



To: Renewable Energy Consultants, Engineering Firms, and/or Other Interested Parties

Re: REQUEST FOR PROPOSALS for Comprehensive Solar Feasibility Assessment Services

Background

Walnut Way Conservation Corp (WWCC) is committed to advancing sustainability, energy equity, and resilience in Milwaukee's Lindsay Heights Neighborhood and surrounding areas. To this end, WWCC is seeking qualified consultants to deliver a comprehensive feasibility study for a community-based 1 MW solar microgrid (including potential energy storage solutions). This initiative is supported by a federal grant, which carries with it specific compliance and reporting requirements.

WWCC's goal is to assess the technical, financial, and community-readiness aspects of deploying a solar microgrid that can support local energy needs, foster economic opportunity, and contribute to climate resilience. The results of this feasibility assessment will directly inform the development of a future microgrid project.

Role and Responsibilities of the Respondent

The selected Consultant will be responsible for:

1. Technical Feasibility Assessment
 - a. Conduct site surveys, solar resource assessment, and analysis of potential sites for solar PV and energy storage systems.
 - b. Assess electrical infrastructure, interconnection feasibility, and microgrid technical design.
 - c. Identify permitting requirements, zoning issues, and environmental impacts.
 - d. Evaluate options for energy storage, microgrid controls, and system resiliency.
2. Financial Feasibility Assessment
 - a. Develop detailed preliminary capital and operational cost estimates for the proposed system.
 - b. Identify potential incentives, grants, and financing opportunities.
 - c. Analyze potential economic impacts, benefits, and risks for the community and WWCC.
 - d. Provide alternative funding models and recommendations for revenue generation and sustainability.

3. Community Readiness Assessment and Stakeholder Engagement
 - a. Assess local interests, energy needs, and community capacity.
 - b. Facilitate and document at least one community meeting or workshop to gather input and address concerns.
 - c. Evaluate barriers and opportunities for local workforce development, training, and participation.
 - d. Document participation, concerns, and stakeholder feedback.
4. Reporting and Recommendations
5. Prepare and deliver a comprehensive written feasibility report, including findings, recommendations, and clear next steps.
6. Present the findings and recommendations to WWCC leadership and stakeholders, at least once in person or virtually.
7. Maintain regular communication with WWCC staff throughout the contract period.

Submission Requirements

A letter response articulating how the respondent will achieve the roles and responsibilities outlined above. Please include:

- Company Background: Relevant experience in solar microgrid feasibility assessments, especially for community-based or nonprofit clients.
- Project Approach: Proposed methodology, work plan, timeline, and deliverable schedule. Include a description of data collection and stakeholder engagement strategies.
- Relevant Examples: Past project experience, with references for at least two similar studies.
- Pricing: All-inclusive, itemized budget (labor, travel, community engagement, reporting, and other costs).
- Compliance Statement: Written confirmation of willingness and ability to comply with all Federal Flow Down Provisions of the underlying federal grant (see Section: Federal Flow Down Provisions below).

Attachments, such as resumes, example reports, or certifications, are encouraged.

Submission Scoring

Criteria	Weight
Relevant Experience & Technical Expertise	35%
Project Approach & Methodology	25%
Evidence of Community Engagement	25%
Cost	10%
Federal Compliance	5%

Instructions for Submission

All submissions must be made electronically to cellis@walnutway.org by 5pm July 31th 2025. Responses may use any format but must include the information outlined above and attachments as needed (PDF format suggested).

Selection Process

WWCC will select the highest scoring response(s) within 7 business days after the submission deadline. WWCC reserves the right to request additional information or conduct interviews with finalists.

Compensation for Services

The selected service provider will be engaged as a consultant and compensated based on the proposed budget. The contract will be for a defined period, not less than 6 months, and not extending beyond December 2025. Payment terms and milestones will be negotiated with the selected consultant.

Federal Flow Down Provisions (Grant Agreement)

All proposals and contracted services must comply with the Federal Flow Down Provisions required by the federal grant for funding for this project. These include but are not limited to compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200 — Uniform Guidance), and any program- or agency-specific requirements referenced in the grant agreement.

The consultant and any subcontractors must adhere to the provisions throughout the contract period, including those related to Equal Employment Opportunity, contract work hours, reporting, audit, and recordkeeping standards. In your proposal, you must confirm your organization's intent and ability to comply with these provisions and provide draft language for incorporation into your final agreement.

Questions

Any questions regarding this Request for Proposals should be submitted in writing to: Chandra Ellis, Grant Manager, cellis@walnutway.org, 414-375-4224

Walnut Way Conservation Corp reserves the right to reject any or all proposals, waive irregularities, and negotiate with selected respondents as allowed by law.