

# **West Campus Electrical Infrastructure Testing Project**

**Portland State University**

**Request for Proposals  
Electrical Contractor Services**



**Portland State**  
UNIVERSITY

**October 1, 2012**

Portland State University  
Facilities and Planning  
617 SW Montgomery Street, Suite 202  
PO Box 751  
Portland Oregon 97207-0751

# West Campus Electrical Infrastructure Testing Project - Portland State University

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## SECTION 1 - ADMINISTRATIVE INFORMATION

### 1.01 INTRODUCTION

Portland State University is the owner of a 12.47kV electrical distribution system. Much of this infrastructure was installed in the late 1960's and early 1970's. Over the years a lot of this infrastructure has been replaced while some still remains. The basis of the project is to help PSU identify the as-built conditions of the system as well as testing the integrity of the system. The results of this analysis will help PSU prioritize future electrical infrastructure upgrades.

The building's served off of 12.47kV system:

Science Research and Teaching Center, Science Building One, West Heating Plant, Peter W. Stott Center / Research Greenhouse, Millar Library, XSB, Lincoln Hall, Cramer Hall, Smith Memorial Student Union / Library East, Neuburger Hall, Parking Structure One, University Services Building / Parking Structure Two.

With no exceptions all electrical shut down's, sensor installation and applicable data gathering are to occur between 12/23/12 and 01/01/13 (with the exception of 12/25). In order to meet this timeframe the contractor may be required to work during off hours, the project should be priced as such. All electrical outages are to be kept to an absolute minimum, reference appendix 5.01 for further detail. Partial discharge testing can be completed up to the substantial completion date.

The Oregon University System (OUS), on behalf of PSU, is seeking qualified Electrical Contractor ("General Contractor" [GC]) firms for the West Campus Electrical Infrastructure Testing Project (Project). In accordance with Oregon Administrative Rule (OAR) 580-063-0020, PSU will use the Request for Proposal (RFP) competitive procurement process to select and enter into a Contract with a GC firm.

PSU intends to enter into a Contract with the selected firm that will include a fixed price agreement to provide testing on the West Campus Electrical Infrastructure as shown in the contract documents. The Contract shall include construction services through completion of the Project.

PSU will use the RFP process to evaluate each of the Proposers' capabilities with respect to the evaluation criteria set forth in Section 2.02. Information may be obtained from various sources including interviews and Proposals submitted in response to this document and discussions with former and present clients of the Proposers.

This Request for Proposals shall not commit PSU to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any supplies, goods or services. PSU reserves the right to accept or reject all responses received as a result of this RFP if it is in the public interest to do so.

A copy of the Sample Agreement is attached to this RFP (Appendix 4.02).

Most of the original switch gear and cabling is obsolete and in need of servicing and a complete condition assessment and repair. This effort will be broken out in 4 phases:

**Phase I** of the project is to provide a distribution level West Campus one-line diagram and additional construction documents in order to create a testing protocol assessing the condition of the existing West Campus electrical infrastructure. Consultant shall assist PSU in creation of RFP for electrical testing services and assist PSU in estimating the costs of the associated testing. Consultant shall provide arc flash studies for each building on campus, as well as construction documents and support services for the

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installation of an emergency generator in the West Heating Plant. The anticipated completion date for Phase I is winter of 2013.

**Phase II** of the project is for the electrical contractor awarded the project as a result of the RFP created in Phase I to perform testing on existing West Campus electrical infrastructure (**this RFP**). Contractor is to report and recommend any upgrades to the existing system. The anticipated completion date for Phase II is winter of 2013 with the major shut downs occurring during campus closure in December 2012.

**Phase III** of the project is based upon Phase II electrical testing results and PSU needs. The Electrical consultant is to create construction documents to provide necessary upgrades to the West Campus electrical system. Awarded consultant shall assist PSU in creation of RFP for construction services and assist PSU in estimating the costs of the associated construction. Consultant is to provide commissioning and construction support. The anticipated completion date for Phase III is July 1, 2013.

**Phase IV** of the project, the awarded electrical contractor shall construct needed West Campus electrical distribution upgrades. The anticipated completion for Phase IV is March 15, 2014 with the major shut downs occurring during campus closure in December 2013.

The scope of this RFP is Phase II. Phase I has been completed by Glumac who has developed the Project specifications and and Division Requirements for this RFP.

### **1.02 SCOPE OF PROJECT (Reference appendix 5.01 for further detail)**

1. Provide backup power equipment, cables and labor to electrical equipment indicated to test cables.
2. Prepare 12.47KV gear in preparation for Testing Procedures and Testing Schedules including removal of all enclosure covers and opening of enclosure doors as may be necessary.
3. Exercise all Metal Enclosed - Medium Voltage Switches (12.47KV).
4. Inspect and Test 12.47KV Voltage Cables.
5. Exercise the 12.47KV Automatic Transfer Switches.
6. Determine the length of 12.47KV cable id not indicated on one-line drawing. Verify one-line diagram and document any discrepancies as required.
7. Gather data required for arc flash analysis. Specifics are outline in appendix 5.01.
8. Coordinate with owner appropriate signage at building's in order to notify the university community testing.
9. Coordinate with owner notifications to campus community regarding power outages. This will be required before, during and after all power outages.
10. Provide photographs and video documentation of the inside of all electrical gear.
11. Prepare reports of all testing and inspection findings.

