

CITY OF RUSTON

Request for Statement of Qualifications for On-Call Electrical Engineering Services

Notice is hereby given that Statements of Qualifications (SOQ's) will be accepted by the City of Ruston for On-Call Electrical Engineering Services.

Scope of Work:

The person/firm must have experience/essential skills in the following services: reviewing plans for residential and commercial developments; determining impact on City's electrical system; providing electrical design to supply such loads; making recommendations for future expansion of the City's electrical system based on future residential and commercial development; providing electrical design and specifications for proposed expansion; advising the Mayor and Council on system expansion and review current ordinances relating to the electrical system; providing construction inspection when required; developing uniform construction standards for new and upgraded electrical services; assisting in material and equipment procurement for the Electric Utility; and providing electrical engineering support to the City Electrician as required.

Instructions and Selection Criteria:

SOQ'S should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request and include evidence of insurance coverage as specified by the City Attorney.

The City will evaluate the proposals submitted and will select the most qualified person/firm on the basis of demonstrated competence and qualifications for the type of professional services required.

Selection Criteria includes: responsiveness to the request as related to the scope of work described herein; the ability and history of successfully completing services of this type, performance data, references, and key personnel; experience with Ruston and/or similar sized cities.

The City reserves the right to; reject any and all responses, waive minor irregularities in any responses submitted; request clarification of information submitted; and to request additional information from any person/firm that submits a response. The City reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the selection of the most qualified contractor.

Any proposal may be withdrawn up to the date and time set below for the opening of the proposals. Upon selection of the most qualified person/firm, the City will negotiate in good faith for a price for the contractor's services which is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the person/firm selected, negotiations with that person/firm will terminate and the City may select the next most qualified person/firm. The contract resulting from acceptance by the City of a proposal shall be in a form supplied or approved by the City and shall reflect the specifications in this SOQ. The City reserves the right to reject any proposed

agreement or contract that does not conform to the specifications contained in this SOQ, and which is not approved by the City Attorney.

The City shall not be responsible for any costs incurred by the person/firm in preparing, submitting or presenting its response to the SOQ.

Deadline for Submission:

SOQ's must be received no later than **December 1, 2021**, and may be submitted by e-mail to or by U.S. Mail to the City Clerk at:

City of Ruston
Attn: Judy Grams
5117 N. Winnifred Street
Ruston, WA 98407
townclerk@rustonwa.org
(253) 759-3544 x102