

Request for Proposal

City of Alexandria, Louisiana



NATURAL GAS SUPPLY & RISK MANAGEMENT SERVICES

Issue Date: May 11, 2018

Due Date: July 9, 2018



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1. PURPOSE AND INTENT

This Request for Proposal (RFP) is being issued by the City of Alexandria (City) to solicit proposals from parties that have an interest in selling natural gas supply and required ancillary services to the City for the term beginning November 1, 2018 and ending March 31, 2023, subject to potential extensions.

The City is committed to obtaining an economical and reliable supply of natural gas to serve its customers. The City seeks a firm natural gas supply sufficient to meet one hundred percent (100%) of the City's local distribution company (LDC) system gas requirements and the City's D. G. Hunter Electric Generating Station fuel requirements. The supplier must be able meet both requirements together. Proposals that only respond to either the LDC or D.G. Hunter Electric Generating Station requirements will be deemed incomplete and will be excluded from the evaluation.

The proposals will be evaluated on the basis of price of natural gas supply, the reliability and flexibility of that supply in meeting the City's supply requirements, risk management and the financial stability of the supplier. If the City determines that more than one of the proposals meets the requirements of the City, it intends to enter into negotiations leading to an executed natural gas supply contract with a single supplier. The proposal submitted in response to this RFP will be the basis for such negotiations. The City has hired GDS Associates, Inc. (GDS) to assist the City with this RFP. GDS will issue, analyze, and provide an independent review of the proposals and make the necessary recommendations associated with this RFP to the City. GDS and the City will negotiate the final terms of the contract awarded under this RFP.

Suppliers that intend to respond to this RFP should fax Attachment C, Notice of Intent to Respond, to Seth W. Brown, P.E., of GDS by May 21, 2018. Although providing a Notice of Intent to Respond is not required as a prerequisite to submitting a bid to this RFP, it is highly encouraged and those providing this notice will be supplied by email any RFP updates and will receive answers to any material questions asked by those that have provided the notice. Responses to the RFP are due by 12:00 Noon Central Daylight Time July 9, 2018.

2. BACKGROUND

The City's current natural gas distribution system supply requirements are supplied under a firm natural gas supply contract providing for delivery of up to 40,000 MMBtu day to the City on the EnLink LIG, LLC Pipeline (EnLink). Beginning on or about November 1, 2018, the City will commence commercial operation of certain City-owned facilities that will interconnect with the Enterprise Acadian (Enterprise) pipeline system (the Interconnect). The Interconnect will tie the Enterprise system to an existing 12-inch EnLink-owned transportation line serving the City.

Once the Interconnect is complete, the City will utilize deliveries on both the EnLink and Enterprise systems to meet its natural gas supply requirements.

2.1. CITY LDC SYSTEM

The City distributes natural gas to residential and commercial customers in the City through its natural gas distribution system. The system's annual gas requirements averaged approximately 1,688,590 MMBtu per year over the past three years. For 2017, the LDC system maximum single day usage was 16,822 MMBtu in January and the minimum single day usage was 1,863 MMBtu in August. The average daily system requirement for 2017 was 4,192 MMBtu. The LDC system's historic peak day requirement over the last 10 years was 24,000 MMBtu which occurred on January 18, 2018. This information is detailed in Attachment A.

2.2. CITY POWER PLANT

The City owns and operates a 64 MW (net), natural gas-fired D.G. Hunter Electric Generating Station located in the City of Alexandria, Louisiana (Hunter #5 Plant). The Hunter #5 Plant comprises seven identical Wartsila 20V34SG reciprocating internal combustion engines. The Hunter #5 Plant was placed in commercial operation in May 2016. The City offers the Hunter #5 Plant into the day-ahead and real-time energy and ancillary service markets administered by the Midcontinent Independent System Operator, Inc. (MISO) and firm natural gas supply will be required by the City during the term of the contract sought through this RFP to operate its generation as dispatched by MISO. The City procures natural gas on a day-ahead basis based on the expected dispatch of the Hunter #5 Plant per the MISO day ahead unit award schedule. In real-time market operations, the Hunter #5 Plant will be dispatched directly by MISO. The amount of natural gas purchased by the City for power generation will vary based on the economics of the of the City's generation and by MISO dispatch for reliability purposes. The economic dispatch is often directly related to the competitiveness of the natural gas supply. The 2017 historical usage of the Hunter #5 Plant is 1,304,065 MMBtu per year. This information is detailed in Attachment A.

