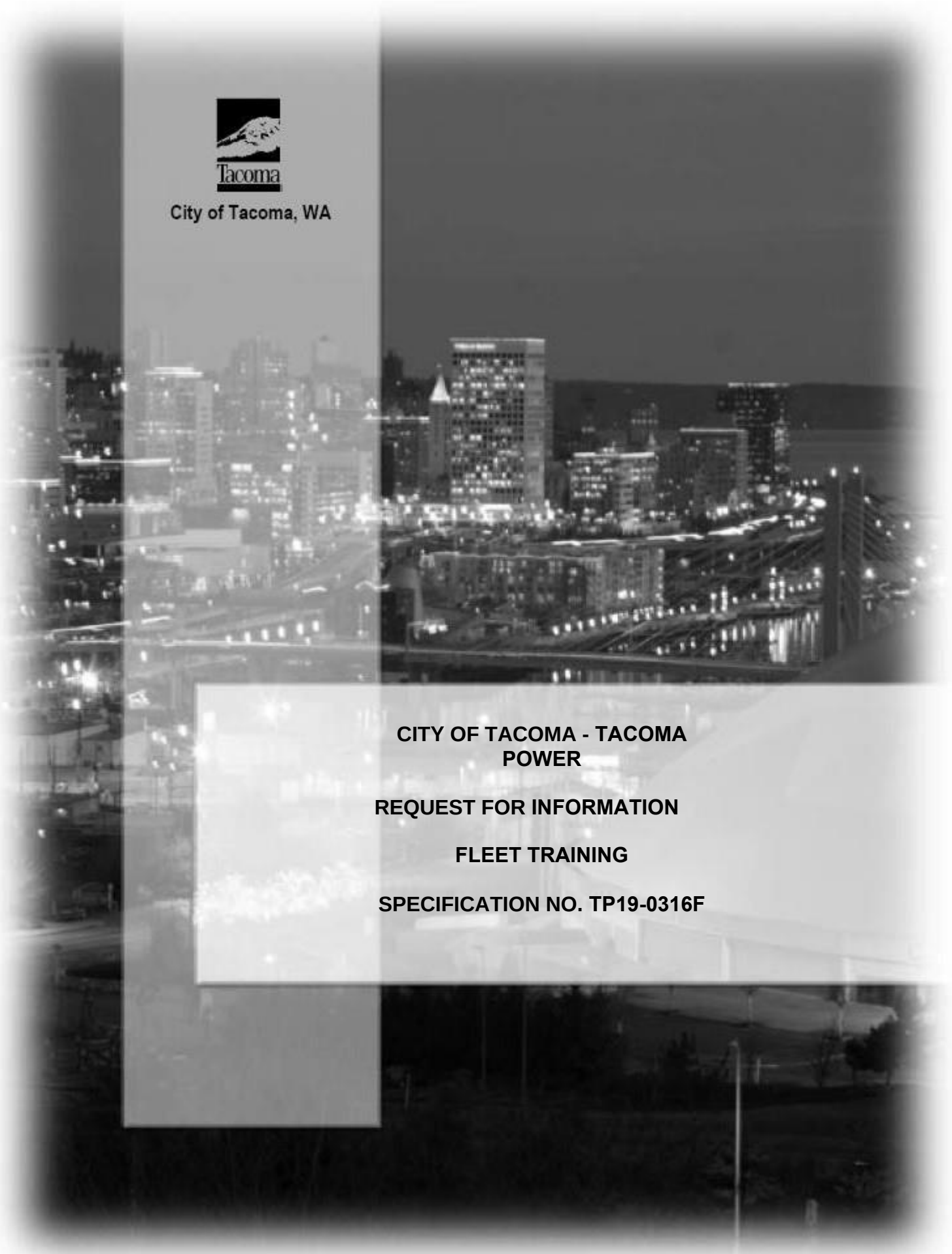

CITY OF TACOMA - TACOMA POWER

REQUEST FOR INFORMATION

FLEET TRAINING

SPECIFICATION NO. TP19-0316F

City of Tacoma
TACOMA POWER

REQUEST FOR INFORMATION TP19-0316F
FLEET TRAINING

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, September 17, 2019

Submittal Delivery: Sealed submittals will be received as follows:

