



WALLA WALLA PUBLIC SCHOOLS

Request for Proposals Electric Utility Service Provider For Walla Walla High School (Wa-Hi)

Issued: January 04, 2019

Due: January 25, 2019 at 4 PM

For further information contact:

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scottr@wenahagroup.com

**WALLA WALLA PUBLIC SCHOOLS
Electric Utility Service Provider
for Walla Walla High School**

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INTRODUCTION AND BACKGROUND

Walla Walla Public Schools (WWPS) invites proposals for an Electric Utility Service Provider to be performed in conjunction with WWPS' Walla Walla High School (Wa-Hi) Renovations/Improvements project (the "project").

The project consists of a complex renovation of Walla Walla High School, the community's beloved high school campus. Wa-Hi was originally built in 1963 and expanded with additions in 1984 and 1990.

WWPS is intending to enter into a service agreement with the Electric Utility Service Provider upon selection, with scheduling and coordination for the renovations/improvements beginning in early 2019 and site work to commence during summer, 2019.

WWPS selected Wenaha Group, Inc., as the Owner's representative, and Architects West, Inc. as the project architect. WWPS is currently in the process of selecting a General Contractor/Construction Manager (GC/CM).

Walla Walla Public Schools reserves the right to reject any proposal not in compliance with prescribed procedures and requirements and may reject for good cause any or all proposals upon a finding of the Walla Walla Public Schools that it is in the public interest to do so.



Walla Walla High School



NOTICE TO PROPOSERS

ALL PROPOSALS SHALL BE:

- Submitted to Walla Walla Public Schools in a sealed envelope and delivered to:

**Walla Walla Public Schools
Attn: Wade Smith, Superintendent
364 South Park Street, Walla Walla, WA 99362**

- Sealed proposals will be received until: **January 25, 2019 at 4 PM**
- The outside of the envelope shall be clearly marked:
“Walla Walla High School – Electric Utility Service Provider”
- All proposals shall be clearly and distinctly typed or written with ink.
 - Mistakes shall be crossed out and correction typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or a confirmed authorized representative.
 - If a response is not legible, WWPS may determine in its discretion that the proposal is non-responsive.
- All proposals shall be in the format requested and/or furnished by WWPS, or they may be rejected by WWPS.
- It shall be the proposer’s responsibility to ensure that the proposal is delivered to WWPS at the specified address above before the time and date set for proposal receipt deadline as noted in the solicitation.
- WWPS will not be responsible for proposals delivered to any location other than the address listed above. Proposals delivered to another address will be considered non-responsive.
- Interested firms shall have no unauthorized contact with WWPS staff or Board Members during the selection process. All questions shall be directed in writing to Scott Rogers, Senior Project Manager, at scottr@wenahagroup.com

A. PROGRAM DESCRIPTION AND SCHEDULE

WWPS is seeking the selected Electric Utility Service Provider to assist with scheduling and coordination of electric service upgrades to serve the entire Wa-Hi Campus; additionally, Wa-Hi is currently a Primary Metered service location with WWPS owning the existing switchgear and infrastructure.

It is the intent of WWPS to move away from a Primary Metered service arrangement and have the selected Electric Utility Service Provider own the new switch gear and infrastructure.

In addition to replacement of the existing WWPS owned switchgear and infrastructure, the anticipated scope of the renovations at Wa-Hi includes:

