CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	2-25-14	
RESOLUTION OR ORDINANCE NUMBER	R-14-17	
AGENDA TITLE	**Electrical Engineering, Substation Maintenance, Testing & Support Services**	
REQUESTING DEPARTMENT	Electric	
PRESENTER	Mike Shook, Deputy Director of Electric Utilities	
FISCAL INFORMATION	Cost as recommended:	$150,000.00 (Not To Exceed)
	Budget Line Item:	800-5-020-424
	Balance Available	$150,000.00
	New Appropriation Required:	[ ] Yes [X] No
PURPOSE	Secure services to provide electrical engineering, maintenance, testing, and support services for the Electric Utility	
BACKGROUND	The Electric Utility owns and operates 6 electric substations and 4 electric generating units to provide reliable economic electric service to our residents, businesses and visitors. To provide the most reliable system possible, and to meet federally mandated NERC requirements, the electric utility must perform certain testing on high voltage electric apparatus on a scheduled basis.	
SPECIAL NOTES	N/A	

ANALYSIS	Staff issued a public Request for Proposals from firms that could provide these necessary services for the Electric Utility. Proposals were scored based on services offered, availability, and cost of services. Proposals were received from three (3) firms: • Criswell Engineering • Shermco Industries • Emerson Network Power Staff requested hourly fee schedules to perform all services as listed in the request for proposals, with Criswell Engineering, LLC received as the lowest rate proposed.
PUBLIC INFORMATION PROCESS	N/A
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends the Mayor be authorized to enter into a service agreement for electrical engineering, substation maintenance, testing and support services with Criswell Engineering, LLC for the amount not to exceed $150,000 for FY2014.
REFERENCE DOCUMENTS ATTACHED	Request for Proposals Proposals received (3)

RESOLUTION NO. R-14-17

A RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH CRISWELL ENGINEERING, LLC IN THE AMOUT NOT TO EXCEED $150,000.00 FOR ELECTRICAL ENGINEERING, SUBSTATION MAINTENANCE, TESTING AND SUPPORT SERVICES FOR THE CITY OF COFFEYVILLE ELECTRIC UTILITY.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor be and is hereby authorized to enter into a service agreement with Criswell Engineering, LLC in the amount not to exceed $150,000.00 for electrical engineering, substation maintenance, testing and support services for the City of Coffeyville Electric Utility.

ADOPTED THIS 25th DAY OF FEBRUARY, 2014.

_____
David George, Mayor

ATTEST:

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

CITY OF COFFEYVILLE, KANSAS

REQUEST FOR PROPOSALS
FOR
ELECTRICAL ENGINEERING, SUBSTATION MAINTENANCE, TESTING & SUPPORT SERVICES

City of Coffeyville
102 W. 7th Street
P.O. Box 1629
Coffeyville, KS 67337
Phone: 620-252-6128

TITLE-SIGNATURE PAGE
REQUEST FOR PROPOSALS

The City of Coffeyville, Kansas, invites you to submit a proposal and statement of qualifications for the services of Electrical Engineering, Substation Maintenance, Testing & Support.

Four (4) SIGNED PROPOSALS

Plus One (1) unbound copy for a total of five (5) copies

MUST BE RECEIVED BY:

2:00 P.M. on February 12, 2014

PLEASE MARK YOUR SEALED PROPOSAL "ELECTRICAL ENGINEERING, SUBSTATION MAINTENANCE, TESTING & SUPPORT SERVICES" AND SEND IT TO:

City of Coffeyville

Attention: Cindy Price, City Clerk
102 W. 7th Street
P.O. Box 1629
Coffeyville, KS 67337

The City reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Telephone # Fax #	Date Tax ID #
E-mail	Entity Type

Coffeyville, Kansas

Request for Proposals
FOR
Electrical Engineering, Substation Maintenance, Testing & Support Services

I. General Information

City of Coffeyville, Kansas

Located on Highway 169 in Southeast Kansas, Coffeyville originally served as a gateway to the Indian Territory now known as Oklahoma. Because of its location on the Verdigris River and proximity to Native American tribes, the City flourished and quickly became the largest city in the region. As a center for commerce, the city's commercial and residential areas blossomed. Glass manufacturing, brick making, paint manufacturing, and petroleum refining prospered, and large neighborhoods developed to provide workforce housing.