### **1.03 RESPONSE DATE**

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To be considered for selection, Proposals must arrive at PSU's Facilities and Planning office by **3:00 PM local time, October 17, 2012**. Applicants who mail packages should allow ample delivery time to ensure timely arrival. The address of the Facilities and Planning office is:

### FOR DELIVERY:

Contracts Office  
PSU Facilities and Planning  
617 SW Montgomery, Room 202  
Portland OR 97201

### FOR MAIL: (Not Recommended)

PSU Facilities and Planning  
PO Box 751  
Mail Stop FAP  
Portland OR 97207-0751

### **FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED**

Applicants selected may be requested to provide additional information, either informally or via interview process, to clarify their qualifications and to ensure mutual understanding of the scope of the work requirements and schedule.

### **1.04 FORM OF AGREEMENT AND PREVAILING WAGE RATES**

PSU will use the Sample GC Agreement (Sample Agreement), attached as Appendix 4.02, and the current OUS General Conditions for Public Improvement Contracts (OUS General Conditions), which are incorporated into the Sample Agreement but separately attached to this RFP as Appendix 4.03 for ease of reference, as the basis for the final agreement (GC Contract). The General Conditions, as may be modified by Supplemental General Conditions developed during contract negotiations, shall apply to the work of all subcontractors and to the work of the GC to the extent that they do not conflict with the GC Contract. The current Supplemental General Conditions, subject to final negotiation as limited below are attached as Appendix 4.04.

It is the intention of PSU to enter into a Contract with the selected GC.

During the term of any Contract resulting from this RFP, the GC shall maintain in force, insurance required by the Contract Documents (see OUS General Conditions and applicable Supplemental General Conditions). A Contract will not be executed, and PSU will not issue a notice to proceed, until acceptable proof of insurance coverage is received.

This Contract is subject to payment of prevailing wages under ORS 279C.840. Contractor and any subcontractors performing all or part of the contract must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Contract, as determined by the Director of the State of Oregon Bureau of Labor and Industries ("BOLI") in the applicable publication entitled *Definitions of Covered Occupations for Public Works Contract in Oregon*. The latest prevailing wage rates for public works contracts in Oregon are contained in the following publications: The July 1, 2012 Prevailing Wage Rates for Public Works Projects in Oregon, the July 1, 2012 PWR Apprenticeship Rates. Such publications can be reviewed electronically at [http://www.boli.state.or.us/BOLI/WHD/PWR/pwr\\_state.shtml](http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml) and are hereby incorporated as part of the Contract Documents.

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### **1.05 SELECTION PROCEDURE AND TIMETABLE**

The selection procedure is intended to evaluate the capabilities of interested GC firms to provide professional preconstruction services and construction services to PSU for this project. The Selection Committee will numerically evaluate the responses to the RFP. On the basis of this evaluation, the highest scoring firms may be selected for final consideration through interviews and further investigation of references.

Following the interview, a written recommendation and form of agreement will be forwarded to PSU's Director of Facilities and Planning for review and presentation to the successful Proposer for signature.

#### **Proposed Selection timetable is as follows:**

October 1, 2012	Advertisement of Request for Proposals
<b>October 4, 2012 @ 2:00 PM local time</b>	<b>Mandatory Walkthrough</b> <b>Meet at University Services Building, 617 SW</b> <b>Montgomery Street, Suite 202</b> **Note: parking is difficult to find at PSU. Please schedule your time accordingly.
October 9, 2012 @ 5:00 PM local time	Applicant questions due/Solicitation protest deadline/ Substitution requests due
October 11, 2012	Addenda Due
<b>October 17, 2012 @ 3:00 PM local time</b>	<b>Proposals Due</b>

#### **The following are proposed timelines and are subject to change without notice.**

October 19, 2012	Notification of apparent successful Proposer
October 25, 2012 @ 5:00 PM local time	Selection Protest deadline
October 26, 2012	PSU finalizes Contract

#### **Schedule Milestones**

November 1, 2012	Begin Construction
January 31, 2013	Substantial Completion Date
March 31, 2013	Final Completion Date

### **1.06 INCURRED COSTS**

PSU shall not be liable for any costs incurred by applicants in the preparation and presentation of their proposals.

### **1.07 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT**

By submitting a qualifications package, the applicant certifies conformance to the applicable Federal Acts, Executive Orders, Oregon Revised Statutes, Administrative Rules and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to PSU upon request for purposes of investigation to ascertain compliance with such acts, regulations and orders.

### **1.08 PROTESTS**

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### **1. Solicitation Protests:**

Prospective respondents shall submit a request for change of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) to Facilities Contracts by delivery or mail to the address indicated in Section 1.03. These must be received no later than **October 9, 2012** at 5:00 PM local time. Such requests for change shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Failure to raise an issue with solicitation provisions and specifications and conditions during this period precludes a Selection Protest based upon such issue.