3. TRANSPORTATION AGREEMENTS

The City has firm transportation agreements with EnLink and Enterprise with a primary term beginning on April 1, 2018 and ending March 31, 2023 (in the case of the EnLink agreement) and beginning April 1, 2018 and ending September 30, 2023 (in the case of the Enterprise agreement) (together, the Transport Agreements). As explained in greater detail below, prior to commercial operations of the Interconnect, the City will take 100% of its requirements from deliveries to the EnLink transportation system. Upon commercial operation of the Interconnect, the City will meet the majority of its gas demand (up to 35,000 MMBtu per day) with receipts on the Enterprise transportation system. The City will retain a 5,000 MMBtu per day reservation on the EnLink system. The City seeks through this RFP a supplier to manage deliveries to the City's receipt points under this supply contract on both the EnLink and Enterprise transportation systems.

[Commercial operation of the Interconnect is anticipated to begin on or before the November 1, 2018 start date for deliveries under this RFP, however, given the nature of the construction project, there may be delays in the completion of the Interconnect. Proposals should include

options for the City in the event that construction of the Interconnect is delayed beyond November 1, 2018 and the City is required to make short term purchases solely on the EnLink system for a period of time beyond November 1, 2018.]

3.1. ENLINK LIG, LLC (ENLINK)

The City’s agreement with EnLink provides for the delivery of up to 40,000 MMBtu/day beginning April 1, 2018 and continuing through the start of commercial operations of the Interconnect. Upon commercial operations of the Interconnect, the City’s transportation agreement with EnLink provides for the receipt and delivery of up to of 5,000 MMBtu per day. The receipt points and quantities are as follows:

<u>Location</u>	<u>Quantity</u> <u>MMBtu/d</u>
Texas Gas – Bayou Pompey/EnLink LIG Meter #- 1764	40,000 MMBtu*
Texas Gas – Bayou Pompey/EnLink LIG Meter #- 1764	5,000 MMBtu**

*Quantity effective beginning April 1, 2018 until Commercial Operation Date

** Quantity effective beginning on the Commercial Operation Date

Supplier will be responsible for managing the City’s transportation rights to re-deliver all gas delivered on the EnLink system at Bayou Pompey/EnLink LIG Meter # 1764 to the City’s distribution system (City of Alexandria Delivery Point Nos. 1379, 1380, 1381, and 1382).

3.2. ENTERPRISE ACADIAN GAS PIPELINE SYSTEM

The Enterprise Contract provides the City with the right, upon commencement of commercial operations of the Interconnect, to receive up to 35,000 MMBtu per day at each of the following points of receipt on the Enterprise system:

Meter No. HN1404
 Covey Park
 De Soto Parish, LA

Meter No. HN1402
 TGGT Red River
 De Soto Parish, LA

Meter No. HN1403
 TGGT De Soto
 De Soto Parish, LA

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Meter No. HN1410
EFS Battlefield
De Soto Parish, LA

Meter No. HN1405
Access Converse
De Soto Parish, LA

Meter No. 1400
Kinderhawk Red River
Red River Parish, LA

Meter No. 1401
Enable Midstream
Red River Parish, LA

The City will take delivery of gas delivered to the Enterprise system at the custody and measure point at the Interconnect. Supplier will be responsible for managing the City's transportation rights on the Enterprise system to re-deliver all gas delivered to the above points of receipt to the Interconnect and on an EnLink lateral line to deliver the gas to the City's LDC and Hunter #5 Plant load. These transportation rights are separate from and do not affect the City's transportation rights described in Section 3.1 above.

