

REQUEST FOR PROPOSAL
99231



FACILITIES DEVELOPMENT PLAN

Issued July 27, 2009

PROPRIETARY AND CONFIDENTIAL

TABLE OF CONTENTS

CONFIDENTIALITY	3
GENERAL INFORMATION	3
PURPOSE	3
ADMINISTRATIVE	4
CONTACT	4
DUE DATES	4
SCHEDULE OF EVENTS	4
ADDITIONAL TERMS AND CONDITIONS	5
GUIDELINES FOR PROPOSAL PREPARATION	5
CLARIFICATIONS	5
EXCEPTIONS	5
ADDENDA	5
SCOPE	6
APPROACH	7
DURATION	7
DELIVERABLES	7
PRICING	7
APPENDIX: <i>QUALIFICATIONS</i>	8
COMPANY OVERVIEW	9
EVALUATION FACTORS FOR AWARD	10

CONFIDENTIALITY

This RFP and your response to the RFP are considered “Confidential Information.” RFP recipients are not authorized to duplicate, distribute, or otherwise disseminate or make available this document or the information contained in it to a third party without the prior written consent of Pedernales Electric Cooperative, Inc. RFP recipients may make this document available to those employees who have a need to know its contents in order to participate in the response to this RFP. RFP recipients shall not include or reference this RFP in any publicity without prior written consent from the Cooperative.

GENERAL INFORMATION

Pedernales Electric Cooperative, Inc. (PEC) is a distributor of electricity to more than 226,000 meters with a non-contiguous service area of 8,100 square miles. Our Headquarters is located in Johnson City, Texas. PEC has 18 district and business offices and a call center located throughout the service area. It is the largest electric cooperative in the United States.

PEC's operational focus is to provide reliable electricity and outstanding services to members at reasonable rates. As a cooperative, PEC is owned by the “members” it serves. Members—not stockholders—invest in the Cooperative through their electric billings and share in the Co-op's margins. Because of this unique business model, PEC members demand the best service, reliability, and management.

PURPOSE

PEC is seeking a professional firm or firms experienced in providing services for facilities development. The overall objective includes improving the structural layout of our Johnson City campus and implementing a facilities growth plan over the next five (5) years.

Bidders may respond to this RFP according to the type or types of specialized services they provide, such as electrical, architectural, construction, etc. Bidders may also respond to this RFP in whole, subcontracting each service type and acting as a single point of contact for PEC.

ADMINISTRATIVE

CONTACT

Any questions concerning information submission must be directed to:

Name	Jackie Harding, Purchasing Agent
Address	PO Box 1
City, State, Zip	Johnson City, TX 78636
Phone	830-868-6273
FAX	830-868-4963
Email	jackie.harding@peci.com

DUE DATES

All responses must be emailed to Jackie Harding by 2:00 p.m. on August 27, 2009 via email, jackie.harding@peci.com.

Responses received after the required time and date specified shall be considered late and non-responsive. Any late responses will not be evaluated for award.

SCHEDULE OF EVENTS

Event	Date
1. RFP Distribution to Responders	July 27, 2009
2. Pre-bid Meeting (Optional) Please RSVP to sariah.welch@peci.com by 8-7-09 Johnson City District Office 300 Haley Road Johnson City, TX 78636	August 11 9:00pm to 12:00pm
3. Responses Due Date Email to jackie.harding@peci.com	August 27 at 2:00 p.m.
4. Review Responses and Select Finalists	August 28 – September 9
5. Interview Finalists	September 10-17
6. Announce Selection(s)	September 21

ADDITIONAL TERMS AND CONDITIONS

This RFP is specifically intended to facilitate the evaluation and selection of a business-to-business partnership. All bidders shall disclose any potential conflict of interest that a bidder may have due to ownership, other clients, contracts, or interests associated with this RFP.

Upon submission, proposals and other materials submitted by bidders may become records subject to PEC's Open Records Policy. (The policy can be viewed online. Click on the "Open Records Policy" link at: <http://www.pec.coop/Documents/OpenRecordsPolicy.pdf>.) PEC may deny the public access to such records or applicable portions thereof, which are trade secrets or proprietary information in accordance with its policy or other relevant law. Any list of members of PEC and related account information is also subject to PEC's Open Records Policy and may not be sold or offered to be sold. Cost and price data are not to be considered as confidential or trade secrets once an award is made; however, any research, recommendations, and reports resulting from the activities outlined in this RFP will be considered confidential and trade secrets.

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Bids shall remain valid for at least 90 days after the bid due date.

Prior to submission of the proposal the bidder shall have made and shall be deemed to have made a careful examination of the RFP and made every attempt through the mechanisms provided to gain a clear understanding of the services required to complete the set of deliverables specified. Bidders shall comply with all applicable statutes, laws, and regulations, which may govern this performance under this proposal.

CLARIFICATIONS

All clarification questions must be emailed to the technical contact specified above. Only written questions will receive a response, with the answers being distributed to all vendors via email. All questions are due within 48 hours before the due date. Only questions submitted to the defined contact via email will be responded to. **Failure to comply will result in bid disqualification.**

EXCEPTIONS

In cases where the bidder wishes to take exception to any part of this specification, the bidder shall so state on the front of the proposal. Any exceptions contained in the proposal shall be listed in a "Statement of Exceptions" included with the proposal.

ADDENDA

Only written addenda issued through the Cooperative's Purchasing Department are valid. Any and all other changes are unauthorized and will be considered invalid.

Pedernales Electric Cooperative, Inc. reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any bidder,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one contract.

