

**REQUEST FOR PROPOSAL (RFP)
QUALIFIED ELECTRICAL ENGINEER-CONSULTANT
CRITICAL FACILITIES/BACK-UP GENERATOR TECHNICAL ASSISTANCE**

Catawba Nation
Ye Iswa
Administration Building
995 Avenue of the Nations
Rock Hill, SC 29730
February 19, 2025

Request for Proposal (RFP) for Electrical Engineering Services

Project Title: Preliminary Engineering Report (PER) and Technical Assistance for the Installation of Two Generators for Critical Facilities at the Catawba Nation

Issued By: Catawba Nation

Date Issued: 02/19/2025

Proposal Due Date: 02/26/2025-5pm

1. Introduction

The Catawba Nation is seeking proposals from qualified electrical engineering firms or other qualified individuals to develop a Preliminary Engineering Report (PER) as well as provide additional technical assistance to the Catawba Nation as we prepare grant applications for the procurement and installation of two backup generators that will support two of our identified critical facilities located at 995 Avenue of the Nations, Rock Hill, SC 29730 (Ye Iswa Administration Building and 996 Avenue of the Nations, Rock Hill, SC 29730 (the Longhouse).

The selected firm will assess current electrical infrastructure, recommend appropriate generator specifications, and provide a detailed PER in compliance with industry standards and funding requirements as well as assist the Catawba Nation with other required technical assistance and data necessary to submit a competitive grant proposal to the US Federal Emergency Management Agency-Building Resilient Infrastructure and Communities Program (FEMA-BRIC), as well as the South Carolina Emergency Management Division Hazard Mitigation Grant Program-4829.

Attached to this RFP are detailed documents from both FEMA and SCEMD outlining the technical data this RFP is seeking to include into a successful grant application.

2. Scope of Work

The selected electrical engineering consultant will be responsible for the following tasks and assisting the Catawba Nation in developing an appropriate Scope of Work (SOW):

1. **Site Assessment:** Conduct an evaluation of the electrical systems at the identified critical facilities.
2. **Load Analysis:** Determine current and projected electrical loads to size the generators appropriately.
3. **Generator Specification:** Provide recommendations on generator capacity, transfer switch specifications, fuel type, placement, and associated infrastructure.
4. **Generator Vendor Quote Review:** Assist the Catawba Nation with securing and qualified vendors and reviewing quotes to ensure the correct sized generator and cost to install match our overall needs.
5. **Permitting and Compliance:** Identify required permits, environmental considerations, and compliance with relevant codes and regulations. Will require an Electrical Engineer to sign and stamp the SCEMD HMGP “Generator Data Sheet” as part of grant application.
6. **Cost Estimate:** Develop a budgetary cost estimate, including equipment, installation, and maintenance as well as natural gas line cost estimate if this type of generator is considered.
7. **Preliminary Engineering Report (PER):** Prepare a comprehensive PER following applicable standard to support funding applications and decision-making.
8. **Stakeholder Coordination:** Work closely with Catawba Nation representatives to ensure project alignment with community needs.

3. Proposal Requirements

Interested firms must submit a proposal that includes:

1. **Cover Letter:** Brief introduction summarizing the firm’s interest and qualifications.
2. **Firm Profile:** Description of the firm, relevant experience, and key personnel.
3. **Project Approach:** Outline of the proposed methodology to complete the PER.
4. **Experience & References:** Examples of similar projects completed, including references.
5. **Project Timeline:** Estimated schedule for completion of the PER.

6. **Fee Proposal:** Detailed cost breakdown for completing the scope of work.
 7. **Required Documentation:** Proof of licensure, insurance, and any other relevant certifications.
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6. Submission Instructions

Proposals must be submitted electronically or in hard copy by February 26, 2025 at 5pm.

Submission Contact:

Shawn I. Butler

Executive Director of Public Safety-Tribal Chief of Police

Catawba Nation-Ye ISWA Administration Building

995 Avenue of the Nations, Rock Hill, SC 29730

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Late submissions will not be considered.

6. Additional Information

- The Catawba Nation reserves the right to accept or reject any proposal.
 - This RFP does not commit the Catawba Nation to enter into a contract with the proposing entity.
 - Any costs incurred in preparing the proposal are the responsibility of the submitting firm.
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7. Questions & Clarifications

All inquiries regarding this RFP should be directed to Shawn I. Butler via email at shawn.butler@catawba.com no later than 02/25/2025
