



REQUEST FOR PROPOSAL ELECTRIC SYSTEM PLANNING STUDY

TAHLEQUAH PUBLIC WORKS AUTHORITY

Tahlequah, OK.

Tahlequah Public Works Authority
P.O. Box 29
Tahlequah, OK. 74465
Phone 918-456-2564

TABLE OF CONTENTS

BACKGROUND.....3

SCOPE OF WORK.....3

SCHEDULE.....4

PROPOSAL FORMAT.....4

DETERMINATION OF PROJECT COST.....5

AWARD OF CONTRACT.....6

TERMS OF PAYMENT.....6

ADDITIONAL INFORMATION.....6

KEY PERSONNEL.....7

BACKGROUND

The purpose of this Request for Proposal (RFP) is to select a Consultant to provide a Planning Study of the Electrical Distribution System for Tahlequah Public Works Authority (TPWA).

By receipt of this document, entities shall treat this information as confidential and not use it in any other way than to prepare the requested response.

TPWA is a Beneficial Trust of the City of Tahlequah, OK. The Authority provides electrical services to approximately 6,650 residential and 1,450 commercial and academic customers. The Authority purchases power through the Grand River Dam Authority located in Vinita, OK.

SCOPE OF WORK

The scope of the project is to review TPWA's current Electrical Distribution system and provide recommendations to improve the systems overall efficiency, reliability, and future needs. The consultant will meet with staff to acquire the necessary data to conduct the analysis.

The Analysis will include the following:

1. Create a computer model using Milsoft or equivalent
2. Run voltage drop analysis
3. Check protective devices for co-ordination
4. Look at projected growth for the next ten (10) years
5. Use transformer data to emulate consumer billing data in the model
6. Generate a report on the status of the existing system and possible contingencies
7. Look at contingencies due to future load and loss of equipment
8. Provide cost estimate in converting overhead lines to underground on a cost per linear foot basis
9. Provide an update of our existing map. Must be in .shp format
10. Presentation of Results
 - a. The Consultant will prepare a Power Point presentation of results and recommendations, either stand-alone or as part of a comprehensive project

presentation for TPWA, delivered in person to The Board of Trustees during one of the Board's regularly scheduled board meetings.

11. The Tahlequah Public Works Authority requires the report to be sealed by a Licensed Professional Engineer in the State of Oklahoma. Tahlequah Public Works will coordinate your efforts with our staff as well as our energy supplier to assist in performing the above mentioned tasks.

Optional Please price separately

12. Verify conductor sizes
13. Verify equipment sizes and settings

SCHEDULE

ITEM	DATE
Release of RFP	March 1, 2016
Proposal due	April 4, 2016 3:00pm
Selection of Award	April 15, 2016
Start of Electrical System Analysis	May 2, 2016
Completion of Study and Staff Review	July 29, 2016
Board Presentation	August 19, 2016

Any proposals submitted after 3:00pm April 4, 2016 shall be considered late and shall not be considered. The proposals are valid for sixty (60) days from the due date. There will be no public bid opening.

PROPOSAL FORMAT

The format proposal must be type written, well organized, thorough, and meet the following documentation requirements, which include but not limited to:

- Executive Summary
- Qualifications and experience
- Team member roles
- Methodologies used for analysis
- Processes used to execute the requirements of the project
- Delivery process

- Project schedule
- Project cost
- Any additional data to be provided, or services offered, that are included in the cost
- Sample report
- References

Any exceptions to this RFP need to be stated in writing and shall be considered on a case-by-case basis.

Proposals may be mailed to:

Tahlequah Public Works Authority
Attn: Mike Doublehead
P.O. Box 29
Tahlequah, OK. 74465

Or emailed in Adobe format (.pdf) to:

mike.doublehead@cityoftahlequah.com

cc elecsup@cityoftahlequah.com

Subject line **Electrical System Analysis**

DETERMINATION OF PROJECT COST

Respondents shall provide a “not to exceed” quote for providing services within this RFP with schedule of hourly billing rates and overhead costs that will be in effect.

Invoices may be submitted monthly.

AWARD OF CONTRACT

TPWA intends to use the information provided with the proposals to award the contract. The consultant shall be awarded the project based on the following, but not limited to:

- Qualifications of the Consultant
- Price
- Project methodology and knowledge
- Ability to meet requirements
- Project approach
- References

After careful evaluation of the proposals, all proposers will be informed of their status at the time of final selection.

TERMS OF PAYMENT

TPWA will provide payment on or within thirty (30) days of receipt of invoice.

ADDITIONAL INFORMATION

TPWA reserves the right to:

- Retract said RFP without cause or reason.
- Postpone indefinitely or cancel the RFP or project without cause.
- Reject any or all proposals.
- Award the project at TPWA's sole discretion and criteria.

TPWA will not reimburse any respondent for any costs incurred in preparation or submittal of a proposal.

Requests for additional information or clarification of this RFP may be made by contacting the persons listed below.

KEY PERSONNEL

Main Contact

Mike Doublehead
General Manager
101 N. College Ave
Tahlequah, OK. 74464
mike.doublehead@cityoftahlequah.com

Alternate Contact

Gary Stephens
Electrical Superintendent
625 W. Keetoowah Street
Tahlequah, OK. 74464
elecsup@cityoftahlequah.com