

# SOLANO COMMUNITY COLLEGE DISTRICT

## REQUEST FOR QUALIFICATIONS/PROPOSAL

### RFQ # 23-001

#### Design-Build Services, Substation #3 and #4 Replacement Project

NOTICE IS HEREBY GIVEN that the Solano Community College District ("District") is seeking to qualify design-build entities or design-build teams to concurrently submit Statements of Qualifications (SOQ's) & Proposals to design and construct the District's Substation #3 and #4 Replacement Project ("Project"), in accordance with Education Code section 81700 et seq. Only respondents who meet the qualifications outlined within this solicitation that have been shortlisted by the District in response to this Request for Qualifications ("RFQ") will have their subsequent response to the Request for Proposals ("RFP") opened. Proposals from respondents that are not shortlisted will be returned unopened.

Respondents to this RFQP shall submit a fully completed Statement of Qualifications ("SOQ") & Proposal using the District's standard prequalification template for design-build projects, as further described herein.

**ALL RESPONSES ARE DUE BY 2:00 P.M. ON WEDNESDAY SEPTEMBER 28<sup>th</sup>, 2022.**

**Deliver through the following ways:**

**I. BY MAIL OR DELIVERED to:**

Solano Community College District  
4000 Suisun Valley Road, Building 1102  
Fairfield, CA 94534  
ATTN: Kristoffer Bridges  
RFQ # 23-001

Oral, telegraphic, facsimile, email, or telephone SOQ's/Proposals will not be accepted. SOQ's/Proposals received after this date and time will not be accepted and will be returned unopened.

District reserves the right to waive irregularities and omissions in the information contained in any SOQ's/Proposals , and to make all final determinations. District may use other sources of information outside of the SOQ's/Proposals to investigate respondents or to verify answers.

Each SOQ/Proposal must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury. District reserves the right to suspend or rescind prequalification or shortlisted firms at any time based on subsequently learned information.

Questions regarding this RFQ/P may be directed in writing to the Project Manager, Kristoffer Bridges, at [Kristoffer.Bridges@solano.edu](mailto:Kristoffer.Bridges@solano.edu) and must be submitted on or by **2:00 P.M. Wednesday , September 7<sup>th</sup>, 2022.**

**The RFQ/P documents, including addenda, are available through the District's website.**

**<http://www.solano.edu/measureq/vendor.php>**

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**All tabs have been hyperlinked**

# **REQUEST FOR QUALIFICATIONS**

## **I. RFQ SCHEDULE SUMMARY**

The District may change the dates on this schedule without prior notice.

<b>DEADLINE</b>	<b>ACTION ITEM</b>
<b>Wednesday, August 17<sup>th</sup>, 2022</b>	Release of RFQP.
<b>Monday, August 29<sup>th</sup>, 2022 @ 11:00 AM</b>	Mandatory Virtual Webinar
<b>Tuesday, August 30<sup>th</sup>, 2022 @ 10:00 AM</b>	Mandatory Pre-Proposal Site Walk
<b>Wednesday, September 7<sup>th</sup>, 2022, at 2:00 P.M.</b>	Last day to receive written questions from respondents.
<b>Wednesday, September 14<sup>th</sup>, 2022, at 2:00 P.M</b>	Last day for District to issue addenda or answer questions.
<b>Wednesday, September 28<sup>th</sup>, 2022, at 2:00 P.M</b>	Deadline for submissions of RFQP.
<b>Thursday, October 6<sup>th</sup>, 2022</b>	Notice to shortlisted respondents.
<b>October 11<sup>th</sup> &amp; 12<sup>th</sup></b>	DBE Interviews
<b>Monday, October 17<sup>th</sup>, 2022</b>	Select Firm for Negotiations
<b>October/November 2022</b>	Vendor Contract Negotiations
<b>Friday, November 4<sup>th</sup>, 2022</b>	Deadline for SCCD board meeting agenda item submittal
<b>Wednesday, November 16<sup>th</sup>, 2022</b>	SCCD Board Meeting for Approval of Contract
<b>November 2022 – May 2023</b>	Design, Engineering, and DSA Approval.
<b>June 2023 – September 2024</b>	Construction of System

## **II. PROJECT DESCRIPTION AND SCOPE OF SERVICES**

Pursuant to Education Code section 81700 et seq., the District is seeking a design-build entity or team ("DBE") to design and construct the District's **Substation #3 and #4 Project** ("Project"). The Project is further defined in the attached **APPENDIX A**, along with the District's expected cost range and schedule for the Project. The District's performance specifications, which the selected DBE must adhere to in delivering the Project, are made available concurrently to DBE respondents for the RFP portion of the submittal. While submissions for both RFQ and RFP are due simultaneously, respondents shall submit the packages in separate envelopes. DBE's will be notified of shortlist status, and only the RFP envelopes of the selected parties will be opened.

