REQUEST FOR QUALIFICATIONS/

REQUEST FOR PROPOSAL

**SUBSTATION ENGINEERING**

**ELECTRIC DEPARTMENT GLOSSER SUBSTATION**

**RFP #22-1850**

Description of Services: The City of Lebanon is seeking qualification and proposal packets from firms that specialize in the engineering of electric utility substations and electric utility transmission retrofit projects.

Qualification Requirements: The successful firm must have excellent credentials from the successful completed projects for quality assurance/quality control; specialized experience with the design of electric substations (138 kV and below), electric system short circuit, load flow and protective relay coordination studies, design of spill containment systems related to oil-filled equipment in electric substations, and project management of electric substation construction.

Selection Criteria: The selection criteria will be based on the following minimum requirements: (1) Overall quality of the submitted proposal; (2) Professional qualifications of staff assigned to project; (3) Similar Project Experiences; and (4) Reference Checks and/or Past Performances.

All qualification packets will be reviewed, evaluated, and scored by an Evaluation Panel.

Submittal Time Frame: Interested vendors shall submit a digital PDF copy of their qualifications/proposal packet to the City Manager at [sbrunka@lebanonohio.gov](mailto:sbrunka@lebanonohio.gov) no later than **2:00 pm on Friday, April 15, 2022.**

An information package may be obtained by emailing a completed information package request form to [bidding@lebanonohio.gov](mailto:bidding@lebanonohio.gov). The information package request form can be found at [www.lebanonohio.gov](http://www.lebanonohio.gov) under ‘Bid Postings’. Once the completed form is received and processed, a link will be emailed from which the requester may download the information packet. There will be no charge to obtain the downloadable document. The information package contains general information, scope of services, the required response contents and the time and date to respond.

The City of Lebanon reserves the right to accept or reject any qualification packet received. The City of Lebanon is dedicated to providing equal employment opportunities without regard to race, color, national origin, gender, or disability.

Scott C. Brunka, City Manager

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This notice can also be viewed on the City of Lebanon website: [www.lebanonohio.gov](http://www.lebanonohio.gov) under ‘Bid Postings’