

2022

Request for Qualifications



Jonathan White, Senior Project Manager

Peninsula Light Company

10/17/2022

www.penlight.org

13315 Goodnough Drive, Gig Harbor, WA

98332

Request for Qualifications

I. Introduction

Peninsula Light Company (PenLight) an electric distribution cooperative located in Gig Harbor, WA, is soliciting requests for qualifications (RFQs) from qualified consultants to provide long-range facility planning for the company's service center. Facility planning will include at a minimum an analysis of space needs for administrative offices, conference rooms, fleet storage, material warehouse, equipment storage, fleet maintenance, tool storage, dispatch command and control, and equipment testing. The needs analysis will include existing conditions and a 50-year outlook with options of potential phasing. The consultant will provide an analysis of existing facilities and facilities expansion requirements to meet the defined needs based upon input from management, board of directors and staff. A net present value analysis to be included for all options. The consultant will develop a list of anticipated project elements, preliminary costs, net present value analysis for all options and provide a project report. An emphasis will be on safety and efficiently meeting the facility needs for the function of growth of the utilities distribution and transmission system.

II. Background

PenLight is located in West Pierce County, WA and was incorporated in May 1925 as a mutual electric cooperative to provide electric services to the Gig Harbor and Key Peninsula communities. PenLight is a not-for-profit, member owned mutual cooperative, serving 110 square miles with over 35,000 meters with approximately 71% of meters located on the Gig Harbor Peninsula and the remaining 29% on the Key Peninsula. In 1996, PenLight entered the water business, providing water services to 3,200 members in both owned and managed systems. The current facility was constructed in 1986 comprising of approximately 20,000 square feet of administration offices, 20,000 square feet of warehouse, loading docks and truck bays and 17,000 square feet of outbuilding for fleet storage, fleet maintenance and equipment storage. The current headquarters facility is situated on 14.9 acres.

Over the course of the past 35 years additional office space was added as needed within the current footprint of the headquarter building. Also, during this period, business technology has advanced, it has impacted the way we conduct business and manage our distribution and transmission systems. The undergrounding of the distribution system has also been a critical component of our business since 1998. With over 80% of the system undergrounded, PenLight has reached a Tier I (high performance) in power reliability since 2013. With the advancement in technology and reliability, PenLight has improved its overall operation efficiency.

In 2015, with the availability of industrial property in the greater Gig Harbor area becoming scarce, PenLight purchase approximately 17 acres of land in a designated economic business zone within the City of Gig Harbor. The property is located along the westside of SR16 on Bujacich Drive. The intent of the property purchase was to provide options for PenLight to address industry changes, future needs of its members and with no immediate or future need to develop the property.

It's imperative the long-term strategic plan include the sustainability and resilience of the business and the continuity of its operations. Preparing for unplanned or unpredictable events is the nature of our business in order to provide services to our members and community during critical times.

The area of initial focus includes evaluating the functionality of the existing facility and the feasibility of improving office and warehouse space as well as addressing the ingress and egress of SR302/Goodnough Drive intersection. Presently access to both peninsulas can be gained by navigating a single intersection at SR 302/Goodnough Drive. Currently a 6-month Intersection Controlled Evaluation (ICE) study is being conducted by a traffic consultant in cooperation with the Washington State Department of Transportation, the result could be either a signal light or roundabout.

The secondary focus or scenario is the feasibility to construct a new campus on the 17 acres owned on Bujacich Drive. Access to SR 16 and SR 302 from Bujacich would entail access through three to four intersections. No traffic analysis is being conducted for this site. One major limiting factor of the

Bujacich property is the requirement for a municipal sewer line and pump station.

The third scenario is staying the course or status quo with an on-going three-year capital budget plan.