The selected DBE must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services as needed to complete the Project. In addition, the selected DBE shall have experience with both design and construction of public-school facilities and in working with the California Community Colleges Chancellor's Office ("CCCCO"), the Division of the State Architect ("DSA"), and Title 24 of the California Code of Regulations.

Any contractor from the selected DBE must be registered with the Department of Industrial Relations ("DIR") as required by law. The selected DBE will be required to comply with the Labor Code prevailing wage requirements and the District's bonding and insurance requirements. The selected DBE shall be required to work cooperatively with District staff, the Board of Trustees, all other technical consultants, the criteria architect, the project inspector, and any program and/or construction manager, if any, retained by the District for the Project, citizens' oversight committee, other District committees, and the community to facility timely and professional completion of the Project.

All vendors (firm/company/contractor) should follow the Solano County Health Department's mandated COVID-19 workplace safety and health guidelines. Workers working under the Contract shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities bearing on the safety of persons or property, or their protection from damage, injury, or loss. Vendors shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work.

### **III. DESIGN-BUILD PROCUREMENT PROCESS**

Pursuant to Education Code section 81703, procurement of a DBE will follow two (2) phases:

1. **Prequalification** – First, by this RFQ, the District shall qualify and shortlist up to five (5) highest scoring respondents using a standard template request for statements of qualifications, as outlined in **Appendix B**. The significant factors the District reasonably expects to consider in evaluating qualifications are identified in Section VIII, below.

A design-build entity shall not be qualified or shortlisted unless the entity provides an enforceable commitment to the community college district that the entity and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades, in accordance with Chapter 2.9 (commencing with Section 2600) of Part 1 of Division 2 of the Public Contract Code.

2. **Design-Build Competition** – Second, the District is concurrently issuing an RFP, by which a maximum five (5) shortlisted, qualified respondents competitive **sealed** proposals for the Project will be assessed. The District will use a **best value selection method** for evaluating proposals. The procedure for final selection will be as follows:
  - a. The District will evaluate responsive proposals using only the criteria and selection procedures specifically identified in the RFP.
  - b. At a minimum the request for proposal process will include the following components:
    - (1) Technical Expertise – Written narratives to demonstrate experience and capability with design and construction of like-projects, considering only design-build experience and California school design and construction experience.
    - (2) Proposed project schedule, including design and construction phases.
    - (3) Safety record – DBE’s proposed safety plan and experience modification rate and average total recordable injury/illness rate meet the requirements of Education Code section 81703, subdivision (c)(2)(G).
    - (4) Price Proposal - Including design costs, construction fee, general conditions costs, mark-up, insurance, and bonds.
    - (5) Organization of RFP, insurance adherence, acknowledgment of the form of agreement, and certifications.
    - (6) Participation in an interview/proposal presentation after submission of the RFP.

- c. The District may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. The RFP will define applicable procedures to ensure that discussions or negotiations are conducted in good faith.
  - d. The District will rank responsive proposers based on a determination of value provided, but shall not be required to rank more than five (5) proposers.
  - e. The District will award the contract, if at all, to the responsible DBE whose proposal is determined by the District to be the best value.
- 3. Submission** – DBE’s shall submit Statement of Qualifications, and Proposals in separate sealed envelopes. The District shall receive proposals no later than 2:00pm PT on **Wednesday, 9 / 28 / 2022**. Each envelope shall contain the following:
- a. A single (1) unbound original copy of the complete SOQ or RFP including all required signed forms, Six (6) bound copies, and one (1) electronic copy of the SOQ or RFP on a flash drive
    - (1) Pricing proposal form shall **only** be contained in the RFP folder on attachment C
  - b. All materials shall be delivered to the District via the information listed on the RFQ/P cover sheet.
  - c. If DBE is not qualified upon review of SOQ, the sealed (Unopened RFP) will be returned to sender at address listed on envelope.

Any person or entity that has performed or is performing services for District relating to the solicitation of this design-build project, including, without limitation, services relating to the development of performance criteria, will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team.

**IV. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprise (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract.

**V. LIMITATIONS**

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ/P . The District reserves the right to add additional prequalified respondents for consideration after distribution of this RFQ/P , if it is found to be in the best interest of the District. All decisions concerning selection of the DBE will be made in the best interests of the District. The awarding of a contract pursuant to the RFQ/P, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this RFQ/P process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ/P .

SOQ's/Proposals submitted by respondents are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The contents, however, may be disclosed to third parties for purpose of verification or investigation. State law requires that the names of respondents applying for prequalification status shall be public records subject to disclosure.

## **VI. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ/P and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ/P , nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ/P , the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

## **VII. STANDARD TEMPLATE FOR REQUEST FOR QUALIFICATIONS**

Attached hereto as **APPENDIX B** is the District's prequalification template. Respondent must complete the prequalification template, certify its answers under penalty of perjury, and attach all information requested herein. The completed, certified prequalification template, together with all attachments, constitutes respondent's SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury.

