



Pascua Yaqui Tribe

Request for Proposal

Solicitation Number: WELLPV-2025

Solicitation Title: Wellness Center Photovoltaic Solar System 2025

Project Site Address: 5305 Calle Torim, Tucson AZ 85757

Document Date: 6/24/25

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1) Introduction

a) Purpose of the RFP

- i) This Request for Proposal (RFP) is to solicit proposals from qualified and responsible vendors/contractors to design, furnish, and install a Photovoltaic Solar Power Generation System mounted on top of a new steel cantilever style covered walkway structure with overhead pedestrian lighting at Wellness Center breezeway. The area along the breezeway is approximately 7,594 square foot. This RFP outlines the project requirements, scope of work, and evaluation criteria to ensure the selection of the most suitable partner capable of delivering a high-quality project, on time, and within budget.
- ii) Through the RFP process, The Pascua Yaqui Tribe aims to identify a vendor who demonstrates the capability, experience, and resources to meet the outlined specifications, adhere to project timelines, and deliver optimal value. The selected vendor will enter into a contractual agreement with The Pascua Yaqui Tribe to perform the required services in accordance with the terms and conditions defined in this document.

2) Scope of Work (SOW)

- a) Detailed Requirements: Technical, functional, business, mandatory, and qualification requirements.
 - i) Cantilever style metal structure to provide a covered pedestrian walkway and to mount the photovoltaic modules and overhead pedestrian lighting.
 - ii) Estimated target solar energy system size: 150.00 kW
 - iii) System shall have cloud-based performance data monitoring capability.
 - iv) All engineered systems including the PV system and the metal structure and foundations shall be engineered by a licensed professional. All engineering documents and calculations shall be sealed by a licensed engineer.
 - v) Contractor is responsible for filing and acquiring all permits, reviews, and inspection with the respective authority having jurisdiction.
 - vi) All work is to comply with the current adopted codes by Pima County Development Services. More information can be found at [Development Services | Pima County, AZ](#)
 - vii) Contractor is responsible for completing all applicable incentive/rebate applications for the Owner.
 - viii) Exposed solar power cables and branch electrical for power or lighting shall be installed in conduit.
 - ix) All wiring is to be installed by a licensed electrician familiar with solar PV system installations.
 - x) The PV generation system will directly tie into the Wellness Center electrical system. See included as-builts.
 - xi) Cable runs from array to building shall be buried in underground conduits.
 - xii) Contractor shall saw cut, trench, backfill and patch back concrete as necessary to complete the installation.
 - xiii) Contractor to provide all necessary programming.



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- xiv) Contractor to provide all low voltage/ethernet cabling from system to IT switch as necessary for cloud monitoring or programming.
- xv) Contractor to assist with warranty registration and provide Operation and Maintenance Manuals for all components and systems.
- xvi) Contractor to prepare as-built drawings of the system or Owner record.

b) Deliverables: Specific items the vendor must deliver.

- i) A turnkey photovoltaic (PV) solar power generation system mounted to a steel cantilever style metal structure that shades the breezeway and provides covered walkway with lighting for pedestrians. The PV system is to be tied into/integrated into the Wellness Center electrical system to offset the consumption of grid utility power, provide net metering, and lower electrical utility cost.
- ii) The system will be owned by The Pascua Yaqui Tribe.
- iii) Warranty Registration and Guarantee Certificates.
- iv) Close out documents per SOW.
- v) Owner Training of the System and Cloud Monitoring Software.

c) Assumptions and Constraints: Known limitations, dependencies, or existing conditions.

- i) Pascua Yaqui Facilities Department will remove trees and other vegetation and irrigation components should the metal covered walkway structure or system infrastructure conflict with existing landscape items/system.
- ii) Pascua Yaqui IT Department shall provide network port and IP address as necessary.

3) Proposal Requirements

a) Format and Content Guidelines: Structure and formatting instructions for vendor responses.

