

# Request for Proposals

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*Victoria County Solar Strategy: Solar Feasibility and Implementation Roadmap  
Consulting Services*

<b>Issued By</b>	Municipality of the County of Victoria
<b>RFP Status</b>	Accepting Submissions
<b>Project Reference</b>	Victoria County Solar Strategy
<b>Posting Date</b>	Wednesday, June 10 2026
<b>Submission Deadline</b>	Wednesday, June 24 2026

## 1. Overview

The Municipality of the County of Victoria (the "Municipality") invites proposals from qualified consultants or consulting teams to support the development of a focused, implementation-oriented Victoria County Solar Strategy.

This assignment is intended to prioritize engineering and economic feasibility of solar development on municipal and publicly owned assets, and to produce a decision-ready implementation roadmap. Community and stakeholder engagement will be undertaken in a targeted manner to validate and refine technically viable options, rather than to determine whether solar development should proceed.

This assignment is intended to support the Municipality in their efforts to build a practical foundation for clean, reliable, and affordable local energy solutions.

The Municipality is seeking a practical, technically grounded approach that can lead directly to fundable and implementable solar projects.

## 2. Background and Project Context

The Municipality is advancing this work in response to increasing energy reliability concerns, rising utility costs, and climate-related disruptions. As a rural municipality with aging infrastructure and limited local renewable energy generation currently, the Municipality is seeking a clear and actionable pathway to improve energy resilience and reduce long-term energy costs.

The Municipality has identified municipal buildings, community facilities, and other publicly owned assets as the primary focus for solar development. This work is intended to support near-term capital planning, funding applications, and phased implementation.

The Municipality and its partners are currently operating with constrained internal capacity. As such, the successful proponent will be expected to deliver a highly focused, efficient, and implementation-oriented scope within a defined budget.

The final output should function as both:

1. Technical feasibility study and;
2. A decision-Ready Solar Strategy.

### 3. Objectives

- Identify and prioritize viable solar opportunities across municipal and publicly owned assets.
- Undertake targeted technical and economic feasibility analysis for high-potential sites.
- Conduct early targeted engagement with Wagmatcook First Nation that introduces this project and identifies any potential synergies or topics of collaboration between the Municipality and Wagmatcook First Nation related to solar development.
- Evaluate technical feasibility, site suitability, implementation constraints, and infrastructure considerations.
- Develop clear, fundable project concepts for priority sites, that include cost ranges, return-on-investment considerations, and delivery and funding models.
- Validate and refine proposed solutions through targeted stakeholder input.
- Produce a practical implementation roadmap for near, medium, and long-term action.

The accomplishment of these objectives are expected to result in a strengthening of the Municipality's readiness to pursue future funding, partnerships, and project implementation.

### 4. Scope of Services

The successful proponent will be expected to complete the following scope of work. Proponents may recommend refinements to sequencing and methodology, but the core scope must be addressed in full.

#### 4.1 Project Initiation and Work Planning

- Confirm project governance, roles, decision points, communications protocols, and reporting structure with the Municipality.
- Prepare a concise work plan, schedule, list of data requirements and preliminary engagement approach for review and approval
- Identify required inputs, assumptions, data gaps, and dependencies at the outset of the project.

#### 4.2 Wagmatcook Engagement

- Conduct early targeted engagement with Wagmatcook First Nation in a manner directed and coordinated by the Municipality, including preparation of materials and integration of feedback into the study.
  - This engagement is to introduce this project and identify any potential synergies or topics of collaboration between the Municipality and Wagmatcook First Nation related to solar development.

#### 4.3 Site Identification and Screening (Primary Phase)

- Identify and screen municipally and publicly owned sites.
- Screening process is expected to:
  - Evaluate assets based on solar potential, structural and physical suitability, orientation, shading, visibility, access, critical service function, energy consumption analysis, and community benefit.
  - Assess where solar could support resilience objectives, emissions reductions, and long-term operating savings.
  - Produce a prioritized shortlist.

#### 4.4 Technical Feasibility and Concept Development (Core Phase)

- Conduct feasibility for shortlisted sites.
- Develop 3–6 priority project concepts, grouped / identified as short, medium, and long-term options, with rationale.