## **VIII. EVALUATION**

The District will evaluate all timely submitted SOQs. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive and qualified. All SOQ's will be examined for merit by a screening committee according to quality and responsiveness. The top proposals will be placed on a short list and scheduled for interviews with the District. This process may include members from the District's Leadership team and other project contributors in the screening process. DBE presenters are expected to be personnel that will actually direct, execute, and complete the project. Scoring from the qualifications round will not carry forward to the Proposal competition.

Significant factors the District reasonably expects to consider in evaluating qualifications are as follows:

- All required licenses and registration to design and construct the Project, with no recent revocations or suspensions.



- Established performance history, including an absence of criminal or civil violations or significant disputes.
- Capacity to obtain required bonds and insurance of the Project.
- Design expertise and experience (including related projects).
- Construction expertise and experience (including related projects).
- Acceptable safety record.
- Skilled labor force availability.
- Financial capacity to complete the Project.
- Team experience with Design-Build (with a community college district), including key staff with DBIA credentials.
- Team experience with facility/building type.
- Team performance record (quality, schedule, cost); and
- Proposed team composition, including capability to work as an integrated project team and manage this project as a singular DBE.

District may use other sources of information outside of the SOQs to investigate respondents or verify answers. District's investigation may extend beyond contacting project references identified in SOQs.

After completing its evaluation, the District will notify respondents selected for prequalification and shortlisting.

#### **IX. FINAL DETERMINATION**

Qualification and shortlisting are at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

The District makes no representation that participation in this RFQP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or other response to this RFQ.

#### **X. CONFIDENTIALITY**

The District is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If proprietary information is contained in documents or information submitted to the District, and Proposer claims that such information falls within one or more CPRA exemptions, Proposer must clearly mark such information "Confidential and Proprietary"

and identify the specific lines containing the information. In the event of a request for such information, the District will make best efforts to provide notice to Proposer prior to such disclosure. If a Proposer contends that any documents are exempt from the CPRA and wishes to prevent disclosure, it shall be required to obtain a protective order, injunctive relief, or other appropriate remedy from an applicable court of law before the District's deadline for responding to the request. If Proposer fails to obtain such remedy within the District's deadline for responding to the CPRA request, then the District may disclose the requested information. Proposer further agrees that it shall defend, indemnify, and hold District harmless against any claim, action, or litigation (including but not limited to all judgments, costs, fees, and attorneys' fees) that may result from denial by the District of a CPRA request for information arising from any representation, or any action (or inaction) by the Proposer. The District reserves the right to delay production of information which would reveal the number of proposals submitted or the identities of the Proposers, as well as copies of all proposal documents, until after negotiations are completed.

## **XI. CONSTRUCTION EXPERIENCE**

Design Build Entity will confirm the following through the qualifications process:

- DBE has completed, on or after December 01, 2010, at least 4 projects (private or public) in the United States of America:
- Acting as the prime or subcontractor during the construction phase on the project.
- With an initial construction contract (prime or subcontract) award of \$1,000,000 or more.
- Where the construction involved installation of medium voltage switchgear (greater than 600V) and 5 or more of the following: trenching, duct bank installation, provided temporary generators, emergency power system installation and modification, low voltage system installation, medium voltage splicing, commissioning, and testing of all systems that were install and modified, provided civil and landscape services to support all electrical work.
- Where the construction work occurred in an occupied building or immediately adjacent to an occupied building.

**WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT!**

## APPENDIX A

### **Statement of Purpose.**

The Solano Community College District (SCCD, “the District”) is seeking proposals from Design Build Entities (proposers) in developing a cost-effective Substation Replacement project at their Fairfield Campus. The winning proposer will provide design and construction services for the project referenced within the RFP. District will select a team comprised of a: General Contractor, Architect, Key Sub Consultants, and Key Sub-Contractors (Collectively the Design-Build Entity) based on qualifications and proposed fees. Power to the campus is distributed through a single 12.47 kV feed, and further distributed utilizing 12kV cabling through five existing substations. Replacement of the Substations is critical to the electrification of the campus and modernization of the Central Plant. The selected DBE’s services will address the next round of infrastructure improvements to supplement the aging system.

### **Background Information.**

The Solano Community College Fairfield Campus is located at 4000 Suisun Valley Rd, Fairfield, CA 94534. The District has access to Measure Q bond funds to use on infrastructure development and improvement, and wishes to utilize some of these funds to Replace campus Substations #3 and #4. Substation #3 provides power to the Central Plant (which will be replaced in the Spring of 2024), pool, and gym. This system was installed in 1970, and as such, is well beyond its design life. In addition to its age, it is prudent Substation #3 be upgraded with sufficient capacity to accommodate the campus’s transition to electric heating. Substation #4 has received a number of upgrades, but exists in a similar condition where it too is beyond its design life. The campus electrical study presented evidence the cabling throughout the grounds appears 30-40 years old routed in transite piping.

