

AGREEMENT
For
PROFESSIONAL ENGINEERING SERVICES
Between
THE CITY OF COLUMBIA, MISSOURI
And
LEIDOS ENGINEERING, LLC

THIS AGREEMENT made by and between the City of Columbia, Missouri (hereinafter called "CITY"), and **Leidos Engineering, LLC** (hereinafter called "ENGINEER"), is entered into on the date of the last signatory noted below (the "Effective Date").

WITNESSETH, that whereas CITY intends to make improvements as described below, hereinafter called the PROJECT, consisting of the following:

**Electric Transmission Dynamic Studies Engineering
Services pursuant to RFQ 115/2019**
(Description of Project)

NOW, THEREFORE, in consideration of the mutual covenants set out herein the parties agree as follows:

ENGINEER shall serve as CITY's professional engineering contractor in those assignments to which this Agreement applies, and shall give consultation and advice to CITY during the performance of the services. All services shall be performed under the direction of a professional engineer registered in the State of Missouri and qualified in the particular field.

SECTION 1 - AUTHORIZATION OF SERVICES

1.1 ENGINEER shall not undertake to begin any of the services contemplated by this agreement until directed in writing to do so by CITY. CITY may elect to authorize the PROJECT as a whole or in parts.

1.2 Authorized work may include services described hereafter as Basic Services or as Additional Services of ENGINEER.

SECTION 2 - BASIC SERVICES OF ENGINEER

2.1 General

2.1.1 Perform professional engineering services as set forth in Attachment A - "Scope of Basic Services," dated **December 10, 2019** (hereinafter referred to as "Scope of Basic Services").

2.1.2 ENGINEER will designate the following listed individuals as its project team with responsibilities as assigned. ENGINEER shall dedicate whatever additional resources are necessary to accomplish the PROJECT within the specified time frame but will not remove these individuals from the assigned tasks for any reason within the control of ENGINEER without the written approval of CITY.

<u>Name and Title</u>	<u>Assignment</u>
Diwakar Tewari, P.E.	Project Manager
Chris Plate, P.E.	Technical Reviewer
Shawn Szydlik	QA/QC Support
Humberto Branco, P.E.	Study Engineer
Anushree Pethe	Support Engineer
Robert Jenkins, P.E.	Protection SME

All of the services required hereunder will be performed by ENGINEER or under its supervision and all personnel engaged in the work shall be fully qualified and authorized or permitted under state and local law to perform such services.

None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of CITY and any work or services so subcontracted shall be subject to the provisions of this Agreement.

2.2 ENGINEER shall furnish such periodic reports as CITY may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred, and any other matters covered by this Agreement.

2.3 ENGINEER shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Agreement and any other records as deemed necessary by CITY to assure proper accounting for all project funds. These records must be available to CITY or its authorized representatives, for audit purposes, and must be retained for three (3) years after expiration or completion of this Agreement.

SECTION 3 - ADDITIONAL SERVICES OF ENGINEER

3.1 General

If authorized in writing by CITY, and agreed to in writing by ENGINEER, ENGINEER shall furnish or obtain from others Additional Services of the following types which are not considered normal or customary Basic Services. The scope of Additional Services may include:

3.1.1 Financial Consultation

Consult with CITY's fiscal agents and bond attorneys and provide such engineering data as required for any bond prospectus or other financing requirements.

- 3.1.2 Property Procurement Assistance
Provide consultation and assistance on property procurement as related to professional engineering services being performed.
- 3.1.3 Obtaining Services of Others
Provide through subcontract the services or data set forth in Scope of Basic Services. ENGINEER is prohibited from holding a retainage on any payment to a subcontractor that provides any services or work on this Project.
- 3.1.4 Preliminary or final engineering design of capital facilities except as specifically identified herein.
- 3.1.5 Preparation of reports, data, application, etc., in connection with modifications to FEMA floodplain definition and/or mapping.
- 3.1.6 Extra Services
Services not specifically defined heretofore that may be authorized in writing by CITY.

SECTION 4 - RESPONSIBILITIES OF CITY

- 4.1 Provide full information as to CITY's requirements for the PROJECT.
- 4.2 Assist ENGINEER by placing at ENGINEER's disposal available information pertinent to the assignment including previous reports and other data relative thereto, including the items outlined in Scope of Basic Services.
- 4.3 Guarantee access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform ENGINEER's services under this Agreement.
- 4.4 Examine all studies, reports, sketches, estimates, Bid Documents, Drawings, proposals and other documents presented by ENGINEER and render in writing decisions pertaining thereto.
- 4.5 Provide such professional legal, accounting, financial and insurance counseling services as may be required for the PROJECT.
- 4.6 Designate Armin Karabegovic, as CITY's representative with respect to the services to be performed under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CITY's policies and decisions with respect to materials, equipment, elements and systems to be used in the PROJECT, and other matters pertinent to the services covered by this Agreement. The CITY'S designated representative may be changed during the duration of this Agreement by written notice from the City Manager, or City Manager's designee, to ENGINEER.

4.7 Give prompt written notice to ENGINEER whenever CITY observes or otherwise becomes aware of any defect in the PROJECT.

4.8 Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.

4.9 Furnish ENGINEER data such as probings and subsurface explorations, with appropriate professional interpretations; property, boundary, easement, right-of-way, topographic and utility surveys; zoning and deed restriction; and other special data or consultations, all of which ENGINEER may rely upon in performing his services under this Agreement.

SECTION 5 - PERIOD OF SERVICE

5.1 This Agreement will become effective upon the first written notice by CITY authorizing services hereunder.

5.2 This Agreement shall be applicable to all work assignments authorized by CITY subsequent to the date of its execution and shall be effective as to all assignments authorized.

5.3 Services shall be started within 10 calendar days of Notice to Proceed and completed within **sixty (60)** calendar days from the issuance of the Notice to Proceed. CITY shall have the right to establish performance times for individual phases or elements of the PROJECT by delivering a written schedule setting out the performance times to the ENGINEER.

SECTION 6 - PAYMENTS TO ENGINEER

6.1 Amount of Payment

6.1.1 For services performed, CITY agrees to pay ENGINEER the sum of **\$57,912.00 (Fifty-seven thousand, nine hundred twelve dollars and no cents)**, which shall constitute complete compensation for all services and payment of expenses to be rendered under this Agreement.

6.1.2 It is expressly understood that in no event will the total amount paid to ENGINEER under the terms of this Agreement, or any amendment thereto, exceed the sum set forth in paragraph 6.1.1 unless otherwise agreed to in writing between the parties in advance of the provision of such services.

6.2 Payments

6.2.1 ENGINEER shall submit an invoice to CITY for the percentage of services rendered to date under this Agreement not more than once every month. Upon receipt of the invoice and progress report, CITY will pay ENGINEER within thirty (30) days for the services rendered, provided CITY does not contest the invoice.

SECTION 7 - GENERAL CONSIDERATIONS

7.1 Insurance

7.1.1 ENGINEER'S INSURANCE: ENGINEER agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as CITY's review or acceptance of insurance maintained by ENGINEER is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by ENGINEER under this contract.

Commercial General Liability ENGINEER agrees to maintain Commercial General Liability at a limit of liability not less than **\$2,000,000** combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. Coverage shall not contain any endorsement(s) excluding nor limiting Contractual Liability or Cross Liability. If the contract involves any underground/digging operations, the general liability certificate shall include X, C and U (Explosion, Collapse and Underground) coverage.

Professional Liability ENGINEER agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than **\$2,000,000** per claim and **\$2,000,000** aggregate. For policies written on a "Claims-Made" basis, ENGINEER agrees to maintain a Retroactive Date prior to or equal to the Effective Date of this contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, ENGINEER agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve ENGINEER of the obligation to provide replacement coverage.

Business Automobile Liability ENGINEER agrees to maintain Business Automobile Liability at a limit of liability not less than **\$2,000,000** combined single limit for any one occurrence and not less than \$150,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the ENGINEER's own automobiles, and trucks; hired automobiles, and trucks; and automobiles both on and off the site of work. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event ENGINEER does not own automobiles, ENGINEER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation Insurance & Employers' Liability ENGINEER agrees to take out and maintain during the life of this contract, Employers' Liability and Workers' Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the ENGINEER shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the ENGINEER. Workers' Compensation coverages shall meet Missouri statutory limits. Employers' Liability minimum limits shall be \$500,000 each employee, \$500,000 each accident and \$500,000 policy limit. In case any class of employees engaged in hazardous work under this contract is not protected under the Workers' Compensation Statute, the ENGINEER shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

Excess/Umbrella Liability The above liability limits may be satisfied by any combination of primary and excess/umbrella liability policies.

Additional Insured ENGINEER agrees to endorse CITY as an Additional Insured with a CG 2026 Additional Insured – Designated Person or Organization endorsement, or similar endorsement, to the Commercial General Liability. The Additional Insured shall read "City of Columbia."

