



Request for Proposals

NETWORK STRATEGIC PLAN

Issue Date: July 5, 2019
Proposal Due Date: July 15, 2019

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 consulting firms to assist with the development of a network strategic plan.

ABOUT HOLY CROSS

Founded in 1939, Holy Cross Energy is a not-for-profit rural electric cooperative that provides safe, reliable, affordable and sustainable energy and services that improve the quality of life for more than 43,000 members and their communities in Western Colorado. HCE is committed to leading the responsible transition to a clean energy future and has set a goal of obtaining more than 70% of its power supply from clean and renewable energy resources by 2030.

HCE's main business headquarters is in Glenwood Springs, Colorado with other facilities and operations in Avon, Gypsum, and Aspen, Colorado. HCE has approximately 160 employees and had annual revenue in 2017 of \$135 million. The electric utility plant contains 3,030 miles of energized line connecting 59,827 electric services. The electric utility plant consists of 1,802 miles underground, 1,108 miles overhead, and 119 miles of transmission.

SCOPE OF SERVICES

The objective of this RFP is the development of a 5-year strategic plan supporting the network needs of HCE today, tomorrow, and into 2030. The plan will identify and prioritize development or expansion of network routes supporting HCE communication needs for inclusion in annual work plans and budgets.

Context and Background

HCE's grid modernization efforts have resulted in an increased number of devices connected to the HCE SCADA network and large amounts of transmitted data. With an emphasis on resiliency and fire protection, the trend of more devices and greater amounts of data is expected to continue.

HCE's current network infrastructure adequately supports current SCADA network needs through a mix of point-to-point wireless and microwave backhaul. Additionally, HCE utilizes leased metro-ethernet style of connectivity through local service providers to support the HCE business network (VoIP, business data, disaster recovery).

The strategic plan will evaluate gaps in current network compared to future needs and identify a path to build the network required for 2030. One that supports an increasing number of devices supporting grid modernization, and one with an increasing amount of data flowing as HCE realizes greater dependency on near real-time polling. Behind-the-meter dependencies, as seen at the Basalt Vista project (<https://www.holycross.com/basalt-vista-affordable-housing-project/>), are also expected by 2030. As is an increased need for capacity between HCE data centers.



Deliverables

The following is a list of non-inclusive suggested deliverables for this project. Respondents are encouraged to identify other deliverables which will assist in the develop or improve the quality of the network strategic plan.

1. Asset Inventory

Work with the HCE Information Technology, Operations Technology, and Engineering departments to develop a list of current and planned network assets. Prioritize assets based on impact to HCE operations. Establish network capacity and latency needs for each asset. Develop a list of all network routes connected to network assets. Identify potential future assets needed to support HCE's seventy70thirty strategic plan (<https://www.holycross.com/seventy70thirty/>).

2. Gap analysis

Conduct a gap analysis of existing network routes compared to future capacity and latency needs.

3. Design

Develop a network design utilizing the appropriate technology (wireless, fiber, etc.) to establish or expand network routes connecting network assets.

4. Budgetary Cost

Develop budgetary cost including make ready for each network route. Provide costs on a per-route basis.

5. Summary Report

Develop a board-appropriate summary report providing network deployment recommendations.

SCHEDULE

HCE expects to adhere to the timetable shown below. It should be noted, however, that target dates are approximate and subject to change without notice.

Event	Date
RFP Issuance	July 5, 2019
Last day for Questions	July 12, 2019 3:00 PM Mountain Time
Proposal Due Date	July 15, 2019 3:00 PM Mountain Time
Anticipated Award Date	Between July 16 and July 26, 2019



Anticipated Start Date	August 1, 2019
Desired Completion of Work Date	Prior to September 30, 2019

SUBMISSION OF PROPOSALS

Proposals must be submitted no later than the close of business on the date indicated in the timetable listed in the Schedule section of this document. Late proposals will not be considered. Each respondent shall bear all expenses associated with the preparation and submission of their proposal.

Please submit proposals by email to:

bfarmer@holycross.com.

Please use the subject line: RFP - NETWORK STRATEGIC PLAN.

Provide all proposal submissions in PDF format. Other formats, including zip files, will be rejected.

Proposals should be concise and must include:

1. Cover Page

Provide a cover page which clearly identifies the RFP, respondent's company name, and primary point of contact.

2. Executive Summary

Provide a high-level synopsis of the respondent's proposal. The Executive Summary should provide a brief overview of the work to be completed and should identify the main features and benefits of the proposed work.

3. Company Overview

Provide the following for your company:

- Official registered name, address, website, and relevant contact numbers.
- Key contact information including contact name(s) and title(s), mailing address(s), phone number(s), and e-mail address(s).
- Brief history, including year established and number of years performing work related to this RFP.

4. Qualifications

Provide a description of qualifications, capabilities, and organizational structure. Identify the project team including qualifications, experience, and specific responsibilities of the project manager and staff that will be assigned to the project.



5. Relevant Work Experience and References

Provide three to five examples of projects similar in scope and scale completed by the respondent, especially related to similar work for electric cooperatives. Provide a brief description including completion date, type and scope of project, and contact person with telephone number for reference.

6. Work Plan

Provide a description of the approach proposed to accomplish the objectives outlined in the Scope of Services. Include a summary of the steps to be completed. Provide an overview of resource requirements needed of HCE to complete this project.

7. Work Schedule

Provide a detailed schedule indicating how the tasks will be organized to complete the work.

8. Cost Proposal

Provide an estimated cost to complete the project and include a “not-to-exceed” cost. Include an hourly or flat rate price for work exceeding the included work plan. Provide a separate breakdown for any proposed additional items not included in the work plan.

9. Deliverables

Provide a list of deliverables including detailed descriptions of each item.

10. Additional Information

Respondent may provide any additional information necessary to assist HCE in the evaluation process.

Questions

Submit all questions in writing via e-mail to Bob Farmer at bfarmer@holycross.com. Questions sent to any other HCE e-mail address regarding this RFP will not be answered.

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.



EVALUATION OF PROPOSALS

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.

Evaluation Criteria

Proposals will be evaluated based on technical merit and on the criteria listed below. Finalists may be interviewed by the HCE evaluation team as part of the evaluation process. HCE reserves the right to make an award for reasons other than the lowest price offered.

1. Completeness of proposal.
2. Approach and deliverables.
3. Qualifications, experience, and references.
4. Comparative costs.

Additional Information

HCE reserves the right to request additional information from a respondent in order to obtain clarification concerning the submitted proposal.

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.

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 to initiate contract negotiations rests solely with HCE. No respondent shall have any rights against HCE arising from such 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.

GENERAL INFORMATION FOR RESPONDENTS

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.

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.