During the past few decades, the community has experienced a slow decline in population, much like the rest of the region. However, anchored by large employers such as Amazon.com, Coffeyville Resources, John Deere, and Acme Foundry, the community is entering a period of economic resurgence. With a 2010 census population of 10,295, the community remains the largest in Montgomery County, and one of the largest in the region. A full-service community, Coffeyville provides residents, businesses, and visitors with police, fire, electric generation and distribution, water, sewer, stormwater, parks and public facilities, general aviation, streets, wireless internet, and community and economic development.

The City of Coffeyville Electric Utility began service in 1901. CMLP serves over 6300 customers, serving a service territory of over 60 square miles. CMLP owns and operates six (6) substations, with voltages of 138 kV, 69 kV and 12.47 kV. The Utility owns and operates electric generation with a capacity of 56 MW. This generation includes two (2) Steam Generation Units; 18 MW - 1956 Elliott Steam Turbine/Generator, 38 MW - 1971 General Electric Steam Turbine/Generator, and 2-2 MW Baldor Diesel Power Generators.

Additional information regarding the City's services is available on the City's website at www.coffeyville.com.

II. Project Overview

Coffeyville, Kansas, is inviting proposals for the purpose of selecting a firm to provide electrical engineering support services that include on-site scheduled testing and maintenance of an electric utility transmission, distribution, and generation systems.

Anticipated Service Deliverables

Provide available services, qualifications, including published rates to perform the following:

1. Provide Electrical Engineering services, to include the following, but not limited to:

   A. Perform Protective Relay Testing, Calibration, Installation, Commissioning (Microprocessor and Electro-Mechanical) on an on-going, scheduled basis, while providing the ability to both meet schedule, and provide documentation of all testing, to maintain compliance with NERC Standards

   B. Develop relay settings, through Power System Coordination Studies

C. Transformers, LTC, Breakers, Capacitors, Field Reclosers and other associated equipment testing, commissioning and evaluation

D. Fault Analysis and Investigation

E. Cable testing

F. Station battery testing

G. Generator testing

H. Control Circuitry Troubleshooting

I. On-Call technical Support for Electric Utility

III. Organization of the Proposal

Proposals should include responses to each of the following items. Please construct your proposal with responses in the same order as listed below to facilitate review and comparison by the review committee.

1. Provide a general profile of the firm.
2. Outline your firm's experience in providing similar services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
3. All proposers will be required to submit evidence of professional liability insurance at the limits required by the City of Coffeyville and disclose any applicable deductible amount.
4. Final sheet indicating published rates for services, including per diem.

IV. Evaluation of Proposals

An evaluation committee comprised of Electric Utility staff will be used to evaluate the proposals. The committee will evaluate the proposals based on the following criteria:

1. Responsiveness—Quality and completeness of the response to the Request for Qualifications (10%)
2. Project Approach-- Respondent's approach for working with identified staff, assembling information, and providing deliverables to enable the City and its partners making strategic decisions regarding redevelopment. (20%)
3. Firm Experience—Respondent's credentials and experience in performing similar work for other municipalities. (25%)
4. Staff Experience – Experience and background of specific personnel that will be assigned to the project. (20%)
5. Schedule—Ability to meet or exceed the needs of the City in providing services requested under this RFQ in a timely manner. (25%)

V. Interviews

N/A

VI. Fees

1. Attach copy of published rates, including any per diem, and travel rates.

VII. Terms and Conditions

1. The City of Coffeyville reserves the right to reject any or all proposals, with no penalty to the City, or to award the contract to the next most qualified consultant if the successful respondent does not execute a contract within thirty (30) days after the award of the proposal.