The district is bound by time constraints on the utilization of the Measure Q bond monies. In conjunction with upgrades to the Central Plant (with anticipated Bid Issuance of 12/22), it is imperative the schedule work towards a substantial completion of August 31<sup>st</sup>, 2024. Final closeout would tentatively be scheduled for September 30<sup>th</sup>, 2024, to achieve deadlines associated with Bond spend down requirements.

The estimated project value is: \$7,750,000

### **Technical Overview Documents.**

The RFQP contains documents prepared by criteria Architect Salas O’Brien which include Design Build Performance Criteria, Technical Specifications, Bridging Drawings containing as-built conditions with general site schematic detailing, and standard District contract terms. Project Scope includes but is not limited to: Removal of existing substations #3 & #4, design, install, and procurement of equipment for a fully functional new Substation #3 & #4, with corresponding LV Switchboards, Feeders where identified, and install of new underground electrical vaults with pull boxes where identified.

**APPENDIX B**

**[Download available on District Bid Website ]**

# **REQUEST FOR PROPOSAL**

## **I. Scope Overview**

Reference Appendix A in Qualifications Section.

### **Pricing Proposals.**

Proposed pricing must reflect general conformance with technical requirements in Attachment A and must also address foreseeable construction issues. The pricing proposals must be submitted using the form provided as Attachment C.

### **Technical Requirements.**

Proposers are expected to utilize industry best practices in responding to this RFP and in performing their responsibilities under a contract with the District. It is the intent of the district that the work to be performed by the DBE as part of the project shall be designed and constructed in accordance with the criteria documents set forth in Attachments A/B. Design concepts set forth in the bridging documents are provided for reference only, and as a guide to the District's design goals and long-term campus electrification plan. DBE is not bound to follow the design concepts in any specific manner. DBE shall remain responsible for the adequacy and completeness of all aspects of the design. Proposers will be required to acquire DSA Approval of design documents, Building Permits, and a local business license before starting construction. Proposers must also acquire DSA Certification upon completion of the project.

### **Contracting and Bonding Requirements.**

Key contract terms and conditions have been identified and included in Attachment C. The District will require Payment and Performance Bonds to be posted prior to construction.

### **Insurance and Indemnification Requirements.**

Attachment B provides the District's insurance and indemnification requirements within the contract terms. If you do not currently carry the type/limit of insurance stated herein, please submit your Proposal with any differences clearly noted. Indicate if you would be able to obtain the proposed insurance and, if so, indicate the dollar amount, if any, that your Proposal would be increased due to the cost of this insurance. Finally, please indicate any other issues you or your insurance carriers may have with the proposed insurance requirements and why. Shortlisted proposers should be prepared to provide both Certificates of Insurance (COI) and a copy of the full insurance policy.

### **Pricing and Assumptions.**

In addition to requirements as specified in this RFP and Attachments, Proposers should use the following assumptions when providing pricing and project cash-flow analysis:

- Assume construction start date between **June 2023 – September 2023** for pricing calculations. Actual start dates will depend on contract negotiations, public and permitting approvals, and supplier lead-times, weather, and other variables.
- Pricing must include complete design and construction of the proposed systems, with maintenance of said systems included as separate line items. Design shall include all aspects, including, but not limited to, structural investigation, electrical modification, and aesthetics of proposed systems.

### **Contract Negotiations.**

It is expected that the District and selected Proposer will commence a common process for negotiating final terms and conditions of any contracts resulting from this procurement. These negotiations will utilize the template contract provided by the District (see Attachment C). *Exceptions to key terms must be listed by Proposers.* Selection of a Proposer in no way implies District acceptance of exceptions to the District's Sample Contract.

Proposers submitting responses to this RFP do so with the understanding that the District does not guarantee the award of any contract or work. The District reserves the right, in their sole and absolute discretion, to abolish, refresh, amend, or extend the scope or limitations of this Project.

### **Project Requirements.**

The stipulated sum for this project is \$7,750,000. This stipulated sum includes, but is not limited to, all permits, fees, utility connections and fees, labor, materials, equipment, tools, and construction, along with design and management fees for services provided by the DBE, to deliver complete and operable project. Liquidated damages are in the amount of three thousand five hundred dollars (\$3,500) for each calendar day that the project extends beyond the substantial completion date, and one thousand five hundred dollars (\$1,500) for each calendar day that the project extends beyond the final completion date. The contract duration estimate is 24 months. Improvements to estimated budgets and durations will be entertained during the RFP Process (If the established parameters cannot be met because of market volatility provide a brief narrative and timeline DBE can achieve substantial completion of scope). DBE is required to be licensed in the State of California with a Class 'B' – General Contractor License – the Architect is required to be licensed in the State of California.

## **II. Timeline of Key RFP Dates.**

Reference the preliminary RFQ/P schedule illustrated in the Qualifications section on page 3.