### **2. Selection Protest:**

Any Proposer who responds to this RFP and claims to have been adversely affected or aggrieved by the selection of competing Proposers shall have seven calendar days after notification of selection to submit a written protest to:

Construction Contracts Department  
PSU Facilities and Planning  
617 SW Montgomery, Room 202  
Portland OR 97201  
Phone: (503) 725-4326  
Fax: (503) 725-4329

The written protest must be received by 5:00 p.m. within the identified seven day period.

### **1.09 QUESTIONS FROM APPLICANTS**

Questions from applicants regarding this RFP must be received in writing no later than August 9, 2012 at 5:00PM local time and shall be directed to the Contracts Office via email to **fapcontracts@pdx.edu**. Questions received on or before that time shall be answered via addendum. Applicants are encouraged to call to check on the status of such addenda prior to submission of their proposals.

### **1.10 PUBLIC RECORDS**

PSU will keep this RFP and one copy of each original proposal received in response to it, together with copies of all documents pertaining to the award of any contract, as part of file or record that is open to public inspection . If a proposal contains any information that constitutes a trade secret under ORS 192.501(2), such information must be marked with the following legend:

“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.501. Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. These restrictions may not include cost or price information.

**END OF SECTION 1**

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### SECTION 2 - PROPOSAL REQUIREMENTS

#### **2.01 GENERAL**

Six (6) copies of the proposal should be submitted, containing the following items and providing the information as specified. Please respond to the requested information using the following same numbers and order in which the information is requested. This will allow us to easily compare the proposals. Incomplete proposals may not be considered. Proposals are not to exceed 5 double-sided pages in length (the equivalent of 10 single-sided pages) not including the bid form or bid security. For sustainability reasons, please submit your response in loose leaf, single, unbound sets printed on recycled paper containing a minimum of 30% post-consumer content. **Please Do Not Use Ring Binders and Dividers.**

#### **2.02 EVALUATION CRITERIA**

##### **1. Firm Background and Experience – 15 points**

Describe your firm's history. Include information identifying the firm's annual volume, financial/bonding capacity for this project. Explain relevant experience particularly with working on projects of similar scope for public entities over the past three years.

##### **2. Key Personnel – 25 points**

Provide the names of the Project Manager and Superintendent that you will commit to this Project. Demonstrate their specific experience on projects of similar type, size and scope over the past three years. Identify their length of employment with your firm and, if less than three years, recent prior firm(s), their responsibility on this Project, and their primary office locations.

##### **3. Proposed Project Schedule – 20 points**

Prepare a proposed project schedule that identifies milestones and duration for each proposed activity. Schedule should identify the testing sequence on a per building and feeder basis. Reference appendix 5.02 for further scheduling and shut down requirements.

##### **4. Proposed Safety and Logistics Plan – 20 points**

Prepare a proposed project specific safety and logistics plan.

##### **5. ESB/MBE/WBE Plan – 20 points**

PSU is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Business, and PSU strongly encourages its consultants to utilize these businesses in providing services and materials for PSU contracts and projects. Specifically describe the following:

- Explain your pre-bid outreach methods to ESB/MBE/WBE subcontractors and suppliers.
- Identify by name any ESB/MBE/WBE subcontractors or suppliers that you will utilize on this project. Substitutions of these subcontractors or suppliers after award of the bid shall be subject to owner approval.
- Explain your post-bid outreach methods to ESB/MBE/WBE subcontractors and suppliers.

##### **7. Base Bid – 50 points**

Submit a lump sum bid for the base project on the bid form included in Appendix 4.01. The Proposer with the lowest base bid will receive full points, higher cost Proposers will receive proportionally lower points according to the formula:  $[1 - (\text{Proposer's Bid} - \text{Low Proposer's Bid}) / \text{Proposer's Bid}] \times 50$  pts.

##### **8. Alternates – 25 Points For Each of Two Alternates (total 50 points)**

Submit a lump sum bid for each alternate as described in the Division 1 General Requirements.

END OF SECTION 2



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**SECTION 3 - EVALUATION AND SELECTION PROCESS**

**3.01 SELECTION COMMITTEE**

Proposals will be evaluated by a committee. Selection Committee members will not be announced prior to interviews.

**3.02 EVALUATION CRITERIA**

<b>Item</b>	<b>Criteria</b>	<b>Points</b>
1.	Firm Background and Experience	15 points
2.	Key Personnel	25 points
3.	Project Schedule	20 points
4.	Safety and Logistics Plan	20 points
5.	ESB/MBE/WBE	20 points
6.	Base Bid	50 points
7.	Alternates (25 points x 2 Alternates)	50 points
<b>Total Points Available</b>		<b>200 points</b>

**3.03 SELECTION PROCESS**

The Qualification Package Requirements will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2 Proposal Requirements. Any packages which do not include all required elements may be rejected at the Owner's discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.02.
- C. The Proposer with the most cumulative points will be awarded the Contract.

**END OF SECTION 3**