



Request for Proposal

FOR

Contract Electrician Services - Fargo Water Utility

RFP Submittals Due:

December 13, 2021

2:00 PM

City of Fargo

Water Treatment Plant

435 14th Ave. S.

Fargo, ND 58103

(701) 241-1469

CITY OF FARGO
REQUEST FOR PROPOSAL
CONTRACT ELECTRICIAN SERVICES – FARGO WATER UTILITY

The City of Fargo Water Utility is requesting qualification statements, cost summary, and resume of personnel from a qualified electrical contractor to assist the City of Fargo Water Utility with electrical services for the Calendar Year 2022.

A complete RFQ package is available to download by clicking the “Quest Construction Data Network” link on the City’s Bid Postings website: <http://fargond.gov/work/bids-rfps-rfps>

Sealed RFQ Submittals will be received at:

Office of the City Auditor
c/o City Hall
225 4th Street N
Fargo, ND 58102

All RFQ submittals must be submitted by **2:00 PM, December 13, 2021**, at which time the submittals will be opened and reviewed. Late submittals cannot be accepted and will be returned unopened to the Offeror.

All RFQ submittals must be placed in an envelope securely sealed therein and labeled:

"City of Fargo RFQ : Contract Electrician Services – Water Utility".

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all submittals.

Discussions may be conducted with responsible Offerors whose submittals have an opportunity to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to, the solicitation requirements.

The criteria set forth in the Instructions to Offerors of Professional Services and any specific criteria listed herein may be considered in judging which submittal is in the best interest of the City. Consultants will be selected by an evaluation committee and will be based on the qualifications of the Offerors. A 20 minute presentation and a 10 minute interview in a question and answer format may be required at the discretion of the selection committee.

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I. Overview of Water Utility Facilities

The City of Fargo Water Utility is seeking electrical services of qualified electrical contractor to assist with various projects for a time period of one year. General example work includes (a larger list of initial projects is shown in Appendix A):

- Complete small electrical projects at Water Utility facilities.
- Work with Water Utility staff to complete equipment disconnects/reconnects; install electrical equipment; troubleshoot equipment.
- Assist maintenance personnel with work on non-electrical systems and equipment such as plumbing and mechanical equipment.
- Assist with improvements to Water Utility personnel safety program such as hazard analysis and safety procedure development.
- **Electrical Contractor is to supply bender and threader equipment to be left at water plant facilities at all times for up to 2-inch conduit. Other tools, equipment, and diagnostic meters will be provided by the City of Fargo Water Utility.**
- **The Electrical Contractors Masters Licenses will pull the required wired certificates for work done at the utility. Inspection fees incurred by the Electrical Contractor may be invoiced to the Water Utility for reimbursement.**
- **It will not be necessary for the Electrical Contractor to supply a company vehicle to be available at Water Utility facilities.**

An overview of the Fargo Water Treatment Plant from an electrical perspective is as follows:

- There are two 23.9KV Xcel energy transmission lines that feed the WTP. After a series of onsite switchgears and transformers the power is knocked down to 480Vac which is fed into the MCC's and power panels.
- Most of our motors run from 480Vac buckets and have Ethernet control which comes from SCADA. Many of the motors are run by VFD's. Our basic setup for a VFD is to have line fuse in series with a line reactor in front of the VFD feeding the motor. Smaller motors are typically run from a starter bucket.
- We have two on sight generators which supply 4.5MW of power to the plant for backup power. Additionally, we have multiple other generators at our pumping stations for backup power.
- Our Water Plant is controlled by SCADA. Our SCADA system talks to our PLC's which controls the motors and instrumentation in the plant with 120Vac/24Vdc/4-20mA & Ethernet signals. We have a highly automated water plant that was built in 2018 which incorporates loop power, analog, digital & 4-20mA signals as its means of control. Much of our critical instrumentation and computers run via UPS's.

The Water Treatment Plant (WTP) – operated by the City of Fargo Water Utility – is responsible for the treatment of safe drinking water meeting specific EPA water quality parameters required by the Safe Drinking Water Act (SDWA). The WTP has surface water intakes at the Red River and Sheyenne River. The present WTP facilities consist of 45 million gallons per day (MGD) total treatment capacity, including a 30 MGD conventional surface WTP (1997) and a 15 MGD membrane WTP (2019) to treat surface water. In 2020, the average daily demand was 14.0 MGD. The historic peak daily water demand is 30.2 MGD. The total amount of drinking water produced in 2019 was 4.75 billion gallons.

