

**THE CITY OF SEATTLE
SEATTLE CITY LIGHT DEPARTMENT
REQUEST FOR QUALIFICATIONS
For
SCL RFQ#23135
On-Call Distribution Engineering Design Services**

The City of Seattle, Seattle City Light Department (“SCL”), seeks to engage a consultant to provide consulting services: On-Call Distribution Engineering Design Services

SCL is seeking qualified firms to provide the following:

SCL Distribution Engineering has experienced increasing customer service requests that require Consultant engineering support in a timely manner. The purpose of this Engineering Service Design project is to support SCL Distribution Engineering on the electrical service design for the buildings/houses served from Overhead or Underground systems. The initial training will be provided by SCL’s Distribution Engineering at SCL’s facility for approximately 3 months. The work performed under this contract shall consist of several work order assignments estimated at 25 hours for each work order based on time and materials. The project scope for each work order may involve any one or combination of the tasks outlined below.

SCL has budgeted \$499,999 for this On-Call agreement/contract to span a maximum of 5 years.

The City expects to achieve the following outcomes through this consultant solicitation: SCL seeks a skilled Consultant available for immediate On-Call work that will reduce the cost, time and processes necessary to respond to urgent SCL needs.

SCOPE OF WORK

Task 1: Project Management and Coordination

- a) Consultant shall provide contract administration and coordination and 2 full time Electrical Engineers (Key Personnel) for the duration of the contract, provide overall quality control for all work performed under this contract, and keep the SCL Contract Manager informed of work performed under this contract. Coordination may include telephone and email correspondence and in-person meetings as needed. This task also includes project setup, invoicing and documentation.

Deliverables:

- Contract status reports and invoices
- Contract related correspondence
- Meeting notes and action items

- b) Key Personnel shall prepare monthly status reports summarizing work completed under all active work orders, and shall maintain project files including project data, correspondence, reports, plan, and documents for each work order. Key Personnel shall attend Seattle City Light (SCL) customer coordination and resolution meetings as agreed upon in individual work orders, take meeting notes and document and track all follow-up or action items discussed in the meetings. The meeting notes shall be sent to SCL Contract Manager for review and distribution.

Deliverables:

- Project files
- Meeting notes and action items

Task 2: Electrical Service Design

This task shall include but is not limited to the following subtasks:

- a) Review SCL Customer Care Division (CCD)-provided data, including electrical drawings, load calculations, riser diagram and site plan. Investigate feasibility of the service and provide feedback to assigned SCL CCD Electric Service Representative (ESR).
- b) Perform field visits, attend meetings with assigned SCL CCD ESR, research data, and coordinate work with SCL CCD ESR, SCL engineer and SCL crew(s) as needed.
- c) Prepare complete Work Order packages
 - Develop/draft design drawing(s) using AutoCAD and other software
 - Develop cost estimate
 - Create Work Orders in Work & Asset Management System (WAMS)
 - Create material request(s)
 - Compile all supporting data
- d) Submit Work Order package to SCL lead engineer for review, make corrections as required, and provide to principal engineer for final approval.

Deliverables:

- Work Order package (preliminary design); estimating 3 Work Order packages for secondary services every two weeks
- Work Order package (final)

OBTAINING RFQ DOCUMENTS: Documents are available online at <http://www.ebidexchange.com/seattle>. Consultants must complete a free registration prior to viewing, printing and saving to their own equipment at no cost, or ordering full or partial document sets and/or CDs through the Web site. For help using this site, or to order documents if you are unable to access the Web site, please call eBid Systems at 206-855-8430 or toll-free at 1-888-291-8430. Free internet access to obtain these documents is available at Seattle Neighborhood Service Centers and most public libraries.

Proposals (4 copies) must be delivered by 4:00pm PST on August 20, 2019, to the address below:

**Seattle City Light
Procurement & Contracting Division
700 Fifth Avenue, Suite 3200
Seattle, WA 98104-5031
Attention: Serena Louie, SMT 3004**

The City's proposed schedule is outlined in the RFQ.

The contract that is awarded as a result of this RFQ will be awarded in a manner that will comply with all applicable laws of the United States, State of Washington, the City Charter, and Ordinances of the City of Seattle.

The following language must be included in all RFP/RFQ Advertisements for consultant services expected to cost \$250,000 (2008 dollars) or more.

“WOMEN AND MINORITY AFFIRMATIVE EFFORTS REQUIREMENTS: All proposals are required to meet the Affirmative Efforts requirements as specified in the RFQ/RFP. An Outreach Plan will be required for the top rated consultant(s).”