



October 10, 2024

The City of Alexandria is requesting statements of qualifications from interested firms or design professionals to enter into a contract with the City for **GENERAL UTILITY REGULATORY COMPLIANCE, DESIGN AND OTHER RELATED PROFESSIONAL SERVICES** for the Alexandria Utilities System. The design professional will be selected for such work to be approved and the appropriate fee shall be negotiated.

Pertinent qualification information desired will at a minimum consist of:

- A. Specialized experience and technical competence of the firm for the following services:
- Perform comprehensive review and analysis of city utility system, including the utility compliance program;
 - Assist the City with the continued operation of the AUS in energy markets consulting, utility system facilities planning, utility system finance and economic analysis, power and energy forecasts, transmission system analysis, and rates and regulatory support
 - Assist the City in electric reliability compliance, including the NERC Critical Infrastructure Protection (CIP) systems; including writing and amending policies and procedures and providing training for subject matter experts for the Electric Distribution and Electric Production departments.

Other services to be provided include the following:

- Energy marketing consulting
- Utility system facilities planning
- Utility system finance and economic analysis
- Power and energy forecasts
- Rates and regulatory support
- Transmission enterprise services
- Transmission and policy regulations
- Resource planning
- Consulting engineer's report for bond issues
- Management Consulting Services and Procurement (RFP)
- Fuel supply and regulation
- Transmission system interconnect and load flow analysis
- Performance testing and start-up services
- Utility system facilities planning and design
- Transmission design and distribution planning
- Regional Transmission Organization power markets pricing and consulting
- Transmission transactions and valuation
- Asset Management
- Review of cost-of-service and revenue enhancement options
- Risk management
- Environmental services and permitting

- Review and analysis of power supply and natural gas supply billing
 - Audit of existing and review of proposed Utilities Division contracts
 - Negotiations of contracts with perspective suppliers
 - Due diligence reviews
 - Utility system master planning
 - Reports on utility system conditions and operations
 - Serve as engineer of record on certain utility projects
- B. Capacity to perform the work within time limitations.
- C. Past experience on contracts with the City of Alexandria and/or past experience with utility systems of a similar size.
- D. Evidence of Liability Insurance with a minimum limit of \$1,000,000. (The selected consulting firm, design professional, or company will be required to show evidence of Liability Insurance in the amount of \$2,000,000 prior to commencing work.)
- E. Evidence of a good faith effort to comply with the City's AFEAT Program.

Under the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org. Good faith compliance with the City's AFEAT Program will be a consideration during the evaluation of

responses. Evidence of good faith compliance and/or letters of engagement with potential subcontractors shall be submitted with the RFQ response.

Selection Factors

Proposals will be scored out of 100 total points based on the following factors:

1. Experience of the firm or sub-consultant with similar work. **(35 points)**
2. Capacity of the firm to complete the work in a proper and timely manner given the firm's current workload, staff availability, resources, and commitment. **(25 points)**
3. Past experience on contracts with the City of Alexandria and/or past experience with utility systems of a similar size. **(30 points)**
4. Evidence of a good faith effort to comply with the City's AFEAT Program. **(10 points)**

Qualification statements will be received until 12:00 P.M., November 14, 2024, Director of Utilities Office, 915 North Third Street, Alexandria, LA 71301 or emailed to marcus.connella@cityofalex.com.

Requests For Qualifications (RFQ) for Professional Engineering Services from a Licensed Professional Engineering Firm to advise, design and evaluate the Alexandria Utility System for regulatory compliance and system needs.

Questions:

Questions regarding this request shall be directed to the City of Alexandria (COA) at:

Marcus Connella
Utilities Director
(318) 449-5010
Marcus.Connella@cityofalex.com

Statements of Qualification:

Five (5) hardcopy statements of qualification and one (1) electronic copy must be received by the CoA by 12:00 p.m. on November 14, 2024. All copies of the statements must be plainly identified as "**GENERAL UTILITY REGULATORY COMPLIANCE, DESIGN AND OTHER RELATED PROFESSIONAL SERVICES**" for Alexandria Utilities System and delivered or mailed to:

City of Alexandria Utility Department
Attn: Mr. Marcus Connella, Director of Utilities
915 Third Street
Alexandria, LA 71301