



Request for Proposals

GREENHOUSE GAS EMISSIONS INVENTORY

Issue Date: July 5, 2019
Proposal Due Date: August 16, 2019
Period of Performance: September 2019 – January 2020

Issued by: Holy Cross Energy
3799 Highway 82
P.O Box 2150
Glenwood Springs, CO 81602-2150

RFP Website: www.holycross.com/request-for-proposals/



REQUEST FOR PROPOSAL

Holy Cross Energy (HCE) is soliciting proposals from qualified Respondents to conduct a greenhouse gas (GHG) emissions inventory related to the activities and operation of HCE. Respondents are invited to submit proposals outlining their experience and qualification in performing work directly related to the services required.

ABOUT HOLY CROSS

Holy Cross Energy (HCE) is a not-for-profit, cooperative utility providing electricity and related services to 42,000 members, primarily located in the Western Colorado counties of Eagle, Garfield, Pitkin, Gunnison and Mesa. HCE is governed by a duly elected Board of Directors consisting of seven active HCE members from specific geographical districts serving staggered three-year terms.

HCE has a peak winter load of about 270 MW, a peak summer load of about 145 MW, and provides 1,200,000 MWh in retail sales to 56,000 premises. Peak daily system load typically occurs in the evening hours throughout the year. Power supply resources include long term power supply contracts with Xcel Energy, Guzman Energy, the Western Area Power Administration, various local renewable generating facilities and an ownership share in the Comanche 3 coal-fired power plant near Pueblo, CO. HCE's Board of Directors has adopted a voluntary goal of supplying 70% of the electricity it provides to retail customers with clean and renewable resources by 2030 as a part of HCE's Seventy70Thirty plan.

HCE has a staff of approximately 160, who perform operations, engineering, customer service and administrative functions at four facilities including:

- Headquarters building in Glenwood Springs
- Operations facilities and warehousing in Glenwood Springs
- Operations facilities and warehousing in Eagle-Vail
- Operations facilities in Gypsum
- Operations facilities in Aspen

HCE maintains a fleet of light-duty and medium-duty vehicles for the conduct of its activities and dispenses vehicle fuel at three of its locations (Glenwood Springs; Eagle-Vail; Aspen). In addition, HCE utilizes its own power supply for lighting and space conditioning of its facilities and utilizes natural gas and diesel fuel for additional functions. Finally, HCE consumes or utilizes a variety of materials, including wooden poles, wire, office supplies and other items.



GENERAL INFORMATION FOR RESPONDENTS

1.1 Definitions

Except as otherwise specifically provided, definitions are set forth as follows:

HCE– Refers to Holy Cross Energy

Request for Proposal (RFP)– Refers to this document.

Respondent– Refers to the firm that is interested in and responds to the RFP.

Proposal– Refers to all documents that the Respondent must submit to the HCE Representative prior to the Proposal Due Date

Proposal Due Date– Refers to the time and date indicated in the RFP as the latest date and time that a proposal will be accepted.

Contract– Refers to the final agreement reached between the successful Respondent and HCE.

1.2 Code of Conduct and Fair Competition

It is the responsibility of the Respondent to notify the HCE Representatives in writing of any possible conflict of interest as set forth below. HCE will investigate the matter and determine if an actual conflict of interest exists.

A conflict of interest arises when an HCE employee, officer, or agent involved in the RFP process or contract has a financial or any other interest in a Respondent. If a conflict of interest exists, the Respondent may not submit a proposal.

HCE reserves the right to cancel the award if, in its sole discretion, it determines that any interest disclosed from any source could give the appearance of a conflict or cause speculation as to the objectivity of the product or service delivered by the Respondent. HCE's determination regarding any question of conflict of interest shall be final.

1.3 Compliance with Federal, State, and Local Laws

Respondent warrants in submitting a proposal and in the performance of an award as a result of the proposal, that Respondent has complied with, or will comply with, all applicable federal, state, and local laws, ordinances and all lawful orders, rules, and regulations hereunder.

1.4 Limitation of Liability



HCE makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, timely, or that such information accurately represents the conditions that would be encountered in pursuing the work or at the site(s) of work now or in the future. The furnishing of such information by HCE shall not create or be deemed to create any obligation or liability upon it for any reason whatsoever and each Respondent, by submitting its proposal, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold HCE liable or responsible therefore in any manner whatsoever. Accordingly, nothing contained herein and no representation, statement or promise, of HCE, its directors, officers, agents, representatives, or employees, oral or in writing, shall impair or limit the effect of the warranties of the Respondent required by this RFP and that it shall not hold HCE liable or responsible therefore in any manner whatsoever.

1.5 Qualifications of Respondent

Respondent must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Bidder integrity; record of past performance; and financial and technical resources.

SCOPE OF WORK

2.1 Overview

HCE is seeking a qualified Respondent to:

- (1) perform an independent audit of HCE's existing GHG estimates for 2005, 2014 and 2018 (available at https://www.holycross.com/greenhouse-gas-emissions/)¹;
- (2) conduct a full GHG inventory for all HCE activities (including both direct, indirect, and value chain emissions) for the calendar year 2018, subject to the availability of existing data; and
- (3) make recommendations to HCE on GHG accounting practices, principles, and data requirements that can improve HCE's GHG accounting and reporting capabilities.

¹ HCE's existing GHG estimates only cover Scope 1 emissions associated with owned assets (Comanche 3) and Scope 2 emissions from the generation of purchased energy (PPAs, power supply agreements and other related purchases). Emissions from HCE's operations and owned facilities were not included.



2.2 Context and Background

In late 2018, HCE established a new *SEVENTY70THIRTY* goal² that aims to deliver at least 70% of HCE power supply to its customers from clean and renewable energy resources by 2030. In addition, HCE aims to reduce the GHG emissions from its power supply by 70% from 2014 levels over that same time period, with no additional increase in the cost of power supply. To verify progress towards the *SEVENTY70THIRTY* goals, HCE desires to have an independent evaluation of HCE's self-reported GHG emissions from its power supply for both the calendar year 2014 and the most recent calendar year completed.

HCE further desires to develop its internal GHG accounting capability in preparation for an expected Colorado GHG reporting program that will be developed and implemented by the State of Colorado pursuant to legislation enacted in 2019 establishing a 50% GHG reduction goal for the State by 2030. Electric utilities that file verified "Clean Energy Plans" with the Colorado Public Utilities Commission demonstrating an 80% reduction in power supply-related GHG emissions from 2005 levels by 2030 will be exempt from further regulation by the State's Air Quality Control Commission. HCE intends to file such a "Clean Energy Plan" and obtain verification from the PUC that it meets the 80% GHG reduction requirement. Thus, HCE also desires to obtain a robust baseline for its calendar year 2005 GHG emissions.

2.3 Protocol or Procedures

A successful Respondent should utilize, where feasible, existing protocols or procedures for the calculation of GHG emissions (such as those contained in the WRI Greenhouse Gas Protocol, the EPA Greenhouse Gas Reporting Rule, the Carbon Disclosure Project, or similar methods).

2.4 Tasks Required

The following is a list of minimum tasks to be delivered by the Respondent to HCE. The list should not be considered all-inclusive:

2.4.1 Source Identification

Respondent will work with designated HCE staff to identify all potential sources of GHG emissions from HCE activities and operations, whether direct, indirect, or supply chain related. Respondent will deliver a draft framework for HCE review that describes the types of emissions to be included in the inventory, and those emissions to be deemed *de minimis*.

² More information on this goal is available at www.holycross.com/seventy70thirty/



2.4.2 Data Collection

Respondent will work with designated HCE staff to identify and obtain all needed data to allow for the independent audit of HCE's prior GHG emissions from its power supply activities for calendar years 2005, 2014 and 2018. Respondent will also work with designated HCE staff to identify and obtain all needed data to allow for the calculation of GHG emissions associated with HCE's activities and operations other than power supply.

2.4.3 GHG Inventory Tool (software, spreadsheet or data base)

Respondent will develop and deliver to HCE a GHG inventory tool that will allow HCE to conduct future GHG inventories on its own. Such tool will utilize best practices for the data collection, management, and calculation methods of GHG emissions for annual reporting. Respondent will instruct designated HCE staff in the use of the tool.

2.4.4 Final Report and Briefing

Respondent will provide to HCE a written Final Report that includes the independent audit of the 2005, 2014, and 2018 power supply GHG estimates, as well as the full inventory of HCE GHG emissions for calendar year 2018. The Respondent will also present the Final Report in person to a meeting of HCE's Board of Directors.

2.5 Schedule

The following schedule is anticipated for the work to be conducted under this RFP:

Task	Date
Project Initiation	September 2019
Source Identification and Data Collection	October 2019
Development of GHG Inventory and Tool	November 2019
Final Report and Briefing	January 2020

At their discretion, Respondents may propose an accelerated schedule for completion of work.