2. The firm must submit five (5) copies of each of its proposals to the City of Coffeyville not later than 2:00 P.M., February 12, 2014. The address and telephone number for proposal submission is:

   Attn: Cindy Price, City Clerk
   102 W. 7th St.
   PO Box 1629
   Coffeyville, KS 67337
   (620) 252-6108

   Proposals should be in a sealed package, clearly marked "Electrical Substation Maintenance, Testing & Support Services" on the exterior of the package. Proposals received after the specified date and time, or unsealed or unmarked proposals, WILL NOT BE CONSIDERED.

   All proposals must be signed by a duly authorized individual. All proposals shall become the property of the City of Coffeyville and the City may, at its option, request oral presentation prior to selection; notification in writing will be given if such meetings are required. No public bid opening will be held. A listing of firms names representing the proposals received will be available on February 21, 2014.

3. Michael Shook, Deputy Director of Electric Utilities, shall be the primary source of contact for your firm during the Request for Proposals and selection process.

4. The City of Coffeyville reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.

5. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Coffeyville shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

6. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City of Coffeyville, and shall contain, as a minimum, applicable provisions of the Request for Proposals. The City reserves the right to reject any agreement that does not conform to the Request for Proposals and any City requirements for agreements and contracts.

7. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Coffeyville.

8. All data, documents and other information provided to the City of Coffeyville by the consultant as a result of this Request for Proposals shall become the property of the City and subject to its disposal.

9. All costs associated with the preparation of a proposal in response to the Request for Proposals shall be the responsibility of the firm submitting the proposal.

10. The selected firm(s) will be required to provide a certificate of insurance naming the City as an "additional insured" in the minimum amounts specified:
    i. Professional liability insurance of a minimum of $1,000,000 with a maximum $50,000 deductible,
    ii. Workers' Compensation coverage with limits required by the State of Kansas, and
    iii. Employer's Liability coverage with limits of $500,000/$500,000/$500,000 per occurrence.
11. Should the firm hired merge or be purchased by another individual or firm, contract continuation would be at the City of Coffeyville's option.
12. As this is a Request for Proposals and not a bid, the City of Coffeyville reserves the right to negotiate with any party on items, including but not limited to, scope of work and fee schedule.
13. The City of Coffeyville, being an equal opportunity employer, will not discriminate against any respondent because of race, color, religion, sex or national origin; any person or group which enters into a contract with the City of Coffeyville must agree to comply with any and all applicable federal and state laws regarding the prohibition of discrimination. All respondents, by placing a proposal, shall accept the affirmative duty to ascertain and comply with such laws.

VIII. Schedule of Events

The City of Coffeyville has developed the following schedule of events for selection:

RFP Schedule	Timing
Send out Request for Proposals	January 29, 2014
Receive proposals from consultants	February 12, 2014
Recommendations to City Commission	February 25, 2014

All questions regarding this request for Proposal are to be directed to:

Michael Shook Deputy Director of Electric Utilities	(620) 252-6086 Phone Number	mshook@coffeyville.com E-Mail Address

All proposers should be aware that any communication with other City of Coffeyville officials, either elected or appointed, after the date of this request will cause that firm's proposal to be automatically rejected.

Criswell Engineering

Engineering Consulting Services

Labor and Expense Rates

The rates provided below will apply through December 2014 for all Engineering Services provided by ***Criswell Engineering*** to the City of Coffeyville.

	HOURLY RATES		
	S.T.	**O.T.**	**HOLIDAY**
Engineer's Labor	$110	$165	$220
	S.T.	**O.T.**	**HOLIDAY**
Technician's Labor	$86	$129	$172

Note: Overtime (O.T.) rates would only apply to prearranged hours worked outside of normal working hours Monday through Friday, and all hours worked on Saturday. The "Holiday" rate would apply to Sundays, and all days observed as Holidays by City of Coffeyville.

