

**REQUEST FOR PROPOSAL
ELECTRIC SYSTEM ENGINEERING SERVICES
for the
CITY OF GRAND ISLAND, NEBRASKA
UTILITIES DEPARTMENT**

Proposals will be received at the office of the City Clerk, P.O. Box 1968, Grand Island, Nebraska 68802, until **4:00 p.m. (local time) on Thursday, November 7, 2013**, for a **Proposal for Electric System Engineering Services** for the City of Grand Island. Proposals received after the specified time will be returned unopened to sender. Proposals shall include the following on the **outside** of the mailing envelope: **"Proposal for Electric System Engineering Services"**. All proposals must be signed and dated to be accepted. Proposals shall be addressed to the attention of Travis Burdett, Assistant Utilities Director. **The original proposal and four (4) complete copies** shall be submitted for evaluation purposes. Failure to submit the correct number of copies will result in the proposal not being considered.

Specifications are on file in the Utilities Department at Grand Island City Hall. The proposal package is also available on-line at www.grand-island.com under Business, Bids and Requests for Proposals.

Proposals will be evaluated by the Purchaser based on price, schedule, quality, adherence to schedule, plan and specifications, economy and efficiency of operation, experience and reputation of the company, ability, capacity, and skill of the company to perform contract required and adaptability of the particular items to the specific use intended.

The Purchaser reserves the right to reject any or all proposals, to waive irregularities therein, and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

Proposals may not be withdrawn for a period of thirty (30) days after date of opening.

RaNae Edwards, City Clerk

REQUEST FOR PROPOSALS

GENERAL SPECIFICATIONS

The Proposal shall be in accordance with the following and with the attached DETAILED SPECIFICATIONS.

All prices are to be F.O.B. Grand Island, Nebraska. **All prices shall be firm, and shall include all sales and use taxes as lawfully assessed under laws and regulations of the State of Nebraska.**

Proposals shall include the following on the **outside** of the mailing envelope: "**Proposal for Electric System Engineering Services**". All Proposals are due no later than **4:00 p.m. (local time) on November 7, 2013**. All proposals must be signed and dated to be accepted. Proposals shall be addressed to the attention of Travis Burdett, Assistant Utilities Director. **The original proposal along with four (4) complete copies** shall be submitted for evaluation purposes to the following:

Mailing Address:

RaNae Edwards, City Clerk
City Hall
P. O. Box 1968
Grand Island, NE 68802-1968

Street Address:

RaNae Edwards, City Clerk
City Hall
100 E. First Street
Grand Island, NE 68801

Any Proposal received after the specified date will not be considered and returned unopened. No verbal Proposal will be considered. Failure to submit the correct number of copies will result in the proposal not being considered.

Proposals will be evaluated by the Purchaser based on price, schedule, quality, adherence to schedule, plan and specifications, economy and efficiency of operation, experience and reputation of the Contractor, and ability, capacity, and skill of the Contractor to perform contract required activities.

The invoice for Contractor's services will be paid after approval at the next regularly scheduled Council meeting and occurring after departmental approval of invoice; the City Council typically meets the second and fourth Tuesday of each month. Invoices must be received well in advance of Council date to allow evaluation and processing time.

All Proposals shall be valid for at least thirty (30) working days after the Proposal deadline for evaluation purposes.

All Proposals must be signed and dated to be accepted. Please contact Travis Burdett at 308-385-5466, or e-mail travisb@grand-island.com for questions concerning these specifications.

DETAILED SPECIFICATIONS

SCOPE

The Grand Island Electric Department is soliciting proposals for engineering services to develop a master plan for the Grand Island electric system that shall cover a 20 year period. The master plan shall include the following:

1. A study of the electric distribution system and recommendations.
2. A study of the electric transmission system and recommendations.
3. A study of the current generation resources and recommendations for future growth.