Waiver of Subrogation ENGINEER agrees by entering into this contract to a Waiver of Subrogation for each required policy herein except professional liability. When required by the insurer, or should a policy condition not permit ENGINEER to enter into a pre-loss agreement to waive subrogation without an endorsement, then ENGINEER agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should ENGINEER enter into such an agreement on a pre-loss basis.

Certificate(s) of Insurance ENGINEER agrees to provide CITY with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect. Said Certificate(s) of Insurance shall include a minimum thirty (30) day endeavor to notify due to cancellation or non-renewal of coverage. The Certificate(s) of Insurance shall name the City as additional insured in an amount as required in this contract and contain a description of the project or work to be performed.

Right to Revise or Reject CITY reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage. Additionally, CITY reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein or any insurer providing coverage due of its poor financial condition or failure to operating legally.

7.1.2 HOLD HARMLESS AGREEMENT: To the fullest extent not prohibited by law, ENGINEER shall indemnify and hold harmless the City of Columbia, its directors, officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any negligent act or failure to act, or willful misconduct, of ENGINEER, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with ENGINEER or a subcontractor for part of the services), of anyone directly or indirectly employed by ENGINEER or by any subcontractor, or of anyone for whose acts ENGINEER or its subcontractor may be liable, in connection with providing these services except as provided in this Agreement. This provision does not, however, require ENGINEER to indemnify, hold harmless or defend the City of Columbia from its own negligence, except as set out herein.

7.2 Professional Responsibility

7.2.1 Missouri Licensure & Certificate of Authority

ENGINEER certifies that it is currently in compliance, and agrees to maintain compliance for the duration of this Agreement, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter "APEPLSPLA") to practice in Missouri as a professional engineer as provided under chapter 327 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, ENGINEER understands and agrees that the person personally in charge and supervising the professional engineering services of ENGINEER under this Agreement shall be licensed and authorized to practice engineering in Missouri, and that ENGINEER will keep and maintain a valid certificate of authority from APEPLSPLA.

7.2.2 ENGINEER will exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional engineering practices. If ENGINEER fails to meet the foregoing standard, ENGINEER will perform at its own cost, and without reimbursement from CITY, the professional engineering services necessary to correct errors and omissions which are caused by ENGINEER's failure to comply with above standard, and which are reported to ENGINEER within one year from the completion of ENGINEER's services for the PROJECT.

7.2.3 In addition, ENGINEER will be responsible to CITY for damages caused by its negligent conduct during its activities at the PROJECT site or in the field.

7.2.4 Professional Oversight Indemnification

ENGINEER understands and agrees that CITY has contracted with ENGINEER based upon ENGINEER's representations that ENGINEER is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, ENGINEER agrees to defend, indemnify and hold and save harmless CITY from any and all claims, settlements and judgments whatsoever arising out of CITY's alleged negligence in hiring or failing to

properly supervise ENGINEER. ENGINEER agrees to provide CITY with Certificate(s) of Insurance evidencing that all coverages, limits and endorsements are maintained and in full force and effect.

7.3 Estimates and Projections

Estimates and projections prepared by ENGINEER relating to construction costs and schedules, operation and maintenance costs, equipment characteristics and performance, and operating results are based on ENGINEER's experience, qualifications and judgment as a design professional. Since ENGINEER has no control over weather, cost and availability of labor, material and equipment, labor productivity, construction contractor's procedures and methods, unavoidable delays, construction contractor's methods of determining prices, economic conditions, competitive bidding or market conditions and other factors affecting such estimates or projections, ENGINEER does not guarantee that actual rates, costs, performance, schedules, etc., will not vary from estimates and projections prepared by ENGINEER.

7.4 On-Site Services

PROJECT site visits by ENGINEER during construction shall not make ENGINEER responsible for construction means, methods, techniques, sequences or procedures; for construction safety precautions or programs; or for any construction contractor(s)' failure to perform its work in accordance with the plans and specifications.

7.5 Changes

CITY shall have the right to make changes within the general scope of ENGINEER's services, with an appropriate change in compensation and/or schedule, upon execution of a mutually acceptable amendment or change order signed by an authorized representative of CITY and the President or any Vice President of ENGINEER.

7.6 Suspension of Services

Should CITY fail to fulfill its responsibilities as provided under Section 4 to the extent that ENGINEER is unduly hindered in ENGINEER's services or if CITY fails to make any payment to ENGINEER on account of its services and expenses within ninety (90) days after receipt of ENGINEER's bill therefor, ENGINEER may, after giving seven (7) days' written notice to CITY, suspend services under this Agreement until CITY has satisfied his obligations under this Agreement.

7.7 Termination

Services may be terminated by the CITY at any time and for any reason, and by ENGINEER in the event of substantial failure to perform in accordance with the terms hereof by CITY through no fault of ENGINEER, by ten (10) days' notice. If so terminated, CITY shall pay ENGINEER all uncontested amounts due ENGINEER for all services properly rendered and expenses incurred to the date of receipt of notice of termination.

7.7.1 In the event of CITY's termination of this Agreement pursuant to the above section, all finished or unfinished documents, data, studies, surveys, drawings, maps,

models, photographs and reports prepared under this Agreement, shall at the option of CITY become its property.

Further, ENGINEER shall not be relieved of any liability to CITY for any damages sustained by CITY by virtue of any breach of this Agreement by ENGINEER and CITY may withhold any payments due ENGINEER for the purpose of set-off until such time as the exact amount of damages to CITY, if any, is determined.

7.8 Publications

Recognizing the importance of professional development on the part of ENGINEER's employees and the importance of ENGINEER's public relations, ENGINEER may prepare publications, such as technical papers, articles for periodicals, and press releases, pertaining to ENGINEER's services for the PROJECT. Such publications will be provided to CITY in draft form for CITY's advance review. CITY will review such drafts promptly and will provide comments to ENGINEER. CITY may require deletion of proprietary data or confidential information from such publications but otherwise will not unreasonably withhold its approval. The cost of ENGINEER's activities pertaining to any such publication shall be paid entirely by ENGINEER.

7.9 Nondiscrimination

During the performance of this Agreement, ENGINEER agrees to the following:

7.9.1 ENGINEER shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law. ENGINEER shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. ENGINEER agrees to post notices in conspicuous places, available to employees and applicants for employment.

7.9.2 ENGINEER shall, in all solicitation or advertisements for employees placed by or on behalf of ENGINEER, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category designated by local, state, or federal law.

7.9.3 ENGINEER shall comply with all provisions of State and Federal Laws governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

7.10 Successor and Assigns

CITY and ENGINEER each binds himself and his successors, executors, administrators and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement; except as above, neither CITY nor ENGINEER shall assign, sublet or transfer his interest in the Agreement without the written consent of the other.

7.11 Rights and Benefits

ENGINEER's services will be performed solely for the benefit of the CITY and not for the benefit of any other persons or entities.

7.12 Compliance with Local Laws

ENGINEER shall comply with all applicable laws, ordinances and codes of the state and city.

7.13 Law; Submission to Jurisdiction Governing

This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be Boone County, Missouri or the United States Western District of Missouri. The parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri and waive any defense of forum non conveniens.

7.14 Employment of Unauthorized Aliens Prohibited

7.14.1 ENGINEER agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

7.14.2 As a condition for the award of this Agreement, ENGINEER shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. ENGINEER shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7.14.3 ENGINEER shall require each subcontractor to affirmatively state in its contract with ENGINEER that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. ENGINEER shall also require each subcontractor to provide ENGINEER with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

7.15 No Waiver of Immunities

In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

7.16 Agreement Documents

This Agreement includes the following attachment, which is incorporated herein by reference:

<u>Attachment</u>	<u>Description</u>
A	Scope of Work
B	Work Authorization Affidavit

In the event of a conflict between the terms and conditions of this Agreement and any attachment hereto, the terms contained in this Agreement shall prevail and the terms contained in any attachment shall subsequently prevail in the order attached hereto.

7.17 Entire Agreement

This Agreement represents the entire and integrated Agreement between ENGINEER and CITY relative to the Scope of Basic Services herein. All previous or contemporaneous agreements, representations, promises and conditions relating to ENGINEER's services described herein are superseded.

7.18 Limitation of Liability

TO THE FULLEST EXTENT PERMITTED BY LAW, EXCEPT FOR DAMAGES DUE TO GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, ENGINEER'S TOTAL LIABILITY TO CITY FOR DAMAGES OF ANY TYPE RELATED TO OR ARISING OUT OF THE WORK AUTHORIZED UNDER THIS AGREEMENT SHALL NOT EXCEED **FIFTY-SEVEN THOUSAND NINE HUNDRED TWELVE DOLLARS (\$57,912.00)**, WHETHER SUCH LIABILITY IS BASED IN CONTRACT, TORT, STRICT LIABILITY OR ANOTHER THEORY OF LIABILITY. NOTWITHSTANDING THE FOREGOING, BOTH PARTIES AGREE AND UNDERSTAND THIS LIMIT ON LIABILITY DOES NOT APPLY TO, AND IS WHOLLY INDEPENDENT OF, ENGINEER'S INSURANCE REQUIREMENTS AND HOLD HARMLESS OBLIGATIONS UNDER THIS AGREEMENT.

