ALLEGANY COLLEGE OF MARYLAND

REQUEST FOR PROPOSALS

Turnkey Solar Photovoltaic System – Western Maryland Works

Maryland Energy Administration | FY2025 Higher Education Clean Energy Grant Pilot Program

Anticipated Budget: Up to $385,000

Proposal Deadline: Monday, November 23, 2026, 2:00 p.m. Eastern

1. Solicitation overview

Allegany College of Maryland (ACM) invites qualified firms to submit competitive proposals for assessment, design, engineering, equipment procurement, installation, interconnection, commissioning and closeout of a turnkey solar energy system proposed for Western Maryland Works in LaVale, Maryland. ACM seeks a complete, practical solution that maximizes generation and financial value within an anticipated not-to-exceed budget of $385,000 as part of a larger MEA Higher Education Pilot Grant.

This solicitation covers the SOLAR INSTALLATION PORTION ONLY. The grant also references a Campus Clean Energy Master Plan, clean energy workforce curriculum and student internship, which are outside this contract scope and will be addressed separately by ACM. Technical documentation required for the solar project is included in this scope.

ACM received an MEA Higher Education Clean Energy Grant award. Its original solar proposal identified Allied Health (104.9 kW DC) and two parking-canopy installations (29.0 and 56.6 kW DC), totaling 190.5 kW DC. MEA has confirmed that the total installed capacity of 190.5 kW DC is required for full grant reimbursement. ACM intends to seek MEA approval to change the installation location/configuration to Western Maryland Works; any changes to the approved project remain subject to MEA approval.

2. Solar system services and contractor deliverables

The selected contractor shall identify and furnish all work needed for a completed, safe, functional PV installation, including:

- Site assessment: electricity-use analysis, available installation area, roof/ground/canopy conditions, shade, structural and electrical capacity, utility constraints and required improvements.
- System proposal: recommended DC capacity, design drawings and equipment schedule; projected annual kWh production; cost per installed kW; estimated electricity savings; design assumptions and any proposed alternatives.
- Implementation: engineering, permits, applicable preconstruction reviews, equipment and labor, subcontractor supervision, construction, safety, inspections, utility interconnection, testing and commissioning.
- Turnover: final as-built drawings, operating instructions, monitoring access, performance results, warranties, maintenance schedule and training for ACM facilities staff.
- MEA support: verifiable installed capacity, invoices and cost backup, milestones, photographs, technical specifications and documents needed for ACM grant reporting/reimbursement.

Proposals shall evaluate a solar configuration at Western Maryland Works that achieves the originally approved total system capacity of 190.5 kW DC, as required by MEA for full grant reimbursement. Respondents shall identify a proposed configuration that meets this requirement within the anticipated project budget of $385,000. If the required capacity cannot be achieved within the budget or site constraints, respondents must identify those limitations and provide alternative configurations with associated costs, projected performance and capacity. Any deviation from the approved capacity remains subject to prior ACM and MEA approval.

3. Ownership, financing and long-term costs

Respondents shall identify whether the system is proposed for outright purchase/ACM ownership, lease, power purchase agreement (PPA) or another structure. Respondents may offer more than one clearly priced alternative. For each, describe system ownership, initial price, financing, terms, annual payments/escalators, maintenance and insurance responsibilities, warranties, incentives/renewable energy credits, expected savings, transfer or termination terms and end-of-term removal obligations. Explain assumed MEA eligibility for the proposed structure. ACM has not committed to any lease or PPA.

4. Pricing and proposal format

The anticipated not-to-exceed project budget is $385,000 for the turnkey solar scope. Proposals must specify whether the entire system can be delivered within that amount, including all professional services, equipment, construction, interconnection, commissioning and other necessary costs. List exclusions and separately price optional improvements. Any proposed financing or other funding sources must be disclosed and approved.

Required cost detail	Proposed amount
Site analysis / design / engineering	$
Permitting / utility / interconnection	$
Solar equipment and balance-of-system	$
Construction and installation	$
Commissioning / documentation / training	$
Project management / contingency	$
TOTAL TURNKEY SOLAR COST	$

To be considered, each proposal should include a concise executive summary; firm credentials and comparable project references; proposed capacity and generation; site assumptions; system and construction plan; ownership/financing structure; itemized price; schedule; warranties; and named project manager/subcontractors.

5. Schedule and selection

ACM intends to review proposals immediately after the November 20 closing date and present a recommended selection for Board consideration on Wednesday, December 9, 2026. This is an anticipated schedule and does not guarantee an award or authorize commencement of work. Proposals shall remain valid through at least December 31, 2026.

RFP release	Tuesday, November 3, 2026
Deadline for written questions	Friday, November 13, 2026, 4:00 p.m. Eastern
Proposal submission deadline	Monday, November 23, 2026, 2:00 p.m. Eastern
Anticipated ACM Board consideration	Monday, December 7, 2026

ACM will consider technical feasibility/performance (30%), total cost and lifecycle value (30%), relevant qualifications (20%), and schedule, warranties and grant-compliance approach (20%). ACM may request clarifications or negotiate in accordance with applicable procurement procedures.

6. Questions and submission

All questions regarding this RFP must be submitted in writing to Beth Little, Allegany College of Maryland, at elittle@allegany.edu by Friday, November 13, 2026, at 4:00 p.m. Eastern. Any material clarification or amendment will be issued in writing and made available to all participating bidders. Proposals must be received by the stated closing time using the submission instructions below.

Proposal submission: Submit proposals electronically to Sherry Buffenmyer, Allegany College of Maryland, at vendor.proposals@allegany.edu. Questions submitted to Beth Little do not constitute proposal submission. ACM may arrange site visits by written request, with equal access for prospective bidders.

7. Conditions and award

The issuance of this RFP does not obligate ACM to award a contract. Any award is contingent on available and authorized funding; compliance with College procurement requirements; approval by the ACM Board and other authorized officials as applicable; MEA approval of the revised site, configuration and any required budget/grant amendments; and execution of a written contract. No work, equipment ordering or expenditure on ACM's behalf is authorized until notice to proceed is issued. ACM reserves the right to reject any or all proposals, request clarifications, adjust the scope as permitted, or cancel this solicitation.

The current grant agreement separately identifies a solar allocation and other non-solar deliverables. This RFP does not modify the grant agreement or authorize transfer of funds between categories. Bidders shall disclose any assumptions concerning MEA reimbursement, tax benefits, third-party financing or outside capital.

END OF REQUEST FOR PROPOSALS