OVERVIEW OF ELECTRIC SYSTEM

The Grand Island Electric Department is a municipally owned electric utility, with a summer 2012 peak demand of 171 MW, and an annual load factor of 51%. The apparent annual demand growth rate is approximately 1%. The Electric Department serves 25,000 meters within an 82 square mile service area.

The City's generating resources total 273 MW at two power plant locations, Platte Generating Station and Burdick Station. The Platte Generating Station (PGS) is comprised of a 1982 vintage 100 MW, coal fired steam unit. Burdick Station consists of three gas / oil fired steam units supplying 92 MW and three gas / oil combustion turbines with a total summer rating of 81 MW.

Grand Island has contracted for a nominal 33 MW participation purchase in Omaha Public Power District's Nebraska City #2, coal fired, power plant. Additionally, Grand Island has contracted for a nominal 15 MW participation with Whelan Energy Center #2 in Hastings, Nebraska. Including a firm purchase of 9 MW from WAPA, existing generation and committed resources total 330 MW.

Grand Island owns and maintains 35 miles of 115 kV transmission facilities. Seven substations are connected at 115 kV for a combination of distribution, generation, and interconnection duty. Thirteen miles of the transmission circuits make five interconnections with Nebraska Public Power District (NPPD), at four of Grand Island's substations: Substations A, D with two interconnections, E, and F. Generation is connected at Substation H for Burdick Station and Substation D for Platte Generating Station.

Twenty-four miles of the transmission system comprise a 115 kV loop connecting the seven 115 kV substations. With the exception of Substation D, all substations are used for distribution purposes. An eighth 13.8 kV substation, "G," has no 115 kV bay, it connects the older generation at the Burdick Station power plant to the distribution system.

Presently, the total self-cooled substation transformation is 270 MVA. A single-line drawing of the electric system Power Supply is included with the RFP. An additional two transformer substation is planned for construction later this year, bringing total self-cooled transformation to 315 MVA by 2014.

Substation transformers, rated at 22.5 MVA with 8% impedance, limit distribution system fault current to 10,000 amperes. Substation transformers are limited to four feeders in an effort to keep loads relatively low. Transformer loading is normally restricted to the self-cooled rating. Substations are constructed with two transformers. The secondary busses can be connected in parallel, permitting either transformer to be removed from service.

Grand Island utilizes a single distribution voltage, 13.2 kV. The primary aerial distribution feeder conductor is 336.4 MCM ACSR 18/1 (Merlin). Normal feeder loading is limited to 250 amperes. Overcurrent protective relays are the ABB DPU-2000R model, set to trip at 480 amperes; distribution feeders can be interconnected for circuit breaker, switch, and line maintenance.

OVERVIEW OF DISTRIBUTION SYSTEM

The 13.2 kV, grounded wye, distribution voltage dates to a 1953 generator addition at the centrally located, power plant / substation. Three radial 13.2 kV distribution circuits were connected to this Pine Street Station; control of the distribution system was a power plant responsibility.

In 1957 Burdick Station and Sub G (originally Groff Street Substation) were constructed. Generation, at 13.8 kV, was connected directly to the distribution substation. The two generating facilities, one mile apart, were connected at 13.8 kV through dedicated plant ties. The primary distribution voltage was recognized as 13.2 kV. Unit substations located throughout the city interfaced with the legacy 2400 volt delta distribution circuits.

By the late 1960's the Electric Department standardized on 336.4 MCM ACSR as the backbone feeder conductor. The stated design criteria were "5 MW for 5 miles." Feeders were loaded to 50% of conductor capacity and could serve any load from the centrally located substations.

In 1970 the 34.5 kV transmission interconnection with NPPD was upgraded to 115 kV and Substation H (formerly Cherry Street Substation) was constructed. A dedicated dispatch center removed the transmission and distribution responsibilities from the production function. Containing three 22.5 MVA transformers, Substation H was the first 115/13.8 kV substation.