The Water Treatment Plant is a state-of-the-art facility with instrumentation and controls/supervisory control and data acquisition (SCADA) system. Raw water is drawn from the Red River or Sheyenne River by raw water pumping stations. General features of the conventional treatment process include: pretreatment, lime and soda ash softening, ozone disinfection, dual media filtration, ultraviolet treatment, and chloramination. The membrane treatment expansion

includes pretreatment, MF/UF filtration, reverse osmosis, and bypass treatment with an ozone-peroxide Advanced Oxidation Process (AOP) followed by GAC biofiltration, and chloramination

The treated water is transferred to a 6.25 million-gallon underground storage reservoir on the north side of the treatment plant. The high service pump station transfers water from the underground storage reservoir into the entire water distribution network, including eleven water towers and a ground storage reservoir in south Fargo. The eleven water towers provide 8.5 million gallons of storage for peak demand periods and fire protection. A 5.50 million gallon south side ground storage reservoir (GSR) provides emergency storage and pumping capabilities for regional water service. Major customers include the City of West Fargo (consecutive user), Cass Rural Water District (consecutive user), Goldmark, North Dakota State University, Cass Clay Creamery, and Medical Facilities.

There are four attachments to help provide understanding of the overall drinking water system. They are as follows:

- Attachment A – Initial Project List for Contract Electrician
- Attachment B – Water Treatment Facility Overview
- Attachment C – Membrane Water Treatment Plant Process Schematic
- Attachment D – Lime Softening WTP Process Diagram

The City intends to review the submittals, select a single electrical contractor, and enter into electrical service agreement through the year 2022. Renewal of the agreement will be examined on an annual basis for up to four (4) additional years.

II. General Scope of Work

The City of Fargo Water Utility has a wide variety of electrical and mechanical equipment in need of periodic maintenance, troubleshooting, and repair. Also, there are a variety of small installation projects that come up routinely. Thus, the Water Utility is pursuing entry into a contract with a qualified electrical contractor to provide an electrician on an annual contract basis for the Calendar Year 2022. The Scope of Work includes, but is not limited to:

- Provide a licensed electrician to report to the City of Fargo Water Treatment Plant (WTP) during normal business hours to provide electric services and other assistance. Normal WTP hours are Monday through Friday from 7:30 AM to 4:00 PM.
- Provide electrical On-Call Support for Water Utility operation.
- Electrical Contractor is to supply bender and threader equipment to be left at water plant facilities at all times for up to 2-inch conduit. Other tools, equipment, and diagnostic meters will be provided by the City of Fargo Water Utility.
- The Electrical Contractors Masters Licenses will pull the required wired certificates for work done at the utility. Inspection fees incurred by the Electrical Contractor may be invoiced to the Water Utility for reimbursement.
- It will not be necessary for the Electrical Contractor to supply a company vehicle to be available at Water Utility facilities.
- Personnel designated to the Water Utility must be licensed Journeyman Electrician at minimum and able to work independently on systems generally from 24 Vdc to 480 Vac.

- Planning, Assistance with materials, and installation of small electrical improvement projects such as wiring electrical actuators, pressure transducers, water quality instruments, and other equipment at the Water Treatment Plant.
- Disconnect and reconnect electrical equipment for maintenance personnel to safely perform equipment repairs and maintenance.
- Help troubleshoot electrical panels, circuits, and equipment.
- Assist maintenance personnel with projects and repairs for mechanical systems and plumbing systems.
- Assist with WTP Safety Program improvements such as Lock Out/Tag Out, Job Hazard Analysis, and other personnel safety items.
- Coordinate with control systems personnel and engineering consultants for project planning, troubleshooting, and other electrical system assistance.
- Instrumentation and electronic device calibrations and maintenance.
- Occasionally provide electrical assistance to other City of Fargo Departments such as Solid Waste, Wastewater, and Public Works.

