



City Manager's Office
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REQUEST FOR PROPOSAL

PURPOSE/BACKGROUND: The City of Alamosa is soliciting proposals for the potential long-term lease of approximately 12 acres of City-owned property located just north of the Cemetery on 20th Street and west of Rd 110 South.

BRIEF SCOPE OF SERVICES: The City of Alamosa has received notice of interest from Community Energy Solar, Inc. to enter into a long-term lease for approximately 12 acres of City property for the development of a solar garden. Since the property is owned by the City and is thus a public asset, City Council has determined that a fair and transparent process should be used to insure the public is aware of the request and provide an opportunity for any interested party to submit a proposal for the lease and development of the identified property. City Council has not made a decision to lease the property, but rather is utilizing this process to solicit proposals in which to make a decision on if the property should be leased, and if so for what purpose.

SUBMITTAL REQUIREMENTS: Responses to this RFP must include the following information:

- A cover letter/statement of interest indicating the responder's interest in the project and highlighting its qualifications to perform this project.
- Proposed offer for the property
- Proposed lease agreement
- Detailed project schedule
- Detailed information on proposed project to include site improvements and other relevant information.
- Schematic showing the project features

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience with similar projects
- Project impact on other community considerations and neighborhood
- Consistency with the intent and spirit of the City's Comprehensive Plan

RULES GOVERNING RFP PROCESS:

- Proposals submitted become a matter of public record.
- All materials submitted become property of the City and will not be returned.
- The City reserves the right to award to another proposer if the successful proposer fails to execute and return the contract within the dates stipulated on the contract.
- The City reserves the right not to award a contract to any proposer for any reason.
- The City of Alamosa reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City of Alamosa to pay any costs incurred by respondents in the preparation and submission of their proposals.
- The City will not accept proposals submitted after the deadline or by facsimile. The City is not responsible for delays or losses caused by mail carrier or delivery system.

SUBMISSION OF PROPOSALS

Proposer must submit proposal in electronic format. The City must receive proposals no later than 5:00 p.m. Mountain Standard Time (MST) March 23, 2018 at the following address:

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