7.19 Waiver of Special Damages

Neither Party shall be liable for any indirect, special, consequential or punitive damages.

[SIGNATURES ON FOLLOWING PAGE]

CITY OF COLUMBIA, MISSOURI

By: _____
City Manager

Date: _____

ATTESTED BY:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor / ak AK

CERTIFICATION: I hereby certify that the above expenditure is within the purpose of the appropriation to which it is charged, Account No. **17620560-504992**, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: _____
Director of Finance

LEIDOS ENGINEERING, LLC

By: AK _____

Date: 1/21/2020 _____

ATTEST:

By: Samantha P _____

Name: Sr Contract Representative
Samantha Prociw

December 10, 2019



Cale Turner
 Purchasing Agent
 City of Columbia, Purchasing
 701 East Broadway, 5th Floor
 Columbia, MO 65201

Subject: **Re: RFQ 115/2019 Engineering Services – Electric Transmission Dynamic Studies Clarifications**

Dear Mr. Turner:

Leidos Engineering, LLC (Leidos) is pleased to submit additional information in response to the request for clarification prior to contract agreements for the Electric Transmission Dynamic Studies.

Scope of Services

We make the following clarifications on the deliverables associated with the scope of services:

- › Dynamic stability study results will include generator rotor angles, bus voltages and system frequency plots and summary spreadsheet
- › Analysis of results will include Leidos' recommendations to mitigate stability concerns if necessary
- › Study will be performed in PSSE® version 34 software platform consistent with the base case version

We are also adding Chris Plate, P.E to the project team. He is a licensed professional engineer in the state of Missouri. Mr. Plate will review the work product and will be available to seal the study report, if required. A personnel table similar to those submitted in the original proposal can be found in Table 1.

Table 1. Staffing Profile

Technical Reviewer	
Name of Person:	Chris Plate, P.E.
Educational Degree(s): include college or university, major, and dates	<ul style="list-style-type: none"> › Masters of Science in Electrical Engineering, University of Arkansas, 2017 › Bachelors of Science in Electrical Engineering, University of Arkansas, 2015
License(s)/Certification(s), number(s), expiration date(s), if applicable	<ul style="list-style-type: none"> › Professional Electrical Engineer: Arkansas – #18788 (exp.: 12/2020); Missouri – #2019000207 (exp.: 12/2021); North Carolina – #049198 (exp.:12/2019); South Carolina – #37159 (exp.: 06/2020)
Specialized training completed	› None
Number of years' experience in area of service proposed to provide	9 years

Technical Reviewer	
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Mr. Plate has been with Leidos less than one year as an electrical engineer.
Describe the person's responsibilities over the past 12 months	Mr. Plate provides electrical engineering services including electric utility design, system planning, distribution line design, fault analysis and coordination, and distributed energy resource integration.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> › Toth and Associates, Electrical Engineer, 2015 – 2019 › Toth and Associates, Distribution Intern, 2013-2015 › Toth and Associates, Substation Intern, 2012 › Toth and Associates, Distribution Staking Technician, 2009-2011
Staffing Methodology	
Describe the person's planned duties/role proposed herein	Mr. Plate will review the work product and will be available to seal the study report, if required.

Schedule of Fees

Table 2 presents the fully loaded hourly rates for each individual job classification proposed for the work.

Table 2. Hourly Rates

Job Classification	Hourly Rate (\$)
Administrative Staff	72
Staff Engineer	120
Consultant	156
Senior Engineer I	180
Senior Engineer II	192
Principal/Senior Project Manager	288

Detailed Budget

Table 3 presents the detailed budget as requested by the City.

Table 3. Detailed Budget

	Principal/ Senior Project Manager		Senior Engineer II		Senior Engineer I		Consultant		Staff Engineer		Administrative Staff		Total
	Hours	Rates	Hours	Rates	Hours	Rates	Hours	Rates	Hours	Rates	Hours	Rates	
Compliance and Modeling Support	12.00	288	-	192	20.00	180	1.00	156	50.00	120	-	96	\$13,212.00
Dynamic Model Building	2.00	288	4.00	192	14.00	180	1.00	156	-	120	-	96	\$4,020.00
Dynamic System Stability Studies	18.00	288	12.00	192	76.00	180	3.00	156	32.00	120	-	96	\$25,476.00
Analysis of Results	32.00	288	8.00	192	12.00	180	3.00	156	8.00	120	12.00	72	\$15,204.00
Total													\$57,912.00

The Leidos project team is excited to work with the City again this year. On behalf of the firm and project team, we look forward to discussing our proposal and welcome the opportunity to provide additional support to the City.

Sincerely,

Leidos Engineering, LLC



Alex Kim
 Contracts Representative



Diwakar Tewari
 Project Manager

NOTICE TO VENDORS
Section 285.525 – 285.550 RSMo Effective January 1, 2009

Effective January 1, 2009 and pursuant to RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL CONTRACTS IN EXCESS OF \$5,000.00)

County of King)
State of Washington) ss.
)

My name is Alex Kim. I am an authorized agent of Leidos Engineering LLC (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Alex Kim
Affiant

Alex Kim
Printed Name

Subscribed and sworn to before me this 21st day of January, 2020

Heidi Huston-Wytowicz
Notary Public





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. fka Willis of Maryland, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Starr Indemnity & Liability Company 38318 INSURER B: National Union Fire Insurance Company of P 19445 INSURER C: INSURER D: INSURER E: INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** W15232189 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	1000100065191	04/01/2019	04/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> OTHER:	Y	Y	1000198154191	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	28295111	04/01/2019	04/01/2020	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1000003171	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE - EA EMPLOYEE \$ 3,000,000 E.L. DISEASE - POLICY LIMIT \$ 3,000,000
A	Defense Base Act Workers Comp - Statutory			1000080484	04/01/2019	04/01/2020	Injury by Accident \$4M Each Accident Injury by Disease \$4M Policy Limit Injury by Disease \$4M Each Employee

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Workers Compensation & Employers Liability - AZ, CT, IA, NJ, NY, NC, TX, VT - Policy # 1000003172
 Workers Compensation & Employers Liability - WI - Policy # 1000003173
 Workers Compensation & Employers Liability - AK, MA, FL - Policy # 1000003174
 Limits, Carrier and NAIC # of the above policies same as Policy # 1000003171

 See below

CERTIFICATE HOLDER City of Columbia Attn: Cale Turner 701 E. Broadway, 5th Floor Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Southeast, Inc. fka Willis of Maryland, Inc.		NAMED INSURED Leidos Engineering, LLC a wholly owned subsidiary of Leidos Holdings, Inc. 11955 Freedom Drive Reston, VA 20190	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

City of Columbia is included as an Additional Insured as respects to General Liability, Auto Liability and Umbrella/Excess Liability, where required by written contract or agreement.

General Liability, Automobile Liability and Umbrella/Excess Liability policies shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by Additional Insured, where required by written contract or agreement.

Waiver of Subrogation applies in favor of Additional Insured with respects to General Liability, Automobile Liability and Umbrella/Excess Liability, where required by written contract or agreement.

Waiver of Subrogation applies in favor of Additional Insured with respects to Workers Compensation, as permitted by law.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
Where Required Under Written Contract executed prior to a loss	Where Required Under Written Contract executed prior to a loss
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are

required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Where Required Under Written Contract executed prior to a loss	Where Required Under Written Contract executed prior to a loss
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Willis Towers Watson Southeast, Inc. fka Willis of Maryland, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT Willis Towers Watson Certificate Center NAME: PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Leidos Engineering, LLC a wholly owned subsidiary of Leidos Holdings, Inc. 11955 Freedom Drive Reston, VA 20190	INSURER A: Underwriters at Lloyd's London NAIC # 15792	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: W15232190** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			B080130966P19	10/12/2019	10/12/2020	Each Claim \$25,000,000 Aggregate \$25,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability Includes: Contractors Pollution Legal Liability and Information Security & Privacy Liability.
Professional Liability inclusive of a \$10M Aggregate Sublimit for Privacy Notification Costs.

CERTIFICATE HOLDER City of Columbia Attn: Cale Turner 701 E. Broadway, 5th Floor Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CITY OF COLUMBIA, MISSOURI

Engineering Services – Electric Transmission Dynamic Studies

RFO 115/2019



SOLICITATION NO.: Request for Qualification (RFQ) 115/2019
BUYER: Cale Turner
PHONE NO.: (573) 874-7375
E-MAIL: cale.turner@commo.gov

TITLE: Engineering Services – Electric Transmission Dynamic Studies

ISSUE DATE: October 9, 2019

RETURN QUALIFICATIONS NO LATER THAN: November 8, 2019 AT 5:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed qualifications must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return qualifications date and time.

