



# Solar Plus Storage Construction Owner's Representative Services

## Scope of Work

### Project Details:

<b>Client Organization:</b> City of Tenino	<b>Project Title:</b> Tenino Food Bank Solar Plus Storage
<b>Site Address:</b> 748 Sussex Avenue West, Tenino, WA, 98589	
<b>Client Contact Name:</b> David Watterson	
<b>Contact Phone:</b> 360.688.6856	<b>Contact Email:</b> dwatterson@cityoftenino.org
<b>CR Project Manager:</b> Callum McSherry	
<b>Phone:</b> 360.441.6210	<b>Email:</b> callum@cascadiarenewables.com

### Project Summary:

Cascadia Renewables is pleased to partner with the City of Tenino (hereafter referred to as "the CLIENT") to facilitate the successful implementation of a clean energy project. This collaboration aims to develop and execute a solar, solar plus storage, or microgrid project tailored to meet the CLIENT's specific energy needs, climate, and resiliency goals. Our team will support project coordination, stakeholder engagement, technical oversight, and financial and regulatory guidance throughout this project. Our goal is to streamline the implementation process, mitigate risks, and maximize the value and impact of the clean energy solution for the CLIENT. As the Owner's Representative, Cascadia Renewables will leverage its industry experience and expertise to ensure that the project aligns with the CLIENT's vision and adheres to the highest efficiency, reliability, and safety standards.

### Project Phases:

#### Phase 1: Project Initiation and Planning

*Support CLIENT in project initiation, planning, contract negotiations, and administration.*

**1.01 Client Kickoff Meeting:** Organize and facilitate a remote project kickoff meeting with the CLIENT and all key stakeholders. Establish a final detailed project plan outlining tasks, milestones, deliverables, and timelines.

**1.02 Financial Planning/Negotiations:** Finalize project budget. Negotiate project milestones and reimbursement amounts with the WA State Department of Commerce to minimize the financial impact on CLIENT cash flow while ensuring smooth project completion.

**1.03 Contract Administration:** Grant administration and quarterly reporting (A19 submissions and project reporting spreadsheet) to the WA State Department of Commerce throughout the project lifecycle.

**Phase 1 Deliverables:** *Completed contract between CLIENT and Cascadia Renewables. Updated project milestones and grant reimbursement spreadsheet (.XLS). Quarterly DOC reporting, A19 contract submissions (reimbursement requests), and coordination of payment to project partners with CLIENT staff.*

**Phase 1 Billing:** *50% after contract signing, 50% after final project A19.*

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## Phase 2: Contractor Engagement and Selection Support

*Support a comprehensive RFP process to select a qualified contractor for the project, ensuring alignment with the final system design and project goals.*

**2.01 Project Product Specifications Development:** Create detailed project bid specifications based on the conceptual system design, ensuring clarity and precision for potential bidders. Bid specifications will be consistent with the latest ASCE, ANSI, ETL, IEEE, IEC, IFC, NEC, NEMA, NFPA, OSHA, UL, and WAC Standards.

**2.02 Solicitation Criteria and Timeline:** Offer recommendations on technical scoring criteria, solicitation timelines, scope, and metrics to foster robust contractor engagement and ensure construction success.

**2.03 Contractor Outreach:** Engage with potential contractors through targeted outreach efforts, and direct engagement with local qualified contractors to encourage bid submissions.

**2.04 Site Walk and Presentation:** Facilitate a project presentation and technical site walk for eligible bidding contractors, with participation from at least one Cascadia Renewables Subject Matter Expert (SME), to clarify project details and requirements. Document questions asked on site walk and include them in section 3.05 - Solicitation Q&A.

**2.05 Solicitation Q&A Support:** Provide technical support for solicitation-related questions and answers, leveraging the expertise of Cascadia Renewables SMEs to ensure clear communication and understanding among all parties.

**2.06 Bid Review and Feedback:** Conduct a technical review of bids received and provide support to the CLIENT's solicitation team. This review and feedback will provide support specific to the CLIENT's solicitation rules and will be tailored to the CLIENT's goals and objectives.