Between 1970 and 1980 a 115 kV transmission loop was constructed on the perimeter of Grand Island. Additional 115/13.8 kV substations were installed on this loop. In 1982, the 100 MW Platte Generating Station became operational. Originally radially connected, in 1992 PGS was fully integrated into the 115 kV loop.

A mid-1980's power factor improvement effort resulted in the addition of switched capacitors. Most capacitor banks are VAR controlled. Some capacitor banks, serving industrial loads, are current activated. With switched capacitors, the distribution feeders have nearly a flat voltage profile.

During the 1980's and 1990's the underlying 2400 volt distribution system was converted to 13.2 kV; as were the rural 7200 volt distribution circuits. The aerial distribution system now consists of 320 miles three phase and 91 miles of single phase circuits. The underground portion of the distribution system contains 64 miles of three phase and 87 miles of single phase circuits.

MASTER PLAN CONSIDERATIONS

The master plan shall evaluate the system for ability to reliably serve the Grand Island area through 2033 based upon current load growth forecasts. As a minimum, the master plan shall include the following:

1. Electric Distribution System Study

The distribution system shall be studied for adequacy of load serving capability, switching flexibility and future expansion potential. In addition, investigation shall be made relating to transformer and feeder loading methodology, distribution automation, sectionalizing, system modeling, distributed generation and communications with field devices. Recommendations shall be made regarding placement of existing field devices such as capacitor banks and fault indicators and need for additional devices.

2. Electric Transmission System Study

The transmission system shall be studied for suggestions related to future substation needs and locations, additional transmission line needs, protection methods and strategies, conductor upgrading needs, communication requirements and system modeling.

3. Generation System Study

The current generation capacity shall be evaluated based upon age, cost, environmental compliance, reliability and future expansion feasibility. Suggestions shall be made regarding current generation capacity. In addition, using load projections, recommendations on needs, timing and type of future generation shall be provided.

Six bound copies of the report will be furnished by the Engineer along with three copies furnished on CD. The CDs, containing the report as an Adobe PDF file, will also include all supporting documents, correspondence, drawings, calculations, worksheets, and databases. Preferred data formats, are PDF, AutoCAD, MS Word, MS Excel, MS Access, and MS Visio.

The Engineer shall formally present the Report to the Grand Island City Council and other public forums, as necessary.

OWNERSHIP OF DOCUMENTS

All drawings, calculations, and other documents, resulting from this project, will become the property of the Grand Island Electric Department. These records are required for the continuing operation and maintenance of the electric utility. Assets will be reused but the Engineer will not be liable for the specific applications in which they are reused. The Electric Department will respect truly proprietary designs, if identified in advance by the Engineer. This paragraph takes precedence over paragraphs to the contrary possibly contained in the Engineer's standard Commercial Terms.

QUALIFICATIONS

Proposers shall furnish statements of experience and qualifications regarding: (1) Preparation of Master Plans, (2) Distribution and Transmission circuit design, and (3) Electric System Modeling, as described under the Master Plan Considerations heading. Qualifications of the Engineering Firm and personnel assigned to the various portions of the project are of interest.

Bidders with experience in preparation of similar Master Plans should furnish a sample with the Proposal.

ANTICIPATED SCHEDULE

The Proposal shall make specific reference to the contents of this RFP and include the Engineer's anticipated approach and schedule for each phase of the project.

"NOT TO EXCEED" PRICE

A "Not to Exceed" Price is required for preparation, publication, and presentation of the Master Plan. This price will be a factor in the evaluation.

COMMERCIAL CONDITIONS

The Engineer shall include with the Proposal any proposed Contract and commercial conditions that would be incorporated in an Agreement. The proposed Contract will be reviewed by the City's Legal Department; possibly requesting changes. The Agreement and Contract will be subject to Nebraska law.

FEE SCHEDULE

The Proposal shall provide hourly fees by personnel classification, fee multiplier, and any other direct labor related costs.

The Proposal shall provide an estimate of the distribution of labor hours by general classification, for the entire job; that is, percentages of management, engineering, drafting, clerical, etc.