4. SUPPLY AND SCHEDULING REQUIREMENTS

In this RFP the term "Supplier" refers to the party intending to contract with the City for delivery of natural gas into the Enterprise and EnLink pipeline systems for redelivery to the City under terms of the City's Transport Agreements.

- The natural gas supply for the City's LDC and Hunter #5 Plant load must be supplied on a firm basis for up to 40,000 MMBtu per day. Supplier shall also be required to nominate schedules for the City on the Enterprise and EnLink pipeline to enable delivery to the City's Delivery Points as Identified in Attachment B.
- The term of the natural gas supply contract should be from November 1, 2018 through October 31, 2020. Suppliers should also provide pricing for three (3) extensions of twelve (12) months each. All Suppliers must include a proposal for the November 1, 2018 through October 31, 2020 period.
- The Supplier will be responsible for working with Enterprise, EnLink, and the City in managing natural gas imbalances to minimize balancing charges, and the Supplier should expect to make daily and intraday nomination changes for the Hunter #5 Plant from time to time as requested by the City or as identified by the Supplier and approved by the City.

5. NOMINATION PROCEDURES

Hunter #5 Plant nomination may include a “base” volume supplemented by an intra-day nominated volume after MISO posts its Day Ahead generator schedules. The City reserves the rights to nominate month-ahead when market conditions make it feasible to do so.

The LDC nomination will include the entire volume month-ahead.

6. PRICING OPTIONS

Supplier shall provide the City’s LDC requirements utilizing deliveries on both Pipelines on a firm basis at a fixed monthly unit price based on published monthly indexes. Supplier shall provide the City’s Hunter #5 Plant requirements utilizing deliveries on both Pipelines on a firm basis at a price based on daily published indexes. In addition, the City may, from time-to-time, desire to price deliveries to the Hunter #5 Plant at a fixed monthly unit price based on published monthly indexes.

[Supplier may offer alternate pricing structures to supply natural gas to fully serve the City’s LDC and Power Plant natural gas requirements.]

7. PROPOSAL REQUIREMENTS

In order to evaluate each proposal, prospective Suppliers should submit the following information in conjunction with its pricing proposal:

1. Supplier should provide, as close as practical, a signature ready draft natural gas supply and services contract representative of its proposal. The City proposes to utilize the North American Energy Standards Board (NAESB) Base Contract for Sale and Purchase of Natural Gas.
2. Supplier's pricing should be specific with regard to pricing provisions, indexes, terms of supply and pricing, adjustments, price re-determinations, transportation, and other factors affecting the final price offered under the proposal. The proposal should state the mechanism for re-determination of the natural gas prices, if City and Supplier should desire and agree to an extension of an existing supply contract. Suppliers should utilize a full range of natural gas supply options to create a proposal that ensures availability and reliability of natural gas supplies to the City at the lowest reasonable cost.
3. Supplier should provide the City the right and ability to fix prices on the contracted supplies for future month or months, at the option of the City, based on the NYMEX Henry Hub natural gas price or some other representative natural gas price index (Supplier shall provide the associated Platt’s symbol). Supplier shall define in detail the hedging mechanism to be offered to the City for this service and any requirements of the City needed to exercise any fixed price structures.
4. Supplier shall deliver to the Points of Receipt and its proposal should include a

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breakdown of all costs, associated with supplying natural gas to each Point of Receipt. Supplier is responsible for making all necessary arrangements to deliver the natural gas to the designated Points of Receipt and for all nominations on Enterprise and EnLink to transport gas to the City's Delivery Points.