By Carrier:	**In Person:**
City of Tacoma Procurement & Payables Division Tacoma Public Utilities 3628 S 35th Street Tacoma, WA 98409	City of Tacoma Procurement & Payables Division Tacoma Public Utilities Lobby Security Desk Administration Building North – Main Floor 3628 S 35th Street Tacoma, WA 98409 **Note: This is a change in location for in-person deliveries.**
By Mail: City of Tacoma Procurement & Payables Division Tacoma Public Utilities PO Box 11007 Tacoma, WA 98411-0007	

Submittal Opening: Sealed submittals in response to a RFQ will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFP or RFQ are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

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 will not be held.

Project Scope: Tacoma Power is issuing this Request for Information (RFI) to obtain information and general description for curriculum development and onsite staff training for Tacoma Power T&D Fleet, and determine the capabilities and interest of solutions providers available in today's market, as they relate to Power T&D Fleet's need to meet federal mandates by the Department of Transportation (DOT), as well as stay current with industry trends.

Estimate: $150,000

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.

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.

FLEET TRAINING

SECTION 1 – INTRODUCTION / GENERAL INFORMATION

1.01 INTRODUCTION

Tacoma Power, a division of Tacoma Public Utilities (TPU), provides electric service to the cities of Tacoma, Fircrest, University Place, Fife, as well as parts of Steilacoom, Lakewood, and unincorporated Pierce County in Washington State.

Tacoma Power is organized into six business units:

A. Generation operates and maintains four hydroelectric generating projects and the associated recreational facilities, fish hatcheries and other project lands.

B. Power Management plans for and manages the power supply portfolio, conducts integrated resource planning, markets bulk and ancillary power supply services, and schedules Tacoma Power-owned generation and contract power supplies, and performs power trading. The unit also plans and delivers energy efficiency services, including conservation and technical assistance.

C. Transmission & Distribution plans, constructs, operates and maintains the overhead and underground transmission and distribution systems including substations, the underground network, system control and data acquisition systems (SCADA), and revenue metering facilities.

D. Click! Network plans, constructs, operates and maintains the hybrid fiber-coaxial telecommunications network that supports the operation of Tacoma Power's electrical transmission and distribution systems, provides retail cable TV and wholesale high-speed Internet services to residential and business customers and data transport services to business customers.

E. Rates, Planning, and Analysis plans for and manages the retail rate process, load and revenue forecasts, financial planning, analysis and modeling, budget strategies, the capital program, risk management, business case analysis, and coordination of business improvement processes.

F. Power Shared Services supports the internal operations of Tacoma Power and includes the internal reliability and compliance program, facilities, emergency management, strategic and performance management, employee training, apprenticeship, and internal communications.

G. Utility Technology Services (UTS) is responsible for and maintains all affairs associated with Tacoma Power's compliance with NERC Reliability Standards, manages its Internal Reliability and Compliance program, including the Project Management Office that establishes and leads the utilities' IS project governance process, and implements project portfolio management tools. UTS also plans, develops, deploys and maintains communication networks, operational systems and related equipment and infrastructure in support of the operational efficiency and delivery of utility services to our customers.

Additional information about Tacoma Power is available at: http://www.mytpu.org/

1.02 PURPOSE OF THIS REQUEST FOR INFORMATION

On behalf of Tacoma Power – T&D Fleet, Tacoma Power is issuing this Request for Information (RFI) to obtain information and general description for curriculum development and onsite staff training for Tacoma Power T&D Fleet, and determine the capabilities and interest of solutions providers available in today's market, as they relate to Power T&D Fleet's need to meet federal mandates by the Department of Transportation (DOT), as well as stay current with industry trends.

