

Request for Proposal
Qualifications for Engineering Services
City of Washington, North Carolina

PURPOSE OF RFQ

The City of Washington (Washington) is requesting qualifications from qualified persons to provide a long-range plan for the City's Electric System. This RFP is intended to provide interested persons with sufficient information to prepare and submit proposals for consideration by Washington.

It is Washington's intent to select the most advantageous submittal based on the evaluation criteria stated in this RFP. Washington reserves the right to reject any and all submittals.

1.0 CITY CONTACT PERSON

Name: Alston Tankard

Title: Director, Electric Utilities

Phone: 252-975-9315

Email: atankard@washingtonnc.gov

Address: 203 Grimes Road

Washington, NC 27889

Firms are cautioned not to make any assumptions as to the implied meaning or intent of any part of the RFP. Firms should request clarification if needed. Every request for information on, or clarification of, the RFP must be submitted to the person designated above in writing or by e-mail at least ten days prior to the date set for the opening of proposals.

2.0 ELECTRIC SYSTEM SUMMARY

Washington is engaged in the public enterprise of owning, operating and maintaining an electric system. That electric system serves 14,000 customers in Beaufort, Martin and Pitt Counties.

Washington is a full requirement purchase power customer of the North Carolina Eastern Municipal Power Agency (NCEMPA). Washington receives power through a 230 kV interconnection with the Duke Energy Progress Aurora – Greenville 230 kV transmission line at Washington's Chocowinity Point of Delivery (POD).

Washington owns and operates 6 distribution substations, 7 miles of 230 kV lines, 55 miles of 34.5 kV lines and 475 miles of 12.47 kV lines.

3.0 SCHEDULE OF EVENTS

Proposals must be received by 2:00 p.m. on Thursday January 24, 2019. Washington's selection committee will meet with firms, if needed, during the week of January 28, 2019. A consultant will be selected by February 05, 2019.

4.0 ADDENDA

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by Firms raise issues that require clarification by Washington, or Washington decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

5.0 CONTRACT

The Firm selected by Washington will be expected to enter into a written contract. The proposal should indicate acceptance of Washington's contract provisions. If inclusion of any of Washington's contract provisions will result in higher costs for the services, such costs must be specifically identified in the proposal. Unconditional refusal to accept the contract provisions proposed by Washington will result in the disqualification of the Firm.

6.0 SUBMISSION OF PROPOSALS.

6.1. To be considered, sealed qualification packages shall be addressed to Jennifer Nelson, Purchasing Agent, 203 Grimes Road, Washington, NC 27889 by 2:00 PM (EST) on Thursday January 24, 2019. Proposals may also be emailed to jnelson@washingtonnc.gov. Firms who mail proposals should allow extra mail delivery time to ensure timely receipt of their proposals. Proposals received after the specified time and date cannot be considered and will be returned unopened to the Firms.

6.2. Firms opting to mail proposals shall submit four copies of the proposal in a sealed package or envelope. The package or envelope shall clearly identify the contents on the exterior of the package or envelope as noted in paragraph 6.1.

6.3. Washington will not pay for any costs incurred by Firms in the preparation, submission and presentation of their proposal.

6.4. Proposals received in response to this RFP will be opened promptly and read at the hour and on the date set forth in the advertisement in the Office of the Purchasing Agent, 203 Grimes Road, Washington, NC 27889. Firms who wish to be informed of the number and names of other bidders may inquire after the opening. No other information will be made available at that time.

7.0 WITHDRAWAL OF PROPOSALS.

Any proposal may be withdrawn by delivering a written request to the person named on the first page at any time prior to the time set for receiving proposals. The request shall be executed by a duly authorized representative of the bidder.

8.0 CONTENT OF PROPOSALS.

Proposals shall contain sufficient information for Washington to determine which Firm will be most qualified to furnish the services that are contemplated by this RFP. The proposal should contain at least the following information:

8.1. The Firm's name, address and telephone number, including state of incorporation if the bidder is a corporation.

8.2. Names of persons who will perform each task, including their experience in performing the long range planning services covered by this RFP.

8.3. The listing of other utilities the individuals performing the work have serviced in performing the type of service covered by this RFP, the range of sizes of those utilities and brief description of the services provided.

8.4. The Firm's acceptance of the contract provisions proposed by Washington. Proposals should state whether certain contract provisions will increase the cost of the services.

8.5. Constraints that could affect the Firm's ability to perform services promptly and efficiently.

8.6. A list of deliverables along with a proposed schedule of the completion dates.

8.7. An hourly rate for long range planning services to be used after selection and as a tool in negotiation for completing the work.

8.8. An hourly rate for an ongoing engineering relationship between Washington and the Firm that will allow Washington to utilize the firm's expertise on an ongoing basis after the Long Range Plan has been completed. Proposals which do not contain all information required by this RFP or are otherwise nonresponsive may be rejected immediately.

9.0 SCOPE OF WORK

The selected Firm will provide a proposal to Washington to provide a ten-year long range plan. The plan should consider the long term growth of Washington and address the transmission, substation and distribution needs through the year 2029.