- 1984 Vocational Building
 - Select improvements (e.g. roof replacement, flooring, HVAC upgrades, surface upgrades)
 - Partial cover over student project area
 - Replace/recondition original greenhouse
- 1963 Food Service/Commons
 - Renovate and/or replace original kitchen
 - Original commons renovation
 - Commons addition to include expanded student center and student store
- 1963/1990 Performing Arts
 - Limited improvements to 1990 Auditorium
 - Addition to support band/choir/orchestra performing arts programs
 - Re-purpose original 1963 music classrooms into small drama performance area and for theater/performing arts needs
- 1963 “Small Gym” Complex
 - Renovate lockers and classrooms in original 1963 building
 - Improvements to 1963 gym
- 1990 “Big Gym” Complex
 - Minimal improvements to gym and surrounding spaces
 - Replace non-code compliant fitness shed with permanent, code-compliant structure
 - Address ADA access/gym entrance
- 1990 Library/Media Center
 - Minor improvements to media center
 - Renovate current classrooms
 - Four-classroom addition to accommodate culinary arts, pottery, art and computer science needs
- 1963 Science and Academic Buildings
 - Renovate and enlarge original classrooms
 - Renovate and incorporate safety improvements to support services, visitor, and admin. areas
- New Classroom Addition (Science)
 - Construct new 10-classroom science wing, matching existing architecture
- New HVAC and energy-efficiency upgrades throughout renovation
- Site Improvements
 - Improved ADA accessibility campus-wide
 - Parking lot traffic flow and pick-up/drop-off improvements
 - Remove portable classrooms
 - Safety and security improvements
 - Greenspace, irrigation, and site upgrades

The Preliminary Design and Construction Schedule for the renovations at Wa-Hi is as follows; it is anticipated that the selected Electric Utility Service Provider will ensure careful coordination occurs during the Schematic Design phase, 02/2019 – 04/2019.

Preliminary Design/Construction Schedule	
Election Day – Bond Measure Approval	11/6/2018
Educational Specifications	Dec 2018 – Jan 2019
Schematic Design	Feb 2019 – Apr 2019
Design Development	May 2019 – Aug 2019
Construction Documents	Sep 2019 – Feb 2020
Science Building	
Permitting	Oct 2019
Early Bid Package	Oct 2019 – Nov 2019
Construction	Dec 2019 – Aug 2020
Main Renovation	
Permitting	Jul 2020 – Aug 2020
Negotiate GMP	Jul 2020 – Aug 2020
Bid Package	Jul 2020 – Aug 2020
Construction	Sep 2020 – Dec 2022

The Design and Construction Schedule set forth above is preliminary and may be adjusted after input from the project team. Early bid packages will be considered and may be utilized to maximize construction efficiency, meet the Program schedule and minimize cost impacts.

B. WA-HI USAGE HISTORY AND ANTICIPATED DEMAND

The summary of usage at the entire Wa-Hi campus for the previous (24) months is as follows:

Month	Read Date	Days	KWH Usage
11	11/02/18	29	356,078
10	10/04/18	29	201,324
9	09/05/18	30	169,743
8	08/06/18	32	143,248
7	07/05/18	30	129,819
6	06/05/18	32	136,306
5	05/04/18	29	191,460
4	04/05/18	29	213,752
3	03/07/18	29	328,693
2	02/06/18	29	383,231
1	01/08/18	33	392,560
12	12/06/17	34	465,503
11	11/02/17	29	326,463
10	10/04/17	29	199,969
9	09/05/17	32	184,824
8	08/04/17	30	111,095
7	07/05/17	30	105,738
6	06/05/17	32	153,466
5	05/04/17	29	180,428
4	04/05/17	29	198,292
3	03/07/17	29	306,345
2	02/06/17	31	451,403
1	01/06/17	31	715,307

It is anticipated that, after renovations are completed inclusive of new square footage, the demand will be as follows:

Highest Case Peak Demand (with new sqft):	109kW
Total	824kW
Service size	2479 3000A

C. ELECTRIC UTILITY SERVICE PROVIDER EVALUATION AND SELECTION PROCESS

WWPS intends to select an Electric Utility Service Provider based on evaluation of the firm’s qualifications and a cost analysis.

The proposals received by WWPS will be reviewed by a selection committee, consisting of District staff members, members of the construction team, and bond oversight committee representation. The evaluation criteria have been assigned the following points:

- Cover Letter – information only
- Overview and Service Territory – 20 points
- Utility Infrastructure and Proximity to Project Site – 10 points
- Outage and Emergency Response – 20 points
- Design Review Process and Construction Administration – 10 points
- Sustainability and Renewable Energy – 10 points
- Cost Analysis – 30 points
- References – information only
- **Total – 100 points**

D. PROPOSAL CONTENT FOR EVALUATION

The Proposers shall provide the following information, clearly separated by tabs, in the order listed below. Proposals shall not exceed TWENTY (20) standard size (8 ½” x 11”) pages in length, single sided, minimum 11-point font. Maximum available points for each section that can be given during WWPS’ evaluation are indicated below.