The objective of T&D Fleet training is 1) to ensure identified classifications within Tacoma Power T&D Fleet have the necessary training to meet federal mandates by the DOT, 2) to assist employees to function more effectively in their present position by exposing them to the latest concepts, information and techniques and developing in them the skills required in their fields, 3) to build up competent Vehicle Equipment & Shop Attendants (VESAs) and Heavy Equipment Mechanics (HEMs), and prepare them as a part of their career progression.

A. Tacoma Power is interested in the following subjects and minimum expectations for Fleet Training:

1. AC/CFC (EPA 609)
    a. It is expected that program/course content will cover: refrigerant cycle and refrigerant state leak repair requirements, disposal, and tools for passing examinations.

2. Basic Emissions/Exhaust After Treatment/Particulate Filter System
    a. It is expected that program/course content will cover: overview of emissions, diesel engine emission controls, DPR regeneration cycles, field testing (smoke density), shop testing, diagnosing emission problems pertaining to manufacturers.

3. Foundation Air Brake
    a. It is expected that program/course content will cover: Introduction to cam brakes, air compressor and related components, automatic slack adjusters, prepare brake parts for assembly (brake kit), brake assembly (on a vehicle), brake adjustments, lubrication and maintenance, trouble-shooting, overview of anti-lock brake systems, system operation, diagnostics and repair, blink-code diagnostics and fault analysis, identify and use of scanners and laptop diagnostic systems, component removal and installation (safety warnings), road test procedures, and DOT certification exam.

4. Basic Hydraulic Systems/Brake Hydraulics
    a. It is expected that program/course content will cover: Identify all common safety practices when working on hydraulic equipment, identify all major components by name and function, interpret mobile hydraulic and electrical schematics, define the difference between motors and pumps by function, sequence of operation in a hydraulic system (flow vs. pressure), hydraulic hoses, fittings, procedures, and repair practices, verify and adjust the system pressure and pressure relief settings to manufacturer specifications, power sources, and troubleshooting.

5. Equipment Hydraulic Maintenance and Repair
    a. It is expected that program/course content will cover: Unit overview, test electrical components, define problematic areas, maintenance procedures, cleaning and overview; test hydraulic components and repair or replace defective parts, determine which equipment should be replaced or rebuilt, identify defective circuit boards and replace them, visually inspect the mechanical systems and identify obvious deficiencies. Mechanics will demonstrate the ability to locate suspicious structural deformities that will require additional testing or inspections, adjust to manufacturers' specifications, and lubricate all related equipment to manufacturers' recommendations.

6. Electrical Diagnostics, Electronics and Reading Schematics (Auto/Diesel)
    a. It is expected that program/course content will cover: Fundamentals of electricity, electrical circuits, interpretation of meters, application, batteries, charging systems, cranking systems

7. Multiplexing Basics and Electronic Troubleshooting Program
    a. It is expected that program/course content will cover: Review fundamentals of electronics and computers, diagnosis of electronic circuits, electronic troubleshooting, multiplexing basics, types of logic, multiplex switching, troubleshooting the multiplex system.

8. Preventative Maintenance (PM)/DOT Inspection
    a. It is expected that program/course content will cover: brief of electricity and electrical safety, brake and air system overview and adjustments, overview of the PM process, paperwork and objectives, review of all PM items, perform a PM on a vehicle.

9. Tire & Wheel/Tire Safety & Maintenance Program
    a. It is expected that program/course content will cover: safety overview, tire damage, tire inflation, wheel and tire inspections, mounting wheels on vehicles, inventory control.

B. Tacoma Power's interests in maintenance services for Fleet Training include:
    a. N/A

C. Tacoma Power is interested in consulting services to perform the training implementation and curriculum development required to meet the objectives. Activities include but are not limited to:
    a. Curriculum development and associated materials
    b. Onsite staff training

    It is expected that the course curriculum can be customized and tailored to meet the needs of our organization, as necessary to maximize the value and learning potential of our staff.

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 inquires (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

1. 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.