5. Supplier shall provide the necessary details regarding the source(s) of its natural gas supply and its firm rights to that supply. Supplier shall ensure all gas delivered meets the minimum standards set forth by the transporting pipeline. In addition, the supplier shall ensure the overall composition of the gas stream includes a minimum methane content of ninety-three percent (93%).
6. Supplier shall provide details regarding its financial strength, stability, and credit. If the Supplier is a broker or marketing company, sufficient information must also be provided to evaluate the financial stability and reliability of the entities which will be physically providing the natural gas. Supplier shall provide proposed terms for a parental guarantee, letter of credit, or equivalent method of security for price and supply security, for the proposed contract term.
7. Supplier should provide a history of its natural gas supply service, particularly in states along the Gulf Coast and with customers like the City supplied on the Pipelines.
8. Supplier should identify key operations personnel and provide contact information including office and cell telephone, 24-hour telephone dispatch, fax, and email addresses. Supplier shall identify their single point of contact that would be responsible for the City's account and for negotiating the contract anticipated under this RFP with the City. Supplier should provide resumes or qualification sheets on these persons in its proposal. Provisions for emergency and 24/7 communication procedures should be outlined, with appropriate contact and back up contact information.
9. A list of at least three references with which the Supplier has natural gas supply agreements similar to that proposed to the City should be provided with contact persons and telephone numbers. References relating to supply to municipal LDCs are requested where they exist.

Proposals must remain valid through October 31, 2018. Proposals that do not substantially meet the requirements stated above cannot be accepted. The City reserves the right to reject all offers and makes no commitment to purchase natural gas under this RFP. The City will not assume any responsibility for expenses associated with responding to this RFP or for expenses associated with discussions or negotiations of a contract under this RFP with Suppliers. The Supplier must agree to and adhere to all City purchasing requirements.

8. EVALUATION CRITERIA

The City will thoroughly consider all qualifications and relevant experience of the Supplier,

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including its ability to deliver natural gas and the reliability of that supply. The City will assess the depth and commitment of the supplying entity and its organization to ensure a successful relationship and commitment. A well-prepared, explanatory, comprehensive, and concise proposal will be considered favorably.

The following areas of review, in addition to others, will be considered in evaluating the proposals:

- Quality and cost of proposed natural gas supply services
- Creditworthiness of Supplier
- Overall experience of the organization
- Experience in supplying natural gas to municipalities in Louisiana
- Experience in supplying natural gas on the Enterprise and EnLink systems
- Experience in supplying natural gas on other pipeline systems
- Dispatching operations
- Capabilities to offer and execute natural gas price hedges
- Representative signature ready contract draft
- Power Plant fuel requirement proposal
- References

9. GENERAL PROCEDURES

All proposals should be submitted on or before 12:00 Noon Central Daylight Time on July 9, 2018 to the office of:

GDS Associates, Inc.
Attention: Seth Brown P.E.
1850 Parkway Place, Suite 800
Marietta, GA 30067
FAX Number: 866-611-3791
Email: seth.brown@gdsassociates.com
Phone: 770-425-8100

With a copy to:

City of Alexandria
Attention: Michael P. Marcotte
915 Third St.
Alexandria, LA 71301
FAX Number: 318-449-5080
Email: michael.marcotte@cityofalex.com
Phone: 318-449-5008

Questions regarding this RFP should be directed to Seth Brown of GDS. Proposals may be provided via fax or email, but all proposers are required to submit at least four (4) complete

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proposals in hard copy form to the City's above address by 12:00 Noon Central Daylight Time , July 9, 2018. All hard copy proposals shall be submitted to the City in a sealed envelope clearly marked "City of Alexandria Gas Supply Proposal" on the outside. One hard copy proposal shall be submitted to Seth Brown at GDS. So as to remain fair to all participants, proposals received after the deadline will be returned unopened. Cooperation with these requirements will be appreciated.

