

PUBLIC UTILITY DISTRICT NO.1 OF WHATCOM COUNTY  
REQUEST FOR QUALIFICATIONS  
ELECTRICAL ENGINEERING SERVICES

RESPONDENTS  
STATEMENT OF QUALIFICATIONS  
SUBMITTAL REQUIREMENTS

**General Information:** Public Utility District No. 1 of Whatcom County (District) is seeking a Statement of Qualifications (SOQ) from qualified electrical engineering firms seeking to assist the District with electrical engineering services on an as-needed basis. These services are intended to support and augment District staff capabilities. The firm or firms selected through this process will assist the District with current or future electric system projects, electric system planning, and/or miscellaneous technical studies.

Please note that this is **Not** a Request for Proposal (RFP). Pricing/rates are to be excluded from the SOQ, as this is a qualifications-based selection process.

**Potential Services Required by District**

The selected Consultant must have qualifications and experience to perform electrical engineering work that may include, but not necessarily limited to, the individual service levels listed below:

- Electrical Engineering Analysis, Design, and Project Management for new and existing electrical facilities 115 kV and greater, including transmission, switchyard, substation, and large generation-integration facilities. Knowledge and experience with high voltage system design, BPA interconnection requirements, and Northwest grid transmission constraints is desirable.
- Electrical Engineering Analysis and Design for the District's existing 115 kV transmission lines and 115kV electrical substations and associated switchgear. Knowledge of high voltage electrical transmission and distribution system design, and Bonneville Power Administration (BPA) design guidelines and policies is desirable.
- Electrical Engineering Analysis and Design for the District's 480V, 2.4 kV and 4.16 kV electrical service to the District's two water treatment plants including motor control centers, associated transformers, and instrumentation equipment. Knowledge of medium voltage electrical equipment, distribution system design, and industrial process equipment and motors is desirable.
- Knowledge and experience with feasibility studies for future electric system expansion to accommodate electric load growth; valuation of existing electrical transmission and distribution facilities, and acquisition of third-party owned electrical facilities is desirable.

## **SOQ Review Process**

The District will perform a three-step review process for those SOQs submitted to the District by the deadline identified in this RFQ. The steps are:

### **Step 1- Basic Eligibility**

For those SOQ submittals received by the District by the stated deadline, District staff will review each engineering firm's submittal to determine the firm's basic eligibility, as listed below. Those engineering firms meeting the basic eligibility criteria will be accepted for further review. Those not meeting the criteria will not receive further consideration nor will they be placed on the District's Roster list for possible future work.

**Firm's Basic Eligibility:** To be considered by the District, the engineering firm must demonstrate that it meets the basic eligibility requirements. These are:

1. Must possess at least five (5) years of experience in providing electrical engineering services for electric utilities.
2. Must have staff member(s) that is/are currently registered as a Professional Electrical Engineer as defined by the Washington State Department of Licensing and a current License to provide services within Washington State.
3. Must be licensed to conduct business in Washington State and have a Washington State Unified Business Identifier (UBI) number.
4. Must not be debarred, suspended, or otherwise ineligible to contract with the District.
5. Must not be included on the Washington State Department of General Services Administration's "List of Parties excluded from Federal Procurement and Non-Procurement Programs".
6. Must have demonstrable experience working for non-profit public electric utilities: municipal, public utility districts (PUDs), and/or cooperative utilities. Experience with PUDs is desirable.

Engineering firms, which meet the basic eligibility requirements listed above, will be included in the pool of firms, whose SOQs will be furthered evaluated and scored. All firms meeting the basic requirements will have their SOQs scored and placed on the District's Roster list of engineering firms eligible to perform services for the District.

### **Step 2- Completeness of SOQ**

Once each engineering firm's basic eligibility has been determined, District staff will then review those remaining eligible firms' SOQ submittals for organization and completeness of the information presented. The SOQ submittal must be organized as outlined below and each item listed in the outline must be completed. Those firms not following the outline and/or not providing the information relative to each item listed in the outline will receive lower scores under review step 3.

### Step 3 – Scoring of SOQs

For each item listed in the SOQ information section below, District staff will review then score the particular item with a number up to the maximum listed for each item.

#### **SOQ REQUIRED INFORMATION**

**General Information:** SOQs should address each item and be organized in the same order as the outline provided below. The SOQ must include all information requested. SOQs must be limited to a total of no more than 20 pages in not less than 11-point type (cover letter, resumes and other required attachments are not included in the page number limitation).

#### **SOQ Outline:**

##### **1. Cover Letter**

##### **2. Evidence of Firm’s Qualifications**

Outline your firm’s experience relative to the Potential Services the District might require and as identified above.

##### **3. Breadth of Engineering Services Offerings**

Please check the boxes for those services below, which your firm has experience and currently offers related services.

- Transmission Line Engineering (115 and 230 kV)
- Substation Engineering
- Industrial Electrical System Engineering (4,160 to 480 V)
- Project Management
- Electrical System Impact Studies
- Construction Management
- Customized Technical Training
- Electrical fault protection system studies
- Design, implementation, and recommendations for both new & old protection system schemes
- Engineering services in support of medium and high voltage electrical equipment
- Electrical safety studies consistent with current codes and standards
- Assistance with meeting applicable NERC Standards and requirements
- Telecommunications System Engineering
- Engineering services in support of Arc Flash study, analysis & mitigation

##### **4. Assigned Staff - Qualifications and Experience**

Provide a list of key staff your firm would utilize as necessary to assist the District.

Identify your firm's single point of contact for services provided to the District

Provide a professional resume for each key staff member, indicating the extent of his/her experience on projects related to this type of work.

#### **5. Firm's Approach to Meeting District's Needs**

Discuss your firm's approach to organizing your team to be responsive to requests for services presented to your firm by the District (your client).

Discuss how you would be responsive to the District's needs while dealing with competing needs of other clients.

#### **6. List and Briefly Describe Five Client Assignments that Align with Potential Electrical Engineering Needs the District Might Require Firm to Undertake**

**7. Provide three to five public agency references name and current contact information who may be contacted concerning the performance of your office and field staff as well as entire firm.**

#### **8. Appendices**

Information included in the appendices will not be scored, but will provide additional information to the District. Items that can be included here are staff resumes, company organization chart, project profiles, company brochures, etc.

#### **District Offer of Contract for Services**

Once all eligible SOQs have been scored, the engineering firms involved will be placed on a Roster list. As the District has a need for services, District staff will select a firm from the list that has the highest overall score and qualifications and experience relative to the services required by the District. The firm selected will be offered the District's pro forma Standard Electrical Engineering Services Agreement (Agreement), which will have an initial term of three (3) years. At the discretion of the District, the term of the Agreement may be extended up to two additional one-year periods.

Should the District and engineering firm fail, for whatever reason, to execute the Agreement, then the District will offer the same Agreement to the firm with the next highest SOQ score and so forth.

The District reserves the right to offer one or more engineering firms an Agreement or none.

**Completion and Submission Deadline of the SOQ**

Firms desiring consideration shall submit one (1) original SOQ document to the District. The Statement of Qualifications shall be submitted to the District no later than **3:00 PM on November 10, 2023** to:

Public Utility District No. 1 of Whatcom County,  
1705 Trigg Road,  
Ferndale, Washington 98248.

Attn: Kurt Wank, Director of Utility Operations

Faxed Statements of Qualifications will not be accepted

**Rights Reserved:** The District reserves the right to waive as an informality any irregularities in submittals and/or reject any and all SOQs.