- i) Standard letter size paper or other. No paper larger than 11x17.

b) Sections to Include:

- i) Executive Summary / Cover Letter
- ii) Company Profile, Experience, and Qualifications
 - (1) The respondent(s) shall provide information pertaining to Qualifications of the firm.
 - (2) The respondent(s) shall demonstrate their ability to meet or exceed the requirements of the Scope of Work based upon their historical performance and marketplace acceptance similar projects.
 - (3) Respondent shall include examples of [3] previous projects of similar size and complexity.
- iii) Native American Owned Enterprise Qualification
 - (1) Respondent(s) to include Indian Enterprise Qualification Statement using attached form.
- iv) System Performance and Metrics
 - (1) Proposed solution shall include the following but not limited to:
 - (a) Estimated payback period



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- (b) Estimated year 1 savings
 - (c) Estimated 20 year savings
 - (d) Estimated year 1 production
 - (e) Any notable benefits to environmental impact, conservation, and/or emissions offset.
- v) Warranty
 - (1) Contractor to propose warranty for labor, production guarantee, and equipment warranty over and beyond the minimum warranty as listed in the attached sample construction agreement.
- vi) Timeline
 - (1) Demonstrate an understanding of the various elements described in the specified scope of service(s) within the requirements of the RFP
 - (2) Provide a schedule for planning, design, permitting, clearances, construction, start up, testing, inspections, and closeout.
- vii) Team Composition and Resumes
 - (1) The respondent(s) shall provide information pertaining to Key Personnel.
- viii) Vendor References
 - (1) Each vendor is required to provide a minimum of [3] references from clients for whom similar work has been performed within the past [5] years
- ix) Cost Proposal / Pricing
 - (1) It is highly recommended to provide itemized costs and cost data related to but not limited to
 - (a) Total price
 - (b) Net Direct Pay after Federal Rebates or Incentives
 - (c) Cost/kWh of Solar
 - (i) Comparison of Cost/kWh of Trico Power.
 - (d) Estimated maintenance cost

4) Evaluation Criteria

- a) A Pascua Yaqui Evaluation Committee shall evaluate proposals deemed *Responsive* and *Responsible*.
- b) Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.
- c) Maximum Possible Score is 100 Points (plus 10 Points for Qualified Native American Owned Enterprise).
- d) Scoring Matrix or Weighting
 - i) Executive Summary: 5 Points
 - ii) Company Profile, Experience, and Qualifications: 10 Points
 - iii) Proposed Solution: 15 Points
 - iv) Project Timeline: 15 Points
 - v) Team Composition and Resumes: 10 Points



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- vi) Vendor References: 5 Points
- vii) Cost Proposal / Pricing: 40 Points
- viii) Tribal Preference: 10 Points

5) Submission Instructions

- a) All proposals shall reference the solicitation number and title.
- b) All proposals shall be made using the forms provided in this package. Vendor may use own forms if forms are not provided.
- c) No erasures are permitted.
- d) Typewritten responses are preferred.
- e) Proposals and modifications received after the closing time specified will not be accepted.
- f) Submission Method and Location
 - i) (3) hard copies delivered to
Pascua Yaqui Tribe
Procurement Services Department
4725 W Calle Tetakusim Building C
Tucson AZ 85757
- g) Questions, Clarifications, Deviations: Process for vendors to submit questions.
 - i) Questions and deviation requests shall be submitted to the contracting officer via email at pcu@pascuayaqui-nsn.gov. Verbal requests for clarification or information or interpretation will not be accepted.
- h) RFP Point of Contact
 - i) Contracting Officer
Crystal Jeter
cjeter@pascuayaqui-nsn.gov
520-879-5283
- i) All time is referenced to Tucson, Arizona.



