



# REQUEST FOR BID

#B-2024-01

Bidding Opens October 7th, 2024 at 7AM

## Village of Merrilan Comprehensive Energy Plan and Electric Infrastructure Upgrades

### Project Overview:

The Village of Merrilan is seeking a qualified consultant to conduct a Comprehensive Energy Plan at its existing facilities to identify the feasibility of converting its energy delivery system from 2400 volts to 7200 volts. The goal of this project is to reduce energy losses, increase resiliency, and reliability, such as undergrounding, while also identifying opportunities for electric infrastructure efficiency upgrades and transitioning generating facilities from diesel to natural gas and/or solar generation.

### Scope of Work:

The successful bidder will be responsible for conducting the following tasks:

1. Review and analyze the Village's current energy delivery system, including existing infrastructure, load data, and energy usage patterns.
2. Develop a Comprehensive Energy Plan that evaluates the feasibility of converting the energy delivery system from 2400 volts to 7200 volts, including:
  - a. Assessing the technical and economic viability of the conversion
  - b. Identifying potential challenges and risks associated with the conversion
  - c. Developing a phased implementation plan for the conversion
3. Conduct a detailed analysis of electric infrastructure efficiency upgrades, including:
  - a. Identifying opportunities for reducing energy losses through system optimization and modernization
  - b. Evaluating the feasibility of installing smart grid technologies
  - c. Developing a plan for implementing these upgrades

4. Identify facilities that can be transitioned from diesel to natural gas and/or solar generation, including:
  - a. Conducting a feasibility study for each facility
  - b. Evaluating the costs and benefits of each option (natural gas vs. solar)
  - c. Developing a plan for implementing these transitions
5. Provide a comprehensive report outlining the findings and recommendations of the Comprehensive Energy Plan, including:
  - a. A detailed analysis of the benefits and costs associated with the proposed upgrades and conversions
  - b. A phased implementation plan, including timelines and budget estimates
  - c. Recommendations for future energy efficiency measures and initiatives

## **Requirements:**

The successful bidder must possess the following qualifications:

1. A bachelor's degree in engineering or a related field (Master's degree preferred)
2. At least 5 years of experience in electrical engineering or a related field, with expertise in energy transmission and distribution systems
3. Experience in conducting Comprehensive Energy Plans or similar energy-related projects
4. Familiarity with Wisconsin Public Service Commission (PSC) regulations and guidelines

## **Submittal Requirements:**

Bidders must submit the following documents:

1. A letter of interest, including a brief overview of their qualifications and experience
2. A detailed proposal outlining their approach to completing the project, including:
  - a. A work plan with milestones and timelines
  - b. A budget estimate for the project with clearly defined costs and their breakdown
  - c. A list of personnel who will be assigned to the project
  - d. Proof of Insurance - General Liability and Workers' Compensation
3. A sample report outline detailing how they would structure their Comprehensive Energy Plan report

## Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience (30%)
2. Approach to completing the project (25%)
3. Budget estimate (20%)
4. Sample report outline (15%)
5. Letter of interest (10%)

## Important Bidding Details:

1. Transportation charges and shipping costs will be the responsibility of the bidder.
2. Guarantees - bidder will guarantee that their proposal matches the requirements set forth and the desired plan will be relevant for at least a period of seven (7) years from the delivery date listed below.
3. Payment Terms - payments will be made based on milestones; generally at the end of a quarter, or post-delivery.
4. Rejection - The Village reserves the right to reject any and all proposals.
5. Alternative Proposals - should you believe you have updates, amendments, or other changes that would enhance the goals of this project, you may provide said innovative solutions or cost-savings within your proposal.
6. Taxes - the Village of Merrilan is tax-exempt. Please provide any information, if applicable, in your proposal that may affect this plan/project from a tax-perspective.
7. Compliance
  - a. Bidders must comply with Infrastructure Investment & Jobs Act (IIJA) requirements:
    - i. Build America/Buy American (BABA)
    - ii. Davis Bacon Act (DBA)
  - b. Bidders must comply with the State of Wisconsin Affirmative Action Requirements

## Contact Information:

For questions or additional information, please contact:

*Christopher Wruck*

*President, Village of Merrilan*

*cwruck@merrillanwi.gov*

*608-487-3505*

101 S Main • PO Box 70 • 54754 Phone: 715-333-2332 • hi@merrillanwi.gov

*"This Organization is an Equal Opportunity Provider"*

## **Bid Due Date:**

Proposals must be received by **December 2nd 2024 at 3:30 PM CST** either in person or by mail: Village Hall, 101 S Main St, PO Box 70, Merrilan, WI 54754 - or - via email [hi@merrillanwi.gov](mailto:hi@merrillanwi.gov)

The formal delivery date for this planning project is **June 1st, 2025.**