

040841

D R A F T

INDEPENDENT CONSULTATION ON OPTIONS FOR MEETING THE FUTURE  
ELECTRICAL SUPPLY NEEDS OF THE GAINESVILLE COMMUNITY

EVALUATION CRITERIA: PREVIOUS EXPERIENCE

PROPOSED REFERENCE QUESTIONS TO EVALUATE PERFORMANCE

1. What scope of services did the Consultant perform for your organization?
2. Did the consultant complete the project on-time and on-budget? If not, why?
3. How did the Consultant respond to problems or issues?
4. How would you rate the quality of the Consultant's work product?  
(Scale 1-10)
5. What, if any, parts of the consulting contract would you change?
6. Is there any other information you would like to share regarding your experience with the Consultant?
7. Would you recommend using the Consultant again?

analysis or clarification, and send them in writing to the consultants within 30 calendar days of receiving the draft report.

3. The consultants shall thereafter prepare their final report in consideration of the City's review of the draft and submit it in written and electronic format to the City Commission within 30 calendar days of receiving the Commissions' written comments. The consultants shall make a final presentation of the report at a subsequent City Commission meeting and answer questions at that time.

### QUALIFICATIONS FOR CONSULTANTS

Qualified consultants:

1. Will have professional qualifications relevant to the analysis of issues regarding power production, utility planning, utility regulation, future pricing of energy producing technologies and fuels, changes in the pollution control regulations, practices for reducing demand through conservation and efficiency, pollution control and health concerns;
2. Must not have any conflict of interest (for example, financial or professional gain) regarding any technology or set of services that might create a bias affecting the credibility of an independent consultation;
3. May include a pre-existing corporation, or a consortium assembled for the purposes of conducting the independent consultation;
4. Must not be City of Gainesville staff, elected officials, members of City of Gainesville's citizen advisory committees or their related family members;
5. Must not have provided services or received payment as part of the development of the proposed long term electrical supply plan and must not currently be under contract to the City of Gainesville.

### SELECTION OF CONSULTANTS

The City Commission shall select one or more consultants. The City Commission shall retain the ability to reject all proposals.

### SUBMITTAL REQUIREMENTS

The minimum contents of a submittal for any candidate to be considered for selection under this Request for Proposal are:

1. A resume of professional qualifications;
2. A listing of previous projects that would indicate the candidate's suitability for this Scope of Services, together with references for individuals familiar with the candidate's performance related to these projects;
3. A cost estimate including all related fees and expenses required to provide the proposed services;
4. A proposed methodology for conducting the independent consultation;
5. A statement of the time available for performing the consultation within the time allotted by the project schedule.

#### ACCESS TO STAFF RESOURCES

The consultants, acting in coordination, may interview City Commissioners and staff and may request additional information, data or analyses through the Commission. The Commission will provide a liaison to the consultants to facilitate responding to these requests. The consultant will also consider written input from the public.

#### PAYMENT

Payment will be made pursuant to a contractual agreement to be entered into with the Consultant upon submittal of monthly invoices to Accounts Payable.

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EVALUATION FOR  
REQUEST FOR PROPOSALS  
EVALUATION FOR MEETING THE FUTURE ELECTRICAL SUPPLY NEEDS OF THE GAINESVILLE COMMUNITY  
ON OPTIONS FOR MEETING THE FUTURE ELECTRICAL SUPPLY NEEDS  
OF THE GAINESVILLE COMMUNITY

D R A F T

FIRM NAME \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE: \_\_\_\_\_

CRITERIA	POINT VALUE	POINTS ASSIGNED	COMMENTS
Professional Qualifications			
Previous Experience			
Cost			
Methodology			
Availability			
<b>TOTAL POINTS</b>	100		

Additional Comments:

**EVALUATION FOR  
 REQUEST FOR PROPOSALS  
 EVALUATION FOR REQUEST FOR PROPOSAL FOR INDEPENDENT CONSULTATION  
 ON OPTIONS FOR MEETING THE FUTURE ELECTRICAL SUPPLY NEEDS  
 OF THE GAINESVILLE COMMUNITY**

**D R A F T**

FIRM NAME \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE: \_\_\_\_\_

CRITERIA	POINT VALUE	POINTS ASSIGNED	COMMENTS
Professional Qualifications			
Previous Experience			
Cost			
Methodology			
Availability			
<b>TOTAL POINTS</b>	100		

**Additional Comments:**

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# RFP for Independent Consultation

Ruth Davis, Purchasing Manager  
Jill Womble, Managing Utility Analyst

# Agenda

- ◆ Update
- ◆ Overview of agenda items
- ◆ Purchasing process

# Definitions

## ◆ Professional Qualifications

Demonstrated by:

“Relevant training and educational background, including degrees, professional registrations or certifications, publication of papers, and work experience in areas that would provide a background for successfully performing the tasks outlined in the RFP are highly desirable.”



# Definitions

## ◆ Previous Experience

Demonstrated by:

“Participation in projects that were successfully deployed or constructed, and for which the Consultant assumed substantial professional responsibility, is highly desirable.”

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# Setting Weights

- ◆ Timing of the process
- ◆ Brief discussion of balanced and unbalanced weights
- ◆ Suggested process to set weights for the evaluation criteria

# Suggested Process For Setting Weights

- ◆ The sum of points to be assigned to the five factors should equal 100
- ◆ Commission discussion on their thoughts on the relative weights of each evaluation criteria
- ◆ Purchasing manager will then compute the average weight assigned to each evaluation criteria

## Selection Schedule and Process

- ◆ Need to set-up another special city commission meeting for Commissioner's to turn in evaluation sheets to the Purchasing Manager

# Selection Schedule

- ◆ September 8-12, 2005 Purchasing staff will determine if each proposal meets the minimum submittal requirements
- ◆ September 12, 2005 Purchasing staff will deliver the results to each Commissioner and copies of the proposals.

# Selection Schedule

## Schedule

- ◆ No later than 2:00 p.m., local time, September 7, 2005

# Public Records Requests

## Process

- ◆ Appointment to review the records
- ◆ Purchasing Department 352-393-1240
- ◆ Legal Service 352-393-1015

# Definitions

## ◆ Methodology

Demonstrated by:

"Evaluation of overall approach, including proposed methodologies, processes, techniques, standards and creativity required for identification of options and analysis and fact-finding requested. The proposal should clearly state and understand the work to be performed. A multidisciplinary systems approach is highly desirable."



# Definitions

## ◆ Availability

Demonstrated by:

“Timeline and resources being proposed to meet the City requirements.

Availability of substantial resources during the projected schedule is highly desirable.”

# Definitions



## Cost

All proposers' cost estimate should include all related fees and expenses required to provide the specified services.

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# Thank-you

 Questions

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