Include the rate and multipliers for reimbursable expenses such as supplies and travel. Include any adders or multipliers on passed through professional services.

PROPOSAL EVALUATION

The Proposal evaluation criteria will be categorized as shown below. Also indicated are the weighting factors that will be used in tabulating the evaluation scores.

1. Company Experience with Master Plan Development / References (x 2)
2. Personnel Experience with Master Plan Development / References (x 2)
3. Proposal Responsiveness (x 2)
4. Project Cost and Fees (x 1)
5. Commercial Terms (x 1)

SITE INSPECTION

Engineering Firms interested in submitting Proposals are required to visit the City facilities prior to submittal of the Proposal to become familiar with the project scope, existing construction, and drawing status. Site inspections can be arranged by contacting Travis Burdett, (308) 385-5466, for an appointment.

PAYMENT

Payment for the engineering services will be determined by hours worked plus miscellaneous expenses, up to the predetermined "not to exceed" amount for the entire project. Invoices will be submitted monthly. Included with, but separate from, the invoice, the Engineer will provide a progress report for the billing period. The Progress report shall contain a description of the activity and a comparison of the anticipated schedule (hours billed) with the actual. A Progress report shall be provided monthly, even in the absence of activity.

The monthly invoice for Engineer's services will be paid after approval by the Utilities Department and subsequent approval by the Grand Island City Council at their regularly scheduled meetings. The City Council typically meets the second and fourth Tuesday of each month. Invoices must be received well in advance of Council date to allow evaluation and processing time.

INSURANCE REQUIREMENTS.

The Engineer shall comply with the attached "INSURANCE REQUIREMENTS".

MINIMUM INSURANCE REQUIREMENTS
CITY OF GRAND ISLAND, NEBRASKA

The successful Engineering Firm shall obtain insurance from companies authorized to do business in Nebraska of such types and in such amounts as may be necessary to protect the Engineering Firm and the interests of the City against hazards or risks of loss as hereinafter specified. This insurance shall cover all aspects of the Engineering Firm's operations and completed operations. Failure to maintain adequate coverage shall not relieve the Engineering Firm of any contractual responsibility or obligation. Minimum insurance coverage shall be the amounts stated herein or the amounts required by applicable law, whichever are greater.

1. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

This insurance shall protect the Contractor against all claims under applicable State workers compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The liability limits shall not be less than the following:

Workers Compensation	Statutory Limits
Employers Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. BUSINESS AUTOMOBILE LIABILITY

This insurance shall be written in comprehensive form and shall protect the Engineering Firm, the firm's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 Combined Single Limit
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3. COMPREHENSIVE GENERAL LIABILITY

The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

4. UMBRELLA LIABILITY INSURANCE

This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

5. ADDITIONAL REQUIREMENTS

The City may require insurance covering a Contractor or subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the Contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. CERTIFICATE OF INSURANCE

Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this Contract. **The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the bidder cannot have the "endeavor to" language stricken, the bidder may elect to provide a new certificate of insurance every thirty (30) days during the contract. Bidder shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.**

7. GRATUITIES AND KICKBACKS

City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

8. FAIR EMPLOYMENT PRACTICES

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex, or political affiliation.

9. SECTION 504/ADA NOTICE TO THE PUBLIC

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disability, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or

requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

CONTRACT AGREEMENT

THIS AGREEMENT made and entered into by and between [SUCCESSFUL BIDDER], hereinafter called the Contractor, and the CITY OF GRAND ISLAND, NEBRASKA, hereinafter called the City.