ATTACHMENT A

MONTHLY GAS CONSUMPTION CITY OF ALEXANDRIA, LOUISIANA

Table 1. 2000-2017 Monthly LDC Gas Consumption (MMBtu)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2000	280,371	184,356	130,295	107,937	76,519	69,088	75,641	67,016	70,647	105,456	221,306	414,365	1,802,997
2001	383,777	192,081	212,026	87,313	76,185	68,429	64,552	65,427	67,883	107,833	133,751	227,750	1,687,007
2002	278,874	265,731	194,609	91,415	77,403	67,205	65,429	64,522	63,858	84,191	181,597	269,469	1,704,303
2003	361,867	253,698	153,356	90,179	64,671	64,300	63,463	62,220	66,933	86,850	139,730	282,263	1,689,530
2004	288,464	286,785	121,385	97,050	77,442	66,216	64,527	64,776	65,488	73,419	129,381	276,639	1,611,572
2005	258,632	201,441	174,607	92,448	76,712	63,486	62,671	61,958	62,706	93,157	150,596	273,315	1,571,729
2006	206,240	234,415	138,117	79,245	74,427	65,318	68,104	69,063	70,126	93,492	166,663	242,747	1,507,957
2007	302,938	250,153	130,513	119,566	88,343	76,040	79,021	78,087	78,716	108,845	162,219	222,519	1,696,960
2008	317,272	198,451	164,930	106,610	86,342	76,789	74,438	75,427	79,662	109,028	175,249	255,845	1,720,043
2009	272,513	187,299	164,472	108,752	86,141	67,560	70,218	70,135	72,438	105,437	156,460	300,822	1,662,247
2010	338,276	312,212	183,487	86,957	72,595	68,182	69,029	66,853	67,702	91,055	163,299	275,073	1,794,720
2011	312,739	250,388	140,192	95,577	93,635	81,172	78,746	80,101	94,176	130,350	171,922	260,202	1,789,200
2012	224,650	205,017	127,512	104,851	97,994	89,383	87,799	90,416	93,998	134,362	188,795	226,182	1,670,959
2013	279,176	219,581	206,970	148,624	115,270	96,268	92,132	92,538	94,796	125,346	223,668	298,631	1,993,000
2014	373,114	293,855	229,439	144,286	113,160	101,369	106,785	105,671	105,562	126,025	231,236	241,047	2,171,549
2015	337,332	300,904	189,902	120,654	107,012	109,460	103,220	96,069	100,795	113,637	146,907	182,285	1,908,177
2016	288,414	205,990	139,120	108,074	101,192	90,537	89,326	92,508	85,084	103,625	133,774	221,611	1,659,255
2017	208,524	133,125	132,333	97,971	91,374	83,364	80,568	80,915	80,874	107,415	147,431	254,443	1,498,337
<u>Avg</u>	<u>295,176</u>	<u>231,971</u>	<u>162,959</u>	<u>104,862</u>	<u>87,579</u>	<u>78,009</u>	<u>77,537</u>	<u>76,872</u>	<u>78,969</u>	<u>105,529</u>	<u>167,999</u>	<u>262,512</u>	<u>1,729,975</u>

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Table 2. 2017 City LDC Gas Use Profile (MMBtu)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Total	208,524	133,125	132,333	97,971	91,374	83,364	80,568	80,915	80,874	107,415	147,431	254,443	1,498,337
Daily Avg	6,727	4,754	4,269	3,266	3,266	2,948	2,779	2,599	2,610	3,301	5,738	8,043	4,192
Minimum Day	3,072	2,987	2,247	2,156	2,156	1,887	1,958	1,863	2,009	1,991	2,080	2,602	2,251
Maximum Day	16,822	9,360	7,753	4,545	4,545	4,392	3,828	3,419	3,229	3,301	5,738	8,043	6,248

Table 3. 2016-2017 Monthly D. G. Hunter #5 Gas Consumption (MMBtu)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2016	0	11,237	16,489	12,072	39,177	90,155	82,439	66,495	78,284	92,060	22,429	35,011	547,864
2017	11,620	1,476	168,205	125,675	122,182	130,130	138,528	124,970	150,516	192,085	97,375	39,286	1,304,065

ATTACHMENT B

RECEIPT AND DELIVERY POINTS

The City will accept deliveries under the contract contemplated by the RFP at the following points of receipt on Enterprise and EnLink.