RETURN QUALIFICATIONS TO: (U.S. Mail) **CITY OF COLUMBIA PURCHASING** or (Courier Service) **CITY OF COLUMBIA PURCHASING**
PO BOX 6015 **701 E. BROADWAY, 5th FLOOR**
COLUMBIA MO 65205 **COLUMBIA MO 65201**

CONTRACT PERIOD: Date of Award through Completion of Project

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

City of Columbia, Utilities Department
701 East Broadway
Columbia, Missouri 65201

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQ shall govern in the event of a conflict with his/her qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

VENDOR NAME Leidos Engineering, LLC	
MAILING ADDRESS 131 Saundersville Road, Suite 300	
CITY, STATE, ZIP CODE Hendersonville, TN 37075	
CONTACT PERSON Diwakar Tewari	EMAIL ADDRESS Diwakar.Tewari@leidos.com
PHONE NUMBER (916) 979-3814	FAX NUMBER N/A
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE 	DATE November 7, 2019
PRINTED NAME Alex Kim	TITLE Contracts Representative

November 7, 2019



Cale Turner
Purchasing Agent
City of Columbia, Purchasing
701 East Broadway, 5th Floor
Columbia, MO 65201

Subject: **Re: RFQ 115/2019 Engineering Services – Electric Transmission Dynamic Studies**

Dear Mr. Turner:

The City of Columbia (the City) is requesting qualifications from professional engineering firms to assist the City in local and regional electric transmission dynamic system modeling and transient analysis for stability to comply with the NERC reliability standards. Leidos Engineering, LLC (Leidos) is pleased to submit our qualifications in response to the above-referenced procurement. We have been in the business of helping utilities serve customers for many decades, including assistance with transmission planning and NERC compliance.

Leidos performed the requested services for the City in 2014. We are proposing the same team again this year. The project team proposed to the City consists of consultants with technical expertise in modeling, simulations, system protection, dynamic stability and NERC compliance. Due to our familiarity with the City system and experience performing this study in 2014, we will need minimal preparation time and the team will be ready to execute and meet the aggressive schedule for the study. We understand the scope, analysis and presentation aspects of the process required to support this effort. Through a collaborative approach working with City staff, we will develop accurate representation of the City system in the dynamic models and perform analyses to support NERC TPL and applicable CIP standards compliance.

The Leidos project team is excited to work with the City again this year. On behalf of the firm and project team, we look forward to discussing our proposal and welcome the opportunity to provide additional support to the City. As a duly authorized representative of Leidos, I encourage you to contact our Project Manager, Mr. Diwakar Tewari, P.E. at (916) 979-3814 or diwakar.tewari@leidos.com if you have any questions.

Sincerely,

Leidos Engineering, LLC

A handwritten signature in blue ink that reads "Alex Kim".

Alex Kim
Contracts Representative

A handwritten signature in black ink that reads "Diwakar Tewari".

Diwakar Tewari
Project Manager

Table of Contents

Signature Page

Letter of Transmittal

	SECTION
Offeror Information	A
Current / Prior Experience	B
Expertise of Key Personnel	C
Method of Performance	D
Notice to Offerors	E
Miscellaneous Information	F

SECTION A

Offeror Information

Company History

The company that would evolve into Leidos was founded in 1969. In October 2006, an initial public offering raised \$1.245 billion in capital. In 2013, the company officially split into Leidos, a \$7 billion solutions-focused business, and SAIC, a \$4 billion services business. In 2016, Leidos combined with Lockheed Martin's Information Systems & Global Solutions business, expanding to 32,000 employees across 30 countries.

The company reported pro forma annual revenues of approximately \$10.19 billion for the fiscal year ended December 28, 2018. In 2019, we had grown to rank #311 on the FORTUNE 500® list of the largest U.S. companies.

Leidos Engineering, LLC is a wholly owned subsidiary of Leidos, Inc. and has been in operation since 1969. For decades, Leidos has helped utilities thrive in the dynamic energy marketplace. We combined engineering, advanced technology, and business knowledge to create solutions that are sustainable today and in the future. Our highly experienced staff work alongside energy, manufacturing, and government clients to take on complexities in grid modernization, energy efficiency, project finance and development, systems and controls, and critical infrastructure protection.

Organization Structure

Leidos, Inc. is an information technology, engineering, and science solutions and services leader working to solve the world's toughest challenges in the defense, intelligence, homeland security, civil, and health markets. The company's 32,000 employees support vital missions for government and commercial customers. As a publicly traded company listed on the New York Stock Exchange (Ticker: LDOS), Leidos, Inc.'s Board of Directors and Executive Leadership Team report earnings and filings with the Securities Exchange Commission (SEC).

Leidos Engineering, LLC operates within Leidos, Inc.'s Civil Group and employs over 1000 employees dedicated to performance-based integrated solutions that enable utilities to keep pace with the transforming energy market. Our services include engineering, planning, project management,; construction management and commissioning for electric power substations and transmission and distribution lines; protection and controls and supervisory control and data acquisition (SCADA) design; and smart grid and distributed generation design, analysis and development. We have proven experience on projects from 4 kV to 500 kV.

With over 415 employees in Power Delivery Services (PDS) focusing on project management, transmission line design, distribution line design, substation design, and transmission and distribution (T&D) planning, Leidos is an industry leader in the power delivery field. Utilities continually come to Leidos for reliable power expertise as reflected throughout work with more than 50 investor-owned utilities

and more than 160 municipals/cooperatives across the country, as well as a growing number of local utility providers and private developers.

Conflicts of Interest

At present, Leidos and its principal officers have no conflicting interests that would affect performance of the requirements provided by the City of Columbia.

Pending Legal Proceedings

As a large and highly diversified firm, Leidos Engineering, LLC is periodically named as a party to a lawsuit or participates in dispute resolution. Leidos is engaged in claims, disputes, and litigation of the types and in amounts consistent with the size of the company and the services provided in the ordinary course of business. Most actions are dismissed without contribution from Leidos or result in no finding of liability of our company. At the present time, no actions are pending that will impact our financial status or affect our ability to perform this project.

Financials

A limited liability company, Leidos Engineering is a wholly owned subsidiary of Leidos, Inc. As a large, publicly held government contractor, our parent company, Leidos, Inc., is subject to stringent Defense Contract Audit Agency (DCAA) and Defense Contract Management Agency (DCMA) rules and audits, U.S. Securities and Exchange Commission (SEC) regulations, and other additional controls and regulations. The company discloses in filings with the SEC its financial statements, legal proceedings, and risk factors relating to its business operations and other matters.

Leidos revenue for the 12 months ending December 28, 2018 was \$10.19B. Along with other resources, the most up-to-date financial information can be found at Leidos' Investor Relations website:

<http://investors.leidos.com>.

SECTION B

Current / Prior Experience

Leidos Experience

Tables B-1, B-2, B-3 and B-4 provide an overview of the relevant experience along with reference contact information.

Table B-1. Reference Project 1

Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client	JEA
Address of Reference Company/Client	21 W Church St, Jacksonville, FL 32202
Reference Contact Person Name, Phone Number, and Email Address	Russ Durham, Manager Electric T&D Planning 904-665-7108 DurhRJ@jea.com
Title/Name of Service/Contract	Solar PV Interconnection System Impact Study
Dates of Project Initiation and Project Completion	Sep 2018- July 2019
If service/contract has terminated, specify reason	Work completed
Description of Services Performed such as:	<p>JEA received a Generation Interconnection (GI) request for a 74.5 MW solar photovoltaic (PV) generating facility to integrate the unit as a JEA Network Resource. JEA retained Leidos to perform a System Impact Study (SIS) in accordance with the applicable North American Electric Reliability Corporation (NERC) Reliability Standards. The study included steady state, stability and short circuit analyses.</p> <p>Leidos performed the steady state analysis using PowerGEM TARA and Siemens PTI's PSS/E software tools. The stability analysis was performed in PSS/E using both generic and user defined dynamic models for the solar PV project. Short circuit analysis was also performed in PSS/E. The study considered NERC category P1 through P7 contingency events in JEA and monitored JEA and surrounding Affected Systems.</p> <p>Leidos performed the study using near-term and long-term planning horizon cases. Two reports were prepared to satisfy JEA as well as the Florida Reliability Coordinating Council (FRCC) requirements. The study results identified the requirements for the solar PV projects to reliably interconnect to the JEA system.</p>
Personnel Assigned to Service/Contract (include all key personnel and identify role)	<p>Diwakar Tewari – Project Manager</p> <p>Humberto Branco – QA/QC support</p> <p>Shawn Szydluk – Stability model support</p>