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6) RFP Timeline

- a) RFP Issuance Date: 6/25/25
- b) Pre-proposal conference:
 - i) A pre-proposal conference will be held for the purpose of clarifying requirements and documenting prospective offeror questions.
 - ii) Attendance: Non-Mandatory
 - iii) Pre-Proposal Conference Date/Time: July 3rd, 2025 AT 10:30 A.M. Local AZ Time
 - iv) Pre-Proposal Conference Location: Teams

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 281 082 040 538 4

Passcode: az2Qc3f8

Dial in by phone

[+1 323-457-8858,,967264354#](#) United States, Los Angeles

[\(833\) 450-3036,,967264354#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 967 264 354#

- c) Deadline for Vendor Questions and Deviation Requests: End of Day 7/11/25
 - i) Submit RFI's and Deviations/Substitutions Requests via email to contracting officer - Verbal requests for clarification or information or interpretation will not be accepted. RFIs and Substitutions submitted after the due date will not be answered or considered.
- d) Response to Questions Date: End of Day 7/21/25
- e) Proposal Submission Deadline: By 3PM on 7/28/25
- f) Proposal Opening – 3:30PM on 7/28/25, Public Opening, in person or Teams.



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- i) In Person at PYT FM Building, 4503 W Calle Torim, Tucson AZ 85746
- ii) Or Teams

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 250 389 665 975 4

Passcode: Cn23JR3e

Dial in by phone

[+1 323-457-8858,,759738539#](#) United States, Los Angeles

[\(833\) 450-3036,,759738539#](#) United States (Toll-free)

[Find a local number](#)

Phone conference ID: 759 738 539#

- g) Evaluation Period: Private 7/29/25 – 8/25/25
- h) Vendor Presentations (if applicable)
- i) Anticipated Selection Notification Date: 9/4/25
- j) Anticipated Project Start Date and NTP: September 2025

7) Terms and Conditions

- a) Proposals shall be submitted as defined in the Instructions to Offerors, in accordance with the Standard Terms and Conditions, and all solicitation documents either referenced or included herein. Failure to do so may be cause for rejection as *non-responsive*.
- b) All submittals shall reference the Solicitation Number and Title.
- c) The owner reserves the right to reject any and all proposals.
- d) Contract Terms, see attached sample agreement form.
- e) It is the responsibility of Prospective Offerors to familiarize themselves with all requirements of the solicitation.
- f) Offerors are required to read the entire solicitation, including all referenced documents, assure that they can and are willing to comply, and to incorporate all associated costs in their proposal.
- g) Throughout this solicitation document, the meaning of *proposal* and *offer* are intended to be synonymous.
- h) Failure to comply with all terms and conditions of this RFP may cause the proposal to be improperly evaluated or deemed nonresponsive.



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- i) The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.
 - j) Offered products and/or services descriptions shall provide sufficient information to precisely document the product being offered.
 - k) Failure to perform appropriate research, discovery, examine any drawings, specifications, statements of work, and instructions will be at the offeror's sole risk.
 - l) Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.
 - m) In order for proposals to be evaluated and considered for award, proposals must be deemed *Responsive* and *Responsible*. To be deemed "*Responsive*", the submitted offer documents shall conform in all material respects to the requirements stated by the solicitation. To be deemed "*Responsible*", offerors shall document and substantiate their capability to fully perform all requirements defined by the solicitation.
 - n) Offeror must hold and honor pricing for 90 days past the due date.
 - o) The Tribe reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.
 - p) The Tribe also reserves the right to request best and final offer(s). The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.
 - q) The Tribe will execute an agreement with the successful offeror or offeror(s) by issue of a blanket contract, purchase order or contract. The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by revision or change order properly executed by the Tribe. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the PYT Procurement Department within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.
- 8) Attachment(s)
- a) Sample Contract Form
 - b) Tribal Employment Rights Agreement and Work Force Request
 - c) Native American Owned Enterprise Qualification Form
 - d) Google map of suggested breezeway area
 - e) Wellness Center As Built
 - f) Procurement Building Location Map