#### 4.5 Financial Analysis and Business Case

- Prepare capital cost ranges, lifecycle or operating considerations, and high-level return-on-investment analysis for priority options.
- Assess delivery models, partnership structures, and public/private funding opportunities relevant to implementation.
- Develop a practical funding and capital planning pathway for the Municipality.

#### 4.6 Targeted Stakeholder and Community Input (Validation Phase)

- Validate and refine priority concepts by
  - Targeted stakeholder validation sessions involving local organizations and other relevant stakeholders.
  - Documenting key findings, barriers to adoption, community priorities, and considerations related to accessibility and equity-deserving groups.

#### 4.7 Risk Assessment and Mitigation

- Identify key project risks, including regulatory, technical, financial, community, procurement, and implementation risks.
- Recommend mitigation strategies and enabling actions that will improve implementation readiness.

#### 4.8 Final Strategy and Presentation

- Prepare a final Victoria County Solar Strategy that consolidates technical findings, engagement results, financial analysis, risk considerations, and implementation recommendations.
- Present the final strategy and recommended next steps to municipal staff and Council, or another governance body designated by the Municipality.

## 5. Required Deliverables

At minimum, the proposal must provide for the following deliverables. Proponents may propose additional interim check-ins or draft products where helpful.

#	Deliverable	Minimum content
1	Project initiation and work plan	Confirmed methodology, schedule, data needs, engagement methods, decision points, and reporting cadence.
2	Wagmatcook Engagement Plan	Explanation of how section 4.2 above will be achieved.
3	Site Identification and Screening (Primary Phase)	Evaluation of candidate sites and assets, including rationale for screening and prioritization criteria.
4	Technical feasibility and concept development (Core Phase)	Summary of your approach to the analysis of solar opportunities, infrastructure and grid considerations, implementation options, and phasing.
5	Financial analysis and business case	Summary of your methodology of how you would determine cost ranges, savings and ROI considerations, delivery and funding models, and funding opportunities.
6	Targeted stakeholder and community input (Validation Phase)	Summary of proposed engagement activities, expected number of participants, themes you expect to receive feedback on, and how you plan to incorporate input into refinement of the final product.
7	Risk and mitigation memorandum	Key regulatory, technical, financial, community, and implementation risks with mitigation actions.
8	Final solar strategy and presentation	Integrated final report and presentation deck with prioritized roadmap for near, medium, and long-term action. The final output should function as both: <ol style="list-style-type: none"> <li>1. Technical feasibility study and;</li> <li>2. A decision-Ready Solar Strategy</li> </ol>

## 6. Budget and Pricing

The available consulting budget for this RFP is up to \$65,000 (CAD). Proposals above this amount may be rejected or deemed non-compliant unless the Municipality explicitly issues an amendment to the RFP.

<b>Maximum consulting value</b>	\$65,000
<b>Separate project meeting budget</b>	\$2,000
<b>Separate communications / print media budget</b>	\$4,500
<b>Separate travel budget for engagement</b>	\$3,500

Pricing should be submitted as a fixed-fee proposal with a breakdown by task, deliverable, and team member role. The Municipality prefers a clear description of assumptions, exclusions, disbursements, and optional items. Unless otherwise stated by the Municipality, proponents should assume that the separate meeting, communications, and travel budgets are owner-managed and should not be duplicated in the consulting fee.

## 7. Anticipated Schedule

The project is expected to begin in July 2026 and should conclude no later than November 2026. The Municipality is open to refined timelines proposed by proponents, provided the final schedule supports funding program requirements and timely decision-making. The project must be completed by Friday, November 27, 2026 due to provincial funding considerations.

<b>RFP Issued</b>	June 10, 2026
<b>Questions Deadline</b>	June 17, 2026
<b>Proposal Closing</b>	June 24, 2026
<b>Consultant Selection</b>	June 30, 2026
<b>Project Start</b>	July 6, 2026
<b>Project Completion</b>	November 27, 2026 <i>NOTE: Project must be completed by December 11th 2026</i>

## 8. Proponent Qualifications

- Demonstrated experience with renewable energy feasibility studies, energy planning, or municipal infrastructure strategy.
- Experience conducting site screening and high-level technical assessments for solar projects.
- Experience developing financial analyses, funding strategies, or business cases for public-sector infrastructure projects.
- Demonstrated ability to design and facilitate community engagement processes in rural communities.

- Strong written communication skills and the ability to produce decision-ready reports for public-sector clients.
- Capacity to complete the assignment within the required timeline and budget.

