



THE CITY OF SEATTLE

SEATTLE CITY LIGHT DEPARTMENT

REQUEST FOR QUALIFICATIONS (RFQ)

for

Evaluation of Renewable Resources

Title

REQUEST FOR QUALIFICATIONS (RFQ)

I. Project Background

Seattle City Light is seeking consultant(s) to support its staff in the evaluation of the proposals for the sale of capacity and energy from non-hydroelectric renewable resources received by the Department in response to the attached Request for Proposals for Renewable Resources, dated July 10, 2000. The selected consultant(s) may also provide support in the negotiation of the contracts for selected renewable resources. The Seattle City Light staff has significant experience and expertise with the operation, evaluation and environmental characteristics of hydro-electric facilities. As the Department strives to diversify its renewable resource portfolio into possible biomass, geothermal, solar, landfill and wastewater treatment gas, and/or wind generation resources, it seeks to complement the expertise of its staff with the knowledge of experts in the evaluation of non-hydro renewable resources. Thus Seattle City Light is looking for consultant(s) who solely or as a team can support the Department's technical, environmental and financial/economic review of the non-hydroelectric proposals that are received by the Department at the end of August. The consultant(s) will be expected to work with a diverse evaluation committee, including representatives from City Light, the City Council, other City Departments and some outside experts. The preferred candidate(s) will have demonstrated credibility and respect in the renewable resource development community as well as the ability to protect the interests of Seattle City Light ratepayers.

II. Scope of Work/Term of Contract/Budget/Schedule:

A. Scope of Work

The selected consultant(s) will be available to offer expertise to support City Light staff in the evaluation of renewable resources proposed in response to the attached RFP. Selected candidates(s) are not expected to do the evaluation of renewable resources independently, but rather to respond to City Light staff requests for information about the technical, environmental, financial and economic characteristics of the selected renewable resources, as well as provide support, as requested, during contract negotiations.

B. Term of Contract and Budget

The term of the contract shall extend from the date of execution by the Superintendent of Seattle City Light, or his designee, to the end of the first quarter of 2001. The City has not identified a budget for this contract at this point, but the maximum amount of compensation for the contract shall be known during negotiations. The contract may be extended for up to six additional months in two-month increments.

C. Schedule

The City's proposed schedule is as follows:

Activity	Date
Release RFQ	August 14, 2000
RFQ due	August 24, 2000
Last day for Clarification	August 21, 2000
Addendum Issued	n.a.
Finalists Notified	August 30, 2000
Interview Finalists	August 31-September 5

	2000
Contract Negotiations Initiated with successful consultant(s)	September 6, 2000
Contract Negotiations Completed	September 8, 2000
Contract Executed	September 11, 2000

III. Submittal Requirements

A. Submittal

Successful respondents to this RFQ will describe their skills and expertise in relation to the evaluation of non-hydro renewable resource proposals that will be received in response to the attached July 10, 2000 Request for Proposals for Renewable Resources. Responses to this RFQ will include:

- Cover letter indicating demonstrated credibility and respect in the renewable resource development community and ability to protect the interest of Seattle City Light ratepayers.
- Summary of technical, environmental and financial/economic skills in relation to the evaluation of biomass, geothermal, solar, landfill and wastewater treatment gas, and/or wind generation resources.
- Brief description of previous work in the evaluation of non-hydro renewable resources, including any specific work with broad-based evaluation committees.
- Availability to respond to City Light staff requests over the contract period indicated.
- Compensation required. Specify rate structure and compensation for each member of the project team.
- Certification that none of the members of the proposed consultant team was or will be involved with the renewable resource project(s) they are reviewing.
- Names and telephone numbers of three references, with brief description of the work done for these individuals.
- Exceptions to the City's Standard Consultant Services Contract.

B. Submission Deadline

An original and eight (8) copies of your qualifications must be received no later than **5:00pm, August 24, 2000**, at the following address:

The City of Seattle, Seattle City Light Department
 Re: RFQ Renewable Resources
 Room 3206 - Key Tower Building
 700 Fifth Avenue, Suite 3300
 Seattle, Washington 98104-5031
 Attention: Raquel Bennett

Qualifications may be either mailed or hand delivered. The City is not responsible for late delivery caused by the Postal Service or private carriers. Any qualifications received after the deadline will not be evaluated.