III. Minimum Qualifications

The following are minimum skills that will be required to perform duties as a contract electrician for Water Utility facilities:

- The designated person from the Electrical Contractor must be a licensed Journeyman Electrician or Master Electrician with at least 5 years of experience (Industrial experience preferred)
- Set up and pull wire and cable
- Bend and install rigid conduit up to 3 inch
- Terminate power, control, and instrumentation wire and cable
- Install electrical gear, equipment, and devices
- Install and troubleshoot PLC's
- Install and troubleshoot AC and DC Drives
- Single and Three Phase motors and motor control systems
- Solid, stable, and proven experience in the electrical field
- Read & comprehend tape measure, blueprints, schematics, technical drawings, work orders, instructions, formulas & processing charts
- Must have knowledge of the NEC (National Electrical Code) and OSHA safety standards
- Stand, walk, sit, kneel, and walk up & downstairs on regular basis; climb up and down ladders up to 35 feet high repeatedly per shift
- Work from various heights via platforms, scaffolds, ladders or man-lifts
- Bend and stretch, lift and move heavy objects many times per shift
- Operate, maintain, and work in close proximity to various power equipment, including, but not limited to, forklifts, man-lifts, drills, saws, hydraulic tools, and automatic machinery
- Focus on safety

IV. Proposal Evaluation

Contactor must meet Minimum Qualifications as shown in Section III. The following criteria will be evaluated and weighted as follows:

- A. **20 points** - Experience and technical expertise of the individual electrician to be assigned to the City of Fargo (COF) Water Treatment Plant (WTP).
- B. **10 points** – Experience of Electrical Company.
- C. **10 points** - Past record of performance on contracts, including quality of work, timeliness, and cost control. The City recognizes that some consultants possess the expertise to perform the work, but have no past record with the City.
- D. **20 points** – Past work by electrical contractor in Water Utility facilities.
- E. **40 points** - Cost analysis of proposal.

Proposals will not be evaluated without a certification as described in Section IV. Item 6. regarding working independently and assisting with non-electrical maintenance tasks.

The City reserves the right in any or all submittals, to reject, to waive any technical defects or irregularities, or to accept what is, in its judgment, the submittal(s) which is in the City's best interest.

Institutional knowledge by the Electrical Contractor of Water Utility facilities will be considered in the evaluation of proposals. Institutional knowledge will result in more time efficiency for other Water Utility personnel that need to coordinate with the Contract Electrician.

Discussions may be conducted with responsible Offerors whose submittals are determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements.

The City of Fargo is an Equal Opportunity Employer.

Selection Committee

The statements of qualifications will be reviewed by the Selection Committee. The Selection Committee will include the following representatives:

Troy Hall, Water Utility Director
Brian Ward, Water Treatment Plant Superintendent
Dan Portlock, Water Utility Engineer
Nic Sauer, Control Systems Manager (Water Utility)
Dale Tretter, Maintenance Supervisor (Water Utility)

V. Submission Requirements

Offerors are to submit five (5) copies and one electronic (PDF format) copy of the statement of qualifications. Proposals shall provide all information listed below. Late submittals cannot be accepted and will be returned unopened to the Offeror.

All submittals shall be limited to 15 pages to address items 1 through 8 below. Each interested contractor will be allowed an additional pages for the Example Contract/Agreement. Failure to do so may result in disqualification.

1. Company name, point of contact, mailing address, telephone number, and email address.
2. A description and history of the company, including year established, type of ownership and parent company, if any. Along with company's experience and qualifications.
3. A description of past electrical services for the City of Fargo Water Utility.
4. A description of the companies approach to contract electrician services for the City of Fargo Water Treatment Plant and remote Water Utility sites.
5. Resumes of key personnel to be assigned to the City of Fargo Water Treatment Plant for normal business hours and after-hour On-Call services.
6. Certification statement that key personnel can work independently on low voltage electrical equipment up to 480 Vac and are able to assist maintenance personnel with work of non-electrical systems such as mechanical and plumbing systems.
7. 2022 fixed hourly rates for normal business hours and On-Call rates.
8. List of three (3) references that demonstrates the company's experience with the type of electrical work for which they would like to be considered, particularly experience with government agencies. Provide name of owner, description of project, what role the firm had with the project, name of client, address, phone number, email address and total cost of the project.
9. Example contract or draft agreement that may be used to formalize electrical services to proceed in 2022.

VI. Questions and Answers

All questions related to this Request for Qualifications must be submitted in writing and emailed to Nic Sauer (Nsauer@fargond.gov). The question period shall expire at close-of-business on the date specified in the Project Timetable below.