Table B-2. Reference Project 2

Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client	Midcontinent System Operator (MISO)
Address of Reference Company/Client	701 City Center Dr. Carmel, Indiana 46032
Reference Contact Person Name, Phone Number, and Email Address	Vikram Godbole 317-249-5376 vgodbole@misoenergy.org
Title/Name of Service/Contract	J449 Material Modification Study
Dates of Project Initiation and Project Completion	March 2018 – April 2018
If service/contract has terminated, specify reason	Work Completed
Description of Services Performed such as:	<p>Leidos has been engaged with MISO since 2012. We have performed a number of interconnection studies throughout the MISO region since then. This particular description is for a material modification study for interconnection request J449.</p> <p>MISO retained Leidos to perform a turbine substitution study to identify if the proposed changes to the wind turbine generators (WTG) by the Interconnection Customer would be qualified as substantive modification to the generation facility in accordance with the MISO tariff and business practices. Leidos' scope of work included data review for the new WTGs, model review and update, transient stability analysis and comparison between the old and new WTG performance.</p> <p>Leidos performed the study in the MISO base case in PSS/E. The existing WTG dynamic model was replaced with the new one to represent the proposed change. Leidos performed a stability analysis in two cases – one with the existing WTG and the other one with proposed WTGs. Leidos created the fault events near the point of interconnection.</p> <p>Studied fault included 3-phase faults, single-line-to-ground fault and single-line-to-ground fault with stuck breaker. Leidos compared the voltage and frequency response and post-fault recovery for both old and new WTGs. Response of WTGs under fault and reactive power capability of the two WTGs were also compared. The Study concluded if the proposed changes to WTG would constitute "Material Modification" per the MISO tariff and business practices.</p>
Personnel Assigned to Service/Contract (Include all key personnel and identify role)	Diwakar Tewari – Project Manager Humberto Branco – Study Engineer

Table B-3. Reference Project 3

Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client	Orlando Utilities Commission (OUC)
Address of Reference Company/Client	6003 Pershing Ave, Orlando, FL 32822
Reference Contact Person Name, Phone Number, and Email Address	Hasan Matin 407-434-4441 hmatin@ouc.com

Reference Information (Current/Prior Services Performed For:)	
Title/Name of Service/Contract	OUC Voltage Study
Dates of Project Initiation and Project Completion	July 2017 – July 2018
If service/contract has terminated, specify reason	Work completed
Description of Services Performed such as:	<p>OUC is registered as a transmission owner, operator, and planner; a generator-owner and operator, amongst other registration classes; and owns and operates an Energy Center that consists of coal, natural gas, landfill gas, and solar generation facilities while supplying service with a network of 230 kV and 115 kV substations serving 246,000 customers. OUC is the 2nd largest municipal utility in the state of Florida and the 14th largest in the U.S.</p> <p>OUC engaged Leidos to perform a Voltage Stability Study (VSS) to evaluate the 115 kV and 230 kV transmission system's voltage performance, identify potential concerns, and provide mitigations and recommendations. Based on provided transmission modeling, generator equipment, and historical load data, Leidos performed the VSS consisting of power flow, voltage, and dynamic stability analyses on various cases and sensitivities using Siemens PTI's PSS/E software. The VSS considered different generation dispatches, voltage schedules, transformer tap positions, and area interchanges. The results showed system voltage performance under various conditions and provided recommendations for optimal transformer tap positions and voltage control band, generator voltage schedule and need for reactive support in the OUC system. The results were summarized and provided with a conclusion and recommendations.</p>
Personnel Assigned to Service/Contract (Include all key personnel and identify role)	<p>Diwakar Tewari – Project Manager Humberto Branco – Study Engineer</p>

Table B-4. Reference Project 4

Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client	DTE Energy
Address of Reference Company/Client	1 Energy Plaza, Detroit, MI 48226
Reference Contact Person Name, Phone Number, and Email Address	<p>Raluca Lascu 313-235-5329 raluca.lascu@dteenergy.com</p>
Title/Name of Service/Contract	DTE Phase 2 Affected System Study
Dates of Project Initiation and Project Completion	February 2019- March 2019
If service/contract has terminated, specify reason	Work completed

Reference Information (Current/Prior Services Performed For:)

Description of Services Performed such as:

- › **What the offeror did**
- › **How the offeror did it**
- › **Results**
- › **Additional Detail**

DTE Energy (DTE) retained Leidos to perform an interconnection study for four (4) projects connecting to the MISO system. Since DTE owns the sub-transmission and distribution systems, it is considered an Affected System under the MISO tariff. As an Affected System Owner, DTE is responsible for studying their system to identify the impacts and requirements for the MISO interconnection requests. Leidos performed the study to identify the collective impacts of these four projects on the DTE sub-transmission system.

The study scope included steady state, transient stability, short circuit and protection coordination. Leidos started with the MISO base cases and updated the DTE system with a more detailed representation. Leidos performed the steady state analysis using PowerGEM TARA and Siemens PTI's PSS/E software tools. The stability analysis was performed in PSS/E and short circuit/protection coordination was performed in ASPEN.

Leidos studied contingencies in DTE sub-transmission system as well as neighboring transmission system. Similarly, both the sub-transmission and transmission systems were monitored in the study for criteria violations. Study results identified upgrades required on the DTE system for the interconnection requests and planning level cost estimates as well as allocation of the cost among the interconnection requests based on their impacts on the constraints. Leidos submitted the study reports on schedule to meet the MISO timeline.

Personnel Assigned to Service/Contract (Include all key personnel and identify role)

Diwakar Tewari – Project Manager
 Humberto Branco – QA/QC support
 Robert Jenkins – Protection support

SECTION C

Expertise of Key Personnel

Key Personnel

As requested, the tables provided in Exhibit C of the RFP have been copied here and represent the experience of the key personnel being proposed for the work for the City. Should the City require any further information, Leidos can provide full resumes for each individual.

Project Manager	
Name of Person:	Diwakar Tewari, P.E.
Educational Degree(s): include college or university, major, and dates	<ul style="list-style-type: none"> › Masters of Science in Electrical Engineering, Arizona State University, 2002 › Bachelors of Engineering in Electrical Engineering, Indian Institute of Technology, 1998
License(s)/Certification(s), number(s), expiration date(s), if applicable	<ul style="list-style-type: none"> › Professional Electrical Engineer: Ohio – # 69310 (exp.: 12/2019) › Senior Member, Institute of Electrical and Electronics Engineers (IEEE)
Specialized training completed	<ul style="list-style-type: none"> › Boston University – Foundations of Project Management and Principles of Project Management – Online Certification Program › EPRI Training on Dynamics of Interconnected Power System › Reactive Compensation and Voltage Stability Training by Carson Taylor › Multiple trainings related to software programs such as Siemens PTI's PSS/E, GE PSLF and Siemens MUST
Number of years' experience in area of service proposed to provide	20 years
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Mr. Tewari has been with Leidos for seven years as a power engineer.
Describe the person's responsibilities over the past 12 months	Mr. Tewari leads the transmission planning practice at Leidos. He serves as Project Manager on transmission planning projects. Mr. Tewari also participates in technical problem solving and provides guidance to the study engineers in performing planning studies.
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> › California ISO, Manager, Operations Engineering, 2010 - 2012 › Midcontinent ISO, Lead Transmission Access Planning, 2002-2010 › Incab Industries Limited; Engineer, 1998-2000
Staffing Methodology	
Describe the person's planned duties/role proposed herein	Project Manager. Responsible for overseeing the project execution. He will also be involved in providing work directions to study engineers, reviewing assumptions and execution methodology, challenging the results and providing feedback.

Lead Engineer	
Name of Person:	Shawn Szydluk
› Educational Degree(s): include college or university, major, and dates License(s)/Certification(s), number(s), expiration date(s), if applicable	› Bachelors of Science in Electrical Engineering, University of Central Florida, 2004 › N/A
Specialized training completed	› PSS®E Introduction to Dynamic Simulation › Mechanics of Running Dynamic Simulations / Dynamic Simulation Applications using PSLF › Engineering Analysis for Dynamic Stability › PSS®E and Python™ - Integrating for Workflow and Automation › Introduction to PSCAD › Analytical Methods for Voltage Control and Reactive Power
Number of years' experience in area of service proposed to provide	14.5 years
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Mr. Szydluk has been with Leidos for more than 14 years as a power systems engineer
Describe the person's responsibilities over the past 12 months	Mr. Szydluk provides power system planning and design, system reliability, and protection and market analysis for municipal and large investor owned utilities across the United States
Previous employer(s), positions, and dates	› N/A
Staffing Methodology	
Describe the person's planned duties/role proposed herein	Project Engineer. Shawn will be responsible for the technical analysis and will take lead role in performing the study.

Quality Assurance / Quality Control (QA/QC)	
Name of Person:	Humberto Branco, P.E.
Educational Degree(s): include college or university, major, and dates	› Masters of Science in Electrical Engineering, California State University, 2008 › Bachelors of Science in Electrical Engineering, Florida International University, 2007
License(s)/Certification(s), number(s), expiration date(s), if applicable	Professional Electrical Engineer: California – # E 22164 (exp.: 03/2020); Florida – #81244 (exp.: 02/2021)

Quality Assurance / Quality Control (QA/QC)	
Specialized training completed	<ul style="list-style-type: none"> › PSLF Fundamentals & Steady State Analysis › Mechanics of Running Dynamic Simulations & Dynamic Simulation Applications › EPCL Programming › Fundamentals of PSCAD and General Applications › Dynamics of Disturbances by O-T-S
Number of years' experience in area of service proposed to provide	10 years
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Mr. Branco has been with Leidos for six years as an electrical/power systems engineer.
Describe the person's responsibilities over the past 12 months	Mr. Branco conducts technical studies for transmission analysis, voltage stability studies, interconnection studies, electromagnetic studies, and NERC compliance reviews
Previous employer(s), positions, and dates	<ul style="list-style-type: none"> › Midcontinent Independent System Operator, Outage Coordination Engineer II, 2013 › Open Access Technology International Inc. (OATI)-TranServ International, Planning Engineer, 2012 - 2013 › California Independent System Operator, Operations Engineer, 2009 - 2012

Staffing Methodology	
Describe the person's planned duties/role proposed herein	QA/QC Support. Humberto will be responsible for reviewing the results and providing Quality Assurance/Quality Control support to the team.

