



**Request for Proposal  
Consulting Services  
Distributed Generation Rate Design**

**Stillwater Utilities Authority**

**June 26, 2017**

**Proposals**

**Due Date: July 17, 2017**

**Stillwater Utility Authority  
Distributed Generation Rate Design  
Request for Proposal  
Consulting Services**

Background

The Stillwater Utility Authority (SUA) is seeking proposals to design a Distributed Generation (DG) rate schedule for its Electric utility. As a matter of due diligence and long-range planning the Electric utility is taking a proactive approach to implementing a DG rate schedule as future market trends support the need. The goal of establishing a DG rate schedule is to ensure that the utility is collecting the full cost of service from the DG customers so that other customer classifications are not subsidizing DG customers. It is the intent of the utility that the new DG rate will replace the current net metering program, provided that the DG rate better meets the utility's goal.

Scope of Services

The successful consultant shall provide the following services associated with the development of a DG rate schedule:

1. Consultant shall review and make themselves familiar with the current [SUA electric rate schedules and current net metering program](#). Consultant shall recommend changes to any current rate schedules that are needed to complement the proposed DG rate schedule.
2. Consultant shall identify potential DG rate design options and conduct an analysis to determine which approach best meets the utility's goal. The analysis shall include both a Pre Automated Meter Infrastructure DG rate and a Post Automated Meter Infrastructure DG rate.
3. Consultant shall provide a report summarizing the analysis and making recommendations for any modifications to current rate schedules and a proposed DG rate schedule. The report shall include all documentation that is necessary to support and defend the recommended DG rate schedule.
4. Optional Services – Consultant shall provide an optional price quote for services to present the rate development information and rate structure to the SUA Trustees.

Costs

Consultant shall provide a "not to exceed" quote for providing the requested services with schedules of hourly billing rates and expected direct expenses associated with providing the requested services.

## Proposal

The proposal must be well organized, thorough, and meet the following documentation requirements, which include but not limited to:

- Executive Summary
- Qualifications and experience
- Team member roles with professional resumes
- Methodologies used for analysis
- Processes used to execute the requirements of the project
- Delivery process
- Project schedule
- Project cost
- Any additional data to be provided, or services offered, that are included in the pricing
- Sample report
- References

Any exceptions to this RFP need to be stated in writing and shall be considered on a case-by-case basis.

## Schedule

Proposals shall be submitted electronically in a .pdf format to Mr. Loren Smith, Electric Utility Director, at [lsmith@stillwater.org](mailto:lsmith@stillwater.org) no later than 5:00 pm on Monday July 17, 2017. It is highly recommended that the proposer sends a verification e-mail after submittal or calls to confirm that the proposal has been received.

## Selection Criteria

The proposal at a minimum will be evaluated using the following criteria:

- Experience on similar projects including references of former clients
- Qualification of person(s) proposed to work on the project (require professional resumes)
- Ability to meet the work schedule
- Completeness of project approach
- Samples of work representing product quality
- Additional skill and skills available
- Work space requirements and/or City staff support
- No conflicts of interest
- Cost of services shall be included with the proposal unless prohibited by statute or professional regulations

### Contract Award

The SUA intends to use the information provided with the proposals to award the contract. The Consultant shall be awarded the project based on the following, but not limited to:

- Professional Competence/Qualifications
- Technical Merits
- Total service cost
- Project methodology and knowledge
- Ability to meet requirements
- Project approach
- References

After careful evaluation of the proposals, all proposers will be informed of their status at the time of final selection.

### Negotiations

Once proposals have been received and opened by the SUA, the SUA has the right to negotiate with any and all person(s) or entity(ies), providing amendments or additions to their proposal as may be in the SUA's best interest.

### Terms of Payment

The Utility will provide payment on or within 30 days of receipt of invoice.

### Additional Information

The Utility reserves the right to:

- Retract said RFP without cause or reason
- Postpone indefinitely or cancel the RFP or project without cause
- Reject any or all proposals
- Award project at the SUA's sole discretion and criteria

The SUA will not reimburse any respondent for any costs incurred in preparation or submittal of a proposal.

Requests for additional information or clarification of this RFP may be made by contacting the person listed below. In the essence of time, electronic correspondence is preferred. However, telephone correspondence is permitted if necessary.

Key Personnel

Name: Loren Smith

Title: Electric Utility Director

Address: 411 E. 3<sup>rd</sup> Street, Stillwater Ok 74074

Phone No.: (405) 533-8411

Email: [lsmith@stillwater.org](mailto:lsmith@stillwater.org)