The answers to Offeror's questions will be compiled and posted on the same website used for downloading the RFQ, either as an addendum, or as Project Q&A. Offerors shall bear the responsibility for checking the website for Project Q&A. Failure to do so may result in the Offeror not receiving all clarifications necessary to present a responsive offer of services.

Answers to questions will not be given after the date specified below.

VII. Project Timetable

The City reserves the right to modify the timeline, if necessary.

City Commission Approval of RFP	November 29, 2021
RFQ's Available	November 30, 2021
Deadline for Questions	December 8, 2021
Proposals Due	December 13, 2021
Interviews (if deemed necessary)	December 15 – 22, 2021
Selection of Electrical Contractor	December 23, 2021
Finalize One-Year Contract	January 5, 2022
Commission Approval of Contract	January 10, 2022

Discussions may be conducted with responsible Offerors whose submittals are determined to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to the solicitation requirements.

VIII. Summary

The City of Fargo Water Utility is requesting qualification statements from qualified electrical contractors to provide the City of Fargo Water Utility electrical services during normal business hours (typically as a single individual) and On-Call electrical services.

The City reserves the right to reject any or all submittals, waive any technical defects or irregularities, or accept what is, in its judgment, the submittal(s) which is in the City's best interest.

All submittals shall be in accordance with the conditions set forth herein. Late or faxed submittals will not be accepted.

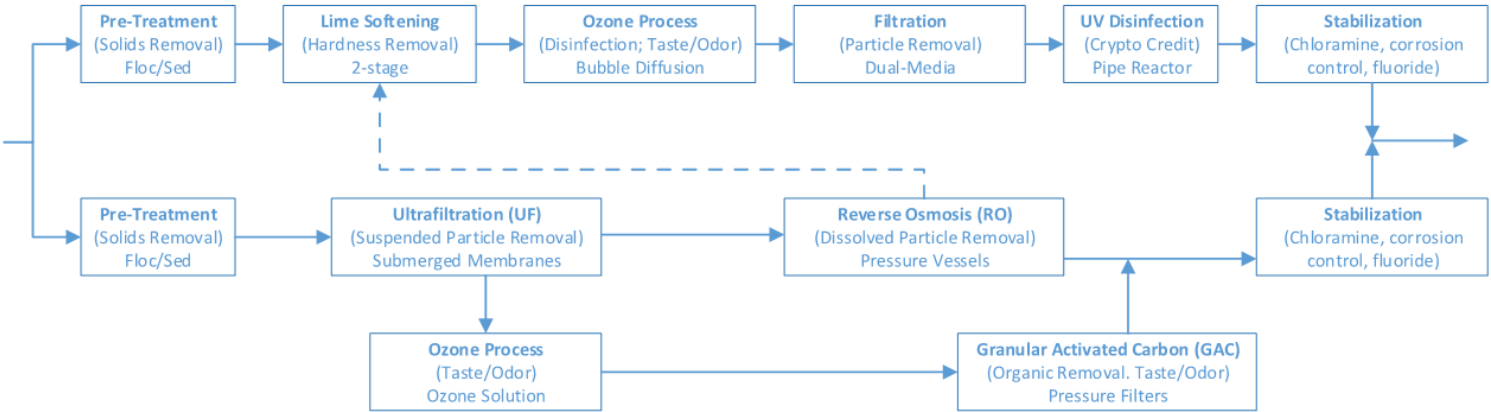
Attachment A – Initial Project List for Contract Electrician

1. Electrician: At GSR there is a condensate pump that needs to be wired
2. Electrician: Wire electric actuators in the LSWTP chemical room
3. Electrician: Wire Kronos Log-in located in new shop
4. Electrician: Wire Level indicators for the generator fuel tank
5. Electrician: WFPS-3 wire up actuators
6. Electrician: Wire communications and power for stand pipe on CIP acid tank
7. Electrician: Wire in Turbidity meter's for MFUF
8. Electrician: Wire in Turbidity meter's for LSWTP Filters
9. Electrician: LSWTP softening lighting
10. Electrician: Wire SCADA for sludge plant
11. Electrician: Wire radar for PACL Bulk Tank in LSWTP
12. Electrician: Wire radar for PACL Day Tank in LSWTP Presed
13. Electrician: Install Radar for high service.
14. Electrician: install radar for Transfer pump wet well.
15. Electrician: wire high pressure solenoids.