All submittals become the property of the City of Seattle. The content of all submittals will be held confidential until the selection of a consultant is made. **Any proprietary data must be clearly marked.**

C. Requests for Information

Any requests for clarification or additional information regarding this RFQ shall be submitted in writing via fax or e-mail to Raquel Bennett at the following address by August 21, 2000:

Raquel Bennett, Strategic Advisor
e-mail: raquel.bennett@ci.seattle.wa.us
Telephone: (206) 684-3823
FAX: (206) 233-2757

D. Packaging

Each submittal must include one (1) original and eight (8) copies of your qualifications.

E. Use of Recycled Content Paper

Consultants shall, whenever practicable, use recycled content paper for all documents submitted in the qualifications.

F. Duly Authorized Signature

The qualifications must contain the signature of a duly authorized officer or agent of the company submitting the qualifications.

G. Respondent Responsibility for Submittal Costs

The consultant shall be fully responsible for all qualification development and submission costs. The City does not assume any contractual obligation as a result of the issuance of this RFQ, the preparation or submission of a qualification by a consultant, the evaluation of an accepted qualification, or the selection of any finalists.

H. Economy of Qualifications

Qualifications should be prepared simply and economically and give a straightforward and concise description of the consultant's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. are not necessary. Emphasis should be placed on completeness and clarity of content.

I. Proprietary Material

Any proprietary information in a submittal must be designed clearly and should be bound separately and labeled with the words "PROPRIETARY INFORMATION". Appropriate references to this information must appear in the body of the qualifications. An entire submittal marked "PROPRIETARY INFORMATION" will not be accepted.

Consultants should be aware that the City is required by law to make its records available for public inspection with certain exceptions (see Revised Code of Washington, Chapter 42.17). It is the City's belief that this legal obligation would not require the disclosure of proprietary, descriptive literature that contains valuable designs, drawings or documentation. However, the consultant, by submission of materials marked "PROPRIETARY", acknowledges that the City will have no obligation or liability to the consultant in the event that either must disclose these materials.

J. Consultants Located Outside the City of Seattle

If a contract or subcontract is awarded to a consultant that does not have an office within the Seattle city limits, or does not have a City of Seattle Business and Occupation tax number, the consultant must contact the Seattle Department of Finance (Revenue and Consumer Affairs) at (206) 684-8484 in order to obtain a Seattle Business License prior to final execution.

K Non-Washington Corporations

If a contract or subcontract is awarded to a non-Washington corporation, such corporation shall obtain authorization to do business in the State of Washington prior to final execution. Information on obtaining authorization to do business in the State of Washington should be addressed to the Washington State Department of Revenue at 1-800-647-7706.

The laws of the State of Washington shall govern the contract executed between the selected consultant and the City, and any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be the City of Seattle, State of Washington; in the event of litigation, the exclusive venue and place of jurisdiction shall be the Superior Court for King County, Washington.

L. Non Discrimination and Affirmative Action

Please see attached Appendix "B", Consultant Services Contract, Article VII.

M. Women and Minority Consultant Participation

Please see attached Appendix "B", Consultant Services Contract, Article VI.

N. Invoicing and Payment Schedule

Deliverables (products, etc.) under the contract shall be submitted to the City according to a schedule to be agreed upon with the City. Upon acceptance of each deliverable by the City, the consultant may submit invoices for payment in accordance with a schedule to be negotiated.

O. Insurance Requirements

The selected consultant will be required to provide proof of insurance, and to have The City of Seattle named as an additional insured on their General Liability Insurance policy. Specific insurance coverages and amounts will be determined during negotiations and must be met by the selected consultant prior to executing the contract.

IV. Selection and Contracting Process

A. Advertisement

The City will advertise this RFQ in the Seattle Daily Journal of Commerce (the City's official newspaper) on August 14, 2000. Copies of the advertisement will also be sent to those firms in specific categories of services in the City's Consultant Reference File, maintained by the Executive Services Department, Public Works and Consultant Contracting Section.

B. Selection Criteria

All qualifications will be evaluated by a Consultant Evaluation Committee (CEC) made up of qualified persons from the City and may include others as applicable. Qualifications will be evaluated by the CEC using the following criteria:

Technical depth
Experience/qualifications of firm

Experience/qualifications of consultant team
Experience working with a broad-based evaluation committee
Demonstrated credibility with the renewable resource development community
Demonstrated ability to protect the interests of ratepayers who support leveraging new renewable resource development