SUBMISSION OF PROPOSALS

3.1 RFP Schedule

HCE has established the target schedule shown below for the RFP. HCE reserves the right to amend the target schedule at any time.

Event	Date
RFP Issuance	July 5, 2019
Respondent Questions Due	July 19, 2019
HCE Response to Questions Posted	July 26, 2019
Proposals Due	August 2, 2019
Notification of Award	August 16, 2019

3.2 Proposal Requirements

The content and format requirements for all proposals submitted in response to this RFP are outlined here. A proposal that does not include all the information required below may be deemed incomplete and is subject to rejection. If it appears that certain information is inadvertently omitted, HCE may, at its discretion, contact the Respondent to obtain the information. Proposals must include the items listed below, in the order listed:

- 1) Cover Letter
- 2) Executive Summary
- 3) Respondent Information
- 4) Proposed Scope of Work
- 5) Work Plan
- 6) Pricing
- 7) Project Schedule
- 8) References
- 9) Additional Information

3.2.1 Cover Letter

The cover letter must include all signatures necessary to approve and submit the Respondent's proposal by a representative having the authority to contractually commit



the Respondent to the offer provided in the proposal and be dated no later than the proposal submittal date.

3.2.2 Executive Summary

The proposal should include an executive summary that highlights the content of the proposal and the distinguishing skills and experience held by the Respondent.

3.2.3 Respondent Information

The Respondent should provide the following information in a narrative form:

- Primary and alternative contact information including contact name(s) and title(s), mailing address(s), phone number(s), and e-mail address(s)
- A profile of the Respondent's company
- A description of the experience of the company as it relates to this RFP
- The proposed team that will be working on this project
- Other information deemed appropriate by the Respondent

3.2.4 Proposed Scope of Work

The Respondent should provide a description of the proposed scope of work, including a summary of the planned tasks and activities.

3.2.5 Work Plan

The Respondent should provide a work plan to include:

- Summary of the steps to be completed to accomplish the scope of work
- Necessary information regarding approaches to the project
- Regular meetings with key HCE personnel
- Information gathering and disseminating sessions
- Detailed request for information for the data/information the Respondent will need to complete this project.

3.2.6 Pricing

The Respondent's pricing section should include the following:

- Estimated cost to complete project as specified with a not-to-exceed cost.
- Any cost related to ongoing maintenance and upkeep of proposed solution.
- Hourly or flat rate pricing for changes exceeding the scope of work.



The Respondent can choose to provide one single price for the entire proposed scope of work, or designate prices for individual elements of the proposed scope of work.

3.2.7 Project Schedule

All proposals must provide a detailed schedule of activities and completion dates.

3.2.8 References

The Respondent may include reference material as part of their submission, including:

- 3-5 examples of projects of comparable scope, with references, as performed by Respondent. References should include contact names or telephone numbers.
- A list of all electric utilities, including rural electric cooperatives, previously or currently served by the Respondent.

3.2.9 Additional Information

Respondent may provide any additional information the Respondent feels will assist HCE in their evaluation of the Respondent's proposal.

3.3 Confidentiality

Any portions of the proposal containing confidential or proprietary information should be clearly marked "Proprietary and Confidential". HCE reserves the right to release any such information to its agents or contractors for the purpose of evaluating the Respondent's proposal. Under no circumstances will HCE be held liable for any damages resulting from any disclosure of Respondents claimed confidential information during or after the RFP process.

3.4 Contact Information, Questions, and Answers

This RFP, any Respondent questions and HCE answers, all RFP-related documents and forms, and other related information can be accessed at HCE's RFP website: www.holycross.com/request-for-proposals/. It is the Respondent's responsibility to access the website to investigate any and all changes and addendums to this RFP and to obtain copies of any such information from the website.

Respondents may submit written requests for additional information via e-mail only. Any requests should be sent to Drew Schiller at aschiller@holycross.com.

Questions submitted by Respondents and the answer to those questions will be sent to the inquiring party via e-mail and posted on the RFP website so as to be accessible to all Respondents



during the RFP process. All questions will be redacted to remove persona, company, or site related information at HCE's discretion. Any questions sent to any other e-mail address will not receive a response. The last day to submit questions is July 19, 2019.

3.5 Proposal Submission

Proposals may be delivered to HCE's Glenwood Springs headquarters by 3:30 P.M. MDT on August 2, 2019. Proposals received later than the due date and time will be rejected and destroyed without opening. A proposal may be withdrawn at any time prior to the due date and time for receipt of proposals set forth above.