The bidder will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for PEC evaluation of the bidder's proposal.

The bidder's proposal in response to this RFP will be incorporated into the final agreement between PEC and the selected bidder. The submitted proposals are suggested to include each of the following sections and are outlined in the Detailed Response Requirements section:

1.	Scope and Approach
2.	Deliverables
3.	Pricing
4.	Appendix: <i>Qualifications</i>
5.	Appendix: <i>Company Overview</i>

Please address each section completely, point by point, citing each specification verbatim. For example:

Administrative Support and Customer Service Requirements

1. Assign a single account manager to assist PEC with various needs or requests.
 - Your assigned account manager will be _____. He/she has ____ years of experience at our company. His/her contact information is _____.

DETAILED RESPONSE REQUIREMENTS

SCOPE AND APPROACH

The plan will focus on the facilities development at PEC's Headquarters campus located in Johnson City, Texas. The expected duration required to complete this project is approximately six (6) months.

SCOPE

1. Construction of all new facilities must follow Americans with Disabilities Act (ADA) accessibility guidelines for buildings and facilities
2. Create a development plan to address employee growth over the next 5 years at a projected rate of 1% per year.
 - a. Must follow Americans with Disabilities Act (ADA) accessibility guidelines for buildings and facilities.
 - b. Each department's employees must be housed in one building section with the ability to walk short distances between office spaces to interact with department coworkers, supervisors, and manager.
 - c. Place certain departments close to the GM's Office whenever it makes sense to do so, such as Financial Services, Legal Services, Governance, etc.
 - d. Organize departments based on functionality. For example, Communications may be placed within close proximity to Community Relations.
 - e. Conditioned storage space.
 - f. Workbench space.
 - g. Plan may include the purchase of used structures, as well as new construction.

- h. If recommendations include renovations to existing facilities, do the following at a minimum:
 - i. Address temporary relocation of displaced employees.
 - ii. Evaluate current energy efficiency of existing buildings.
 - iii. Upgrade design of current URD (underground) electrical system from the switchgear to transformer to the meter.
 - iv. Upgrade existing wiring inside buildings to meet our growing electrical needs.
- 3. Add a small or medium sized training facility, considering the following minimum requirements:
 - a. Can be multiple stories.
 - b. Intimate, cozy atmosphere.
 - c. Audio/video storage.
 - d. Must have a great room with max capacity of 25-30 people.
 - e. Must have 3 classrooms with max capacity of 5-7 people.
 - f. Department offices must be located on one floor to house 9 employees (currently).
 - g. Working kitchen with food preparation area.
 - h. Dining area.
 - i. Adequate restrooms with multiple stalls.

APPROACH

Describe how the engagement proceeds from beginning to end. Utilize a step-by-step approach to describe full implementation, including a detailed timeline with specific dates.

DURATION

The duration estimated to complete this project is approximately six (6) months based on 40 hour work weeks.

DELIVERABLES

- Presentation – The winning bidder(s) will prepare a written report and PowerPoint presentation. He/she/they may be asked to present plans to managers and/or the Executive Committee.
- Blue Prints – The winning bidder(s) will provide copies of all project plans and blue prints to PEC's Buildings and Grounds manager, Melinda Armbruster.

PRICING

The bidder shall provide fixed fee pricing schedules for the engagement. Pricing should break out in to the following categories:

Planning	\$
Implementation	\$

Any additional fees (specify)	\$
Total	\$

Pricing shall remain valid for a period of ninety (90) days from the date of submission.

APPENDIX: *QUALIFICATIONS*

Each Bidder shall have a business insurance policy covering 1 million dollars per incident.

The following information must be provided:

1. Introduction and brief description of the firm
2. Proof of liability insurance
3. A list of three references with contact information. The list should include companies that have received services similar to those listed in this RFP.

COMPANY OVERVIEW

Each Bidder shall provide the following information:

- Official registered name (Corporate, D.B.A., Partnership, etc.), email and mailing addresses, main telephone number, toll-free numbers, and facsimile numbers
- Key contact name, title, email and mailing addresses (if different from above address), direct telephone, and fax numbers
- Person authorized to contractually bind the organization for any proposal against this RFP
- Brief history, including year established and number of years your company has been delivering the services indicated in this RFP
- Firm's history, professional staff with background resumes
- A list of previously completed projects including those similar to this project with contract information
- A list of references and company contacts

EVALUATION FACTORS FOR AWARD

CRITERIA

Award of the contract resulting from this RFP will be made at the discretion of PEC. PEC can choose to award some or all of the RFP to a specific bidder or a combination of bidders.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a bidder:

1. Completion of all required responses in the correct format.
2. The extent to which bidder's proposed solution fulfills PEC's stated requirements as set out in this RFP.
3. An assessment of the bidder's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The bidder's stability, experience, and/or record of past performance in delivering such services.
5. Availability of sufficient high quality bidder personnel with the required skills and experience for the specific approach proposed.
6. Bidder's acceptance of PEC's policies and other contractual terms and conditions.

Pedernales Electric Cooperative, Inc. may, at its discretion and without explanation to the prospective bidders, at any time choose to discontinue this RFP without obligation to such prospective bidders.

The Cooperative reserves the right to reject any Bid or any part of any Bid if investigation or review of any Bidder fails to satisfy the Purchaser that the Bidder has a satisfactory performance record or if the equipment does not completely meet the Owner's requirements.

PEC may make such investigation as is deemed necessary to determine the ability of the Bidder to provide the equipment, materials, and/or services as required by this Specification and to determine the adequacy of the proposed equipment, materials, and/or services.