



# REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL

## ELECTRICAL SYSTEM STRATEGIC PLAN

CITY OF SPANISH FORK, UTAH  
40 SOUTH MAIN STREET  
SPANISH FORK, UTAH 84660

PRE-RFQ SUBMITTAL CONFERENCE: Tuesday, June 12, 2007, 2:00 P.M. in the  
Council Chambers, 40 South Main Street, Spanish Fork, Utah.

RFQ-RFP Submittal Deadline: Thursday, June 21, 2007 at 2:00 P.M.

May 16, 2007

TO WHOM IT MAY CONCERN:

The City of Spanish Fork, Utah is accepting **Request for Qualifications (RFQ)** and a **Request for Proposals (RFP)** from Electrical Engineering Firms to evaluate the existing City Electrical system and also the future needs the city will experience as the City grows and to prepare an Electric System Strategic Plan for guiding future growth.

The City of Spanish Fork will make the RFQ/RFP available to any interested parties at the following address:

City of Spanish Fork Engineering Department  
40 South Main Street Suite 230  
Spanish Fork, UT 4660

The RFQ/RFP is also published on the following website: <http://www.spanishfork.org>  
Interested parties are responsible for monitoring the website for information concerning the RFP/RFQ and any addenda issued.

The City of Spanish Fork will not accept any RFQ/RFP submittal by facsimile, electronic transmission or any method other than stated in the RFQ/RFP.

The City of Spanish Fork reserves the right not to issue the RFQ/RFP and to cancel or modify this solicitation at any time if it deems, in its sole discretion, that such measures are in Spanish Fork's best interest.

The City of Spanish Fork looks forward to reviewing your RFQ/RFP submittal and to working with the selected team in a successful development of this project.

Sincerely,

Richard J. Heap, P.E.  
Public Works Director

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## 1. INTRODUCTION

Spanish Fork City is a growing community in South Utah Valley in North Central Utah. The city has seen a considerable amount of growth in the past several years. Spanish Fork City currently has approximately 30,000 people, and covers 14.64 square miles in area. The city owns its own electrical utility which is known as the Electrical Division, a division under the Public Works Department. The need for this strategic plan became evident when considering the City's Growth Rate and an even higher growth rate in the future.

## 2. BACKGROUND

Spanish Fork City at the present time covers approximately 14.64 square miles. The city's future Policy Declaration Boundary will be 25.69 square miles. The city serves approximately 10,000 electric customers at the present time. The Spanish Fork City electrical system consists of 3 receiving points of energy all at 46 KV delta. One being considered as an emergency feed, the other two are used for normal operation feeding the city's load. The city has 5 distribution substations that transform voltage from 46 KV to 7,200/12,470 volts GNDY, and one other substation that reduces the voltage from 46 KV to 2,400/4,160 volts GNDY. The city also has one small industrial customer with a 46 KV to 2,400/4,160 volt GNDY and 46 KV to 480 volt delta substation. The city's system energy and demand for fiscal year 2006 was 203,364,528 KWH with a demand of 43,152 KW. The city's current peak demand is 48.755 KW.

The city is currently in the process of constructing an additional distribution substation in the north end of town. Two other substations have been upgraded this year to accommodate growth for the next 2-4 years. It is anticipated that the city's growth rate will continue at between 6 and 8% for the next 5-10 years. The city sees the need to expand existing substations, transmission lines, distribution lines and other facilities to accommodate this future growth.

## 3. SCOPE OF PROJECT

The Strategic Plan will need to include approximate locations recommended for all electrical facilities, as well as standard conductor sizes, substation KVA ratings, and possible voltage upgrades necessary to accommodate the anticipated growth for the next 20 years. Projected timing for future voltage upgrades should also be incorporated into the Strategic Plan. The need for future substations are anticipated in the south, southeast and southwest areas of the city. Also, most of the existing substations were built to include a second substation bay for future needs.

It would be prudent to locate these substations and other facilities in locations where the city will get the best reasonable efficiencies possible. This would include best routing for transmission and distribution corridors to and from the substations to interconnect the

systems. The city would also like to have included in the Strategic Plan possible routes for future transmission and distribution lines that would take advantage of existing corridors, easements and right-of-ways wherever possible. Approximate locations for future substations and other necessary facilities need to be identified.

This project shall also include, a power factor study to recommend locations and size of capacitor banks needed to bring the city's electrical system up to 95% minimum power factor.

Spanish Fork City is a progressive community and has available for use to the electrical system a fully functional Hybrid Fiber Coax (HFC) communication system. It is our desire that wherever and whenever the system would be used for better functionality of the electric system, that it be used.

#### 4. BID AND AWARDING

The bidding process includes the evaluation of the low bidder and their ability to perform the work required. A recommendation will be submitted by the Successful Bidding firm which will then be presented to the Mayor and City Council. The City is interested in getting the best qualified firm to perform the most useful Electric System Strategic Plan.

#### 5. QUALIFICATION CONTENT REQUIREMENTS

The proposal will include the following items:

- Letter of Interest
- Estimate of Proposed fee based on the Scope of Work as outlined above.
- Identification and resumes of personnel to be directly involved in this project, including principal, project engineer and other required staff.
- Experience of the engineering project team members with this type of study. Experience with electrical study and design must be listed with each team member.
- The firms designated project team's record of meeting estimated budgets and schedules for projects of similar scope, budget and schedule.
- The percentage of a full-time commitment each project team member will have to the project.
- A description of the firm's study and design philosophy and approach to the project.
- Identification of and a description of the project team's approach to design challenges of the assignment.
- References for the project principal and construction administration staff from recent similar projects. Reference sources to include key owner personnel. Please include at least one reference for each person identified as part of the proposed team.

- A list of similar projects completed by the project team.
- Current firm workload and projected workload over the anticipated project schedule.

## 6. ANTICIPATED SCHEDULE

RFP submittal	June 21, 2007
RFP review	June 21-27, 2007
Selection of Engineering firm by City Council	July , 2007
Study Information Requests Completed	Aug 8, 2007
Study Complete	September 18, 2007

## 7. PROPOSAL REQUIREMENTS

Proposals must be submitted on hard copies. Twelve (12) copies must be submitted to Spanish Fork City, in care of Richard J. Heap, Public Works Director, 40 South Main Street, Spanish Fork, Utah 84660.

Submittals must be received by 2:00 P.M., Thursday, June 21, 2007.

## 8. CRITERIA FOR SELECTION

Proposals will be evaluated and a shortlist established using the following criteria:

- Experience with electrical system study and design.
- History of effective schedule and budget management for projects of similar scale and budget.
- Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects.
- Availability of staff to meet the design schedule.
- Work plan identifying staff and schedule
- Experience working effectively with client groups to design and plan similar documents.
- The fee schedule is not a selection factor. The City is interested in determining the most qualified firm for this project.

The proposals will be reviewed by the Spanish Fork City Electrical Division who will present their recommendation to the Public Works Director who will then present to the Mayor and City Council. Others reviewing the proposals will include the Electric Superintendent, Electrical Division Personnel, City Attorney and City Manager.

## **WHAT ARE WE REQUESTING IN THE RFP?**

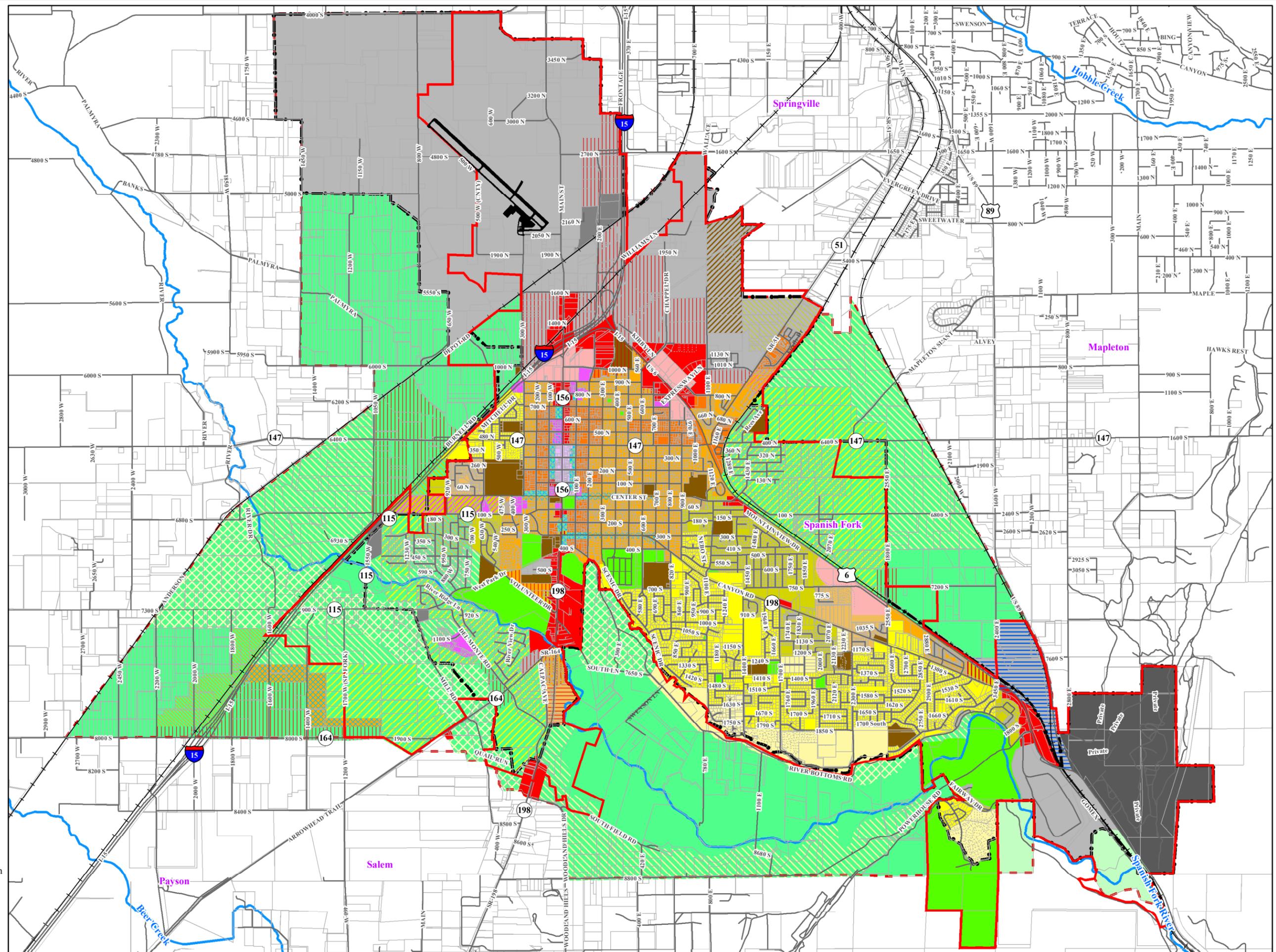
- 1- Approximate Location of Future Substations.**
- 2- Approximate Location of Future Distribution Lines.**
- 3- Approximate Location of Future Transmission Lines.**
- 4- System Voltage upgrade recommendations – Timing of upgrades**
- 5- The Plan** needs to include conductor sizes, substation KVA rating recommendations, any possible voltage upgrades recommended to accommodate growth. At present, future substations are anticipated in the south, southeast and southwest areas of the city where development has not yet occurred.