**Phase 2 Deliverables:** *Project specifications (PDF), solicitation criteria and timeline recommendations (PDF), contractor outreach summary (email), site walk and presentation notes (email), Q&A support documentation (PDF), bid review/contractor selection scoring as needed (score cards as spreadsheet/PDF).*

**Phase 2 Billing:** *100% at completion of Phase 2 deliverables.*

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## Phase 3: Construction Oversight

*Oversee the construction process to ensure the installation adheres to the project specifications, quality standards, and performance expectations.*

**3.01 Contractor Kickoff Meeting:** Coordinate and schedule a virtual kickoff meeting with the selected construction contractor and project stakeholders. Align all parties on project goals, timelines, roles, and responsibilities. This meeting will cover the project scope, critical milestones, and communication protocols.

**3.02 Construction Project Management Meeting(s):** Cascadia Renewables will schedule and facilitate standing virtual construction project management meetings to review project progress, address issues, and ensure alignment among project stakeholders. These meetings will focus on current progress, upcoming tasks, issue resolution, and change management.

**3.03 Submittal Review:** 60%, 90% and final electrical and construction document review, ensuring compliance with relevant codes, project goals, and quality and safety standards. Additional document review includes site safety plan, emergency response plan, QA/QC plan, and any other documentation dictated by the RFP and bid specifications.

**3.04 Pre-Construction Meeting:** Coordinate and schedule an on-site pre-construction meeting with the selected construction contractor and subcontractors. Align all parties on project goals, timelines, roles, and responsibilities. This meeting will cover the project scope, critical milestones, and communication protocols.

**3.05 Remote Construction Monitoring:** Regularly scheduled verification of construction activities and adherence to the project plan through review of contractor progress reports. Document these reviews and report back to the CLIENT staff for alignment with any relevant FOIA reporting requirements.

**3.06 QC/QA Site Visit/Construction Verification:** Conduct up to (3) site visits to the project location at predetermined milestones to verify the correct installation of racking, inverters, and modules according to the project specifications and construction documents. Milestones are to be determined in the project kickoff meeting.

**3.07 Change Order Management:** Review and advise CLIENT on proposed change orders, ensuring they are justified and within budget. Manage the impact of changes on project timeline and budget.

**Phase 3 Deliverables:** *Meeting minutes, RFI documentation, QA/QC Site visit reports (PDF), Change order review notes, updated project budget/timeline as needed (PDF/email).*

**Phase 3 Billing:** *50% after submittal review and pre-construction meeting, 50% after final inspection.*

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## **Phase 4: Commissioning Oversight and Performance Verification**

*Ensure the installed system meets or exceeds initial efficiency, reliability, and performance expectations through comprehensive verification checks at 6 and 12 months post-commissioning.*

**4.01 Supervision of Commissioning Activities:** Oversee commissioning and monitoring system set-up, including functional testing and performance validation. Ensure all system components are tested, calibrated, and fully operational.

**4.02 Final QA/QC Report:** Conduct final on-site inspection and review contractor's final project submittals to verify project completion and compliance with all requirements. Establish baseline system performance for 6-month and 12-month performance reviews. Prepare punch lists for any remaining work or deficiencies.

**4.03 Documentation and Handover:** Facilitate the handover of all project documentation, including as-built drawings, operational manuals, and warranties to the CLIENT, ensuring they have all necessary information for operation and maintenance.

**4.04 Performance Measurement & Verification:** Conduct remote performance measurements and verification checks at 6 and 12 months post-commissioning to assess system reliability and overall performance against expected outcomes.

**Phase 4 Deliverables:** *Final QA/QC Report (PDF), commissioning oversight report (email/PDF), 6-month performance verification (email/PDF), and 12-month performance verification (email/PDF).*

**Phase 4 Billing:** *50% after commissioning, 50% at 12-month performance review.*

# Project Cost

Consulting Deliverables	
Phase 1: Project Initiation and Planning	\$5,000.00
Phase 2: Contractor Engagement and Selection Support	\$20,000.00
Phase 3: Construction Oversight	\$20,000.00
Phase 4: Commissioning Oversight and Performance Verification	\$5,000.00
Additional Consulting	
Payment is due upon receipt of the invoice. Hourly Consulting at \$300/hr for any items not listed in the "Consulting Deliverables" section.	
Based on the criteria above and the scope of this project, Cascadia Renewables ensures the scope of this project deliverables will cost:	\$50,000.00

## Terms and Conditions

CLIENT agrees to abide by Cascadia Renewable Standard Terms and Conditions, which are available for review [here \(or QR Code to Right\)](#) and are by reference hereby incorporated into the Agreement.



## Scope Of Work Approval

Date:

Date:

Name:  
(Print)

Name:  
(Print)

Signature:  
(Cascadia Renewables Signatory)

Signature:  
(Client Signatory)