Travel Time and Mileage

Travel time would be invoiced at the rates outlined above. Mileage would be invoiced at $0.69 per mile.

Expenses

Meals, lodging and incidental expenses will not exceed the current GSA Per Diem rates for customer's zip code. The current 2014 rates are as follows: Lodging $83 (excluding taxes), Meals and Incidental Expenses $43 per day with the first and last day of the work week at 75% or $34.50.

Materials and job related expenses will be invoiced at 10% profit margin.

CRISWELL ENGINEERING
5997 EAST LINDA STREET
ROGERSVILLE, MO 65742

CELL: (417) 860-0964
FAX: (417) 890-0726

A Veteran-Owned USA Company

EMERSON
Network Power

Electrical Reliability Services, Inc.

FEE SCHEDULE

(EFFECTIVE OCTOBER 1, 2013)

GENERAL INFORMATION

Electrical Reliability Services, Inc. is a service organization of highly trained engineers and technicians. We offer field, laboratory, educational and engineering services for the electrical power industry.

FIELD SERVICES include electrical acceptance testing, preventive and predictive maintenance testing, relay and circuit breaker upgrades, and emergency response. Field Service engineers are fully equipped with vehicles and are available for 24-hour emergency assistance.

PROFESSIONAL SERVICES include power system studies, short circuit / coordination studies, arc flash studies, partial discharge testing and monitoring, relay and logic settings, power quality, code compliance and field evaluation, cable testing and diagnostics, and other engineering related services.

EDUCATIONAL SERVICES include customized and standard on-site, online and classroom training programs on topics ranging from basic electrical theory and safety to complex power equipment and systems.

LABORATORY SERVICES include failure analysis, performance and compliance testing, instrument repair and calibration.

CLASSIFICATION OF TECHNICAL SERVICES

CLASS I Forensic Services include failure and accidental investigations and forensic support activities.
CLASS I Consulting Services include skill assessment, policy review, and performance studies
CLASS I Professional Services are those requiring expertise in the field demanding a high degree of training and experience. Typical Class I Professional Services include system studies, system trouble-shooting, complex startup, senior and lead engineers, complex laboratory services and evaluation of electrical products.
CLASS II Standard Services are less complex in nature than Class I services. Normal commissioning, acceptance, maintenance and repair are considered typical Class II services.
CLASS III Shop Technician Services include routine work performed on Electrical Reliability Services premises.
CLASS IV Support Services include project support and administrative services.

BILLING RATES

		STRAIGHT TIME (hourly rate)	OVERTIME (hourly rate)	PREMIUM (hourly rate)
CLASS I	Forensic	$400	$600	$800
CLASS I	Consulting Services	$286	$429	$572
CLASS I	Professional Services	$244	$366	$488
CLASS II	Standard	$210	$315	$420
CLASS III	Shop Technician	$178	$267	$356
CLASS IV	Support	$92	$138	$184