### **Quantitative Requirements**

The proponent must demonstrate, within the past 5 years, experience as the prime contractor or lead developer in the successful completion of:

- A minimum of 5 rooftop solar PV projects,  $\geq 2$  MW installed capacity; and
- A minimum of 1 ground-mounted solar PV project,  $\geq 2$  MW installed capacity.

The Municipality will also consider experience working with Indigenous communities and equity-deserving groups, especially where that experience demonstrates respectful process design, inclusive facilitation, and practical integration of feedback into planning outputs.

## **9. Proposal Submission Requirements**

- Cover letter signed by an authorized representative.
- Proponent profile and team composition, including identification of the project lead and key personnel.
- Understanding of the project and proposed methodology.
- Detailed work plan and schedule.
- Description of community engagement approach.
- Examples of up to three similar projects, including client name, scope, budget range, and outcomes.
- Proposed fee, task breakdown, and assumptions.
- At least two client references for comparable work.
- Disclosure of any conflicts of interest or perceived conflicts of interest.

Proposals should be concise, well-organized, and sufficiently detailed to allow the Municipality to evaluate the proponent's approach, capacity, and value for money.

## 10. Evaluation Criteria

Proposals may be evaluated using the following indicative criteria. The Municipality may refine these weights before issuance of the final RFP.

Criterion	Weight	What will be assessed
Understanding of project and methodology	30%	Clarity, completeness, fit to scope, and practicality of approach.
Relevant experience and qualifications	25%	Experience with solar feasibility, municipal planning, and similar assignments.
Workplan, Technical Approach and Project Management	15%	Clarity and quality of technical approach, reasonableness of the timeline, suitability of project management tactics proposed.
Engagement approach	10%	Quality of community and stakeholder engagement design and inclusive process planning.
Price and value for money	15%	Cost competitiveness, level of effort, and pricing clarity.
References	5%	Demonstrated client satisfaction and successful delivery history.

## 11. Administrative Terms

- The Municipality is not obligated to accept the lowest-priced proposal or any proposal.
- The Municipality may cancel, amend, or reissue this RFP at any time.
- The Municipality may request clarifications, interviews, or presentations from one or more proponents.
- All proposal preparation costs are the sole responsibility of the proponent.
- Any contract resulting from this RFP will be subject to negotiated terms acceptable to the Municipality, including insurance, confidentiality, ownership of work product, and applicable procurement requirements.
- All final reports, working files, presentation materials, and data produced under the contract will become the property of the Municipality unless otherwise agreed in writing.

## 12. Municipal Inputs and Support

The Municipality through the Municipal Lead will support the project by providing:

- Provide access to relevant municipal staff and available background materials.
- Coordinate municipal review points and approvals.
- Lead or direct relationship protocol for outreach to Wagmatcook First Nation and other priority partners, with consultant support and expertise as required.
- Provide direction on communications, notice distribution, and use of any owner-managed engagement budget items.

## 13. Cape Breton Partnership Inputs and Support

The Cape Breton Partnership will support the project by providing:

- Contract management for the engineering consultant
- Procurement administrative support
- Coordination support
- Recommendations to the municipal project lead on project progress

## 14. Submission Information

Proposals are to be received no later than **4:00pm on Wednesday, June 24 2026**, and should be sent via email to Victoria County's Economic Development Officer, Tyler Cole, at: [tcole@capebretonpartnership.com](mailto:tcole@capebretonpartnership.com).

Questions should be directed by email to [tcole@capebretonpartnership.com](mailto:tcole@capebretonpartnership.com) before the Questions Deadline on **June 17**.

Emails with submissions should include "Victoria County Solar Strategy RFP" in the subject line.

## Appendix A - Budget Alignment Summary

This appendix is included so the final procurement can remain aligned with the current project scope and budget structure.

Budget item	Value	Procurement treatment
Professional fees / contract costs	\$65,000	Primary subject of this RFP
Meeting and convening expenses	\$2,000	Preferably owner-managed or separately approved
Communications / marketing	\$4,500	Preferably owner-managed or separately approved
Travel associated with public engagement	\$3,500	Preferably owner-managed or separately approved
In-kind contribution	\$25,000	Not part of consultant fee
<b>Total project value</b>	<b>\$100,000</b>	<b>Overall project envelope</b>