1. **Cover Letter (information only):** Introduce your firm and confirm your firm’s interest in the project and commitment to meet all requirements.
 - a. Provide firm’s contact information for WWPS’ use related to the selection process.
 - b. At your discretion, provide important information that is not included elsewhere in the Proposal.
 - c. Acknowledge receipt of each addendum issued to RFP.
2. **Required Attachments: (Yes/No)**
 - a. Attachment 1 – Certification of Compliance
3. **Overview and Service Territory (20 points):** Provide a brief description of your firm, including ownership structure, service area, year established, and, if applicable, any existing history with WWPS and the Walla Walla Community. Clarify the Management Team who will be in direct contact with WWPS, and identify the Project Manager responsible for design and construction.
4. **Infrastructure and Proximity to Project Site (10 points):** Detail your firm’s utility infrastructure that would provide service to Wa-Hi, including approximate age of infrastructure, anticipated point(s) of access, and, if applicable, whether infrastructure is slated for replacement or improvements in the next (24) months. Describe how your firm’s infrastructure will assist WWPS’ bond project schedule and the phased approach to Wa-Hi construction.

5. **Outage and Emergency Response (20 points):** Provide detail to your firm’s approach to outages, specifically coordination and communication of both scheduled and unscheduled outages. Provide location of emergency response teams and average response times, including provide a dedicated point of contact to WWPS during outages. Provide a bar chart detailing (4) years System Average Interruption Duration Index (SAIDI) by quarter by calendar year, for all customers located within Walla Walla County served by your agency.
6. **Design Review Process (10 points):** Describe your firms approach to adding value during the design review process, including opportunities for value engineering and cost management; detail your firm’s process for ensuring the approved design does not incur changes or alterations by your firm after the design is approved and during construction. Identify the maximum time involved with the design review process to ensure that WWPS can maintain the overall project schedule, as well as any cost WWPS is expected to incur by your firm for the design review process.
7. **Sustainability and Renewable Energy (10 points):** Describe your firm’s approach to assisting WWPS satisfy the Washington Sustainable Schools Protocol (WSSP). Provide information regarding where firm’s power is being generated from, including the percentage of power sourced from carbon free generation. If your firm has energy efficiency incentive, rebate or grant programs available, provide detail to those programs and how they might benefit WWPS and specifically whether there is consideration for an Electric Vehicle Charging station at the Wa-Hi campus.
8. **Cost Analysis (30 points):** Provide detail to the costs associated for the following:
 - a. Cost for purchase and installation of the proposed transformer and switchgear to supply power to the Wa-Hi campus;
 - b. Rate schedule, including Demand and other non-kWh costs;
 - c. Provide (5) years history of rate schedule increases/decreases, including justification of the rate schedule increases; if there are rate schedule increases scheduled for the next (2) years, provide the rate increase percentage.
 - d. Recurring costs, if any;
 - e. Costs for Maintenance and Operations, if any;
 - f. Termination Costs or other costs for leaving your firm’s system.
9. **References (information only):** Provide THREE (3) public K-12 or relevant public agency references familiar with your firm and the quality of service your firm provides.

E. PROPOSAL REQUIREMENTS AND CONTENTS

Proposals shall comply with the following, and where the Proposer is asked to provide information there shall be a full discussion (and attachments where necessary):

1. Format:

Proposals, including attachments, shall not exceed TWENTY (20) standard size (8 ½" x 11") pages in length, single sided, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, proposers may use up to four larger sheets of paper, not to exceed 11" x 17". If such use is made, it must be for legibility purposes only and will be considered part of the page count.

Proposers shall provide FIVE (5) bound copies of the proposal. Proposer shall also provide one copy in PDF format on USB storage device. Divider sheets, void of specifics related to the proposal content and evaluation, are required. Divider sheets and required attachments will not be included in the page count.

Facsimile or e-mailed transmissions will not be accepted. **The title page or cover letter must include:** the date, solicitation name, Proposer's name, contact person, telephone number, email address and complete mailing and street address.

