



# REQUEST FOR PROPOSALS

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## Engineering Design Services for Microgrid Project

RFP No. 2025-01

Issued by:

South Central Regional Transit District (SCRTD)

295 Quinella Drive

Sunland Park, NM 88063

Issue Date: April 11, 2025

Proposal Due Date: May 2, 2025, by 4:00 p.m. (MT)

### I. INTRODUCTION

The South Central Regional Transit District (SCRTD) is soliciting sealed proposals from qualified firms to provide engineering design services for a new solar array and microgrid system at its Sunland Park Transit and Training Center. This project aims to increase energy resilience and reduce carbon emissions through renewable energy generation and battery storage integration to support the District's growing fleet of electric buses and facility needs.

### II. PROJECT OVERVIEW

The proposed project involves:

- The design of a solar photovoltaic (PV) array system and battery storage system for integration into SCRTD's Sunland Park Transit and Training Center.
- The solar array will occupy approximately one acre of the 7.5-acre site and should be designed to maximize power generation within that footprint.
- The facility includes two primary buildings:
  - An administration building, used for daily operations and training, and
  - A storage and maintenance facility, which includes two bus bays.
- The site is currently equipped with:
  - Three electric bus charging stations for full-size vehicles.
  - A Tier II EV charger suitable for smaller electric vehicles.

The microgrid system must be designed to support current and future electric infrastructure while improving energy reliability and reducing long-term utility costs. The selected firm will be expected to evaluate facility energy demand profiles, especially peak periods associated with vehicle charging, and design the system accordingly.

The selected firm will work closely with SCRTD staff and its energy planning team to ensure integration with current operations and planned future expansion.

### III. SCOPE OF WORK

The scope of services shall include, but not be limited to:

1. Site Assessment and Feasibility Review

- Conduct on-site inspections
- Evaluate structural, electrical, and space considerations
- Load analysis and sizing recommendations

2. System Design and Engineering

- Conceptual and detailed design for PV array, BESS, and associated infrastructure
- Electrical design to integrate with existing facilities and EV chargers
- Preliminary system layout, one-line diagrams, and engineering drawings

3. Permitting and Utility Coordination

- Identify and coordinate with local, state, and federal permitting agencies
- Interconnection application with utility provider
- Support for environmental review, if necessary

4. Bid Package Preparation

- Preparation of construction bid specifications and drawings
- Provide technical support during the construction bidding phase

5. Optional Tasks (if needed)

- Cost estimation
- Construction oversight/inspection (to be scoped separately)

### IV. PROPOSAL REQUIREMENTS

Firms must include the following in their proposals:

- Cover Letter
- Firm Profile and Qualifications
- Relevant Experience and References
- Project Team Resumes
- Approach and Methodology
- Timeline and Deliverables
- Fee Proposal (separate sealed envelope)

### V. SELECTION CRITERIA

Proposals will be evaluated based on the following:

Firm qualifications & experience - 30 points

Project team & key personnel - 20 points

Technical approach - 25 points

Project timeline - 10 points  
Cost proposal - 15 points

## **VI. RFP TIMELINE**

Activity | Date

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RFP Issued | April 11, 2025

Pre-Proposal Site Visit | April 18, 2025

Deadline for Questions | April 25, 2025

Proposal Due Date | May 2, 2025

Interviews (if necessary) | TBD

Anticipated Award | May 28, 2025]

Project Start Date | June 4, 2025

## **VII. SUBMISSION INSTRUCTIONS**

All proposals must be submitted in sealed envelopes clearly marked “RFP 2025-01: Solar Array/Microgrid Engineering Design” and received by: May 2nd by 4:00 MT.

David Armijo, Executive Director  
South Central Regional Transit District  
295 Quinella Drive  
Sunland Park, NM 88063

Late proposals will not be accepted.

## **VIII. ADDITIONAL INFORMATION**

- SCRTD reserves the right to reject any or all proposals or to waive informalities.
- This RFP does not commit SCRTD to award a contract or pay any cost incurred in the preparation of proposals.

Contact for Questions:  
Diana Chairez  
dchairez@scrttd.org  
575-637-2501