Town of Forest City

Request for Qualifications

On Call Engineering Services for the Electrical Department Addendum No. 2

The Town of Forest City hereby issues Addendum No. 2 to the Request for Qualifications (RFQ) for On-Call Engineering Services for the Electrical Department. This addendum provides clarification regarding the qualifications requested.

1. Are distribution planning services anticipated to involve system-wide planning assessments, individual feeder studies, or both?

2. Does the Town currently maintain an electrical distribution system model? If so, which modeling software is utilized, and would the consultant be expected to maintain existing models or develop new models?

3. Are reliability studies expected to include identifying and prioritizing system improvements, evaluating feeder reconfiguration and sectionalizing opportunities, and developing recommendations for capital improvements?

4. Are consultants expected to perform distributed energy resource (DER) and customer interconnection impact studies, including capacity, voltage, protection, and power quality assessments?

5. For the condition, capacity, and grounding assessments of existing substations and delivery points, does the Town maintain historical equipment test records (such as transformer dissolved gas analysis or ground grid resistance reports) and existing record drawings for the consultant to evaluate, or should responding firms demonstrate in-house capabilities to perform specialized field testing and non-destructive evaluations (such as fall-of-potential ground grid testing and infrared thermography) as part of their qualifications?

6. Regarding the authorized rehabilitation or expansion, including related civil and structural work, for existing substations, does the Town anticipate projects involving major site expansions (such as grading, stormwater management, oil containment retrofits, and new high-voltage bus/steel structures), or will the work primarily focus on within-the-fence equipment replacements and foundation modifications (such as transformer or breaker retrofits)?

7. For coordinating delivery requirements, metering, and outages with power suppliers, transmission providers, and other utilities, could the Town identify the interconnecting transmission provider(s) (such as Duke Energy) and the primary operating voltages of the Town's delivery points?

8. Are new easements, access rights, or temporary construction easements anticipated for substation, transmission interconnection, or distribution improvements?

9. Are protection coordination studies expected to cover both substation protection systems and downstream distribution protective devices, including reclosers, sectionalizers, and fuses?

10. Does the Town have a preferred or mandated engineering software platform for conducting shortcircuit, coordination, and arc-flash studies (e.g., ETAP, SKM, EasyPower, CAPE, or ASPEN)? Will the Town provide existing, up-to-date software models of the substations and distribution system to the selected consultant?

11. Does the Town have established standard relay manufacturers and preferred models (e.g., SEL, GE) and standard settings design templates? If so, will these standards be provided to the consultant, or is the consultant expected to assist in developing or updating these standards?

12. Could the Town clarify the expected boundary of the consultant's role during the testing and commissioning phase? Is the consultant expected to provide on-site, hands-on physical testing and relay calibration, or is the scope limited to drafting commissioning plans, reviewing field test results, and providing remote/on-site engineering support?

13. In the event of a system disturbance or protective relay operation, will the consultant be called upon to perform forensic event report analysis (including COMTRADE file evaluation, oscillography analysis, and sequential events recorder analysis) to identify root causes and recommend corrective actions?

14. Can testing, commissioning, and training be provided as remote support?

15. Will the consultant be expected to develop new GIS databases, system models, asset inventories, and technical standards, or primarily maintain and update existing Town resources?

16. Does the Town anticipate requiring on-site engineering support during emergency events, such as major outages or storm restoration, or would remote technical support generally satisfy the anticipated response requirements?

17. Will the Town provide existing GIS data, feeder loading information, equipment specifications, protective device settings, and historical outage records to support the engineering studies, or should consultants anticipate collecting and validating these inputs?

18. Will the scope of work include the development, modification, or formal sealing of municipal electric utility construction standards and material specifications?

19. Will the selected consultant be expected to prepare acquisition-ready easement exhibits, including survey-grade exhibits and legal descriptions, or conceptual design exhibits only?

20. Does the Town anticipate consultant support for easement acquisition, property rights research, title support, and landowner coordination? 3. Which permitting agencies are most commonly involved in Town electric utility projects (e.g., NCDOT, municipalities, railroads, utility owners, or other authorities having jurisdiction)?

21. Will the consultant be expected to support utility, roadway encroachment, railroad, and other thirdparty permitting activities associated with project delivery?

22. What are the roles and responsibilities of on-call engineering services?

23. What types of federal funding are utilized for these opportunities, and what are the associated funding mechanisms?

24.Will a single task order be issued for each service area, encompassing all work assignments within that service area, or will separate task orders be issued for each individual work assignment?

25. Will firms selected for specific service areas be considered independently for task assignments, or will multidisciplinary teams be preferred for assignments involving multiple service areas?

Answer to questions 1-25: This RFQ establishes an on-call agreement for potential services within the advertised service areas. Specific projects and work assignments have not been identified, and selection does not guarantee work. Firms should identify the service areas for which they seek consideration and demonstrate relevant experience, qualified personnel, subconsultant resources, and availability.

For each authorized assignment, the Town and selected firm will establish a written task order defining the scope, deliverables, schedule, compensation, and responsibilities. This will include applicable requirements for field investigations, testing, commissioning, software, data collection, permitting, property-related services, and on-site or remote support.

Available Town records, models, standards, and project-specific funding requirements will be identified when developing each assignment. Firms should describe their ability to provide timely on-site support when needed. Individual task assignments may involve one or multiple service areas, with the team and task-order structure established according to the work required.