2. Acceptance of Proposal Specifications, Terms and Conditions:

The successful Proposer acknowledges and accepts that the specifications listed in this RFP and no others will control any contract.

3. Anti-Discrimination:

In connection with this RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.

4. Commitment to enter into Contract:

At the beginning of the Proposal there shall appear the following statement endorsed by a person authorized to bind the Proposer in contract: **"If this Proposal is accepted by Walla Walla Public Schools, [insert name of Proposer] covenants to execute the Contract for the Work."**

5. Compliance with Applicable Laws:

In connection with this RFP and the contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

6. Contract detail:

To be negotiated between the successful provider and WWPS.

7. Delayed Proposal Closing Time/Proposal Opening:

The time and date set for the proposal closing and proposal opening will advance to the same time on WWPS' next business day in the event that weather or other unforeseen events cause WWPS to be officially closed at the time and date set for the proposal closing and proposal opening.

8. Investigation:

The Proposer shall make all investigations necessary to be informed regarding the service(s) to be furnished; any requested site visits will need to be arranged in advance through Wenaha Group prior to being onsite.

9. Late Proposals:

Proposals received after the time and date set for proposal closing will be returned to the proposer unopened.

10. Mistakes, errors and omissions in solicitation:

Any mistakes, errors and omissions in this solicitation must be reported immediately to WWPS.

11. Modification of Proposal After Award:

An offer to modify the proposal which is received from the successful proposer after award of contract which makes the terms of the proposal more favorable or advantageous to WWPS will be considered, and may thereafter be accepted. To be effective, every modification must be made in writing on company letterhead, signed by the party signing the proposal or a confirmed authorized representative, and must

thereafter be accepted by WWPS in writing. The envelope containing any modification to a proposal shall be marked as follows:

- "Proposal Modification"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Walla Walla Public Schools; Attn: Wade Smith, Superintendent;
364 South Park Street, Walla Walla, WA 99362

12. Modifications of Proposal Before Award:

Proposals, once submitted, may be modified in writing if the modification is received in the office of WWPS' Superintendent prior to the time and date set for proposal closing (see page 1). Any modifications shall be prepared on Company letterhead, signed by the party signing the proposal or a confirmed authorized representative and state that the new document supersedes the prior proposal. This modification document must thereafter be accepted by WWPS in writing. The envelope containing any modification to a proposal shall be marked as follows:

- "Proposal Modification"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Walla Walla Public Schools; Attn: Wade Smith, Superintendent;
364 South Park Street, Walla Walla, WA 99362

13. WWPS' Rights:

WWPS may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFP.

WWPS reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Proposals;
- b. Issue a new RFP;
- c. Cancel, modify, or withdraw the RFP;
- d. Issue addenda, supplements, and modifications to this RFP;
- e. Modify the RFP process;
- f. Appoint a selection committee and evaluation teams to review responses received to this RFP and seek the assistance of outside technical experts in the response evaluations;
- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses;
- i. Waive minor irregularities in responses;
- j. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- k. Refuse to issue a contract at all.

WWPS is not obligated to enter into any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFP or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFP, a Proposer disclaims any right to be paid for such costs by WWPS or anyone else.

14. Proposal Validity:

All proposals shall remain valid for a period of 90 days following the RFP deadline.

15. Protest of Proposal Specifications of Terms and Conditions*:

Protests of proposal specifications or terms and conditions shall be presented to WWPS' Superintendent in writing four (4) business days prior to proposal closing. Such protest shall include the reason(s) for protest and any proposed changes. If, in the opinion of WWPS, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- "Protest RFP"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Walla Walla Public Schools; Attn: Wade Smith, Superintendent; 364 South Park Street, Walla Walla, WA 99362

16. Protest of Proposal Award*:

Protests of proposal award shall be presented to WWPS' Superintendent no later than four (4) business days after the E-mail notification of the selection decision. Such protest shall include the reason(s) and evidence for protest, alleged damages, and remedial action requested. WWPS shall consider and respond in writing in a timely manner. If, in the opinion of WWPS, a change is required for the Request for Proposals (RFP), an addendum will be issued. Envelopes containing protests shall be marked as follows:

- "Protest Award"
- Proposal Number
- Proposal Title
- Letter must be addressed to: Walla Walla Public Schools; Attn: Wade Smith, Superintendent; 364 South Park Street, Walla Walla, WA 99362

** A written protest that is not specific enough to comply with the terms of this Section will not be considered. Any protest not set forth in writing within the time limits specified in this RFP shall not be considered.*

17. Publicity:

News releases relating to this RFP will not be made without prior approval by, and in coordination with, WWPS.