Protection Subject Matter Expert (SME)	
Name of Person:	Robert Jenkins, P.E.
Educational Degree(s): include college or university, major, and dates	<ul style="list-style-type: none"> › B.S. in Electrical Engineering, Tennessee Technological University, 1993 › B.B.A., Belmont University, 1986
License(s)/Certification(s), number(s), expiration date(s), if applicable	Professional Electrical Engineer: Tennessee – #105753 (exp.:01/20)
Specialized training completed	› Construction Specifications Institute - Certified Construction Documents Technologist
Number of years' experience in area of service proposed to provide	25 years
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Mr. Jenkins has been working with Leidos for 25 years as an engineer focused on relay protection and controls (P&C) systems, protective device coordination, and supervisory control and data acquisition (SCADA) integration.
Describe the person's responsibilities over the past 12 months	Mr. Jenkins leads the protective relaying group, responsible for staffing teams. He provides technical insight and reviews focused on the protection and SCADA aspects of design, protection, and planning projects.

Protection Subject Matter Expert (SME)

Previous employer(s), positions, and dates	› N/A
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Staffing Methodology

Describe the person's planned duties/role proposed herein	Protection Support. Robert will act in the capacity of technical advisor on all protection system related matters. He will assist the planning engineers in matters related to determining the fault clearing times and advising how protection system will work for a given system fault.
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Support

Name of Person:	Anushree Pethe
Educational Degree(s): include college or university, major, and dates	› M.S. in Electrical Engineering, Arizona State University, 2015 › B.Eng. in Electrical Engineering, University of Mumbai, 2013
License(s)/Certification(s), number(s), expiration date(s), if applicable	N/A
Specialized training completed	N/A
Number of years' experience in area of service proposed to provide	Five years
Describe person's relationship to offeror. If employee, number of years. If subcontractor, describe other/past working relationships	Ms. Pethe has been with Leidos for less than one year as an electrical engineer.
Describe the person's responsibilities over the past 12 months	Ms. Pethe provides support for transmission planning, expansion planning, generation interconnection studies, and load flow modeling.
Previous employer(s), positions, and dates	› OATI, Transmission Planning Engineer, 2015-2019

Staffing Methodology

Describe the person's planned duties/role proposed herein	Project Support. Anushree will assist Shawn in performing the analysis. She would work closely with the rest of the team to meet the aggressive schedule of the project.
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SECTION D

Method of Performance

Arrangements with Other Firms

Leidos does not plan on working with other firm for assistance on this project. Leidos will perform the work without subcontractors or joint ventures.

Benefits to the City

Leidos conducted a system stability assessment for the City in 2014. Most of the team members proposed for the current project are the same engineers who supported the study effort in 2014. The City will receive the same quality of support from Leidos team that they did last time. Additionally, Leidos will not need a ramp up time as our team is already familiar with the City system and can begin the study execution swiftly.

Our team already has the required non-disclosure agreements (NDAs) on file with the City and Midcontinent System Operator (MISO). This will expedite receiving the study base cases from MISO. Like last time, Leidos will also train the City staff after completing the study and will transfer the final cases and study files back to the City for their records.

Leidos has been conducting transmission planning studies to support North American Electric Reliability Corporation (NERC) TPL compliance for several public power clients since the inception of TPL reliability standards. City of Tallahassee, Los Angeles Department of Water and Power, Florida Keys, Utilities Commission of New Smyrna Beach and Florida Municipal Power Agency are some of our public power clients Leidos assisted with NERC TPL assessment. Our team has the resources and has successfully helped our clients develop models and conduct reliability evaluations from scratch. When the TPL standards went into effect, not all utilities had established methodologies, study models, or the criteria required to conduct planning studies either to support compliance or to analyze reliability impacts. Leidos was able to support our clients and work through these challenges.

Our team has significant experience collecting available information, using our industry expertise to either find missing information or use engineering judgment to make assumptions and deliver models and analytical results in a timely manner. The TPL reliability standards are some of the most analytical-intensive standards. Having performed planning studies for many clients, Leidos is also keenly aware that there is a high degree of engineering judgment involved in this effort; as such, we believe in a collaborative approach with our clients.

Leidos' proposed project manager, **Diwakar Tewari, P.E.** brings professional experience addressing NERC TPL compliance, both with Leidos and previously as a lead planning engineer with Midcontinent System Operator (MISO) where he analyzed the impacts on the SERC region including the City transmission system for a number of planning studies. Mr. Tewari will bring his experience and knowledge of NERC TPL standards to deliver solid leadership of our project team. Our proposed QA/QC engineer

Humberto Branco, P.E. also has previous employment experience at MISO and is intimately familiar with the MISO system and base cases.

The lead study engineer **Shawn Szydluk** played a major role in performing dynamic stability study for the City in 2014. He worked very closely with the City staff and trained them after the deliverables were finalized. Mr. Szydluk has significant experience in building power flow and dynamic models and routinely performs planning studies to support NERC TPL compliance for our existing clients.

Approach

The City is requesting assistance from professional engineering firms in local and regional electric transmission dynamic system modeling and transient analysis for stability. The stability analysis must meet the requirements set forth in NERC TPL and CIP Standards and will be conducted for a near-term (one to five years) and long term (six to ten years) planning horizon. The scope of work entails the following key components:

- › Review the City's compliance method and compare against the applicable NERC TPL and CIP standards and identify potential gaps. Review the existing system and modeling data for accuracy and completeness and update them as appropriate.
- › Build a series of dynamic stability models.
- › Perform dynamic stability assessment to support the NERC TPL-001-4 compliance.
- › Present analysis of the results in the study report.
- › Categorize the Bulk Electric System (BES) Cyber Systems according to their impact on the BES per Requirement R1 of the CIP-002-5.1a standard.

A kick off meeting will be scheduled as soon as the work authorization is executed. The goal of the meeting will be to develop a roadmap for the project, discuss schedule and set milestones and expectations for each task in the project. The kick off meeting is important in establishing a clear mutual understanding of the project deliverables and requirements.

Compliance and Modeling Support

Leidos will review the existing system data, representation of the City's system in the latest available MISO Transmission Expansion Planning (MTEP) models, and conditions and events studied in past planning studies to support NERC compliance. Working with the City staff, Leidos will make required adjustments and corrections and fill in the missing information in the planning models. The review will also include the following:

- › Comparing the City's existing compliance methods with the latest NERC and SERC compliance measures, identifying potential gaps, and working closely with the City staff to bridge the gaps
- › Working with the City's staff to document and address corrections to the data and information in the planning models (e.g. dynamic, short circuit and power-flow) as needed
- › Reviewing and revising voltage schedules for generators and/or transformer LTC control
- › Reviewing the City's Critical Asset Identification Methodology for CIP-002-3 compliance

Dynamic Model Building

Leidos will start the model building effort with the objective of creating the following PSS/E models for the City system:

- › 2024 Peak Load
- › 2024 Light Load
- › 2024 Summer Shoulder Load
- › 2029 Light Load
- › 2029 Summer Shoulder Load
- › 2024 Peak Load Sensitivity Case
- › 2024 Off peak load Sensitivity Case

The list of cases above is based on our previous experience and to satisfy the near-term and long-term planning study requirement in the NERC TPL-001-4 standard. Leidos will make the final selection of study cases in consultation with the City staff during the kick off call. For budgetary purposes, seven (7) cases are included within the scope.

The MTEP models will be used as a starting point for this study. In consultation with the City staff, Leidos will make modifications in the models to the City system for a better representation of the local transmission system. The modifications may involve adjustments to the City load, generation and expanding the topology to add the lower voltage details as appropriate.

Dynamic Stability Assessment

The objective of this study will be to assess the system dynamic performance according to the NERC TPL-001-4 standard and maintain the reliability of the City system. Leidos will conduct the dynamic stability analysis to meet the requirements of TPL-001-4. The analysis will be performed for the load level selected by the City based on their past operating experience and system knowledge.

Leidos will use prior studies and documented system performance to the extent applicable for efficiency in the study process. It is expected that the City staff will be available throughout the study process for discussion and collaboration in formulating the study assumptions and contingency definition. The assessment will include the following:

Study Scenarios

- › System peak load scenario for appropriate near-term case
- › System off-peak load scenario for at least one of the five years in near-term planning horizon
- › Sensitivity cases in the near-term planning horizon to demonstrate the impact of changes to the basic assumptions used in the models including but not limited to:
 - adjustments to expected transfers
 - adjustments to reactive resource capability
 - adjustments to expected in-service dates of new or modified transmission facilities
 - adjustments to load level, load forecast or dynamic load modeling assumptions

- modeling of known outages of at least six months duration
- › Long-term planning horizon case(s) to address the impacts of proposed material generation additions or system changes in that time frame
- › A study case will developed for each study scenario. Study cases to be determined based on the discussions with the City staff

Contingency Analysis

- › Category P1 through P7 events as applicable
- › Selected extreme events for reference

Corrective Action Plans

- › Identify and list system deficiencies and present the mitigation actions needed to resolve them
- › Document the use of non-consequential load loss and curtailment of Firm Transmission Service as appropriate

Analysis of Results

Leidos will prepare a report to capture the findings of the dynamic stability results. The system performance issues identified in the analysis will be explained in detail with the analysis results presented in the report. Leidos will also explain the process of categorizing the BES cyber assets in accordance with the Requirement R1 of CIP-002-5.1a standard and document such assets.

Note that the new version of the standard (5.1a) includes a methodology and criteria to identify assets based on their impact on BES (similar to Critical Assets identification in the older versions of this standard). However, the methodology and criteria cannot be applied based on the stability study results only. Leidos will work closely with the City staff and issue a questionnaire, if needed, to evaluate the City assets per the CIP-002-5.1a standard.

The initial results will be conveyed via conference call and subsequently a draft report will be submitted for review. The report will be finalized upon receiving comments from the City. For the final report, Leidos will include supporting data via electronic submittal.

Schedule

Leidos understands that the City will need the study results by the end of the year for the purpose of complying with the NERC TPL-001-4 standard. Leidos will target to perform the required analyses by December 31, 2019 if the data and authorization can be provided by December 2, 2019. We will finalize the study report by January 31, 2020. While the Leidos team can meet this aggressive schedule, we assume that the City staff will be available to support this schedule and requested information, data or clarifications will be provided in a timely manner.

Fee Schedule and Budget

Leidos always reviews the specific tasks for engineering support services and works to provide our clients with the most economical solution possible. Leidos is presenting budgetary estimates for each task as defined in the RFP. Leidos will not be required to furnish services or incur expenses for work not included

in the Scope of Services without written authorization (including email) from the City committing to additional funding. The monthly fee for the services under this proposal will be based on the actual hours of services furnished multiplied by Leidos' billing rates in Table D-1 as of the date of its monthly invoice plus reasonable expenses directly related to the services furnished under this proposal.

The total fee for the services included in this proposal will not exceed **Fifty-Seven Thousand Nine Hundred Dollars (\$57,900)** without obtaining the prior written authorization of the City. The Leidos billing rates and a phase level breakdown of budget estimate are presented in Tables D-1 and D-2, respectively.

Table D-1. Leidos' Billing Rates

Billing Class	Hourly Rate (US\$)	Typical Project Roles
1 — 6	12.00 — 72.00	Clerical, Administration, Junior Engineers, and Technicians
7 — 10	84.00 — 120.00	Staff Engineers, Consultants and Technicians
11 — 16	132.00 — 192.00	Senior Engineers, Consultants and Technicians and Project Managers
17 — 24	204.00 — 288.00	Executive Engineers and Consultants, Senior Project Managers and Principals
25 — 29	300.00 — 348.00	Executive Engineers and Consultants, Senior Project Managers and Senior Principals

Table D-2. Budget Estimate for the Study

Study Phase	Budget Estimate (\$)
Compliance and Modeling Support	14,200
Dynamic Model Building	3,900
Dynamic System Stability Studies	25,100
Analysis of Results	14,700
Total	57,900

SECTION E

Notice to Offerors

As a large diversified firm that frequently works with large government entities, Leidos is enrolled and participates in federal work authorization programs. Leidos will commit to providing a signed Work Authorization Form as provided in Exhibit E of the RFQ prior to contract award.

SECTION F

Miscellaneous Information

A completed copy of Exhibit F: Miscellaneous Information can be found immediately following this page.



SOLICITATION NO.: Request for Qualification (RFQ) 115/2019
BUYER: Cale Turner
PHONE NO.: (573) 874-7375
E-MAIL: cale.turner@como.gov

TITLE: Engineering Services – Electric Transmission Dynamic Studies

ISSUE DATE: October 9, 2019

RETURN QUALIFICATIONS NO LATER THAN: November 8, 2019 AT 5:00 PM CENTRAL TIME (END DATE)

VENDORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed qualifications must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return qualifications date and time.

(U.S. Mail)	or	(Courier Service)
RETURN QUALIFICATIONS TO: CITY OF COLUMBIA PURCHASING PO BOX 6015 COLUMBIA MO 65205		CITY OF COLUMBIA PURCHASING 701 E. BROADWAY, 5 th FLOOR COLUMBIA MO 65201

CONTRACT PERIOD: Date of Award through Completion of Project

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**City of Columbia, Utilities Department
 701 East Broadway
 Columbia, Missouri 65201**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFQ shall govern in the event of a conflict with his/her qualifications. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract/Agreement is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

VENDOR NAME	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	
CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed qualifications for the provision of Engineering Services for Electric Transmission Dynamic Studies for the City of Columbia (hereinafter referred to as City) as set forth herein.

Organization - This document, referred to as an Request for Qualifications (RFQ), is divided into the following parts:

Introduction and General Information
Technical Specifications/Scope of Work
Qualifications Submission Information
Exhibits A – F

Terminology/Definitions: Whenever the following words and expressions appear in a RFQ document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFQ.
- Attachment applies to all forms which are included with an RFQ to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Qualifications end date and time and similar expressions mean the exact deadline required by the RFQ for the receipt of sealed qualifications.
- Offeror means the supplier, vendor, person, or organization that responds to an RFQ by submitting a qualifications with prices to provide the equipment, supplies, and/or services as required in the RFQ document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFQ and who enters into a contract.
- Exhibit applies to forms which are included with an RFQ for the offeror to complete and submit with the sealed qualifications prior to the specified end date and time.
- Request for Qualifications (RFQ) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFQ. The Pricing Pages must be completed and submitted by the offeror with the sealed qualifications prior to the specified qualifications end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
October 22, 2019	Close of written <i>Requests for Additional Information</i>
October 25, 2019	Written responses to <i>Requests for Additional Information</i> sent to all
November 8, 2019	Request for Qualifications is due by Friday, November 8, 2019 at 5:00 p.m. CST
December 1, 2019	Contract Start Date
*The above dates are target dates and may change.	

QUALIFICATIONS SUBMISSION:

Qualifications may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City’s E-bidding website. No fax or e-mail qualifications will be accepted. Sealed qualifications must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Qualifications received after the appointed time will be determined non-responsive and will not be opened. Sealed qualifications must be submitted in three (3) copies, one of which must be an original and so marked. The qualifications must be in sealed envelopes and marked in bold letters “RFQ 115/2019: Engineering Services – Electric Transmission Dynamic Studies.”

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR QUALIFICATIONS:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Cale Turner, Purchasing Agent
 Phone: (573) 874-7375
 E-mail: cale.turner@como.gov

Any oral responses to any question shall be unofficial and not binding on the City of Columbia. An Addendum to this RFQ providing the City of Columbia’s official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on Tuesday, October 22, 2019.

This written *Request for Additional Information* will take place of the normal Pre-Qualifications Conference.

VALIDITY OF QUALIFICATIONS:

Offerors agree that qualifications submitted will remain firm for a period of ninety (90) calendar days after the date specified for the return of qualifications.

REJECTION OF QUALIFICATIONS:

The City of Columbia reserves the right to reject any or all qualifications received in response to this RFQ, or to cancel the RFQ if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFQ may disqualify the qualifications. Any exceptions to the

requirements specified must be identified in the qualifications.

WITHDRAWAL OF QUALIFICATIONS:

Any offeror may withdraw his or her qualifications at any time prior to the scheduled closing time for the receipt of qualifications. However, no qualifications will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of qualifications.

ALTERATION OF SOLICITATION:

The wording of the City of Columbia's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their qualifications; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFQ becomes the property of The City of Columbia. Any person may review qualifications after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Columbia shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the qualifications of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Columbia and the offeror will include by reference:

- Offeror's Response to the RFQ
- The City Issued RFQ with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.

MISSOURI LICENSURE AND CERTIFICATE OF AUTHORITY:

Offeror certifies that it is currently in compliance, and agrees to maintain compliance for the duration of

RFQ 115/2019: Engineering Services – Electric Transmission Dynamic Studies

the agreement/contract, with all licensure requirements of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects (hereinafter referred as APEPLSPLA) to practice in Missouri as a professional engineer as provided under Chapter 327 of the Missouri Revised Statutes. To the extent required by Section 327.401 of the Missouri Revised Statutes, offeror understands and agrees that the person personally in charge and supervising the professional engineering services of offeror under the agreement/contract shall be licensed and authorized to practice engineering in Missouri, and the offeror will keep and maintain a valid certificate of authority from APEPLSPLA.

2. TECHNICAL SPECIFICATIONS/SCOPE OF WORK

GENERAL:

The City of Columbia, Missouri, Water and Light Department (CWLD) is requesting qualifications from professional engineering firms to assist the City in local and regional electric transmission dynamic system modeling and transient analysis for stability. To ensure continued compliance with NERC standards, it is required that the City conduct a dynamic study and analysis in the near future for near-term and long-term planning, and to identify any possible Critical Assets. This analysis must meet the requirements set forth in NERC TPL and CIP Standards and will be conducted for a near-term (1-5 years) and long term (6-10 years) study.

DESCRIPTION OF FACILITIES:

The City of Columbia owns and operates a municipal electric utility that supplies power to approximately 50,700 customers in and around the City, and expects a peak load of 363 MW in the summer of 2019. The utility owns and operates generating stations, with expected peak generation of 208 MW for the summer of 2019, though actual capacity is higher. The utility interconnects to the transmission grid at 161 kV and 69 kV. The City internal transmission network includes 69 kV and 161 kV, and eight ties to neighboring utilities.

SERVICES PROVIDED BY THE CITY:

During the course of the work, the City will assist the contractor by compiling and/or furnishing the following described services when and as required for the orderly completion of the work:

- Assist contractor by placing at contractor's disposal available information pertinent to the assignment including previous reports and other data relative thereto.
- Examine all studies, reports, sketches, estimates, RFP/RFQ documents, drawings, proposals and other documents presented by contractor and render in writing decisions pertaining thereto in a timely fashion.
- Give prompt written notice to contractor whenever City observes or otherwise becomes aware of any defect in the project.

COMPLIANCE AND MODELING SUPPORT:

Contractor shall review the most up-to-date NERC and SERC Compliance measures and identify any new requirements compared to CWLD's existing compliance methods.

Contractor shall review CWLD's existing electric system conditions and determine the conditions to be studied for this year's dynamic planning studies that are pertinent to the operation of the CWLD facilities, including, but not limited to:

- Working with City staff to make corrections or fill in missing information in the planning models as necessary for dynamic, short circuit, and power-flow modeling purposes
- Review/revise voltage schedules for generator or transformer LTC control

DELIVERABLES: None

DYNAMIC MODEL BUILDING:

Contractor shall build/update dynamic models for CWLD system in seasons required to meet the requirements of the SERC Transmission Planning requirements as outlined in TPL-001-4.

DELIVERABLES: All models and files associated with models in PSS/E version 33 compatible format

DYNAMIC SYSTEM STABILITY STUDIES:

Studies shall meet the requirements of the SERC Transmission Planning requirements as outlined in TPL-001-4.

DELIVERABLES: Generator rotor angle/voltage and frequency spreadsheets and plots

ANALYSIS OF RESULTS:

Contractor shall prepare a report of the findings of the stability studies with a detailed analysis. Report shall include recommendations for stability, or indicate if none are necessary, and will identify critical assets if any exist.

DELIVERABLES: Final analysis report

3. QUALIFICATIONS SUBMISSION INFORMATION

SUBMISSION OF QUALIFICATIONS:

On-line Qualifications - If a registered offeror is responding electronically through the City of Columbia Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the qualifications as an attachment to the electronic qualifications. The registered offeror is instructed to review the RFQ submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

The exhibits, forms, and Pricing Page(s) provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, Pricing Page(s), etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy qualifications response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City of Columbia shall consider the response which serves its best interest.

Hard Copy Qualifications - If the offeror is submitting a qualifications via the mail or a courier service or is hand delivering the qualifications, the offeror should include completed exhibits, forms, and other information concerning the qualifications (including completed Pricing Page(s) with the qualifications. The offeror is instructed to review the RFQ submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

Recycled Products - The City of Columbia recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the qualifications double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy qualifications may be submitted in a notebook or binder.

The offeror should include three (3) additional copies along with their original qualifications. The front cover of the original qualifications should be labeled "original" and the front cover of all copies should be labeled "copy". In case of a discrepancy between the original qualifications and the copies, the original qualifications shall govern.

Open Records - Pursuant to section 610.021, RSMo, the offeror's qualifications shall be considered an open record after a contract is executed or all qualifications are rejected. At that time, all qualifications are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the qualifications that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

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In preparing a qualifications, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the qualifications and should limit qualifications content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their qualifications into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Columbia is under no obligation to solicit such information if it is not included with the qualifications. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the qualifications.

The qualifications should be page numbered.

The signed page one from the original RFQ and all signed addendums should be placed at the beginning of the qualifications.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFQ – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFQ, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFQ. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFQ will be addressed via an addendum to the RFQ. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFQ opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the qualifications is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the Request for Qualifications by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the qualifications. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the qualifications as well as serving as the official signatory for the joint venture or co-counsel.

MINIMUM REQUIRED SUBMITTALS:

- A brief description of the firm (Exhibit A)
- The qualifications and background of the firm (Exhibit A)
- A summary of any arrangements that will be made with any other firm for assistance on the work (Exhibit D)

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- A list of key personnel to be involved in the work (Exhibit C)
- A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency, and the action taken as a result of the work. A list of references should be included. (Exhibit B)
- Discussion explaining why the firm believes the City of Columbia would benefit from selecting the firm to do the work. (Exhibit D)
- A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work. (Exhibit D)
- A description of the firm's fee schedule, method of payment, and a budget estimate or range with a not-to-exceed amount for each phase of work. (Exhibit D)

MISCELLANEOUS SUBMITTAL INFORMATION:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit E, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit E must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit F, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Columbia. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

4. SELECTION CRITERIA

CRITERIA:

After determining that a qualification satisfies the mandatory requirements stated in the RFQ, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the qualifications in accordance with the criteria stated below.

- Evaluation of proposals
- Proven background and experience in the work required
- Reputation of the firm with respect to design and construction or major public improvement projects.
- Availability of the firm for participation at public hearings and Council meetings
- References provided
- Ability to complete the work in the time required
- Specific background and experience of the key people who will be involved in providing these services.

EVALUATION PROCESS:

After receipt of the qualifications, a review committee appointed by the City Manager at least two members of which are licensed professional engineers or architects shall evaluate the qualifications and select as a general rule, not less than three firms for interview.

After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement/contract. The services in the agreement/contract shall substantially conform with those described in the RFQ. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

COMPETITIVE NEGOTIATION OF QUALIFICATIONS:

The offeror is advised that under the provisions of this Request for Qualifications, the Purchasing Division reserves the right to conduct negotiations of the qualifications received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable offeror. The Purchasing Division reserves the right to limit negotiations to those qualifications which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's qualifications may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror

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may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the qualifications.

The mandatory requirements of the Request for Qualifications shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City of Columbia.

AGREEMENT/CONTRACT:

When agreement on a detailed scope of services and fee schedule is reached, a formal agreement/contract will be prepared and submitted to City Council for approval. If an agreement/contract cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:

Provide a brief company history including, but not limited to, the following:

Total number of years in business.

Total number of years performing collection services.

Total number of years of experience with large governmental entities.

Describe the structure of the organization including any board of directors, partners, top departmental management, corporate organization, corporate trade affiliations, any parent/subsidiary affiliations with other firms, etc.

Indicate whether the offeror or the offeror's principals have other interests or relationships that might conflict with or compromise the requirements herein.

Provide a list summarizing any pending or final legal proceedings involving you or your company that took place in any court of law, administrative tribunal or alternative dispute resolution process that was filed, settled or gone to final judgment within the last three (3) years. The summary need not disclose confidential information of a disputed allegation of fact or law, but must contain the allegations made and/or contested or findings of the court of law, tribunal or dispute resolution process. Failure to provide a full and accurate summary of legal proceedings may result in rejection of the qualifications or termination of any subsequent contract.

Document the offeror's financial solvency in a manner that is acceptable for public review. Audited financial statements for the last year will provide such documentation; however, the statements will become public information. If the offeror is a subsidiary, also provide the documentation for the parent company.

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For :)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
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EXHIBIT D

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Qualifications.

- A summary of any arrangements that will be made with any other firm for assistance on the work
- Discussion explaining why the firm believes the City of Columbia would benefit from selecting the firm to do the work.
- A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.
- A description of the firm's fee schedule, method of payment, and a budget estimate or range with a not-to-exceed amount for each phase of work.

EXHIBIT E

NOTICE TO OFFERORS

Sections 285.525 To 285.550 RSMo.

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at: <http://www.dhs.gov/e-verify>

EXHIBIT F

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest:

<p>Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:</p>	
<p>Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:</p>	
<p>If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:</p>	
<p>Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:</p>	<p>_____ %</p>

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<p><i>Charter Number (if applicable)</i></p>	<p><i>Company Name</i></p>
<p>If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:</p>	