

# Memorandum

<b>REPORT TO:</b>	City Commission
<b>FROM:</b>	Natalie Meyer, Sustainability Program Manager Jon Henderson, Assistant City Manager
<b>SUBJECT:</b>	Authorize the City Manager to Sign a Professional Services Agreement with OnSite Solar for the Bozeman Public Library Solar PV Expansion Project
<b>MEETING DATE:</b>	December 9, 2025
<b>AGENDA ITEM TYPE:</b>	Agreement - Vendor/Contract
<b>RECOMMENDATION:</b>	Authorize the City Manager to Sign a Professional Services Agreement with OnSite Solar for the Bozeman Public Library Solar PV Expansion Project.
<b>STRATEGIC PLAN:</b>	6.3 Climate Action: Reduce community and municipal Greenhouse Gas (GHG) emissions, increase the supply of clean and renewable energy; foster related businesses.
<b>BACKGROUND:</b>	<p>The Strategic Services Department seeks to reduce energy use and greenhouse gas emissions, and stabilize long-term utility costs by installing rooftop solar for City facilities. The <a href="#">2020 Bozeman Climate Plan</a> calls for 100% net clean electricity by 2025, and deploying renewable energy at City facilities is one of the actions identified to reach this target (Action 2.F.1).</p> <p>The LEED-certified Bozeman Public Library is among the City's largest energy users. The 2023 to 2024 Library remodel incorporated LED lighting upgrades and building energy commissioning to help optimize the heating and cooling system. These measures reduced the energy use intensity of the Library by 30 percent since 2023. To complement these efforts and further improve the energy performance of the Library, staff recommended the Library as a priority location for a solar PV installation.</p> <p>To support this project, the City applied for a Department of Energy's Energy Efficiency Conservation Block Grant (EECBG) allocation totaling \$116,320. On <a href="#">October 22, 2024</a>, the City of Bozeman signed the EECBG terms and conditions for a solar PV array at the Bozeman Public Library.</p> <p>The initial solar feasibility assessment included plans for a full replacement of the existing solar array. After the Commission approved the EECBG terms and conditions, the City engaged with TD&amp;H Engineering to complete a multi-phase rooftop structural study. TD&amp;H determined that replacing the existing array with a space-efficient ballasted system was not structurally feasible, and reusing the existing racking system presented structural and</p>

building code challenges. TD&H evaluated several locations before identifying the northwestern section of the sloped roof as the most suitable. The City subsequently engaged with OnSite Energy to complete the solar preliminary design for the new installation location, resulting in a recommendation to install 36.96 kW (DC) and leaving the existing 16.72 kW (DC) in place through the remainder of its depreciable life.

The new 36.96 kW solar array will offset 10 percent of the Library's current electricity use. Over the life of the project, this will help the City avoid emissions equivalent to approximately 84,000 gallons of gasoline burned.

The Sustainability Division presented the proposed solar design to the Bozeman Public Library Board of Trustees on September 17, 2025. A Request for Proposals for the Library Solar PV Expansion Project was issued on October 4, 2025. City staff from the Library, Facilities Division, and Sustainability Division reviewed the RFP responses. The selection committee found OnSite Energy was best positioned to meet the City's interests and budget.

Once the Professional Services Agreement is executed, key equipment will be secured, along with the final design and permitting. The installation may begin as early as February 2026. The system commissioning and operation deadline is May 2026.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** The solar installation is not to exceed \$116,064, and will be reimbursed through the Department of Energy EECBG allocation of \$116,320.

Attachments:

[OnSite Energy Bozeman Public Library PSA and Scope of Work.pdf](#)

Report compiled on: November 28, 2025