1. Straight time rates apply to all time worked or traveled during a normal eight-hour work day. The normal eight-hour work day is defined as any consecutive eight-hour day shift period (Monday through Friday - holidays excepted) with an allowance for lunch time.
2. Overtime rates apply to all hours worked in excess of eight hours on weekdays, all nighttime work, and all time worked on Saturdays, up to twelve (12) hours.
3. Premium rates apply to all hours worked in excess of 12 hours, and all time on Sundays and holidays.
4. Hourly and daily rates are exclusive of all living and travel costs. Where customers specify or require daily rates for field services inclusive of living and travel expenses, a flat charge will be made for all time worked per eight-hour weekday or fraction thereof (Monday through Friday). All hours worked in excess of eight hours per weekday and all hours on Saturdays, Sundays and holidays, will be billed at the applicable hourly overtime rates. Charges for living and travel expenses will be billed at cost plus a handling charge of 25%.
5. Fees for long-term projects or continuous-term annual renewable contracts are subject to negotiation.
6. Mileage is charged at the following rates: Test vehicles less than 3/4 ton at $2.10 per mile; 3/4 to one ton at $2.60 per mile; and large trucks at $4.15 per mile.
7. A fuel surcharge may apply as the result of unexpected fluctuations in regular gasoline prices tied to world events and subsequent market speculation. Fuel charges will be applied based on the Department of Energy's (DOE) Regular Gasoline Fuel Price (US Average). The fuel surcharge will be 1¢ per mile per service vehicle for every 4¢ per gallon, or portion thereof, by which the Regular Gasoline Fuel Average Price for the period of service exceeds $2.70 cents per gallon.
8. Minimum Field Service Billing: One-half workday or less – 4 hours; over one-half workday – 8 hours. For all work performed outside the United States the minimum field service billing is Three (3) eight (8) hour straight time service days plus travel and expenses.
9. Domestic Rates: The above rates apply to work performed in the United States excluding the Alaskan North Slope. Rates for work outside the United States are billed according to the domestic rate schedule plus 25%.
10. Travel time within the United States will be billed at applicable rates. International Travel: All time spent traveling to and from the job site outside the United States will be billed at the straight time rate. Business Class Airfare will be billed for all air travel greater than 8 hours in duration and will be based on a round trip fare from the United States to the jobsite and back to the same embarkation point in the United States.
11. Deposition and court time will be billed at the premium rate for Class I Forensic service.
12. Freight and handling charges will apply to material shipments.
13. Standby Time: When service personnel are on the job site but are unable to perform services requested due to circumstances beyond ERS or ERS sub-contractor control, the customer will be charged hourly or daily applicable rates.
14. Job Delay / Cancellation Charges: If a job is delayed, postponed or cancelled 5 days or less prior to scheduled service, ERS reserves the right to assess a fee between 25% of the purchase order value up to the full purchase order value.
15. Off-site services: The off site labor hours required to perform the requested services will be billed at applicable rates. These hours may include job preparation; report writing, preassembly and other services as appropriate.
16. All materials and third party labor services will be billed at cost plus 25% mark-up.

© 2011 Electrical Reliability Services, Inc.

Shermco Industries
Corporate Headquarters | 2425 East Pioneer Drive, Irving, Texas 75061
p. 972.793.5523, 888.SHERMCO | f. 972.793.5542 | Corporate@shermco.com

One Line. One Company.

ESD
Engineering Services Division

Prepared for:

FIELD SERVICES RATES

<u>Engineering</u>	
Registered Engineer	$ 140.00/hr*
Electrical Engineer	$ 130.00/hr*
<u>Protective Relay / NERC Compliance</u>	
Protection & Controls Technician	$ 130.00/hr*
<u>LV/MV Motor Control, Drives & Automation</u>	
Drives & Automation Technician	$ 140.00/hr*
<u>Electrical Testing & Maintenance</u>	
Project Manager	$ 130.00/hr*
NETA Certified Technician	$ 120.00/hr*
Travel Time	$100.00/hr*
Mileage	$ 1.00/mile
Meals and Hotels	$ 35.00/Day
Additional Expenses (Mark-up) (Subcontractors, materials, lodging & transportation)	Cost plus 20%

NOTES

1. Rates are effective February 11th, 2014.
2. Normal working hours are 7:00 A.M. until 3:30 P.M., Monday thru Friday.
   Saturday and after eight consecutive hours worked will be billed at normal rate x 1.5.
   Sunday and after twelve consecutive hours worked will be billed at normal rate x 1.8.
3. Shermco recognized holidays will be billed at the normal rate x 3.
4. Minimum billing four (4) hours; in 4 hour increments.
5. Above rates do not include, state or local taxes.
6. Terms will be net 30, any invoice that is not paid in the new 30 will be subject to a 1.5% penalty accrued on the remaining balance every 15th day after net 30.