



REQUEST FOR PROPOSALS
CITY OF FRANKLIN, VIRGINIA
Franklin Municipal Power & Light
Utility Engineering Assessment
RFP #2020-3

Issued: January 29, 2020

The City of Franklin ("City") will be accepting sealed proposals from qualified Bidders to assist the City with the Franklin Municipal Power & Light Utility Engineering Assessment. Proposals are to be received no later than 2:00pm local time February 28, 2020 at the Franklin City Hall Building, 207 West 2nd Avenue, Franklin, VA 23851 Attention: Amanda Jarratt, City Manager.

Copies of the RFP Documents may be obtained from the City of Franklin's Web site: www.franklinva.com/business/bidsrfps/ and the eVa VBO website; www.eva.virginia.gov. or viewed at the City Manager's office located at 207 W. Second Avenue Franklin, Virginia. Inquiries concerning this RFP shall be addressed to Amanda C. Jarratt, City Manager at 757-562-8561 or e-mail to: ajarratt@franklinva.com.



REQUEST FOR PROPOSALS

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Franklin Municipal Power & Light Utility Engineering Assessment

1) Background

Franklin Municipal Power and Light was established in 1892 and is the electricity provider in the City of Franklin and parts of the City of Suffolk, Southampton and Isle of Wight Counties. The electric utility purchases wholesale electric power from the Virginia Municipal Electric Association (VMEA), who in turn, purchases power from Dominion Energy.

2) Scope of Services

The Consultant will perform the tasks proposed herein to develop an Electric Utility Assessment (Study) to provide an initial, high-level assessment of organizational health, and estimate potential upgrades to existing distribution facilities and construction of new facilities that may be required to serve projected loads for the next ten years. Should a more in-depth analysis be required, Consultant will provide additional services under a separate agreement with the Utility.

The project approach is developed based on a work breakdown structure that establishes tasks and their associated work products. The proposed approach envisions the following detailed tasks for the execution of the Study for the Utility.

Task 1: Data Collection and Review

Upon receipt of notice-to-proceed, the Consultant will provide a data request to obtain copies of documentation required to perform the Study.

Task 2: Project Kick-off, Site Assessment and Interviews (On-Site Meeting No. 1)

Consultant staff will conduct an on-site meeting to discuss the objectives of the Study and gain a deeper understanding of the Utility's existing long-term goals. During this meeting, Consultant will discuss the following:

- Consultant and Utility's responsibilities and schedule
- Preliminary findings from the review of the information provided in Task 1
- Specific operating problem areas and concerns of engineering and operating personnel
- Status of projects as well as planned or ongoing construction
- Expected focus areas for the field assessments and interviews with the Utility's staff
- Additional data needed to perform the Study

After the initial meeting, Consultant will interview management and staff to discuss planning, design, maintenance, and operations, as well as ongoing or proposed programs to enhance reliability and automation of the system. It is expected that Consultant will conduct the interviews both in the office and in the field in conjunction with an assessment of the existing assets and future requirements of the electric system. Once the interviews are completed, the Consultant team will conduct an exit interview with the Utility's management and staff to present and discuss the findings from the on-site assessments.

Task 3: Substation Load Forecast

During the kick-off meeting, the substation load forecast will be jointly reviewed and finalized by the Utility and Consultant based on the system load forecast, and location of expected growth and future large power and special loads. Consultant can develop a system load forecast, should it be required, as an additional service.

To avoid the impression that facilities need to be constructed for a specific year, the substation and feeder load projections will be based on projected loads assigned to a specific load level versus a specific year. In reality, loads may develop quicker or slower than anticipated. If the actual load develops as projected in the load forecast, the year given will match the load level.

Task 4: Existing System Assessment and Proposed System Improvements

Based on the final substation and feeder load forecast, Consultant will utilize the information collected in Task 1 and Task 2 to assess the performance of the existing system at the existing and ten-year planning level. The existing system analysis will include an assessment of the electric system's ability to serve the projected load growth considering the following criteria:

- System growth patterns by area
- System capacity relative to future load
- Asset age and health
- Reliability

Consultant will utilize the existing system assessment to propose system improvements to address the identified system deficiencies for the ten-year planning level. These ten-year improvements will focus on a broad view of the distribution system to identify potential large investment improvements for the Utility, such as new substation and backbone distribution facilities.

Task 5: Intermediate Meeting (On-Site Meeting No. 2)

After the preparation of the proposed system improvements, Consultant will meet with the Utility's staff on-site for one day to jointly review and finalize the recommended system improvements. During this meeting, adjustments to the improvements can be discussed and may take into account the following:

- Substation and feeder load switching and balancing
- Increasing capacity of existing substations
- Increasing capacity of existing backbone distribution lines
- Constructing new substations
- Constructing new circuits
- Power factor control
- Proposed, custom designed workshops intended to strengthen the cohesiveness and effectiveness of the leadership team and address silos or other organizational issues discovered during initial meetings and interviews

Task 6: Prepare Draft Report

Consultant will prepare a draft letter report summarizing the findings and results of the Study. Consultant will provide the Utility's staff with a digital copy of the draft study for review. A conference call meeting will be set up to collect feedback from the Utility's staff and discuss the draft report.

Task 7: Draft Review Meeting (Conference Call No. 1)

Consultant will conduct a conference call with the Utility's staff to review the draft report documents and collect feedback, which will be incorporated into the final Electric Utility Assessment letter report.