III. Project Goals/Scope

An outline of the project goals/scope is shown below. A more detailed, final scope will be developed with the selected consultant:

1. Meet with Board of Directors and staff to clarify and identify perceived facility needs.
2. Complete an inventory, baseline and evaluation of current facility and campus.
3. Develop three scenarios: 50-year, Net Present-Value cost-benefit modeling for existing and new facilities and staying the course with current 3-year capital planning.
4. Develop preliminary budget estimates for the conceptual alternatives for use in the cost-benefit modeling process for the various facility scenarios.
5. Prepare an evaluation of current facility needs that includes staffing requirements, warehouses, fleet storage and maintenance, and material and equipment storage.
6. Prepare preliminary site evaluation for 50-year facility needs including existing campus and the property at Bujacich Drive.
7. Provide regular updates regarding the facility planning process to the Senior Project Manager.
8. Prepare visioning graphics and preliminary cost for multiple facility options.
9. Present results to PenLight Board of Directors, CEO and Executive Managers.

IV. Project Timing

Proposals for professional services will be accepted through December 12, 2022. PenLight will conduct oral interviews from a short list of firms developed from the RFQ submittals. PenLight reserves the right to select a consultant based solely on the written qualifications submitted.

An executed agreement is anticipated by March 1, 2023 and project work is expected to begin by April 1, 2023, with project completion by October 1, 2023. A time and material agreement with a not-to-exceed provision is anticipated. PenLight's Professional Services Agreement will be the contract document for this work.

RFQ Issued: October 17, 2022

Questions Due: November 7, 2022

Final Addendum Issued: November 21, 2023

STATEMENTS OF QUALIFICATIONS DUE: December 12, 2022

Evaluation Committee Reviews Submittals:

Interviews: January 9 thru January 20, 2023

Selection of Consultant: February 9, 2023

Expected Notice to Proceed: March 1, 2023

V. Minimum Qualifications

1. Respondent must demonstrate that the prime or key members of the team were the Architect or Engineer of Record, within the past 10 years, for at least three (3) similarly complex projects meeting the following criteria.

a. Project owner is a government, port, utility, or other public district or municipality, or a commercial or nonprofit owner. Preference will be given to government, port, utility or other public district or municipality projects completed in the states of Washington or Oregon.

b. The respondent must have provided design services during construction.

c. Projects should contain multiple buildings, structures, parking, and storage areas, in addition to one or more office, educational, or similar

function buildings. Preference will be given to example projects that include shops and warehouses or other auxiliary buildings.

d. The construction contract value of each project was at least \$15-20 million.

e. Projects must be in jurisdictions which use the International Building Code and are in a seismic zone 3 or higher.

2. Respondent must demonstrate experience providing planning, design, permitting and construction bidding/design support services structured under government contracts, using alternative public works delivery, especially General Contractor/Construction Manager (GC/CM) in Washington or in Oregon, or equivalent.

3. Respondent must demonstrate experience on projects that have a high level of environmental sustainability such as projects pursuing LEED Silver/Gold+, Green Globe, Institute for Sustainable Infrastructure (ISI) Envision or a comparable certification of environmental sustainability.

4. The individuals proposed to be the Architect of Record and Engineer of Record for each respective discipline shall possess a valid and current State of Washington professional registration, or the ability to secure licensing prior to notice to proceed.

VI. Selection Criteria

Proposals will be evaluated based on the following:

- a. Experience & Key Personnel (25%)
- b. Project Approach (25%)
- c. Previous and Current Project Performance (25%)
- d. Sustainability & Green Building (25%)

VII. Submission Requirements

To be considered for this project, one (1) digital copy or hardcopy of the proposal must be received at the office of PenLight no later than 4:00 p.m., PST, on December 12, 2022. The appropriate mailing and email addresses are:

Peninsula Light Co
ATTN: Jonathan White, Senior Project Manager
13315 Goodnough Dr. NW
Gig Harbor, WA 98332
Jonathan@penlight.org

VIII. General Terms and Conditions

PenLight will not reimburse proposers for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews.

Furthermore, this RFQ does not obligate PenLight to accept or contract for any expressed or implied services. PenLight reserves the right to request any Consultant to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant.