

REQUEST FOR PROPOSAL FOR AN OCCUPATIONAL SAFETY CONSULTANT

Frankfort Plant Board

RFP No 2022-2

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PURPOSE

The Electric and Water Plant Board (the "Board") of the City of Frankfort, Kentucky doing business as the Frankfort Plant Board (FPB) is soliciting the services of an occupational safety consulting firm experienced in municipality utilities, OSHA, FMCSA, and environmental compliance. The term of the Contract will be for one (1) year beginning on or about October 19, 2022. Each year following the initial year, the work performance of the selected firm will be reviewed and evaluated to determine if the contract will be extended for additional years. The Board reserves the right to extend the Contract if the parties mutually agree in writing.

COMPANY BACKGROUND

FPB is a municipal utility operating in and around Frankfort, the capital of the State of Kentucky. The company provides electric, water, and telecom services for the City of Frankfort and Franklin County. The Board operates as an independent entity under the provisions of the Kentucky Revised Statutes 96.172 through 96.188. The Plant Board serves approximately 22,000 electric customers, 16,500 water customers (including six water districts and Georgetown, Kentucky), and 18,000 cable-telecom customers.

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals with all required information must be delivered to John Lyons, Safety Director, at 306 Hickory Dr., PO Box 308, Frankfort, KY 40602 no later than 3:00 p.m. eastern time on September 23, 2022 in a sealed envelope. Late proposals will not be considered. Questions concerning this RFP should be directed to John Lyons at jlyons@fewpb.com by September 6, 2022.

In responding to this request, we request the following information:

1. Specify the proposed fee including any retainer fees, hourly rates, and special rates for projects.
2. Detail your firm's experience in providing consulting services to organizations in the electric, water and telecommunications utility industry or any related industry entities, associations or groups.
3. Provide a list describing the firm's professional relationships involving the Board for the past three years with an explanation of why such relationships do not constitute a conflict of interest relative to the performance of the proposed services.
4. Identify the partner and/or account manager who will be assigned to this engagement if you are successful in your bid. Describe how your firm will assure the continuity of the assigned personnel during the term of the proposed contract.
5. Provide the names and contact information for other similarly sized clients of the partner and manager that will be assigned to our organization for reference purposes.
6. Describe how and why your firm is different from other consulting firms and why our selection of your firm as our external consultant is in FPB's best interest.

7. Describe your firm's methods for submitting and receiving data requests, specifically your firm's client portal capabilities and or electronic data exchange platform. How effective was your platform in light of the pandemic? Were you still able to efficiently exchange data with your clients and meet pertinent reporting deadlines?

The Board may cancel, reject in whole or in part any Proposals, without liability incurred at any time after issuing a RFP, if it is in the Board's best interest to do so. Proposers responding to RFPs are responsible for all costs they may incur in connection with submitting proposals and responses to RFPs, which includes, but is not limited to: submittal preparation, pre-proposal conference, if any, proposal submittal, travel, expenses, interviews, presentations, or evaluation of any proposal.

RFP SCHEDULE

Release of RFP:	August 29, 2022
Submittal of Questions:	September 6, 2022
Response to Questions:	September 12, 2022
Closing Date of RFP:	September 23, 2022 by 3:00 PM EST
Responses Evaluated	September 26, 2022-October 7, 2022
FPB Board of Directors Approval Request:	October 18, 2022
Engagement Letter Execution:	On or about October 19, 2022

SCOPE OF WORK

Frankfort Plant Board seeks a consultant to assist in promoting safe and healthy working environments. The consultant will be responsible for supplementing and enhancing the current Frankfort Plant Board Safety Program by providing detailed and comprehensive consultation on specific work related inquiries. The consultant will provide assistance in review and modification to Frankfort Plant Board Safety programs or policies. The successful bidder will provide qualified technical and professional staff to work with Frankfort Plant Board Safety Dept. Please provide the daily and half-day rates and the estimated cost per hour for the above services requested.

EVALUATION OF PROPOSALS

The Frankfort Plant Board will evaluate proposals on a qualitative basis. This includes our review of the firm's peer review report and related materials, interviews with senior engagement personnel to be assigned to the organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. The Board reserves the right to conduct discussions, either oral or written, with the firms determined by the Board to be reasonably viable for award selection.

Nothing in this Request for Proposal creates an obligation on the part of FPB to enter into a contract with any proposer.