%** minority participation.
6. **Prevailing Wage:**³ When applicable, the contractor must comply with prevailing wage laws on City construction and development projects.
7. **HUD Section 3:**⁴ When applicable, the contractor must comply with Section 3 of the Housing and Urban Development Act of 1968, as amended. Contractors must incorporate the Section 3 Clause into all subcontracts and to the greatest extent feasible, ensure that employment and other economic activities be directed to low income persons.
8. **Posting Requirement:** The contractor must provide this notice to its trade and labor union or representative of workers and shall post the notice in conspicuous places available to employees and applicants for employment.

¹ Acts of discrimination are defined in the Minneapolis Code of Ordinances, Chapter 139.

² See Request for City Council Committee Action, Adopted March 21, 2012; incorporated into section 139.50 as a rule issued by the MDCR director.

³ See Minneapolis Code of Ordinances section 24.220, CPED Prevailing Wage Policy (adopted by City Council June 8, 2004), and Davis-Bacon and Related Acts; enforcement authority has been delegated to MDCR.

⁴ See 24 CFR Section 135.38; enforcement authority has been delegated to MDCR.