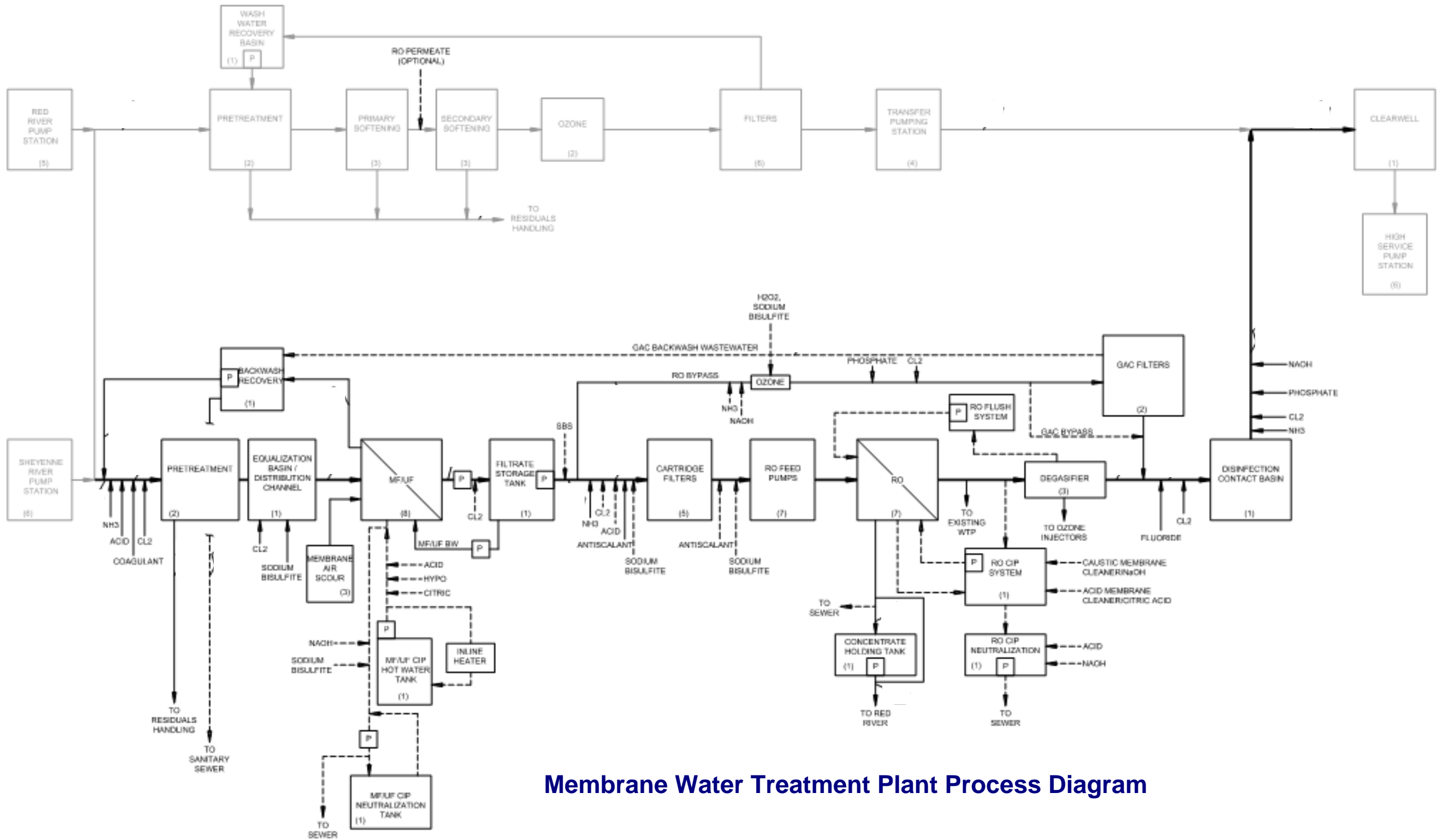
Attachment B



Fargo Water Treatment Plant



Attachment C



Membrane Water Treatment Plant Process Diagram



Fargo LSWTP Process Diagram

Oct 2020