### **Mandatory Pre-Proposal Webinar.**

The District will host an online pre-proposal webinar via Microsoft Teams at **11:00 AM PT on Monday, 8 / 29 / 2022**. Any Proposer wishing to submit a proposal to this RFP must attend this meeting. Interested parties should RSVP to the contact email listed on the RFQ/P cover sheet. *A link to the webinar will be sent via email to prospective bidders who have RSVP'd. Please RSVP at least 2 hours prior to the webinar.* The intention of this meeting is to provide clarification on content in the RFQ/P. Additionally, a site visit is scheduled for **Tuesday, 8 / 30 / 2022 at 10:00 AM PT**; attendance at this site visit is required. Certification of having completed a site walk must be submitted as part of the proposal. Attendance will be documented by District staff at both the webinar and the site walk.

### **Site Walk COVID-19 Protocols.**

Considering the ongoing COVID-19 pandemic, site walk attendees are required to abide by current CDC, State of California, and Solano County COVID and social distancing protocols. Further instructions will be given leading up to the date of the site walk. Proposers will not send representatives who show symptoms of COVID-19, regardless of severity.

### **Deadline for Written Questions.**

Before 2:00pm PT on **Wednesday, 9 / 7 / 2022** Proposers must submit all questions about the meaning or intent of this RFP and other Proposal Documents to the District via the contact email listed on the RFP cover sheet. All questions and requests for information and clarification received before the stated time and date will be addressed by the District through formal written Addenda, which will be posted on the District's website by **Wednesday, 9 / 14 / 2022**. Only questions answered by formal written Addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect. Any attempt by a Proposer to contact any other District staff member regarding this RFP may result in disqualification of the Proposer.

### **Addenda.**

If the District deems advisable, the District may also issue Addenda to modify the Proposal Documents. Addenda shall be acknowledged by submission of Attachment C by number and date and shall be part of the Proposal. It is the proposer's responsibility to ensure that all requirements of addenda are included in the proposer's Proposal. Proposers may obtain a complete listing of Addenda from the District's website.

### **RFP Due Date.**

The District shall receive, no later than 2:00pm PT on **Wednesday, 9 / 28 / 2022**, a single copy of the full proposal, including all required signed forms, as well as a completed Pricing and Proposal form (Attachment C) in a sealed envelope – labeled and separate from the RFQ submission. Contents shall also include a flash drive with consolidated PDF file of RFP submission. All materials, including copyrights for original design work, submitted by Proposer

in response to this Request for Proposals shall become the property of the District. All materials shall be delivered to the District via the information listed on the RFQ/P cover sheet. If DBE is deemed not qualified upon review of SOQ, the sealed (Unopened RFP) will be returned to sender.

### **Proposer Interviews.**

During the week of **10 / 9 / 2022**, the District may conduct individual interviews with shortlisted Proposers. Those Proposers will comprise a short-list of preferred vendors and will be notified of the time and virtual location in advance of the interview. The purpose of these interviews is to confirm information provided in proposals submitted by the Proposers, and to allow Proposers to respond to District questions and to provide clarifications and expand on the information provided in their proposals. Each Proposer shall have their proposed key personnel assigned to the project present as the primary representatives during this process. Presentation materials shall typically include Electronic Media (PowerPoint) and supporting materials.

Upon completion of interviews and proposal evaluations, selected Proposer or Proposers shall be notified, and contract negotiations with the District may begin. If the selected Proposer(s) are unable to effectively execute contracts with the District, other shortlisted Proposers may be contacted to develop the proposed projects.

### **Evaluation & Selection.**

The RFP evaluation is solely for the purpose of determining which Proposers are deemed responsible, qualified, and able to offer the best value to the District. Qualifications of applicants will be reviewed and determined by the District and their consultants based upon the submitted documents and any other information available to them. Proposals shall be deemed to include any written responses of a Proposer to any questions or requests for information of the District made as part of the Proposal evaluation process after submission of the Proposal. Applicants may be asked to submit additional information pertinent to the Projects, or to be present for a virtual interview. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the Proposer.

The District retains the sole discretion to determine issues of compliance and to determine whether a Proposer is responsive and responsible. The District will determine a Proposer's quality, fitness, and capacity to perform the project satisfactorily. Proposers are encouraged to submit a single proposal that includes solutions and subcontractors required to complete the system elements. There will only be one contract holder/counterparty. Each submittal will be judged as a demonstration of the Proposer's capabilities of delivering the services requested with high quality and low total lifetime costs. Evaluation of the responses will be based on a competitive selection process, in which the evaluation of proposals will not be limited to price alone. The Selection Committee's decision will be based on the evaluation of several factors including, but not limited to, the following:

#### **Technical Proposal (20 points)**

- Preliminary system designs appropriate for site needs and accounting for site conditions
- Shutdown and load transfer proposal
- Commissioning and testing



**Price Proposal (20 points)**

- Including Design cost, construction fee, general conditions cost, and subcontractor markup.
  - Points to be assigned on a linear basis against the low DBE bidder. i.e., If the low DBE bid is \$500,000, this would score 25 points, and second bidder cost is \$450,000, they would score  $(\$450,000/500,000) \times 25$  points = 22.5 points.

**Implementation Plan and Schedule (15 points)**

- Complete and thoughtful Risk Management & Safety Plan
- Proposal is complete and addresses requirements and preferences stated in the RFP and demonstrates experience working with public agencies
- Ability to meet proposed schedule.

**Contract Terms & Conditions (10 points)**

- Ability to work with desired District Contract Terms and Conditions, Insurance, and Indemnification requirements
- None or minor objections to key terms and requirements

**Proposed Project Team and Experience (10 points)**

- Strength of qualifications and experience of partner firms and key personnel
- Strength of project references with regards to customer satisfaction, completion of projects equivalent to those included in this RFP, and success in maintaining project budgets and schedules
- Team delivers the most complete energy development package to successfully address all the identified systems

**Interview (10 points)**

- Interview performance and articulation on approach to work for successful project

**Substitution/Alternates for Project Enhancement (5 points)**

- Contribution to proposed project design for improvements to schedule, quality, and project costs

**All Additive Alternatives must be of high quality, add significant value, provide benefit to the District, and are beyond the minimum requirements established in the RFP.**

The District will develop preliminary scores, which will then be augmented for short-list Proposers during or after Proposer interviews. The Proposer with the highest consensus score will be invited to enter contract negotiations with the District.

Proposers are urged to review evaluation factors listed above and tailor the response to provide clarity in all areas including, but not limited to, cost, implementation, technical design, warranties, performance guarantees, and company experience.

**Award.**

Any contract(s) for this Project will be awarded to the qualified Proposer able to effectively negotiate terms for the project that provide the "best value" to the District as determined solely by the District and its agents. The District reserves the right to reject any or all proposals or any part of an individual proposal; to waive any irregularity in any proposal; and to determine which, in its sole judgment, best meets the goals of this RFP. The District also reserves the right of refusal for subcontractors and team members at the project's outset and throughout the Systems' lifetime.

### **Prevailing Wage Requirements and Other Requirements.**

Proposers are notified and informed that they will be subject to and must comply with all the requirements under the California Labor Code to pay the general prevailing rate of per diem wages and for holiday and overtime work to all workers engaged in the performance of any work under the proposed contracts. Copies of prevailing rates of per diem wages are available from the Department of Industrial Relations, State of California. Proposer and any subcontractors shall comply with all federal, state, and local laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, local building codes, utility interconnection regulations, the Americans with Disabilities Act, and any copyright, patent, or trademark law. Proposer's Failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.

AB 1768 (effective January 1, 2020), amended the definition of "construction" work for which prevailing wages must be paid to include "work performed during the design, site assessment, feasibility study, and other pre-construction phases of construction...regardless of whether any further construction work is conducted..." Proposers shall comply with all applicable provisions of the California Labor Code relating to the payment of prevailing wages.

Proposers are required to be registered as a Public Works Contractor with the Department of Industrial Relations pursuant to the Labor Code. The Proposer's and Subcontractor's registration must remain active throughout the term of the Contract.

### **Project Labor Agreement.**

Proposers are further informed that the project will be subject to the Measure Q Project Labor Agreement (PLA). All subcontractors shall also be required to execute Letter of Assent under the PLA.

### **Non-Discrimination.**

Contractors shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition. Contractor will take affirmative action to ensure that employees are treated without regard to race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental handicap, or medical condition.

The RFP specifications, terms, conditions, Attachments, and Addenda, and Proposer's proposal, in whole or in part, may be incorporated into and made a part of any contract that is awarded because of this RFP.

### **III. Proposal Preparation & Submittal**

Each Proposer must conform with and be responsive to the submittal formats required by the District. Any deviation from the standard application forms (where applicable) or failure to provide the required information may be considered non-responsive and grounds for rejection of the proposal. The District may reject any or all proposals or any part of an individual proposal, or waive any irregularities in any responses received, at its sole discretion. Submittals for past projects with the District are not applicable to this RFP.

Proposal submittals must be submitted as a single electronic PDF file (with Attachment C as a separate PDF file), must not exceed 25 pages (excluding attachments as identified below and team resumes) and must follow the ordering format as shown below:

#### **Section 1. Executive Summary (1 - 2 pages)**

Company name and contact information, High-level description of the professional background of the company and project team, proposed project scope, project management approach, proposed bid alternates (if applicable), and description of relevant company experience with equivalent projects. Summary shall include a table of contents with reference to all RFP sections & attachments.

#### **Section 2. Relevant Project Experience (1 - 2 pages)**

Description of relevant project experience for organizational team members and key personnel, both prior to and during their time at the current firm. Description of the Proposer team structure, including firm address(es), key contacts, and roles in the proposed project for each Proposer team member. The proposer must identify subcontractors and show how the scope will be divided between the Prime and subcontractors. This description must be supplemented by an organizational chart for the project.

#### **Section 3 Project References (3 pages)**

Minimum of five (5) references for successfully completed projects of similar size and scope, with contact information for each client's key project liaison. Proposers should focus on Substation and high voltage electrical system projects that were contracted with public agencies. Note that the District and/or its designated representatives may contact some or all the provided references. The District reserves the right to: (a) check all, any, or no references that the District deems necessary, to assess a firm's past performance; (b) contact all or as many references the District determines are representative projects demonstrating experience that is relevant to this scope of services; and (c) check any other reference(s) that might be indicated through the explicitly specified contacts or that result from communication with other entities involved with similar projects, including other industry sources and users of similar services known to the District.

#### **Section 4. Preliminary System Design (2 - 4 pages)**

Designs should adhere to specifications according to Attachment A and include the following:

- **Substation site overview** with proposed equipment layout
- Product **spec sheets** and **warranty information** for proposed electrical system - *Not included in page count (Include as Appendix Document)*
- Shutdown and load transfer method of procedure
- Interception and tie in plan to existing campus 12KV system

#### **Section 5. Project Schedule (1 - 2 pages)**

High-level overall project schedule for the project, assuming contract negotiations beginning in October 2022. Proposer should note mandatory project milestones and deadlines. A PDF of a Gantt chart or similar project management software illustration with narrative explanation is the desired format. A suggested approximate project timeline is shown above in Section III "Timeline of Key RFP Dates".

#### **Section 6. Risk Management and Safety Plan (1 minimum)**

Describe considerations and contingency plans for supply risk-management related to COVID-19 or other delays. Please provide a safety plan related to construction and operation of the proposed systems (e.g., annual testing to validate the functionality of the systems). This plan should include considerations for staff training and fire safety including any testing certifications achieved (i.e., UL 9540A as specified in NFPA 855, UL 9540).

The successful proposer shall submit a project specific Injury and Illness Prevention Program (IIPP) and Heat Illness Prevention Plan (HIPP), along with any additional safety protocols that will be implemented. Considering the ongoing COVID-19 pandemic, Proposers should specify additional safety costs related to COVID safety and include these into the bid costs. The District is not responsible for COVID-related safety costs not clearly expressed in the bid costs. This/these Plan(s) will not be counted towards the final page count.

#### **Section 7. Proof of Valid Licensing**

Proof of valid and current Contractor's license. Only Proposers with a Class B Contractor's license and who have been approved through this process will be eligible to contract for the Project. Proposers must have the appropriate Contractor's license to complete the required work either in-house or via the Proposer's listed sub-contractor(s). This section will not be counted towards the final page count.

#### **Section 8. Cost Proposal Form (Attachment C)**

Cost proposal for direct purchase of Systems, including payment of Prevailing Wages, must be submitted on the form included as Attachment C Pricing must include all aspects of providing a turn-key solution and must address the requirements and

constraints noted in Attachment B and foreseeable contracting and site conditions, including, but not limited to, those identified in Attachment A, site walk(s), and RFQ/P Addenda.

In the electronic submission, Attachment C must be attached in PDF format. This section will not be counted towards the final page count.

### **Section 9. Key Contract Term Exceptions (1 page)**

Any exceptions to the District's key contract terms, conditions and requirements in Attachment B of this RFP must be stated in this section. This list should identify certain specific areas of the contract that should be addressed, along with Proposer-provided language suggestions for how they might be addressed.

### **Section 10. Response Checklist & Required Forms**

Signed Response Checklist (Attachment D) and Required Forms Listed Below. These materials will not be counted towards the final page count.

- **Exhibit D.1 – Site Visit Certification**
- **Exhibit D.2 – Non-Collusion Declaration**
- **Exhibit D.3 – Project Labor Agreement**
- **Exhibit D.4 – Iran Contracting Act Certification**

Proposers must complete a guided site visit prior to submittal of proposals. Proposers who do not attend the Optional Site Visit should, at some point before submittal, coordinate with District staff and visit the Fairfield Campus to comply with this form and attach it to their submission. Proposers may not be able to access all areas of the campus available on Optional Site Visit.

**Cost of Proposal Development.** The District shall not bear any financial responsibility for costs incurred by the Proposer in responding to this RFP or any subsequent proposal, whether the Proposer's proposal is successful, including the costs for bonding, legal costs for any reason, visitation costs, reproduction, postage/mailing and other related costs.

#### IV. Project Scope

Responsive proposals shall propose a task scope that addresses the Objectives described in RFP. More detail and information around technical specifications of each task item can be found in Attachment A.

Upon successful contracting with the selected Proposer, the District and contractor shall hold a kick-off meeting to establish points of contact, schedule milestones, and roles and responsibilities for the project. The project development shall proceed roughly along this pathway: The District will review and approve design documentation based on the requirements in this RFP and as detailed in Attachment A. The District may request additional documents as needed. Prior to the first design submission, the Contractor and District shall agree upon precise organization and format of the design submittals. The District and Engineer of Record will review all submittals, provide written comments, and conduct Design Review Meetings for each stage of the process. Contractor shall provide additional detail, as required, at each successive stage of the Design Review. Contractor shall not order equipment and materials until Design submittals have been approved unless Contractor desires to order sooner at Contractor's own risk. Contractor shall not begin construction until Construction Documents have been approved by the District and the Division of the State Architect (DSA) and all required permits have been obtained. **The District will formally approve, in writing, each phase of the design and is the sole arbiter of whether each phase of the design has been completed.** The Contractor shall not enter a subsequent design phase without the approval of the District, unless at the Contractor's own risk.

The proposed scope shall include, at a minimum, the following project Tasks:

1. Complete full design and engineering for entire project

- Review and update analysis of energy load data provided by the District.
- Review and revise electrical distribution infrastructure plans provided by the District.
- Prepare and submit engineering and design documents for District review and approval including but not limited to:
  - Site plans, elevations, schedules, equipment arrangement and detailed drawings with location and layout of all system equipment (Include control panels; cable and conduit counts, sizes, and materials; racking, blocking, and any emergency shut-off switches required by local jurisdiction)
  - Single-line diagrams including local utility system tie-ins
  - All other drawings, calculations, details, and schedules required for the system design.
  - The successful bidder will utilize ProCore
- Safety, code, and efficiency recommendations resulting from onsite systems review.
- Permitting, inspections, and special inspections as required by DSA

**DELIVERABLES**

- As-built system review documentation and remediation recommendations.
- Three (3) sets of project final plans, signed by a California registered professional engineer, printed, and signed on 24"x36" paper, with additional electronic versions in editable native file format, book marked pages, hyperlinked details, and text-searchable PDF format.
- One (1) high resolution, electronic version of the final construction-grade specifications in editable native file format and text-searchable PDF.

- Updated construction, integration, and commissioning plan and schedule.
- Notice to proceed with construction from the District.

2. Secure all required permits and approvals

- Identify, secure, adhere to, and submit all government permits and approvals required for installation of complete Substation scope, including DSA review and approval, and DSA certification at Project Completion. All permits and fees should be included in DBE fee.

DELIVERABLES:

- All required filings, notices, permits, and approvals
- PG&E interconnection application
- PG&E interconnection agreement
- Utility Permission to Operate

3. Procure and deliver all equipment, supplies, services, etc.

- Coordinate with the District to develop delivery schedule and storage plans
- Update detailed specifications and equipment schedule to reflect any changes or additions established during permitting and pre-construction inspection processes.
- Arrange and manage procurement, delivery, and secure storage of all equipment and materials.

DELIVERABLES:

- Approved Procurement Plan
- Delivery schedule and materials storage plan and map
- Bill of lading for all procured and delivered equipment and materials
- Manufacturer/vendor manuals, specifications, and other documentation

4. Complete integration and configuration of all system controls

Complete all tasks necessary to configure all communications, telemetry, controls, and human interfaces required to manage and execute all Substation functions including but not limited to:

- System Monitoring and load logging
- Power system study

DELIVERABLES

- Training and License Seats

5. Complete construction closeout

*Submit digital as-built record drawings, final punch list, complete Substation system manuals (if applicable) and other documentation as required by the District.*

DELIVERABLES

- As-built record drawings and documentation in cad format

- Construction closeout report including completed punch lists
- Updated performance guarantee agreement
- All DSA required closeout documentation, including obtaining DSA Certification
- Power system study model

6. *Train District staff on system operations and maintenance*

- Deliver complete system O&M documentation including Control Manual.
- Deliver Operator Training Document Set and provide formal training in all functions to be performed by site staff, including configuring and adjusting control modes, monitoring, and analyzing performance, retrieving system data logs and reports, and basic troubleshooting.
- Deliver schedule of recommended periodic maintenance and testing, including identification of maintenance and testing steps required for manufacturer warranties and compliance with safety protocols and other operating standards.
- All District Staff training should be video recorded and turned over to the District.

All operator manuals shall be subject to District review and approval before they are deemed final and accepted for system operation and training.

DELIVERABLES:

- Substation Manual (If applicable)
- Operator Training Document Set
- Other system O&M Manuals as appropriate
- Schedule of Periodic Maintenance and Testing
- Training Videos



## **ATTACHMENT A: Technical Overview Documents**

Exhibits are available for download on District website

- **A.1 – Technical Requirements**
- **A.2 – Technical Specifications**
- **A.3 – Project Bridging Drawings**

## **ATTACHMENT B: Key Contract Terms & Insurance Requirements**

Exhibits are available for download on District website

- **B.1 – Design Build Contract Agreement**
- **B.2 – Design Build Contract Documents**

## **ATTACHMENT C: Pricing Proposal**

Exhibits are available for download on District website

- **C.1 – Pricing Proposal Form**

## **ATTACHMENT D: Response Checklist & Required Forms**

Exhibits are available for download on District website

- **D.1 – Site Visit Certification**
- **D.2 – Non-Collusion Declaration**
- **D.3 – Project Labor Agreement (Letter of Assent)**
- **D.4 – Iran Contracting Act Certification**