

Request for Proposal (RFP): Electrical Evaluation of Monticello Electrical Grid

Proposal Submission Deadline:

March 21, 2025

Introduction:

Monticello City is seeking proposals from qualified individuals or companies to evaluate the Monticello electrical grid. The selected party will be responsible for completing a full analysis of each of the following options, purchasing the grid, continuing with a franchise agreement, or a hybrid of purchasing the grid but contracting out the labor and support. This will include working closely with our current electrical provider Empire Electric Coop, based out of Cortez, Co. They have been made aware of the options above and the study to be conducted.

Scope of Work:

The selected engineering advisor will be expected to provide the following services:

1. Engineering Economic Analysis:

- Conduct an engineering economic analysis on the City's power grid using the three alternatives below.
- Advise based on other City's that have made similar choices as Monticello and what outcomes they have experienced.
- Provide expected revenues and costs for each option. Along with comparisons to other City's that have similar debt and a system of a similar size.
- Three Alternatives to be Evaluated:
 1. City Purchase of Grid – expected cost of purchase and operation during the pay off period. Including expected revenue, expenses, and other costs that may be incurred by this option.
 2. City Re-signing of Franchise Agreement – this option is continuing with current contracted agency (Empire Electric) with a new agreement.
 3. City Purchase of Grid but contracting out labor and support. This would explore the purchasing of the grid with its costs and revenues, along with what the expected costs would be from contracting out labor and support of the system.

2. Evaluation of Electric Alternatives:

- Perform an evaluation of the three identified alternatives for the City and rank each one based on the data provided by the project to help guide the City in making a decision.

3. Regulatory Analysis:

- Provide a regulatory analysis exploring the regulations the City will need to follow along with the expected regulations that will need to be put on the electrical system should the City purchase it.
- Gather and provide specific regulations around what limits to charges and fees may be imposed on users of the system.

4. Legal Obligations of Electrical Equipment:

- Review the current legal obligations of each alternative including, warranty of existing equipment, alterations to the system according to current contracts, and any obligations that the City will need to fulfill based on our alternatives.
- At times act as a liaison between Monticello City and any other involved parties, ensuring clear and effective communication.

5. System Planning Analysis:

- Provide a comprehensive plan using a system planning analysis. Looking at existing conditions along with possible future requirements including but not limited to; improvements, expansion, upgrades, replacements, and other key changes needed for the system.

6. Final Documentation:

- All the data and recommendations from the above points will be structured into the final document showing a comparison of the three alternatives.
- The organization of the document will be up to the selected advisor but should be easy for all to understand.

7. Presentations In Person:

- To close out the project it is requested that presentations be given in person to City Staff and the City Council.
- Both Presentations may be on May 27, 2025 in Monticello, Utah. Coordination of the meetings will be confirmed in mid-May as the project nears completion.
- The Staff presentation will take place in the afternoon at 4 pm. Allowing time for a review of the materials before proceeding to City Council.
- The City Council Presentation will be at 7 pm during a public work session.

Qualifications and Experience:

Interested engineering advisors must meet the following minimum qualifications:

1. Proven experience in electrical infrastructure projects, preferably in a community or nonprofit setting.
 2. Strong knowledge of relevant regulations and compliance standards.
 3. Excellent communication and interpersonal skills, with a demonstrated ability to work effectively with boards, stakeholders, and other professionals.
 4. Certification in engineering or relevant professional credentials.
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Proposal Submission Requirements:

All proposals must include the following:

1. **Cover Letter** outlining the advisor's qualifications, experience, and why they are well-suited for this project.
 2. **Experience and Credentials** including a résumé, relevant certifications, and a portfolio of past projects that are similar to our request.
 3. **Cost Estimate** for providing these services, including any anticipated fees or additional costs.
 4. **Project Outline** that demonstrates how the client will be able to meet the deadline of May, 22, 2025 and what deliverables are expected during the project.
 5. **References** from previous clients or organizations where the advisor has overseen similar projects. Please give a specific point of contact so that we may contact them during the selection process.
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Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Relevant experience and expertise in electrical grid infrastructure and financial funding/evaluation of operations.
 2. The approach and methodology for overseeing the project.
 3. Cost-effectiveness and clarity of the proposed pricing.
 4. Strong client references and a proven track record of successful projects.
 5. Demonstrated ability to communicate and collaborate with boards and stakeholders.
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Proposal Submission Instructions:

All proposals must be submitted electronically at <https://shorturl.at/OKO7t> (all digital submissions should be one single pdf document) no later than **March 21, 2025 at 5pm**. Late submissions will not be considered.

All inquiries regarding the RFP can be directed to Kaeden Kulow at kaeden@monticelloutah.org

Timeline:

- **RFP Issued:** February 5, 2025
 - **Proposal Submission Deadline:** March 21, 2025
 - **Final Selection Date:** March 25, 2025
 - **Project Start Date:** March 26, 2025
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Contact Information:

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