



CITY OF HUNTINGTON
Request for Proposals
2026-07-07: Solar for the AD Lewis Center

The City of Huntington, following West Virginia State Code 5G *et al.*, is looking to procure a West Virginia licensed contractor to provide a turnkey solar energy project for the AD Lewis Center located at 1450 A.D. Lewis Avenue Huntington WV. This work shall include the engineering, upgrading of electrical systems if necessary, provide the equipment, and installation of solar panels.

A mandatory site visit will be conducted on Wednesday August 12th 2026 at 1:00 pm at the AD Lewis Center. Questions about this RFP must be asked by Tuesday August 18th, 2026 at 2:00 pm and must be submitted through bidexpress.com.

City of Huntington will accept proposals to provide these services until 10:00 am on Tuesday August 25th, 2026, and must be submitted through bidexpress.com. At that time, electronic proposals will be opened at City Hall, 800 5th Ave, Room 135, Huntington, WV.

All Proposals are to be uploaded through [BidExpress.com](https://bidexpress.com).

As part of the proposal, the contractor should include the following:

- The Proposal should display clearly and accurately the capability, knowledge, experience and capacity of the Proposer to meet the requirements of this RFP
- Provide information showing a previous history working in Huntington
- Certifications authorizing the contractor to perform such work
- Physical proximity to Huntington for emergency services
- Bid/Payment/Performance bonds
- West Virginia Contractors License
- Hourly labor rates shall be in accordance with the Davis Bacon Act (prevailing wages)
- Total Cost for the project – Itemized by cost of equipment and installation/labor cost
- Savings Analysis
- System Size, Array Size, Annual Production, & Annual Usage of electricity of the property
- Project Schedule
- Comprehensive General Liability

ALL PROPOSALS MUST BE SCALABLE BASED ON BUDGETARY REQUIREMENTS.

The proposer must be willing to work with Coalfield Development for job training.



The Proposer shall provide an all-inclusive price for construction of the complete system as described in this RFP. The only cost increases that will be approved and paid by the City are those which may be requested by the City by written Change Order. All other cost overruns shall be borne by the Vendor.

Any damage to the roof of the A.D. Lewis Center shall be the responsibility of the contractor installing the solar panels and must provide a ten (10) year warranty against roof damage caused by the panels.

The following criteria will be used to review and rank proposals:

PRIOR EXPERIENCE: List completed projects equal or greater in terms of project type, size, complexity, budget, and schedule where the Proposer's firm provided a similar or same type Solar Energy system. The listed projects must demonstrate that the firm, through previously completed work, has developed expertise to provide the equipment and services as required for this project.

PROJECT TEAM — SUPPLIERS AND SUB-CONTRACTORS: Describe the proposal and experience of the Proposer's suppliers and sub-contractors on comparable projects.

KEY PERSONNEL EXPERIENCE: Identification of the project team to be assigned to the proposed project, including their individual experience with the company, their experience on similar projects, and the role they will play. Copies of these certifications should be included. Specific experience in providing the potential services required in a project of a similar size and complexity.

THOROUGHNESS: Was all requested information provided within the proposal submission?

At least three (3) references from organizations at which the company and the project team have provided similar services during the past three years.

A committee comprised of City officials will evaluate the proposals. Each committee member's scores will provide a ranking for each company submitting proposals and the company with the highest average ranking shall be considered the most qualified company.

Once final selection of the most qualified company is made, fees will be negotiated for work required. In the event that acceptable fees cannot be negotiated with the company deemed most qualified, negotiations will move to the next, most qualified company.

Submittal Requirements

Companies interested in the above project shall submit:



1. A cover letter expressing interest in performing the services described in the SOQ.
2. A proposal addressing each criteria listed above, which is a maximum of twenty (20) pages of at least twelve (12) point font (excluding cover letter and resumes).
3. Previous project reference letters and contact information.

Adherence to the maximum page criterion is critical; each page side (maximum of 8½"X11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards maximum number of pages, twenty (20). The City of Huntington reserves the right to accept or reject SOQs that exceed the maximum 20 page limit.

The City will enter into negotiations with the selected company and execute a contract upon completion of negotiation of fees and contract terms. If the Owner is unsuccessful in negotiating a contract with the committee selected company, the Owner will then negotiate with the next company in sequence with the evaluation matrix scoring until an agreement is reached or a determination is made to reject all companies on the final list. Once negotiations reach an impasse with a company, the owner will terminate the fee negotiations with that company and will not return to that company for any renegotiations.

Contact with Evaluation Team: All companies interested in this project, (including the company's employees, representatives, agents, lobbyists, attorneys and sub-consultants), will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process; with any person who may play a part in the selection process, including but not limited to, the evaluation team, other city staff. This policy is intended to create a level playing field for all potential companies, assure that contract decisions are made in public and to protect the integrity of the selection process.

All contact during this selection process must be addressed to the authorized representative identified below:

Dan Underwood, Director of Purchasing, 304-696-5540 x2015 or dunderwood@huntingtonwv.gov

ALL STATEMENTS OF QUALIFICATIONS MUST BE RECEIVED ON BID EXPRESS BY THE ABOVE-REFERENCED TIME AND DATE.