Task 8: Final Document Delivery

Consultant will:

- Deliver one (1) electronic copy of the final Electric Utility Assessment document to the Utility
- Provide, for the Utility's use, electronic Study files, including spreadsheets and documents used in the assessment

Schedule

The recommendations will be provided within four (4) months of the project start date and collection of required data.

3) Proposals

- a) In order to be considered for selection, Bidders must submit a complete response to this RFP. One (1) printed and signed original, five (5) copies and one (1) electronic copy (PDF) of each proposal must be submitted to the City Manager, at the location stated below, on or before 2:00 P.M, local prevailing time on February 28, 2020.
- b) Proposals should conform to the following requirements:
 - i) Proposals must be signed by an authorized representative of the Bidder.
 - ii) All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the City.
- c) Proposals must include:
 - i) Resumes of individuals to be assigned to the project (see subparagraph f below);
 - ii) Recent history of the firm, including recent projects of similar nature (see subparagraph d below);

- iii) Names and references from similar projects (see subparagraph e below);
 - iv) A statement of the capacity of the firm to perform the work based upon current and planned work load and schedules; and
 - v) Proposed project schedule for carrying out/providing the services/deliverables.
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- d) Bidder must furnish evidence of its qualifications, expertise and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Bidder.
 - e) Bidder must provide the name, address, contact person and phone number of at least three utilities for whom Bidder has provided similar services or deliverables. Bidder should include a brief description of each similar project. The City reserves the right to contact any utility listed.
 - f) The proposal must identify the Bidder's proposed project team including the project manager.
 - g) The proposal must state any professional licenses maintained by Bidder and/or individuals identified as being a part of Bidder's project team that are relevant to the project.
 - h) Proposals should be prepared simply and economically, providing a straightforward, concise description of Bidder's proposal and capabilities to satisfy the requirements of the RFP.
 - i) Ownership of all data, materials and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protections of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection

of the proposal.

- j) No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code § 2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- k) Bidders shall NOT provide any estimated project costs in their proposals. During discussions with Bidders, as permitted during competitive negotiation under Virginia Code § 2.2-4302.2, City may discuss nonbinding estimates of total project costs with Bidders. A final price shall be determined during negotiations.
- l) IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be sent or delivered to the City in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: _____ Due Date: February 28, 2020
(Name of Bidder) Due Time: 2:00 p.m.

Address: RFP #2020-3

The evaluation team (team) intend to conduct interviews and/or discussions with at least the two top-ranked bidders; however, the Team reserves the right to interview more or less than two firms after initial proposals are reviewed. At the conclusion of discussions, based on evaluation factors published in this Request for Proposal and all information developed in the selection process to this point, the Team shall select in the order of preference two or more Offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the Offeror ranked first. If a contract satisfactory and advantageous to the Team can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the Team, the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations conducted with the Offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

4) Evaluation of Proposals

The proposals will be evaluated by the City staff and designees. They will rank the proposals based on the factors listed below and each firm's initial proposal.

<u>FACTORS:</u>		<u>POINT VALUE</u>
1.	Specialized experience, expertise and qualifications of the bidder	70%
2.	Record of the firm in completing similar projects on time and within budget, without change orders or additional fees	20%
3.	Completeness and responsiveness of proposal	10%
TOTAL		100%

5) Rejection of Proposals/Waiver

The City reserves the right to cancel this Request for Proposal or reject any or all proposals received. The City also reserves the right to waive informalities in proposals.

6) Proposal Acceptance Period

Any proposal in response to this RFP shall be valid for ninety (90) days. At the end of the ninety days, the offer may be withdrawn at the written request of the Bidder. If the offer is not promptly withdrawn (within 5 business days) at that time, it remains in effect until an award is made or the solicitation is canceled.

7) Questions/Comments Concerning this RFP

Pursuant to Virginia Code §2.2-4316, questions or comments concerning this RFP shall be submitted in writing via email to ajarratt@franklinva.com or by regular mail to Amanda Jarratt, 207 West 2nd Avenue, Franklin, VA 23651 no later than 4:00 pm EST on February 14, 2020.

8) Deadline/Address

All proposals must be sealed, delivered and received by 2:00 p.m., local prevailing time on February 28, 2020. Proposals shall be mailed, or hand delivered to Amanda Jarratt, 207 West 2nd Avenue, Franklin, VA 23651

9) Contract Award

The award of any contract will be made in accordance with the statutes for competitive negotiation for professional contracts contained in Virginia Code § 2.2-4302.2. If the City determines in writing and in its sole discretion that only one Bidder is fully qualified, or that one Bidder is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Bidder. Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the City will post such notice on the eVa's webpage at <https://eva.virginia.gov/index.html>.

10) Ethics in Public Contracting

By submitting a proposal, Bidder certifies that its proposal is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Bidder, supplier or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Code, pertaining to bidders, bidders, contracts and subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Code of Virginia.

11) Qualifications of Bidder

The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder to perform/provide the Services/deliverables and the Bidder shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect Bidder's physical facilities prior to award to satisfy questions regarding the Bidder's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations

of the contract and to provide the Services and/or furnish the goods contemplated therein.

12) Debarment Status

By submitting their proposals, Bidders certify that they are not currently debarred by the Commonwealth of Virginia, City of Franklin, Virginia, or any other locality from submitting bids or proposals on contracts for the type of services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

Company Name and Address:

_____ Date:

_____ Name:

_____ Title:

_____ Telephone:

_____ Email:

_____ Signature: