



RESOLUTION NO. U-11504

1 A RESOLUTION related to the purchase of materials, supplies, equipment and
2 the furnishing of services; authorizing the City officials to enter into
3 contracts and, where specified, waive competitive bidding requirements,
4 authorize sale of surplus property, or increase or extend existing
5 agreements.

6 WHEREAS the City of Tacoma, Department of Public Utilities, requested
7 bids or proposals for the purchase of certain materials, supplies, equipment or
8 the furnishing of certain services, or proposes to purchase off an agreement
9 previously competitively bid and entered into by another governmental entity or
10 a purchasing cooperative, or for the sales of surplus, or desires to increase or
11 extend an existing agreement, all as explained by the attached Exhibit "A,"
12 which by this reference is incorporated herein, and

13 WHEREAS in response thereto, bids or proposals (or prices from
14 another governmental or cooperative agreement) were received, all as
15 evidenced by Exhibit "A," and

16 WHEREAS the Board of Contracts and Awards or the requesting division
17 have heretofore made their recommendations, which may include waiver of the
18 formal competitive bid process because it was not practicable to follow said
19 process, or because the purchase is from a single source, or there is an
20 emergency that requires such waiver, or because a directly negotiated contract
21 was determined to be in the best interest of the City, or waiver of minor
22 deviations, and in the case of sale of surplus, a declaration of surplus has been
23 made certifying that said items are no longer essential for continued effective
24 utility service, as explained in Exhibit "A," Now, therefore,
25
26



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Director, Finance
Julie Louviere, Treasury Manager, Finance
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, EIC Coordinator, LEAP Coordinator, and Brandon Snow,
Finance/Procurement
SUBJECT: Citywide Credit Card Processing Gateway Services
Direct Negotiation Waiver, Contract No. CW2269246 – January 22, 2025 Public
Utility Board and February 04, 2025 City Council
DATE: December 30, 2024

RECOMMENDATION SUMMARY: The Finance Department requests a waiver of competitive procurement procedures and recommends that a contract be awarded to SphereCommerce, LLC, Santa Ana, CA, in the amount of \$600,000, plus applicable taxes, budgeted from various funds, for an initial contract term of three years, with the option to renew for two additional three-year periods, for a projected contract amount of \$1,500,000, plus applicable taxes, for credit card processing gateway services.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND: The City processes over 1.2 million credit card transactions per year. It is critical to use a gateway services provider that can integrate with the various front end receipting systems used throughout the City to securely encrypt and send the credit card data through the credit card processing network. The service provider must consistently deliver reliable technology and maintain Payment Card Industry (PCI) certification at all times.

There are very few gateway vendors that have as wide a variety of integrations as SphereCommerce, LLC. For a city as large and diverse as Tacoma, funneling most credit card transactions through a single gateway vendor has proven beneficial, regardless of the front-end receipting software used by each department.

ISSUE: The City currently has over 20 different software integrations with SphereCommerce, LLC servicing many departments throughout the City. Transitioning to a new gateway provider would impose substantial costs on the City, as each of the 20 integrations would require a dedicated project team for the transition. The City needs to continue to be able to process credit card transactions through a PCI certified vendor.

ALTERNATIVES: The City could conduct a Request for Proposal for credit card processing gateway services which may result in a new service provider that may have software/vendor limitations being unable or unwilling to integrate with the SphereCommerce, LLC technology.

COMPETITIVE ANALYSIS: The City is currently receiving competitive pricing from SphereCommerce, LLC due to the long standing relationship with this service provider. SphereCommerce, LLC has consistently provided competitive pricing and outstanding service,



including a dedicated representative for prompt problem resolution. This, in addition to the high switching cost of the 20 existing integrations, makes it fiscally responsible to stay with the current service provider.

CONTRACT HISTORY: This is a new contract. A contract was previously awarded to SphereCommerce, LLC as a result of Request for Proposals Specification No. F111-0695 in December 2011. The contract history is summarized in the table below.

Year	Description	Resolution	New End Date	New Contract Total
2012	Initial	38442		\$250,000
2015	Amend No. 1		3/14/2018	\$250,000
2015	Amend No. 2		3/14/2018	\$500,000
2018	Amend No. 3		3/14/2021	\$750,000
2018	Amend No. 4		5/21/2022	\$750,000
2021	Amend No. 5		5/21/2022	\$850,000

Services continued to be provided in 2023 and 2024 at the previously contracted rates.

SUSTAINABILITY: Sustainability factors were not considered.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Lack of certified contractors.

Due to the nature of the services provided the City is limited in which type of companies can handle the level of security that is needed for credit card transacting. In addition, the City must stay Payment Card Industry (PCI) Compliant and that includes doing business only with PCI Certified vendors who may or may not be listed on the Office of Minority & Women's Business Enterprises (OMWBE) website.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds	Various	5425010	\$1,500,000
TOTAL			Up to \$1,500,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds	Various	Various	(\$1,500,000)
TOTAL			Up to (\$1,500,000)



CITY OF
Tacoma

**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$400,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A

Request to Directly Negotiate

Personal or Professional Services over \$10,000

In accordance with TMC 1.06.256 (B), Julie Louviere/Finance/Treasury requests a waiver of competitive solicitation and authorization to directly negotiate a contract with TrustCommerce, a Sphere Company, for credit card gateway services, in a potential aggregate amount of \$1,200,000, plus applicable sales tax.

EXPLANATION: The services are ongoing gateway services that encrypt credit card data and securely send the data to the City's credit card processor.

JUSTIFICATION FOR DIRECT NEGOTIATION:

1. Explain why it is in the best interest of the city to directly negotiate with the supplier.

The City currently has over 20 different software integrations with Trust Commerce servicing many departments throughout the City. Due to the long-standing relationship with this vendor the City is receiving extremely competitive pricing. Additionally, it would be a huge and unnecessary cost to the City to change gateway vendors as each of the 20 integrations would need a dedicated project team for a switch. This is unnecessary as this vendor has always provided outstanding levels of service on top of the competitive pricing, providing the City with a dedicated representative for quick problem resolution.

2. Is this purchase related to an existing or previous contract that was competitively solicited by the City or another agency? If yes, provide details about the prior contract and explain the relationship of this request.

These services were solicited competitively in 2011. This vendor was chosen, and the contract was established in 2012. The contract was extended multiple times through 2022. The contract has since lapsed although the city has still been operating under the terms of the expired contract. The vendor continues to show outstanding service and the pricing has not changed since 2012. The new contract will update outdated contract language. Services being provided will remain the same as outlined in the new contract.

3. Describe the efforts made to identify other potential suppliers able to provide this service.

The City does have other gateway providers usually due to software/vendor limitations being unable or unwilling to integrate with the TrustCommerce technology. There are very few gateway vendors that have as wide a variety of integrations as TrustCommerce. For a city as large and diverse as Tacoma it has been beneficial to funnel most of our credit card transacting through a single gateway vendor no matter which front end receipting software each department has chosen to use. Experience with other gateways has shown that TrustCommerce consistently provides superior service.

4. Describe the efforts made to assure that the City is receiving the lowest or best price possible.

TrustCommerce has not adjusted the flat rate they charge per card swipe since 2012. When comparing their pricing to other gateways used in the city it is extremely competitive and advantageous to the City.

Request to Directly Negotiate
Personal or Professional Services over \$10,000

EIC CONSIDERATION: Describe below the efforts to ensure, where appropriate, that you have checked the OMWBE website of EIC firms for contracting opportunities.

Due to the nature of the services provided the City is limited in which type of companies can handle the level of security that is needed for credit card transacting. In addition, the City must stay Payment Card Industry (PCI) Compliant and that includes doing business only with PCI Certified vendors who may or may not be listed on the OMWBE website.



Resolution No.: U-11504
Item No.: 2
Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent, Tacoma Power
Ray Johnson, Power Manager, Tacoma Power
Cam LeHouillier, Power Energy Portfolio Services Manager, Tacoma Power
Jeremy Stewart, Principal Power Energy Portfolio Analyst, Tacoma Power
Tom McCarroll, Project Manager/Electrical Engineer, Tacoma Power
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Sara Bird, Senior Buyer, Finance/Purchasing
SUBJECT: Electric Vehicle Charging Station Installation – Downtown Tacoma
Request for Bids Specification No. PM22-0384F, Contract No. CW2258377 –
January 22, 2025, Public Utility Board
DATE: December 23, 2024

RECOMMENDATION SUMMARY: Power Management requests approval to increase the dollar amount and extend the termination date of Contract No. CW2258377, to Resound Energy Services, Woodinville, WA, by \$243,154.07, plus applicable taxes, budgeted from the Power Capital Budget, for completion of the Electrification of Transportation Systems (ETS) Electric Vehicle (EV) charger installation project in Downtown Tacoma. This increase will bring the contract to a cumulative total of \$1,019,578.07, plus applicable taxes. The termination date will be extended to December 31, 2025.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.

BACKGROUND: In 2024 Tacoma Power installed 33 of 35 EV Chargers in Downtown Tacoma using funds from a Washington State Department of Commerce grant and Special Environmental Project fund. Installation of 33 chargers was completed at seven of eight sites. Two chargers remain to be installed at 14th Street and Pacific.

ISSUE: Change in Americans with Disability Act (ADA) law required redesign of all sites during the construction phase. Most sites were made compliant with site reconfiguration and lane striping. However, 14th Street will require significant civil engineering work to comply with ADA law. City of Tacoma Office of Sustainability will be supplying additional funds to cover civil construction improvements required to meet ADA law.

ALTERNATIVES: The only viable alternative would be to cancel the charger installation and ADA improvements at 14th Street and Pacific. Cancellation would result in an unknown reduction of grant funding by the Department of Commerce and Tacoma Power would have to abandon assets already purchased for project completion (engineering drawings, electrical cabinets, and EV charging equipment).



CONTRACT HISTORY: This contract was originally awarded to Resound Energy Services, Woodinville, WA as a result of Request for Bids (RFB) Specification No. PM22-0384F, which was opened May 16, 2023.

SUSTAINABILITY: Climate Emergency Resolution 40509 (adopted December 2019) and Section 9 of the City’s 2030 Climate Action Plan directs staff to develop a plan to retrofit all City-owned parking facilities and buildings with electric vehicle charging by 2030. This project supports the City’s climate goals.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: The recommended contractor is in compliance with the EIC requirements per memorandum dated November 22, 2022. The EIC requirements for this project are MBE eight percent, WBE seven percent, and SBE 13 percent. The EIC utilization levels of the recommended contractor, Resound Energy, are MBE 8.1 percent, WBE 20.3 percent, and SBE 28.5 percent.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: The LEAP requirement for this project is that 15 percent of the project labor hours must be worked by Local Employees, per TMC 1.90.040.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Power/Power Management	PWR-01127-03-05	5330100	\$243,154.07
Total			Up to \$243,154.07

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Power/Power Management	PWR-01127-03-05	5330100	(\$243,154.07)
TOTAL			Up to (\$243,154.07)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: N/A

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED? N/A



Resolution No.: U-11504
Item No.: 3
Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utilities Deputy Director & Power Superintendent, Tacoma Power
Joseph A. Wilson, Transmission and Distribution Section Manager, Tacoma Power
Sharon Brophy, Business Services Senior Manager, Tacoma Power
Erica Pierce, Senior Business Services Analyst, Tacoma Power
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Aaron Bratton, Finance/Purchasing
SUBJECT: Power Line Vegetation Clearance Crews
Request for Bids Specification No. PT24-0244F, Contract No. CW2271418 – January 22, 2025 Public Utility Board
DATE: January 2, 2025

RECOMMENDATION SUMMARY: Tacoma Power recommends a contract be awarded to Asplundh Tree Expert, LLC, Woodinville, WA, in the amount of \$9,000,000, plus applicable taxes, budgeted from the Power Fund, for an initial contract term of three years with the option to renew for one one-year period, for a projected contract amount of \$9,000,000, plus applicable taxes, for power line vegetation clearance crews.

BACKGROUND: The labor and equipment to be supplied under this contract will be utilized to augment the Transmission and Distribution vegetation management workforce. It is anticipated that these contract services will provide support during seasonal workload demands, storm restoration, and to assist in the tree trimming cycles for distribution and transmission circuits. Contract crew services allow Tacoma Power to administer a vegetation management program focused on maintaining reliable electric service and improved public safety.

ISSUE: The field of power line vegetation clearance is a specialized area of the vegetation management trade. Services to be performed will consist of trimming of trees, shrubs, and other vegetation within the right-of-way accesses and in close proximity to energized conductors. This work is critical in assuring Tacoma Power will remain in compliance with the North American Electric Reliability Council (NERC) vegetation management standard FAC-003-4.

ALTERNATIVES: Tacoma Power could forego awarding an on-call contract and conduct individual solicitations for power line vegetation clearance crews on an as-needed basis. This would extend critical project deadlines, negatively impact the timeframe for emergency restoration, and significantly impact internal resources. Individual solicitations would potentially result in increased costs by not leveraging economies of scale.

COMPETITIVE SOLICITATION: Request for Bids Specification No. PT24-0244F was opened December 17, 2024. Fifty-three companies were invited to bid, in addition to normal advertising of the project. Three submittals were received.

Asplundh Tree Expert, LLC submitted a bid that resulted in the lowest evaluated submittal. The table below reflects the amount of the initial contract term.



<u>Respondent (RFB)</u>	<u>Location</u>	<u>Submittal Amount</u>
Asplundh Tree Experts, LLC	Woodinville, WA	\$8,019,260
Arborworks	Scottsdale, AZ	\$9,919,950
Wright Tree Service	Des Moines, IA	\$9,429,760

Pre-bid Estimate: \$7,000,000
 The recommended award is 14.6 percent above the pre-bid estimate.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Not applicable.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Lack of certified contractors.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: The LEAP requirements for this project are 15 percent of the project labor hours must be worked by Local Employees and an additional 15 percent of the labor hours must be worked by Apprentices, per TMC 1.90.040.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 - Power Fund	Various	Various	\$9,000,000
TOTAL			Up to \$9,000,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Rate Revenues	Various	Various	(\$9,000,000)
TOTAL			Up to (\$9,000,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$4,500,000 to the 25/26 budget