# General Plan Map



1 inch equals 3,307.9 feet

- Legend**
- Roads
  - Railroad
  - Rivers
  - Property Lines
  - Spanish Fork Airport
  - Spanish Fork Boundary
  - Growth\_Boundary
  - Policy\_Boundary
  - MAPLETON
  - PAYSON
  - SALEM
  - SPANISH FORK
  - SPRINGVILLE
  - 1 U/40 Acres
  - 1 U/5+ Acres
  - 1 U/5+ Acres / 0.5-1.5 U/A
  - 1 U/5+ Acres / 1.5-2.5 U/A
  - 1 U/5+ Acres / 2.5-3.5 U/A
  - 1 U/5+ Acres / 3.5-4.5 U/A
  - 1 U/5+ Acres / 4.5-5.5 U/A
  - 1 U/5+ Acres / 5.5-8 U/A
  - 1 U/5+ Acres / Business Park
  - 1 U/5+ Acres/General Commercial
  - 1 U/5+ Acres/Light Industrial
  - 1 U/5-12 Acres / Residential Office
  - 1.5-2.5 U/A
  - 2.5-3.5 U/A
  - 3.5-4.5 U/A
  - 3.5-4.5 U/A / Professional Office
  - 3.5-4.5 U/A / General Commercial
  - 4.5-5.5 U/A
  - 4.5-5.5 U/A / General Commercial
  - 5.5-8 U/A
  - 5.5-8 U/A / Professional Office
  - 5.5-8 U/A / Residential Office
  - 5.5-8 U/A / General Commercial
  - 9-12 U/A
  - 9-12 U/A / General Commercial
  - Downtown
  - Professional Office
  - Professional Office / Residential Office
  - Shopping Center
  - General Commercial
  - General Commercial / Business Park
  - Light Industrial
  - Light Industrial / 3.5-4.5 U/A
  - Light Industrial / Commercial
  - Light Industrial / Business Park
  - Light Industrial / Public Facilities
  - Medium Industrial
  - Heavy Industrial
  - Public Facilities
  - Public Facilities / General Commercial
  - Recreation



6/14/2007



Geographic Information Systems  
 Spanish Fork City GIS  
 40 South Main Street  
 Spanish Fork, UT 84660  
 (801) 798-5000

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# Spanish Fork Master Road Plan



1 Inch equals 3,305 Feet

## Legend

- Church Points
- School Points
- Collectors
- Arterials
- Proposed Arterial
- Roads**
- Other Roads
- Not Paved
- Paved
- Railroad
- Rivers
- Schools
- Parks**
- Private
- Public
- Mapleton
- Payson
- Salem
- Springville
- Spanish Fork Boundary