Proposals must be submitted in a sealed package with the Respondent's company name and address clearly indicated on the package containing the proposal and clearly marked:

GREENHOUSE GAS INVENTORY RFP Response
Confidential Sealed Bid Proposal

If sent by the United States Postal Service, packages should be addressed to:
Holy Cross Energy
Attn: Andrew Schiller
P.O Box 2150
Glenwood Springs, Co 81602

If delivered by any other means, packages should be addressed to:
Holy Cross Energy
Attn: Andrew Schiller
3799 Highway 82
Glenwood Springs, Co 81601

3.6 Email and Fax Submission

Responses sent via Email should be addressed to aschiller@holycross.com Subject Line: GHG Inventory RFP.

3.7 Alternative or Substitute Bids

Respondents may submit more than one proposal. All proposals must comply with the terms and conditions of the RFP and must contain all required documents as specified in the RFP.



EVALUATION OF PROPOSALS

4.1 Opening of Proposals

Proposals received on or before the proposal due date and time will be opened by the assigned HCE Representative. Proposals received after the due date will not be opened and will be discarded. Opening of proposals will not be done in public and proposal services and pricing will not be made publicly available.

4.2 Screening for Responsiveness

All proposals received will be evaluated for responsiveness and completeness. HCE will eliminate any proposals that (a) are non-conforming to this RFP, (b) do not meet the minimum requirements set forth in this RFP, (c) are not economically competitive with other proposals, or (d) are submitted by Respondents that lack appropriate qualifications. Please be certain that all required information is included in your proposals, as HCE will not be required to notify you of incompleteness, seek clarification, or ask for additional information. Failure to provide the information set forth herein may be grounds for elimination of consideration.

4.3 Representation

This RFP does not commit HCE to enter into a contract, nor does it obligate HCE to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. HCE reserves the right to modify or withdraw this RFP, to negotiate with Respondents to resolve contractual specifications, and/or to reject any or all proposals and to terminate contract development at any time. Prior to the execution of a contract, HCE reserves the right to:

- Request additional information from a Respondent;
- Reject any or all proposals;
- Accept other than the lowest cost proposal(s);
- Obtain clarification from Respondents concerning proposals; and
- Conduct contract development discussions with selected Respondents.

4.4 Ownership

All materials submitted in response to this RFP becomes the property of HCE. Selection or rejection of a proposal does not affect this right. All copyright of materials produced under any contract or subcontract awarded as a result of this RFP shall be retained by HCE. All forms of documents and data generated as a result of this contract are owned by and shall be delivered to HCE at the direction of the HCE Representative. During the period of performance, the information may not be disclosed by the Respondent to third parties, except as expressly



provided in the Contract, without the written permission of the HCE Representative.

4.5 Evaluation Criteria

HCE reserves the right to make an award for reasons other than the lowest price offered. The following general criteria (in no particular order) are defined to provide guidance to all Respondents, but are not an exhaustive list of criteria that will be used in selection:

- **Cost:** Preference will be given to proposals able to provide proposed products or services to HCE at the lowest reasonable cost.
- **Technically sound:** Proposals that show the ability to produce product or services to meet all HCE immediate needs.
- **Timing:** Proposals that can reasonably be expected to achieve the target dates set forth in this RFP are preferred.

4.6 Proposal Selection

HCE reserves the right to make an award without further discussion of the proposals submitted; there may be no best and final offer procedure. Interviews and negotiations may be conducted with one or more of the Respondents. Each initial offer should contain the Respondent's best terms from a cost or price, service, timing, and technical standpoint.

HCE may consult references familiar with the Respondent regarding its prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a proposal shall constitute permission for HCE to make such inquiries and authorization to third parties to respond thereto.

HCE may elect to initiate contract negotiations with one or more Respondents including negotiation of costs/price(s) and any other issues or terms and conditions, including modifying any requirement in the RFP. The option of whether or not to initiate contract negotiations rests solely with HCE. No Respondent shall have any rights against HCE arising from such negotiations. The Respondents will be responsible for their travel and per diem expenses, required for any presentations, discussions, and/or negotiations.

As a result of selection of a Respondent to supply products and/or services to HCE, HCE is neither endorsing nor suggesting that the Respondent's product or service is the best or only solution. The Respondent agrees to make no reference to HCE in any literature, promotional material,



brochures, sales presentation, or the like without the express written consent of HCE.

4.7 Rejection of Bids

HCE has the right to reject any and all proposals for any reason.

4.8 Notification of Award

The HCE Representative will issue "Notification of Award" letter(s) once a selection has been made.