

ARCTEC RAILBELT COOPERATIVE TRANSMISSION AND ELECTRIC COMPANY, INC

Request For Proposal

Issue Date: September 4th, 2020

Due Date: September 25th, 2020

Title: Facilitation Services - Strategic Planning for ARCTEC

The Alaska Railbelt Cooperative Electric and Transmission Company, Inc. (“ARCTEC”) invites you to submit a proposal to provide facilitation services to aid in the development of a Strategic Plan and provide specific deliverables in accordance with the Scope of Work identified below.

SCOPE of WORK: ARCTEC is a cooperative that was incorporated in 2011. The participants include the ARCTEC Board of Directors with the CEO, one board member and one board member alternate from each of the four member utilities for a total of 12 member participants and one participant from the associate member for a total of 13 participants. The member utilities are: Chugach Electric Association (CEA), Golden Valley Electric Association (GVEA), Matanuska Electric Association (MEA), and the City of Seward Electric System (SES) with associate member Copper Valley Electric Association (CVEA).

Since then, ARCTEC’s most recent project resulted in the concept and outline of the Railbelt Reliability Council (RRC), an organization that will provide a structure for collaboration around reliability and planning throughout the Railbelt electric system. Many of the stated objectives in the ARCTEC Vision and Bylaws have now been accomplished or become outdated. As such, ARCTEC wishes to formalize a new vision statement with updated strategic objectives for the next 1-3 years.

Therefore, ARCTEC chooses to review options going forward with a new Vision to be reflected in its Bylaws “Purposes” section and develop a strategic plan that will enable the organization to focus on the next 1-3 years.

We are looking for a facilitator to assist or guide us in the accomplishment of this goal.

The current “Purposes” section in the bylaws as stated are the following:

The Alaska Railbelt Cooperative Transmission & Electric Company (ARCTEC) is organized for the purposes of addressing the generation and transmission and ancillary service needs of the Railbelt region and for procuring fuel, alternative energy resources for the region and hydroelectric facilities for the region. It is anticipated that ARCTEC will facilitate the development of energy sources with participating Railbelt utilities and the State of Alaska, and effective combinations of these entities. ARCTEC may also represent the interests of Railbelt utilities in the development of energy from independent power producers.”

PROFESSIONAL KNOWLEDGE & COMPETENCE

The Facilitator must be skilled at listening, evaluating, and collating diverse participant input. The Facilitator must have a proven record of negotiating complex issues to successful conclusion.

By virtue of the nature of ARCTEC and this process, the Facilitator must have familiarity with the Participants.

The facilitator and/or the facilitator's team should be familiar or become familiar with regulated Railbelt electric utilities. The Facilitator should be knowledgeable about recent legislative and regulatory developments impacting the Railbelt electric utilities, including recently passed Senate Bill 123 and the related RCA dockets creating an Electric Reliability Organization (ERO) as well as the consolidation of Chugach Electric Association (CEA) and Municipal Light & Power (ML&P) and the associated RCA requirements to approve the consolidation. Forward looking topics include fuel supply, distributed generation, renewable generation, other energy sources and electric vehicle tariff issues.

TIMEFRAME

It is anticipated that the strategic planning effort would encompass two half day sessions. ARCTEC desires to schedule this event to take place sometime between October 1, 2020 and October 15, 2020. However, options to move that timeframe may be considered.

MEETING FORMAT

Dependent on COVID-19 mandates at time of the meeting.

Option 1 – Virtual

Option 2 – Large room, social distancing within current health mandates

Option 3 – Hybrid, members together in their respective boardrooms and connected virtually

BUDGET

For this scope of work, ARCTEC is budgeting for a range of \$10,000 to \$15,000.

OVERVIEW

See ARCTEC Webpage. <https://arctec.coop/> for a description of ARCTEC. See Bylaws for further understanding.

REQUESTED ORGANIZATION AND CONTENT OF THE "QUALIFICATIONS AND PROJECTED EFFORT" SUBMITTAL:

Section 1 – Letter of Transmittal (limited to one page)

Show RFP title, the name of your organization, its physical and mailing addresses, telephone numbers, and date of proposal.

Briefly, state your understanding of the scope of the project and the general requirements required of the selected firm.

Give the name(s) of the person(s) who are authorized to make a representation or answer questions concerning your proposal, their titles, address, and contact telephone numbers.

The letter shall be signed by an individual with authority to bind the organization.

Section 2 – Experience, Project Approach, and Company Presentation

1. Provide a general statement of the qualifications of your firm covering its history, size, range of in-house services, volume of work, etc. This should include potential or perceived conflicts of interest with any of the named Parties. Provide a list of current and past work for any and all Railbelt electric utilities.
2. Identify the firm’s specific experience with facilitations of this type.
3. Identify any unique firm qualifications or special expertise deemed relevant to the specific project requirements.
4. Identify process and deliverables that will be provided to ARCTEC as follows:
 - a. Pre meeting preparation
 - b. Agenda and meeting materials
 - c. 1st meeting follow-up and prep for 2nd meeting.
 - d. Final report

Section 3 – References

List up to 3 references for which your firm has provided similar efforts. Include a customer point of contact with current telephone number or email for each referenced firm.

PRICING PROPOSAL SUBMITTAL

Provide pricing on a Time and Materials Not-to-Exceed (NTE) basis; include terms of payment, and an hourly rate schedule for all project team members. NTE shall include all projected efforts outlined in the Proposal, all ancillary costs, and all travel costs. ARCTEC reserves its options to make changes to the scope and timeline as required; such changes shall be directed by a written Change Order and the vendor’s NTE equitably adjusted as agreed in writing.

Proposals will be evaluated by the ARCTEC Board of Directors.

Address Proposals to: ARCTEC Board Chair and Strategic Planning Committee Chair

Alaska Railbelt Electric and Transmission Cooperative Inc.

C/O Alaska Power Association

703 West Tudor Road

Anchorage, AK 99503

Email Proposals to BXavier@alaskapower.org **Proposals are due September 18th, 2020 at 5pm.**

Proposal pricing shall be on a time and material, not-to-exceed basis. A rate sheet for additional effort may be included. Payment terms shall be included in the Proposal.

All proposals received shall remain in effect for 30 days after the due date. The accurate completion of proposals, as well as timely delivery, is wholly the responsibility of the vendor. Proposals must be delivered by electronic delivery. ARCTEC reserves the right to reject any or all proposals, to rebid any or all items and to waive any irregularities.