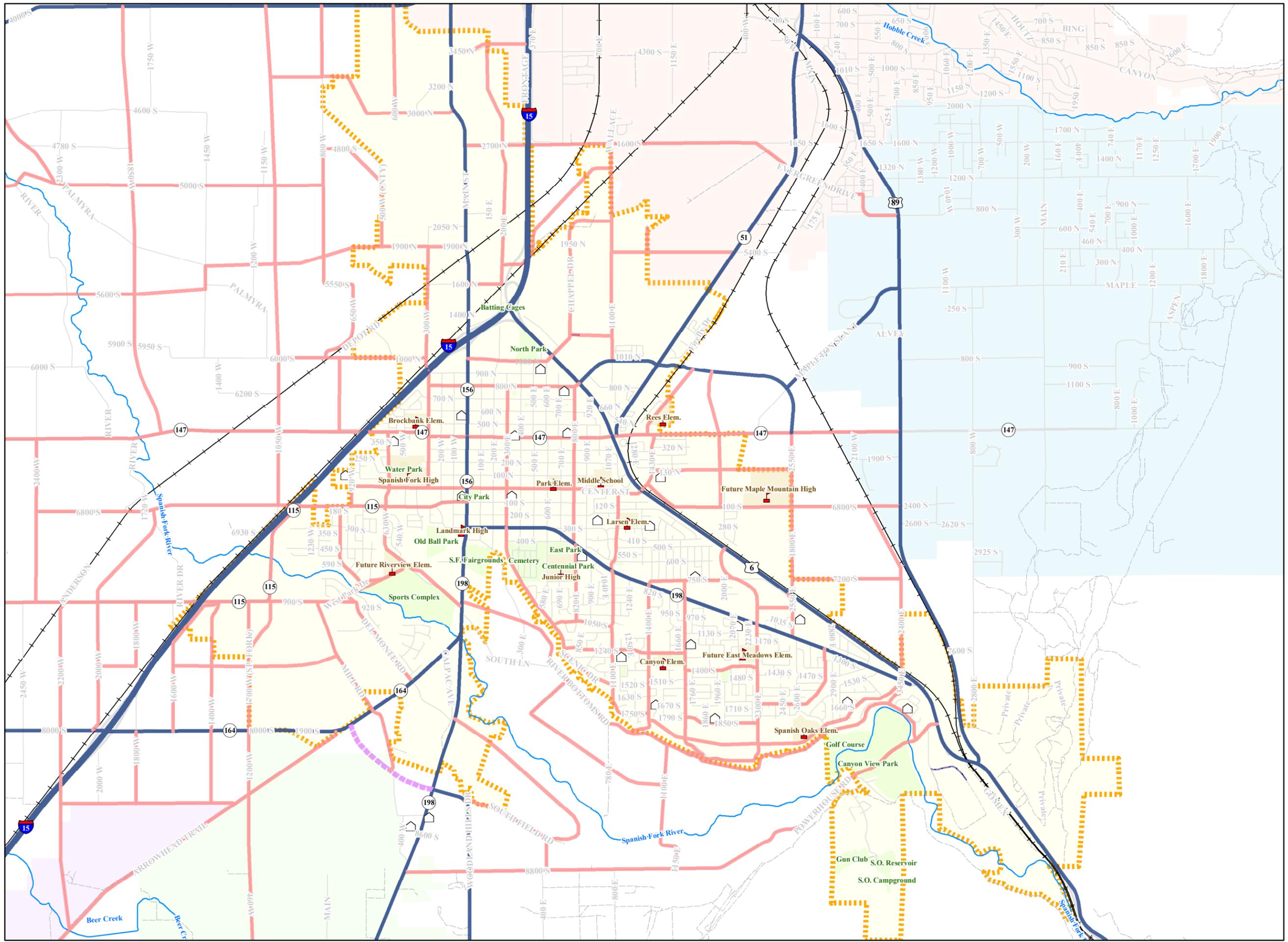
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# Spanish Fork Existing Electric



1 Inch equals 3,305 Feet

## Legend

### Electric Cables

- <all other values>
- VOLTAGE, LOCATION**
- , Overhead
- , Underground
- 12, Overhead
- 12, Underground
- 120/240, Overhead
- 120/240, Underground
- 4, Overhead
- 4, Underground
- 46, Overhead
- 46, Underground
- Church Points
- School Points

### Roads

- Other Roads
- Not Paved
- Paved
- Railroad
- Rivers
- Schools
- Parks**
- Private
- Public
- Mapleton
- Payson
- Salem
- Springville
- Spanish Fork Boundary

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