18. Written Questions, Comments and Addenda, Rules of Contact:

Questions and comments pertaining to this solicitation must be submitted in writing according to the Proposal and Award Timeline to: Scott Rogers, Senior Project Manager, Wenaha Group, Inc.
scottr@wenahagroup.com

If, in WWPS' opinion, additional information or interpretation is necessary, such information will be supplied in the form of Addenda. Addenda shall have the same binding effect as though contained in the main body of this Request for Proposals. The successful Proposer shall acknowledge receipt of all addenda issued, either with the proposal, or separately, in writing, prior to the time and date set for proposal closing. Addenda shall be sent within a reasonable time to allow prospective proposers to consider them in preparing their proposals.

ORAL INSTRUCTION OR INFORMATION CONCERNING THE REQUEST FOR PROPOSALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF THE DISTRICT TO PROSPECTIVE PROPOSERS SHALL NOT BIND THE DISTRICT AND SHALL NOT BE RELIED UPON.

ATTACHMENTS & EXHIBITS PAGES 14-17

Attachment 1 - Certification of Compliance

I/we have received and reviewed the RFP and any Addenda issued by Walla Walla Public Schools and this submission is our entire proposal.

Firm Name _____

Authorized Signature _____

Printed Name _____

Date _____

Addenda Received _____

Attachment 2 – Proposer Checklist

Have you remembered to:

- Review all instructions and scope of work to ensure your proposal response complies?
- Review all attachments and exhibits to ensure your proposal response complies?
- Format your response according to the proposal format?
- Reviewed your computations for omissions and errors?
- Did you fill out and sign Certification of Compliance?
- Initial any/all changes and corrections?
- Mark the envelope as indicated with in the RFP?
- Address the envelope as indicated with in the RFP?

