



# Request for Proposal (RFP) PROFESSIONAL SERVICES

**Soliciting Agency:** City of Sumner

**Project:** WWTF VFDs Replacement and Annual Electrical Services

The City of Sumner is soliciting proposals from qualified contractors for an annual contract to provide VFD replacement materials and supplies, as well as on-call services for radio/cellular communication upgrades, HMI relocation, and arc flash assessments and labeling at lift stations at the City's Wastewater Treatment Plant.

The initial term of the agreement is planned to be for 1 year. The City reserves the right to negotiate one or more renewal terms of one (1) to two (2) years for ongoing services related to cellular communication upgrades, arc flash assessments, VFD replacement, HMI relocation, and other electrical or control system support, at the City's sole discretion, for as long as it is determined to be in the City's best interest. The City also reserves the right to negotiate for additional material upgrades or professional services to add additional functionality or customization of the system.

The City of Sumner reserves the right to amend terms of this "Request for Proposal" (RFP), to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses.

Prospective respondents will be held to the ADA and Civil Rights language adopted by the City of Sumner.

## **Project Description**

The City of Sumner is seeking to establish an agreement with a qualified contractor to provide VFD supplies and on-call electrical and control system services for its treatment plant and associated lift stations. The scope of work includes, but is not limited to, Variable Frequency Drive (VFD) materials replacement, cellular and radio telemetry upgrades, Human-Machine Interface (HMI) relocation, and arc flash hazard analysis and labeling.

## **Evaluation Criteria**

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualifications/expertise of the firm with the VFD, HMI, telemetry, and arc flash work; experience with projects of similar complexity and function.
- 2) Consultants' approach to the City's project as demonstrated in a description of their approach to the work.
- 3) Familiar with NFPA 70E, OSHA, and other relevant standards
- 4) Pricing and Cost Effectiveness of materials and related analysis and services.
- 5) Past Performance and References

### **Americans with Disabilities Act (ADA) Information**

The City of Sumner 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. This material can be made available in an alternate format by emailing the Contact person or by calling collect 253-299-5700.

### **Title VI Statement**

The City of Sumner 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.

### **Complete Request for Proposals**

Additional Information related to the Request for Proposals, Attachments and submittal requirements can be obtained from the City's website at [www.sumnerwa.gov](http://www.sumnerwa.gov); or by contacting Thi Le, Engineering Specialist at [thil@sumnerwa.gov](mailto:thil@sumnerwa.gov) or 253-299-5718.

### **Submittal Deadline:**

Please submit an electronic version of your Proposals in a single .pdf document by email to [thil@sumnerwa.gov](mailto:thil@sumnerwa.gov) no later than no later than **2:00 p.m. on August 20<sup>th</sup>, 2025**. Any proposal received after the specified date and time may not be accepted.

### **Dates of Publication:**

Courier Herald: August 6<sup>th</sup>, 2025

Seattle Daily Journal of Commerce: August 6<sup>th</sup>, 2025