



City of Tacoma, WA

**CITY OF TACOMA
TACOMA POWER
REQUEST FOR INFORMATION
SWITCHGEAR CUBICLE RETROFIT
SPECIFICATION NO. PT20-0132F**



City of Tacoma
Tacoma Power - Transmission and Distribution

REQUEST FOR INFORMATION PT20-0132F
Switchgear Cubicle Retrofit

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, May 5, 2020

Submittal Delivery: Electronic and hard copy sealed submittals will be received as follows:

By Email: bids@cityoftacoma.org Maximum file size: 35 MB. Multiple emails may be sent for each submittal
By Carrier: City of Tacoma Procurement & Payables Division Tacoma Public Utilities 3628 S 35 th Street Tacoma, WA 98409
In Person: City of Tacoma Procurement & Payables Division Tacoma Public Utilities Administration Building North Guard House (east side of main building) 3628 S 35 th Street Tacoma, WA 98409
By Mail: City of Tacoma Procurement & Payables Division Tacoma Public Utilities PO Box 11007 Tacoma, WA 98411-0007

Until further notice, public Bid Opening meetings have been cancelled.

Submittals in response to a RFB, RFP, RFQ, or RFI will be recorded as received. As soon as possible on the day of submittal deadline, preliminary results will be posted to www.TacomaPurchasing.org.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting Choose one

Project Scope: Tacoma Power/Transmission & Distribution, the City of Tacoma is issuing this Request for Information (RFI) to obtain guidance on options for retrofitting 15 kV class switchgear circuit breaker cubicles. The objective of this effort is to allow for the use of modern rack-in circuit breakers in existing switchgear cubicles.

Estimate: N/A

Paid Leave and Minimum Wage: Effective February 1, 2016, the City of Tacoma requires all employers to provide paid leave and minimum wages, as set forth in Title 18 of the Tacoma Municipal Code. For more information visit www.cityoftacoma.org/employmentstandards.

Americans with Disabilities Act (ADA Information): The City of Tacoma, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. Specification materials can be made available in an alternate format by emailing Gail Himes at ghimes@cityoftacoma.org, or by calling her collect at 253-591-5785.

The following is applicable to Federal Aid Projects:

The City of Tacoma in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR, part 26, will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Additional Information: Requests for information regarding the specifications may be obtained by contacting Alex Clark. by email to aclark3@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

SWITCHGEAR CUBICLE RETROFIT

SECTION 1 – INTRODUCTION / GENERAL INFORMATION

1.01 INTRODUCTION

Tacoma Power's Transmission & Distribution section is responsible for the design, construction, operation, and maintenance of 15 kV class metal-clad switchgear. The Substation Engineering group is responsible for design and procurement efforts for this equipment.

1.02 PURPOSE OF THIS REQUEST FOR INFORMATION

On behalf of Tacoma Power/Transmission & Distribution, the City of Tacoma is issuing this Request for Information (RFI) to obtain guidance on options for retrofitting 15 kV class switchgear circuit breaker cubicles.

The objective of this effort is to allow for the use of modern rack-in circuit breakers in existing switchgear cubicles.

Multiple existing Tacoma Power switchgear installations only accept legacy rack-in circuit breakers that are no longer maintainable or readily available in the electrical equipment marketplace. The ability to modify individual cubicles will allow Tacoma Power to utilize modern rack-in circuit breakers without the need to replace entire switchgear line-ups.

- A. The City is interested in proposed approaches for 15 kV switchgear cubicle retrofits. Such approaches may include:
 - a. Switchgear cell reconstruction
 - b. Retrofitting of modern circuit breakers for application in legacy cubicles
 - c. Other innovative and proven approaches available in the marketplace

1.03 INQUIRIES

Any questions regarding this RFI should be in writing and directed to Alex Clark, Purchasing Division, via email to aclark3@cityoftacoma.org.

SECTION 2 – SUBMITTAL INFORMATION

2.01 FORMAT AND PRESENTATION

Organization of your submittal should follow the sequence of contents below so that essential information can be located easily during review.

2.02 CONTENT TO BE SUBMITTED

A. Company Information

1. Company name
2. Main office address
3. Primary contact name / telephone number / e-mail address
4. Additional contacts for further technical inquiries (name / telephone number / e-mail address), if different
5. Internet address

B. Products and Services Provided

1. Describe the products and services provided by your firm with respect to the subject areas listed in Section 1.02 (above). Please reference the corresponding section number, as appropriate.
2. If reference is made to supporting literature or documentation included with your submittal, direct the reader using specific reference to the document that address the topic, including document name, section and page number.

C. Pricing Information

Please provide as much general information as possible about your firm's pricing.

Note: Information provided in response to this RFI will be considered "General Industry Estimates" and **WILL NOT** be used for the selection of vendors or to limit participation in any potential future Request for Bids or Request for Proposals. Pricing information is requested only to assist in the evaluation process and to develop general budgetary guidelines.

SECTION 3 – PROPRIETARY OR CONFIDENTIAL DESIGN INFORMATION

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Documents submitted under this Specification shall be considered public records and, with limited exceptions, will be made available for inspection and copying by the public.

Information that is confidential or proprietary must be clearly marked. Further, an index must be provided indicating the affected page number(s) and location(s) of all such identified material. Information not included in said index will not be reviewed for confidentiality or as proprietary before release.

SECTION 4 – DISCLAIMER

Please note that this Request for Information is not a Request for Bids (RFB) or a Request for Proposals (RFP), and there is no guarantee that either a RFB or RFP will be issued.

A Respondent's decision to respond, or not to respond, to this RFI will NOT be a factor in evaluating any later RFB or RFP.

While the intent of this RFI is to help identify vendors who meet various requirements for a competitive solicitation, there is no guarantee that any specific information presented by any Respondent will ultimately be included in any future solicitation issued by the City.

Each Respondent shall bear all expenses incurred by the preparation and presentation of its RFI response. The City will therefore reject any claim made against them in this matter, regardless of the results of the subsequent processes, if any.