EXHIBIT A - PRELIMINARY SCHEDULE

WWPS Bond Projects

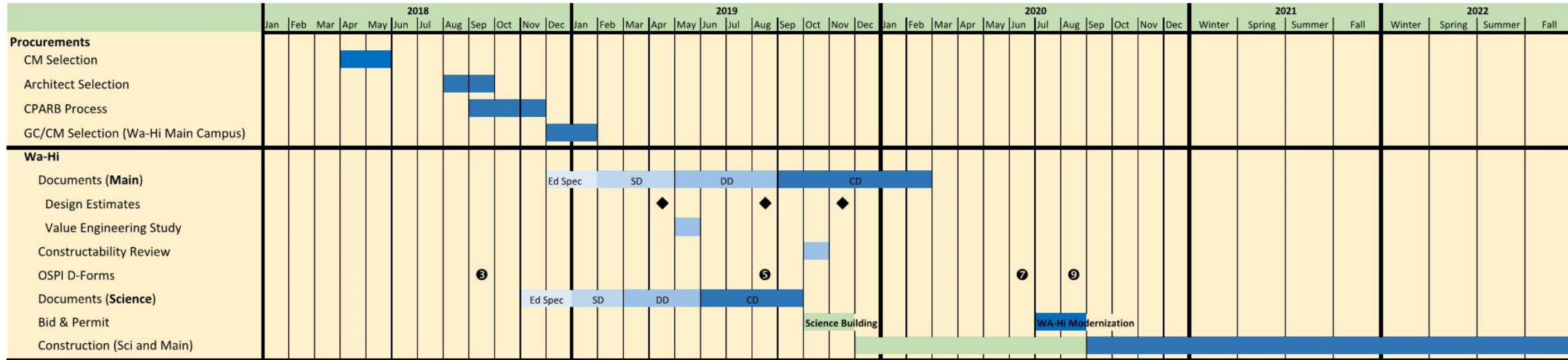
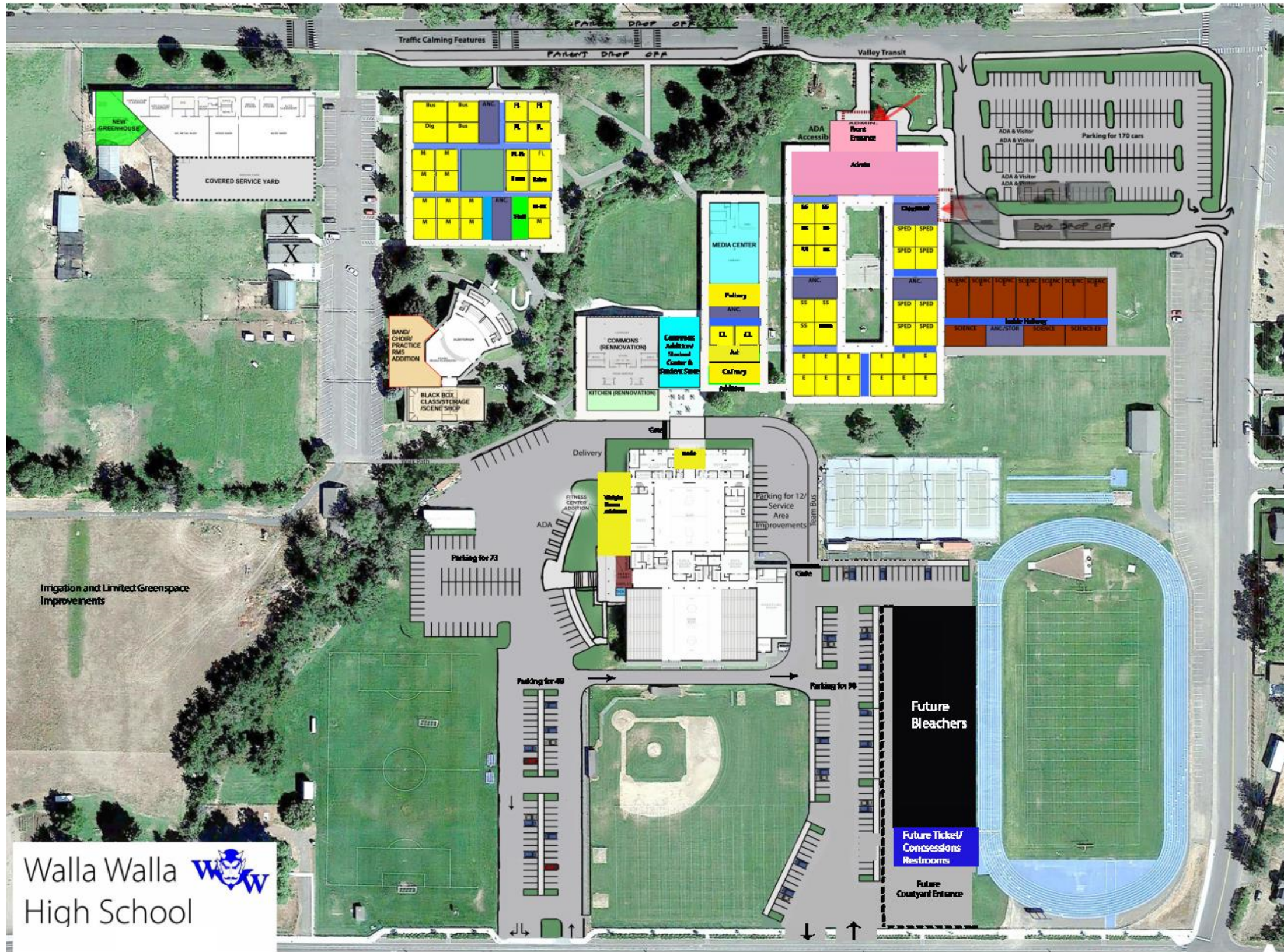


EXHIBIT B - PRELIMINARY SITE PLAN



Walla Walla High School