

**Enchantment Energy Consulting (“EEC”), RIO Energy (“RIO”) and Stelzner Winter
Warburton Flores Dawes (“SWWFD”)
Scope of Services
For
Advisory, Management, Analytical, & Legal Services to Support
Wholesale Power Supply Procurement**

Background: The City of Gallup Electric Department (“Gallup” or “City”) is a municipal electric utility located in the western New Mexico. Gallup does not own any generation facilities but will in 2025, have an option to purchase an 8 MW PV Solar generation facility that is currently providing energy to Gallup under a long-term PPA. Gallup receives most of its wholesale power supply from Tri-State Generation and Transmission Assn. (“TSGT”) under a Power Purchase Agreement with Continental Divide Electric Cooperative (“CDEC”). The CDEC PPA requirements contract expires June 30, 2025. The PPA contains a provision that allows Gallup, beginning July 1, 2022, to obtain an additional 5% of its power supply requirements from a city owned or contracted generation (“COG”) similar to the existing arrangement for the PV solar facility. The balance of the City’s wholesale power supply is provided from Western Area Power Administration (WAPA).

In preparation of the availability of the 5% COG, the City intends to issue an RFP for additional COG, potential new power supply and related services.

Services: Contractors will provide Advisory, Management, Analytical and Legal services related to the development, analysis, negotiation and potential award of a Power Purchase Agreement.

- **Scoping RFP Requirements:** Includes review and consideration of existing CDEC PPA, PV Solar PPA and proposal models currently being deployed in the industry. Meet with City staff to determine specific elements to be included such as minimum requirements, bidder qualifications, transaction structure options and term of any new PPA. (Est: 20 hours EEC/RIO)
- **RFP Drafting:** Contractor will draft the technical sections of the RFP related to the provision of COG or wholesale power supply and delivery, provide input to the development of proposal scoring criteria, and coordinate with the City’s Procurement Officer to include necessary provisions to comply with the requirements of the City’s procurement code. (Est: 40 hours EEC/RIO)
- **Review and Edit:** Review and edit RFP for compliance with procurement codes and other technical edits. (Est: 15 hours SWWFD)
- **RFP Administration:** Assist in administering the RFP including developing the vendor distribution list, provide input to Q&A process, and manage the process according to the proposal schedule. Including, but not limited to, fielding and responding to bidder questions, and staff and governing body meetings and presentations (Est: 60 hours EEC/RIO)

- RFP Assessment/Analysis: Perform an assessment of the Proposal submissions for overall responsiveness to the requirements and provide an analysis of the overall delivered value of each of the proposals and present results to City as necessary. (Est: 100 hours EEC/RIO)
- PPA Drafting: Including additional provisions for City-Owned Generation as an integrated element of the PPA ((Est: 10 hours EEC/RIO + 20 hours SWWFD)
- Award and Contract Negotiation: Assist the City selection of successful bidder and negotiations of a PPA (Est: 60 hours EEC/RIO + 10 hours SWWFD)
- Participation in City Presentations (Est: 20 hours EEC/RIO + 15 hours SWWFD)
- Implementation Oversight: Includes working with various City departments, providing advisory assistance/support to the City for amending transmission and ancillary services agreements to effect delivery of the power supply(ies) contracted in the PPA. (Est: 40 hours EEC/RIO)
- Other services as requested to secure a PPA for firm wholesale power supply to the City.

Power Replacement/Solar RFP Process Effort		
	E.Padilla/E.Reyes	SWWFD
Tasks	Hours	Hours
Scoping RFP Reqmts to include review and consideration of proposal models currently being deployed in the industry	20	
Drafting RFP to include options for City-Owned Generation	40	
Review and edit RFP for compliance with procurement codes and other technical edits		15
RFP Procurement Administration to include, but not limited to, fielding and responding to bidder questions, and staff and governing body meetings and presentations	60	
Proposal Review/Assessment/Analysis and related presentations	100	
PPA Drafting to include new provisions for City-Owned Generation	10	20
PPA negotiation with one or more bidders	60	10
Participation in City Presentations	20	15
Implementation Oversight including working with various City departments	40	
Total	350	60