WITNESSETH:

THAT, WHEREAS, in accordance with law, the City has caused contract documents to be prepared and an advertisement calling for bids to be published for [PROJECT NAME]; and

WHEREAS, the City, in the manner prescribed by law, has publicly opened, examined, and canvassed the bids submitted, and has determined the aforesaid Contractor to be the lowest responsive and responsible bidder, and has duly awarded to the said Contractor a contract therefore, for the sum or sums named in the Contractor's bid, a copy thereof being attached to and made a part of this contract;

NOW, THEREFORE, in consideration of the compensation to be paid to the Contractor and of the mutual agreements herein contained, the parties have agreed and hereby agree, the City for itself and its successors, and the Contractor for itself, himself, or themselves, and its, his, or their successors, as follows:

ARTICLE I. That the following documents shall comprise the Contract, and shall together be referred to as the "Agreement" or the "Contract Documents";

1. This Contract Agreement.
2. City of Grand Island's Specification for this project.
3. [NAME OF SUCCESSFUL BIDDER] bid signed and dated [DATE OF BID].

In the event of any conflict between the terms of the Contract Documents, the provisions of the document first listed shall prevail.

ARTICLE II. That the contractor shall (a) furnish all tools, equipment, superintendence, transportation, and other construction materials, services and facilities; (b) furnish, as agent for the City, all materials, supplies and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in a good substantial and workmanlike manner and in accordance with the requirements, stipulations, provisions, and conditions of the contract documents as listed in the attached General Specifications, said documents forming the contract and being as fully a part thereof as if repeated verbatim herein, perform, execute, construct and complete all work included in and covered by the City's official award of this contract to the said Contractor, such award being based on the acceptance by the City of the Contractor's bid;

ARTICLE III. That the City shall pay to the Contractor for the performance of the work embraced in this contract and the Contractor will accept as full compensation therefore the sum (subject to adjustment as provided by the contract) of [DOLLAR AMOUNT] (\$00.00) for all services, materials, and work covered by and included in the contract award and designated in the foregoing Article II; payments thereof to be made in cash or its equivalent in the manner provided in the General Specifications.

The total cost of the Contract includes:

Base Bid: \$.00

Sales Tax on Materials/Equipment:	\$.00
Sales Tax on Labor:	\$.00
Total	\$.00

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

ARTICLE IV. The Contractor hereby agrees to act as agent for the City in purchasing materials and supplies for the City for this project. The City shall be obligated to the vendor of the materials and supplies for the purchase price, but the Contractor shall handle all payments hereunder on behalf of the City. The vendor shall make demand or claim for payment of the purchase price from the City by submitting an invoice to the Contractor. Title to all materials and supplies purchased hereunder shall vest in the City directly from the vendor. Regardless of the method of payment, title shall vest immediately in the City. The Contractor shall not acquire title to any materials and supplies incorporated into the project. All invoices shall bear the Contractor's name as agent for the City. This paragraph will apply only to these materials and supplies actually incorporated into and becoming a part of the finished product of the [PROJECT NAME].

ARTICLE V. That the Contractor shall start work as soon as possible after the contract is signed and the required bonds and insurance are approved, and that the Contractor shall deliver the equipment, tools, supplies, and materials F.O.B. Grand Island, Nebraska, and complete the work on or before **[DATE WORK TO BE COMPLETED]**.

ARTICLE VI. The Contractor agrees to comply with all applicable State fair labor standards in the execution of this contract as required by Section 73-102, R.R.S. 1943. The Contractor further agrees to comply with the provisions of Section 48-657, R.R.S. 1943, pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. During the performance of this contract, the Contractor and all subcontractors agree not to discriminate in hiring or any other employment practice on the basis, of race, color, religion, sex, national origin, age or disability. The Contractor agrees to comply with all applicable Local, State and Federal rules and regulations. The Contractor agrees to maintain a drug-free workplace policy and will provide a copy of the policy to the City upon request. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

GRATUITIES AND KICKBACKS

DRAFT

City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract

to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

[SUCCESSFUL BIDDER]

By _____ Date _____

Title _____

CITY OF GRAND ISLAND, NEBRASKA

By _____ Date _____
Mayor

Attest: _____
City Clerk

The contract is in due form according to law and hereby approved.

Attorney for the City Date _____

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