

REQUEST FOR QUALIFICATIONS (RFQ)

for

Electric Cost of Service and Rate Design Study

for

City of Wilson, North Carolina



Department: Wilson Energy

RFQ # 2023-37

RFQ Name: Electric Cost of Service and Rate Design Study

Wilson Energy

Issue Date: 8/28/2023

Questions Due by: 9/12/2023 @ 5:00 pm

Submittal Deadline: 9/20/2023 @ 3:00 pm

REQUEST FOR QUALIFICATIONS (RFQ) – ELECTRIC COST OF SERVICE AND RATE DESIGN STUDY

INTRODUCTION:

The City of Wilson – Wilson Energy (WE) is herein seeking assistance from qualified Electrical Engineering Consulting Firms to provide qualifications for the completion of a cost of service and rate design study.

SCOPE OF SERVICES:

1. An Electric Cost of Service and Rate Design Study across all rate classes.
2. (WE) has the overall goal of meeting the budget needs of the department with expected inflation, planned and unplanned projects. The rates created shall be as stable as possible and meet or beat those of area competitors including existing or anticipated rates in terms of the total bill including all rate classes.
3. (WE) has the goal of creating/implementing reformed rates to increase monthly base charges to cover most or all of the average/expected operating expenses of the department, with possibly less margin on kWh and kW charges (including labor with increases, transformers, wire, poles, trucks, amounts paid to other departments for services, etc.)
4. At least two (2) trips to (WE) to make in person presentations to staff and/or city leadership as necessary. Other contacts can be via zoom, phone, or email.

QUALIFICATION RESPONSE CONTENTS:

The following information must be included in all responses to this Request for Qualifications (RFQ). If hard copies are submitted, at least three (3) original copies of the submittal are required. Firms providing fewer will not be considered. Please include RFQ number and Title above on outside of submittal envelope. Submittals may be delivered to: Ricky Wilson, Purchasing Manager, 1800 Herring Ave E, Wilson, NC 27893-6727. Interviews are not anticipated however, firms may be contacted to provide additional information.

1. Experience of the firm to provide the requested cost of service and rate design study including prior experience with similar studies. Individuals or firms shall also provide the following information and acknowledge all RFQ content:

- a) Name of firm and mailing address;
 - b) Name and telephone number of the principal contact;
 - c) Resumes of key employees to be assigned to the project (information should be specific to the individual, limited to any relevant/similar work performed during the past five (5) years and reference unique qualifications);
 - d) Identify immediate and/or long-term major commitments of the project manager and key personnel;
 - e) Current company brochure, if available.
2. Provide at least three references and examples of statements of previous work on cost of service and rate design studies.
 3. Describe the management plan to be used and staffing configurations and project schedule illustrating start and completion dates for all major tasks.
 4. The response should specifically relate the firm's experience and other qualifications to each and every required service.

CRITERIA FOR EVALUATION/AWARDS:

A qualification-based selection process, administered by the (WE) Director of Utilities, will be used to determine the firms with whom (WE) will enter into a contract. The QBS process will include at least three representatives from (WE) and at least one other City department representative (i.e. Finance). Qualifications considered will include those listed below.

1. Proven experience and expertise in the service areas described in the Scope of Services above. This would include helping other clients with alternative rate design (such as residential rates with higher monthly facilities charges, etc.) (40 pts)
2. Previous client and/or City satisfaction with similar work. (20 pts)
3. Professional qualifications of the Project Manager and Project Team. (20 pts)
4. Demonstrated ability to adequately staff the project to meet varying time schedules and demands. Must be based on the current and projected workload of the project manager and team. (10 pts)
5. Prior and current understanding of NCEMPA wholesale rates and recent history of these rates in eastern North Carolina. (10 pts)

CONDITIONS, CLARIFICATIONS, AND RESERVATIONS:

1. A response to this RFQ should not be construed as a contract or commitment of any kind.
2. The City of Wilson will negotiate a contract after notice of award for cost of service and rate design study services with the most qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.
3. The City of Wilson is an equal opportunity employer and service provider.
4. Minority firms or businesses as defined by GS 143-28.2(g) are encouraged to submit proposals. Per GS 143-64.31(a), the City of Wilson will use good faith efforts identified in the City of Wilson Minority Business Participation Plan to notify minority firms or businesses of the opportunity to submit qualifications herein.
5. The City of Wilson (WE) reserves the right to reject any or all proposals if it is considered and deemed in its best interest. Any requirements that cannot be met must be added in the proposal response. Proposers must respond to the entire RFQ. Any incomplete proposal may be eliminated from competition at the discretion of (WE).
6. Any costs incurred by a firm in preparing or submitting offers are the firm's sole responsibility; the City will not reimburse any firm for any costs incurred or associated with the preparation of proposals.
7. To ensure firms are receiving bid opportunities, addenda, changes, and to obtain company information to have on file at the City. Firm's must register with our Vendor Registration system through Vendor Registry at the following link. <https://vrapp.vendorregistry.com/Vendor/Register/Index/city-of-wilson-nc-vendor-registration?passSelection=True>

TIMELINE FOR RFQ:

Provided below is a list of the anticipated schedule of events related to this solicitation. The City reserves the right to modify and/or adjust the schedule to meet the needs of any project(s). All times are shown in Eastern Standard Time (EST):

<u>RFQ Process</u>	<u>Date and Time</u>
RFQ Advertisement Date	8/28/2023
Deadline for Written Questions	9/12/2023 @ 5:00 pm

(WE) Response to Questions (anticipated)	9/14/2023
RFQ Due Date	9/20/2023 @ 3:00 pm
RFQ Award	TBD*

QUESTIONS:

Questions should be directed to:

Ricky Wilson, Purchasing Manager

E-mail: rvwilson@wilsonnc.org

**An addendum will be posted if questions are received for this RFQ. Please allow time for responses from City representatives. **

Any updates or addenda can be viewed at the following link:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=6cb6fee-a-36f1-43a9-ae1b-61fdecb8b52b>

SUBMISSION OF QUALIFICATION RESPONSES:

A response with the firm’s qualifications, i.e., the firm’s demonstrated competence and qualifications for the engineering/professional services required, must be received by the submittal deadline at the following address. The submittals can be received at any time before the due date above, so planning in advance is recommended.

By mail:
City of Wilson (Attn:) Purchasing
P.O. Box 10
Wilson, NC. 27894-0010
Hand Delivery:
City of Wilson (Attn:) Purchasing
1800 Herring Ave E.
Wilson, NC. 27893

**Bidders may hand deliver RFQs to the Purchasing Office, or if preferred, UPS and FedEx make daily deliveries to our office. If using any other delivery method allow ample time for delivery. Proposals not received by the deadline stated will not be considered.

EXECUTION AND UNDERSTANDING OF PROPOSAL SUBMITTAL

By submitting this proposal, the potential Engineering Firm confirms the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential Engineering Firm has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____