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



Resolution No.: U-11504
Item No.: 4
Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utilities Deputy Director, Power Superintendent, Tacoma Power
Joseph A. Wilson, Transmission and Distribution Section Manager, Tacoma Power
Sharon Brophy, Business Services Senior Manager, Tacoma Power
Erica Pierce, Senior Business Services Analyst, Tacoma Power
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Aaron Bratton, Finance/Purchasing
SUBJECT: Transmission and Distribution Augmented Crews
Request for Bids Specification No. PT24-0201F, Contract No. CW2271051, CW2271053, and CW2271055 – January 22, 2025 Public Utility Board
DATE: January 2, 2025

RECOMMENDATION SUMMARY: Tacoma Power recommends a contract be awarded to Potelco, Inc., Sumner, WA, in the amount of \$11,000,000.00, plus applicable taxes, and Northwest Utility Services, LLC, Pacific, WA, in the amount of \$3,000,000.00, plus applicable taxes, and Cannon Constructors, Milton, WA, in the amount of \$1,000,000.00, plus applicable taxes, budgeted from the Power Fund, for an initial contract term of two years with the option to renew for two one-year periods, for a projected contract amount of \$15,000,000.00, plus applicable taxes, for Transmission and Distribution Augmented Crews. Tacoma Power requests the authority to amend the amount of the contracts to address business needs and resource availability up to a cumulative contract total of \$15,000,000.00, plus applicable taxes.

BACKGROUND: These contracts will be utilized to augment Tacoma Power's work force by furnishing qualified line and wire electrician crews during peak workload demands and provide accessibility of specialized equipment and services. It is anticipated that contract crews will provide support for some of the following types of work:

- Overhead conductor upgrades and restrings
- Underground cable replacement
- Pole replacements
- Emergency restoration
- Preparation of poles for telecommunication attachments (make-ready)

ISSUE: Tacoma Power has historically awarded multiple contracts to help meet requirements for specialized equipment and/or work forces on short notice. Additionally, during prolonged outage scenarios, it is favorable to have an established working agreement with multiple companies. Work is assigned as needed based upon the contractor's availability, performance, unit pricing and the type of task to be completed.

ALTERNATIVES: Tacoma Power could forego issuing ongoing contracts and conduct individual solicitations for augmented crew services on an as needed basis. This would significantly impact the timeframe to reinforce internal resources, extend critical project deadlines and negatively impact preparedness for emergency restoration. Individual solicitations would potentially result in increased costs by not leveraging economies of scale.



COMPETITIVE SOLICITATION: Request for Bids Specification No. PT24-0201F was opened December 10, 2024. Twenty-nine companies were invited to bid, in addition to normal advertising of the project. Eight submittals were received.

The bidders provided unit pricing for line items including structured crews, individual labor, specific equipment, and specialized services. The evaluated bid total was determined by multiplying unit prices by weighted factors representing anticipated usage. In addition, the evaluation considered the offered annual escalation, overtime rates and storm rates.

The bids offered by Wilson Construction and Heritage Line Construction did not identify subcontractors who are qualified to perform the work the company itself was unqualified to perform as required by the bid documents as well as the Revised Code of Washington (RCW) 35.92.350, and were therefore deemed non-responsive.

Potelco Inc, Northwest Utility Services, and Cannon Constructors submitted a bid that resulted in the lowest evaluated submittal. The table below reflects the amount of the initial contract term.

<u>Respondent (RFB)</u>	<u>Location</u>	<u>Submittal Amount</u>
Potelco, Inc.	Sumner, WA	\$9,709,382.00
*Heritage Construction	Graham, WA	\$9,896,400.00
*Wilson Construction	Canby, OR	\$9,962,602.00
Northwest Utility Services, LLC	Milton, WA	\$10,594,862.80
Cannon Constructors	Sumner, WA	\$10,742,125.40
Sturgeon Electric Co. Inc.	Troutdale, OR	\$11,280,812.60
Palouse Power	Quincy, WA	\$12,473,800.00
Michel's Pacific Energy, Inc.	Tumwater, WA	\$13,355,305.60

Pre-Bid Estimate: \$10,000,000.00

The recommended award is 2.9 percent below the Pre-Bid Estimate.

* indicates the subcontractor was non-responsive

CONTRACT HISTORY: New contract.

SUSTAINABILITY: N/A

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Lack of certified contractors.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP)

COMPLIANCE: The LEAP requirements for this project are 15 percent of the project labor hours must be worked by Local Employees and an additional 15 percent of the labor hours must be worked by Apprentices, per TMC 1.90.040.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Tacoma Power T&D	Various	Various	\$15,000,000.00
TOTAL			Up to \$15,000,000.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Rate Revenues	563600	Various	(\$15,000,000.00)
TOTAL			Up to (\$15,000,000.00)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 8,000,000.00 to the 25/26 budget

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



Resolution No.: U-11504
Item No.: 5
Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utilities Deputy Director, Power Superintendent, Tacoma Power
Joseph A. Wilson, Transmission and Distribution Section Manager, Tacoma Power
Sharon Brophy, Business Services Senior Manager, Tacoma Power
Erica Pierce, Senior Business Services Analyst, Tacoma Power
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Aaron Bratton, Finance/Purchasing.
SUBJECT: ARC-Rated Flame-Resistant Clothing Program
Request for Proposals Specification No. PT19-0455F, Contract No. 4600014216
– January 22, 2025 Public Utility Board
DATE: January 2, 2025

RECOMMENDATION SUMMARY: Tacoma Power and Customer Service requests approval to increase Contract 4600014216, to Tyndale Enterprises, Inc., Pipersville, PA, by \$677,000, plus applicable taxes, budgeted from the Tacoma Power Transmission & Distribution (T&D) Budget fund & Customer Services budget fund, for the ARC-Rated Flame-Resistant Clothing Program. This increase will bring the contract to a cumulative total of \$1,700,000, plus applicable taxes.

BACKGROUND: This contract enables Tacoma Public Utilities (TPU) to provide ARC-rated flame-resistant clothing for TPU employees. This contract supplies protective clothing meeting the requirements of the Occupational Safety & Health Administration (OSHA) rules 19.10.269(i)(6).

ISSUE: These OSHA requirements address the safety hazards faced by TPU employees when exposed to an electrical ARC flash. Due to the high temperatures experienced in an ARC flash, a worker's clothing can ignite resulting in debilitating injuries or death. ARC-Rated clothing is made from fabric that will self-extinguish upon the removal of the ignition source.

Due to the amount of time and negotiation for the original contract, TPU prefers to extend this contract to the maximum time allowed under the Tacoma Municipal Code (TMC). Tyndale has offered to hold pricing for the next year for TPU orders, which contributes savings to TPU for these purchases.

ALTERNATIVES: If the contract amount is not increased, TPU will need to procure these clothing items on a one-time as needed basis until a new contract is awarded, which could take several months. This would require numerous solicitations which would significantly impact internal resources, potentially increase costs, and negatively affecting service time and project timelines.

COMPETITIVE SOLICITATION: Request for Proposals (RFP) Specification No. PT19-0455F was opened February 11, 2020. Ten companies were invited to bid in addition to normal advertising of the project. One submittal was received. The Selection Advisory Committee (SAC) applied the evaluation process as described in the specification document. The submittals were ranked based upon the following criteria:

- Services to be Provided



- Qualifications and Experience
- References
- Catalog Offering
- Pricing
- Warranty
- Small Business Enterprise

Tyndale Enterprises, Inc. submitted a bid that resulted in the highest evaluated submittal. The table below reflects the amount of the base award.

<u>Respondent</u>	<u>Location</u>	<u>Score</u>
Tyndale Enterprises, Inc.	Pipersville, PA	27.91 (out of 30)

Pre-bid Estimate: \$290,000 for the initial three-year term

CONTRACT HISTORY: This contract was originally awarded to Tyndale Enterprises, Inc. as a result of RFP Specification No. PT19-0455F in February 2020. The contract was extended in June 2023 via signed extension letter to the latest possible contract term date, April 30, 2025. Currently, an amendment is routing via Ariba to extend the contract for three additional years as allowed by TMC.

SUSTAINABILITY: Not applicable.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Supply purchase - EIC Regulations are not yet established.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – CS Meter Readers	579400	5220200	\$9,000
4700 – CS Field Investigators	579200	5220200	\$42,000
4700 – Tacoma Power T&D	563600	5220200	\$626,000
TOTAL			Up to \$677,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Internal Service Allocations	579400	5950273	(\$9,000)
Internal Service Allocations	579200	5950272	(\$42,000)
Rate Revenues	563600	Various	(\$626,000)
TOTAL			Up to (\$677,000)



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$400,000 for 25/26 budget

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED: N/A



Resolution No.: U-11504
Item No.: 6
Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utility Deputy Director, Power Superintendent, Tacoma Power
Joseph A. Wilson, Transmission and Distribution Section Manager, Tacoma Power
Sharon Brophy, Business Services Manager, Tacoma Power
Erica Pierce, Senior Business Services Analyst, Tacoma Power
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Aaron Bratton, Finance/Purchasing
SUBJECT: 25-kV 900-amp Pole-Mounted Gang-Operated Distribution Switches
Request for Bids Specification No. PT19-0435N, Contract No. 4600014171 –
January 22, 2025 Public Utility Board
DATE: January 2, 2025

RECOMMENDATION SUMMARY: Tacoma Power requests approval to increase and extend Contract No. 4600014171, to Inertia Engineering and Machine Works, Inc., Stockton, CA, by \$500,000, plus applicable taxes, budgeted from the Power Fund, for the new purchase of 25-kV 900-amp Pole-Mounted Gang-Operated Distribution Switches. This increase will bring the contract to a cumulative total of \$1,250,000, plus applicable taxes.

BACKGROUND: 25-kV 900-amp Pole-Mounted Gang-Operated Distribution Switches are utilized on volt feeder distribution systems. These items allow one qualified worker to switch all three phases of the feeder lines in one motion from the ground. These switches have built-in safety features that extinguish electrical arcs that are created as part of the switching operation. This increases both worker safety and efficiency.

ISSUE: PT24-0200F was opened on December 10, 2024. Forty-five companies were invited to bid in addition to normal advertising of the project. Three submittals were received. Two submittals proposed materials that are out of the specification needed by Tacoma Power. One submittal was missing required paperwork and was deemed non-responsive. Due to the lack of responsive vendors, Tacoma Power is also requesting an extension to the maximum time allowed by the Tacoma Municipal Code of three additional years for the engineers to have time to evaluate current market offerings prior to conducting another Request for Bids.

ALTERNATIVES: If the contract amount is not increased and extension granted, Tacoma Power will need to procure these items on a one-time, as-needed basis until a new contract is awarded, which could take several months. This would require numerous solicitations which would significantly impact internal resources, potentially increase costs, and negatively affect service time and project timelines.

CONTRACT HISTORY: This contract was originally awarded to Inertia Engineering and Machine Works, Inc. for \$500,000, plus applicable taxes, as a result of Request for Bids Specification No. PT19-0435N in January 2020. The contract was extended in February 2024 and increased by \$250,000 via Resolution U-11438.

SUSTAINABILITY: Not applicable.



EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Supply purchase - EIC Regulations are not yet established.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Tacoma Power	Various	Various	\$500,000
TOTAL			Up to \$500,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Rate Revenues	Various	Various	(\$500,000)
TOTAL			Up to (\$500,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$300,000 for 25/26 budget

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



Resolution: U-11504

Item No.: 7

Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utilities Deputy Director, Power Superintendent, Tacoma Power
Rachel Allen, Tacoma Power/PSS Section Manager
Ryan McLaughlin, Tacoma Power/PSS Project Delivery Manager
COPY: Garth Nelson, Senior Engineering Project Manager, Tacoma Power/PSS
Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Aaron Bratton, Finance/Purchasing
SUBJECT: On-Call Project Management and Owners Representative Services
Architectural and Engineering Roster, Contract Nos. CW2270594 and
CW2270596 – January 22, 2025 Public Utility Board
DATE: January 3, 2025

RECOMMENDATION SUMMARY: Power Shared Services (PSS) recommends a contract be awarded to WSP USA Inc, Tacoma, WA in the amount of \$1,500,000, plus applicable taxes, and Kennedy Jenks, Portland, OR in the amount of \$1,500,000, plus applicable taxes, budgeted from the Power Fund 4700, for an initial contract term of two years with the option to renew for three one year periods, for a projected contract amount of \$3,000,000, plus applicable taxes, for on-call Project Management support services to ensure the successful delivery of Power Shared Services construction projects.

BACKGROUND: Power Shared Services (PSS) Facilities is responsible for managing the building and structures on the TPU Admin Campus. As City assets age and operational needs evolve, new construction projects are required to meet the operational and maintenance demands. The proposed contract will provide Facilities with project management support services on an as-needed basis to support these essential projects. The initial projects supported by this contract are budgeted but lack available Project Managers. These services will also support future TPU projects on an as-needed basis when internal staff are unavailable.

Projects supported by this request include the following:

- Administrative Campus Parking and Storage Facilities Upgrades
- South Service Center Storage
- TPU Garage Electrical System Replacement
- Facilities Capital Projects planned for 2025/2026 (As approved through the Budget Process)
- Facilities Operations and Maintenance (O&M) Projects

ISSUE: PSS Facilities face a growing backlog of construction projects critical to TPU's operations. Due to limited internal project management staff, external services must be used.

ALTERNATIVES: Internal Project Management staffing from other sectors were considered but proved unviable due to limited bandwidth and the specialized nature of the work. Additional alternatives considered include delaying the work critical to the operational needs of TPU.

COMPETITIVE SOLICITATION: WSP USA Inc. and Kennedy Jenks was selected using the citywide Architectural and Engineering (A&E) Roster. Ten firms were selected from the city-



wide A&E roster and additional qualifications were requested of each firm. Five firms provided their qualifications by the deadline of October 11, 2024. A four-person Selection Advisory Committee evaluated the five statements of qualifications, identifying the highest-rated firms for interviews and selecting the most qualified for the outlined scope of work.

This evaluation process resulted in WSP USA Inc. and Kennedy Jenks as the most qualified to perform the services. The following summarizes the ranking of the firms evaluated:

<u>Respondent</u>	<u>Location</u>	<u>Score (out of 10)</u>
WSP USA Inc.	Tacoma, WA	8.34
Kennedy Jenks	Portland, OR	8.00
OAC Services Inc.	Seattle, WA	7.85
OTAK Inc.	Portland, OR	7.11
KPFF Inc.	Tacoma, WA	3.79 (not interviewed)

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Not applicable at this time – Sustainability goals will be applied, as applicable, to publicly bid projects.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established.

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 - Power Fund	PWR-01161	Various	\$100,000
4700 - Power Fund	PWR-01164	Various	\$30,000
4700 - Power Fund	PWR-01166	Various	\$380,000
4700 - Power Fund	PWR-01167	Various	\$360,000
4700 - Power Fund	568600	Various	\$120,000
4700 - Power Fund	TBD (Future Biennial Budget Approval)	Various	\$2,010,000
TOTAL			Up to \$3,000,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 - Power Fund			(\$3,000,000)
TOTAL			Up to (\$3,000,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$990,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes – the expenditures associated with projects in the current biennium have been appropriately budgeted.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED: The overall contract total associated with this contract will extend beyond the current biennium; Tacoma Power’s Capital Steering Committee (CSC) will evaluate future projects to compare estimates against budget availability and approve funding as needed. If the CSC does not approve the future projects, the associated project expenses will not be expended.



Resolution No.: U-11504

Item No.: 8

Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Heather Pennington, Interim Superintendent, Tacoma Water
Stuart Vaughan, Division Manager, Tacoma Water
Kim DeFolo, Principal Engineer, Tacoma Water
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Brandon Snow, Senior Buyer, Finance/Purchasing
SUBJECT: Memorandum of Agreement with Seattle Public Utilities for Laboratory
Services Contract No. 4600003786 – January 22, 2025 Public Utility Board
DATE: December 20, 2024

RECOMMENDATION SUMMARY: Tacoma Water requests approval to increase and extend Contract No. 4600003786, a Memorandum of Agreement with Seattle Public Utilities, Seattle, WA, by \$143,988, plus applicable taxes, budgeted from Tacoma Water Fund 4600, for laboratory services. This increase will bring the contract to a cumulative total of \$1,143,988, plus applicable taxes, since 2007. Additionally, an extension of the contract expiration date to December 31, 2026, is requested.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.

The laboratory services performed by Seattle Public Utilities are necessary to maintain operations of the Green River Filtration Facility (GRFF), which provides clean, reliable water to all Tacoma residents and Tacoma Water customers.

BACKGROUND: Seattle Public Utilities provides specialized laboratory services for Tacoma Water through a Memorandum of Agreement signed in 2007. This amendment will cover laboratory services during the 2025/2026 biennium. These laboratory services consist primarily of (1) bacteriological sample analyses and (2) specialty analyses related to algae and taste and odor assessment. Laboratory services are provided for samples collected in the Green River Watershed or at the GRFF.

ISSUE: State regulations require Tacoma Water to collect routine bacteriological samples at the GRFF. In addition, bacteriological samples are collected throughout the Green River Watershed to provide a cross-section view of water quality within the watershed and investigate any potential issues. Bacteriological samples must be prepared for analysis within a few hours of being collected; therefore, shipping is not possible, and a local laboratory is required. Through this agreement, Seattle Public Utilities allows Tacoma Water staff to drop off samples at Seattle's Landsburg Facility, which is located roughly ten miles from the GRFF. The closest commercial laboratories that can perform the required analyses are located in the Seattle area, roughly forty miles away. This agreement with Seattle Public Utilities allows Tacoma Water's samples to be analyzed by an accredited laboratory 365 days a year if necessary and significantly limits routine delivery time requirements for Tacoma Water staff.



Tacoma Water also collects algae and taste and odor samples on a regular basis from behind Howard Hanson Dam, Tacoma Water’s intake, and the GRFF. These samples are collected to monitor the aesthetics of the water and track taste and odor problems before they reach customers. Algae monitoring is also used to identify potential risks related to filtration facility operations or presence of algal toxins. Seattle Public Utilities Water Quality Lab is uniquely qualified to conduct these analyses with a specially trained taste and odor panel that meets regularly to conduct flavor profile and rating testing of drinking water. Seattle Public Utilities Water Quality Lab is the only laboratory within an acceptable sample holding time that performs algae and taste and odor testing, and they have unique local experience and expertise with pairing these tests.

Seattle Public Utilities regularly performs these same analyses on samples from their own water system. An inherent benefit to working with Seattle Public Utilities is that their sampling and analysis schedule is nearly identical to Tacoma Water’s. Therefore, their Water Quality Lab is prepared to perform the required analyses on an acceptable schedule and can analyze Tacoma Water’s samples as part of a bulk group without added inconvenience.

ALTERNATIVES: Seattle Public Utilities is specially positioned to perform these services for Tacoma Water. The analyses could be competitively bid, but because of sample hold time requirements for most of the analyses, it is likely no suitable bidders would be available. In addition, no other laboratory can provide the local expertise and guidance that Seattle Public Utilities can.

COMPETITIVE ANALYSIS: This Memorandum of Agreement was directly negotiated with Seattle Public Utilities.

CONTRACT HISTORY: This Memorandum of Agreement was originally signed with Seattle Public Utilities in January 2007. The agreement is renewed every two years as Seattle Public Utilities pricing changes and Tacoma Water sample requirements change. The following summarizes the contract history:

	Term	Date Approved	Amount of Increase	Resolution No.
Contract #4600003786	2007 – 2008	January 2007	\$174,542	U-10101
Amendment No. 1	2009 – 2010	December 2008	\$190,555	U-10266
Amendment No. 2	2011 – 2012	January 2011	\$176,994	U-10442
Amendment No. 3	2013 – 2014	January 2013	\$193,246	NA
Amendment No. 4	2015 – 2016	December 2014	No increase	NA
Amendment No. 5	2017 – 2018	December 2016	No increase	NA
Amendment No. 6	2019 – 2020	January 2019	\$110,916	U-11053
Amendment No. 7	2021 – 2022	January 2021	\$116,582	NA
Amendment No. 8	2023 – 2024	January 2023	\$37,165	NA



SUSTAINABILITY: This amendment considers sustainability by contracting with a local utility's laboratory and limiting additional emissions required to deliver or ship samples to laboratories at a greater distance from the GRFF.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Interagency Agreement

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4600 Water Fund	583611/588362	5330100	\$143,988
TOTAL			Up to \$143,988

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4600 Water Fund	581100	Various	(\$143,988)
TOTAL			Up to (\$143,988)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$143,988 for 2025/2026 budget.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



Resolution No.: U-11504

Item No.: 9

Meeting Date: JANUARY 22, 2025

TO: Board of Contracts and Awards
FROM: Heather Pennington, Interim Superintendent, Tacoma Water
Stuart Vaughan, Division Manager, Tacoma Water
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Brandon Snow, Senior Buyer, Finance/Purchasing
SUBJECT: Forecast Informed Reservoir Operations Project
Contract No. CW2250455 – January 22, 2025 Public Utility Board
DATE: December 17, 2024

RECOMMENDATION SUMMARY: Tacoma Water requests approval to increase CW2250455 to Regents of the University of California dba University of California San Diego, San Diego, CA, by \$1,195,000, plus applicable taxes, to bring the contract to a cumulative total of \$2,139,816, plus applicable taxes, extended through December 31, 2026, for the Preliminary Viability Assessment (PVA) phase of Forecast Informed Reservoir Operations (FIRO). For this contract increase, \$497,916 will be paid from the Tacoma Water Fund 4600 and the remaining \$697,084 will be funded by the other Regional Water Supply System (RWSS) participants as specified in the 2002 RWSS SSP Partnership Agreement.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.

BACKGROUND: This project is being developed by the United States Army Corps of Engineers to investigate the feasibility of managing reservoir operations at Howard A. Hanson Dam (HAHD), including municipal and industrial (M&I) water storage, in real-time through advance meteorologic forecasting of atmospheric rivers and other extreme weather events. Tacoma Public Utilities is a non-federal sponsor for this project. FIRO has been successfully applied in California and its application has expanded to the Pacific Northwest, where reservoir operations are also largely focused on mitigating risk from atmospheric river events. Continuing application will benefit salmon recovery and improve the reliability of the water supply for the RWSS. Achieving full M&I water storage behind the dam using current fill and release policies is difficult in many years. Over the last 18 years that the RWSS has stored water behind HAHD, the full 20,000-acre feet has been achieved in nine years and less than full storage has occurred in seven years.

ISSUE: Climate change is expected to exacerbate Tacoma Water’s M&I storage capacity due to a less reliable winter snowpack, more annual precipitation falling during flood pool operations when water is not retained for M&I water use, and earlier loss of access to the water storage due to earlier instream flow reductions.

ALTERNATIVES: The alternative to not awarding a contract will be a continuation of, and an anticipated increase of water storage issues at HAHD.

COMPETITIVE ANALYSIS:



This is an interagency contract for ongoing research to investigate the feasibility of using real-time information to manage reservoir operations at HAHD.

CONTRACT HISTORY: This contract was originally awarded to Regents of the University of California dba University of California San Diego, San Diego, CA on October 26, 2022, in the amount of \$944,816, with a termination date of August 31, 2024, under Resolution No. U-11350.

Amendment No. 1 - Extended the termination date to December 31, 2024.

SUSTAINABILITY: This project directly addresses Resolution No. 40509 by investigating an approach to mitigate the impacts of climate change on M&I water supply.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Interagency Agreement

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Water Fund 4600	581100	5240800	\$497,916
TOTAL			Up to \$497,916

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Water Fund 4600	581100	Various Water Sales Revenue	(\$497,916)
TOTAL			Up to (\$497,916)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$0

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A