Receipt Points:

For Deliveries Into EnLink:

Texas Gas – Bayou Pompey/ EnLink LIG
Meter #- 1764

For Deliveries Into Enterprise:

Meter No. HN1404
Covey Park
De Soto Parish, LA

Meter No. HN1402
TGGT Red River
De Soto Parish, LA

Meter No. HN1403
TGGT De Soto
De Soto Parish, LA

Meter No. HN1410
EFS Battlefield
De Soto Parish, LA

Meter No. HN1405
Access Converse
De Soto Parish, LA

Meter No. 1400
Kinderhawk Red River
Red River Parish, LA

Meter No. 1401
Enable Midstream
Red River Parish, LA

Deliver Points:

For Deliveries Into EnLink:

<u>Location</u>	<u>Quantity*</u> <u>MMBtu/d</u>	<u>Quantity**</u> <u>MMBtu/d</u>
City of Alexandria Distribution System		
Meter # 1379 – City of Alexandria 1	6,265 MMBtu	1,362 MMBtu
Meter # 1380 – City of Alexandria 2	331 MMBtu	72 MMBtu
Meter # 1381 – City of Alexandria 3	10,184 MMBtu	2,214 MMBtu
Meter # 1382 – City of Alexandria 4	6,224 MMBtu	1,353 MMBtu
Total:	23,004 MMBtu	5,001 MMBtu

*Quantity effective beginning April 1, 2018 until Commercial Operation Date

** Quantity effective beginning on the Commercial Operation Date

For Deliveries Into Enterprise*:

<u>Location</u>	<u>Quantity</u> <u>MMBtu/d</u>
City of Alexandria D.G. Hunter #5 Plant Meter # 1383	17,000 MMBtu
Heyman valve – 9,000 MMBtu (unmeasured)	9,000 MMBtu
<u>Chester valve – 9,000 MMBtu (unmeasured)</u>	<u>9,000 MMBtu</u>
	35,000 MMBtu

*Quantities will be transported through the Interconnect and the EnLink lateral facility serving the City.

ATTACHMENT C

NOTICE OF INTENT TO RESPOND

(Due May 21, 2018)

Date: _____

VIA EMAIL, FAX OR HAND DELIVERY

Seth W. Brown, P.E. (seth.brown@gdsassociates.com)
GDS Associates, Inc.
1850 Parkway Place, Suite 800
Marietta, GA 30067
Fax: 866-611-3791

Dear Mr. Brown:

The undersigned intends to respond to the RFP for Natural Gas Supply & Risk Management Services.

Company Name: _____

Name and Title of Contact Person: _____

Address: _____

Telephone/Fax: _____

E-mail Address: _____

Proposer Signature:

ATTACHMENT D
TARGET SCHEDULE FOR
NATURAL GAS SUPPLY AND SERVICES RFP

Event	Date
RFP Issuance	05/11/2018
Notice of Intent to Respond Due	05/21/2018
Proposals Due	07/09/2018
Short List Notification	07/16/2018
Final Award	08/29/2018

ATTACHMENT E

CITY OF ALEXANDRIA'S DIVERSITY IN ACTION PROGRAM

Under the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.
- B. Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.
- C. Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.
- D. Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.
- E. Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.

Proposals will be received until 12:00 Noon Central Daylight Time, July 9, 2018 by Director of Utilities Office, 915 North Third Street, Alexandria, LA 71301 or mailed to both:

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FOUR COPIES TO:

Michael P. Marcotte, Director of Utilities
City of Alexandria, Louisiana
P.O. Box 71
Alexandria, LA 71309-0071

ONE COPY TO:

Seth W. Brown, P.E.
GDS Associates, Inc.
1850 Parkway Place, Suite 800
Marietta, GA 30067