

# **WEST CAMPUS MEDIUM VOLTAGE INFRASTRUCTURE ELECTRICAL TESTING AND MAINTENANCE SERVICES**

Solicitation #1509

Request for Proposal from General Contractors



October 24, 2013



## **Contents**

<b>SECTION 1 - ADMINISTRATIVE INFORMATION</b>	<b>2</b>
1.1 INTRODUCTION .....	2
1.2 SCOPE OF WORK.....	3
1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE .....	3
1.4 RESPONSE.....	4
1.5 FORM OF AGREEMENT AND PREVAILING WAGE RATES .....	5
1.6 RESERVED .....	5
1.7 ADDENDA.....	5
1.8 QUESTIONS FROM PROPOSERS .....	5
1.9 PROTESTS.....	6
1.9.1 Solicitation Questions, Requests for Clarification or Change, and Protests.....	6
1.9.2 Selection Protests.....	6
1.10 INCURRED COSTS.....	7
1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT.....	7
1.12 EQUITY AND DIVERSITY .....	7
1.13 PUBLIC RECORDS .....	7
<b>SECTION 2 - PROPOSAL REQUIREMENTS</b>	<b>8</b>
2.1 PROPOSAL SUBMISSION .....	8
2.2 EVALUATION CRITERIA .....	9
2.2.1 Firm Background and Experience – 10 points.....	9
2.2.2 Key Personnel – 10 points .....	9
2.2.3 Proposed Project Schedule –15 points .....	9
2.2.4 Proposed Site Logistics Plan - 25 points .....	9
2.2.5 Proposed Safety Plan - 20 points.....	9
2.2.6 Equity and Diversity Plan –20 points.....	9
2.2.7 Base Bid – 80 points .....	10
2.2.8 Optional Reference Check – 5 points .....	10
2.2.9 Optional Interview – 30 points.....	10
<b>SECTION 3 - EVALUATION AND SELECTION PROCESS</b>	<b>11</b>
3.1 SELECTION COMMITTEE .....	11
3.2 EVALUATION CRITERIA .....	11
3.3 SELECTION PROCESS.....	11
<b>APPENDICES</b>	<b>12</b>
4.1 SAMPLE OUS PUBLIC IMPROVEMENT AGREEMENT.....	12
4.2 SUPPLEMENTAL GENERAL CONDITIONS .....	12
4.3 OUS GENERAL CONDITIONS FOR PUBLIC IMPROVEMENT .....	12
4.4 PSU CAMPUS MAP.....	12
4.5 DIVISION 1 .....	12
4.6 BID FORM .....	12
4.7 BID BOND.....	12
4.8 PERFORMANCE BOND (TO BE SUBMITTED UPON CONTRACT AWARD) .....	12
4.9 PAYMENT BOND (TO BE SUBMITTED UPON CONTRACT AWARD) .....	12
4.10 ELECTRICAL TESTING SPECIFICATIONS .....	12
4.11 GENERATOR LOCATIONS AND POWER CABLE ROUTING .....	12
4.12 WEST CAMPUS ONE-LINE ELECTRICAL DRAWING .....	12

## SECTION 1 - ADMINISTRATIVE INFORMATION

### 1.1 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 some infrastructure has been replaced while some still remains. The basis of the project is to perform maintenance and testing on this equipment and establish a long term maintenance protocol. PSU has designated specific buildings as critical (c) and non-critical (nc), an explanation of this distinction is below.

The building's served off of 12.47kV system are:

- Science Research and Teaching Center (c)
- Science Building One (c)
- West Heating Plant (nc)
- Peter W. Stott Center (nc)
- Research Greenhouse (nc)
- Millar Library (nc)
- Extended Studies Building (XSB) (nc)
- Lincoln Hall (nc)
- Cramer Hall (c)
- Smith Memorial Student Union (nc)
- Library East (nc)
- Neuburger Hall (nc)
- Parking Structure One (nc)
- University Services Building (nc)
- Parking Structure Two (nc)

#### **Critical Versus Non-Critical Buildings**

General: Bidding contractors may choose to perform the maintenance and testing services while powering the electrical infrastructure off of backup generators. Regardless of being labeled as critical or non-critical, electrical infrastructure shall only be powered off of emergency generators for a maximum of 8-hour intervals; at that point main utility power is to be restored to the building.

Critical Buildings: Buildings designated as critical are labeled as such due to the sensitive nature of the building's operations. Critical buildings can only be without power for a 1-hour maximum. While building is without power, backup generators must be staged outside of the building and cable's must be routed to building's electrical equipment and prepped for connections. In the event of an electrical failure, cables must be connected and power restored as soon as possible (reference appendix for generator staging locations and cable routing).

Non-Critical Buildings: Buildings designated as non-critical are labeled as such due to the nature of the building's operations. Non-critical buildings can only be without power for a 2-hour maximum. Back-up generators need to be staged outside of building. Cables do not need to be routed to building's electrical equipment. In the event of an electrical failure, cables must be routed and connected and power restored as soon as possible (reference appendix for generator staging locations and cable routing).

## **1.2 SCOPE OF WORK**

Portland State University is requesting proposals for West Campus Medium Voltage Infrastructure Electrical Testing and Maintenance Services. The services shall include all qualified testing personnel, supervision, equipment, tools, support, expenses, overhead and profit to provide a completely tested and certified power distribution system.

The Project scope is listed below. The General Contractor (“Contractor”) will be responsible for construction-related services and logistics, including, without limitation:

- Provide backup power equipment, cables and labor to electrical equipment indicated.
- 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.
- Exercise all Metal Enclosed - Medium Voltage Switches (12.47KV).
- Inspect and Test 12.47KV Voltage Cables.
- Exercise the 12.47KV Automatic Transfer Switches.
- Inspect and test all 12.47KV transformers.
- Verify one-line diagram and document any discrepancies as required.
- Coordinate with owner appropriate signage at building’s in order to notify the university community of testing.
- Coordinate with owner notifications to campus community regarding power outages. This will be required before, during and after all power outages.
- Provide photographs and as-built documentation of all electrical equipment that is being tested or maintained.
- Prepare reports of all testing and inspection findings.
- Provide temporary power and lighting as required.
- Establish a long-term maintenance protocol.

**No billable work can proceed prior to negotiation and execution of an Agreement and the receipt of a Notice to Proceed.**

## **1.3 SELECTION PROCEDURE AND ANTICIPATED TIMETABLE**

The selection procedure is intended to evaluate the capabilities of interested GC firms to provide 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 optional interview, a written recommendation and form of agreement will be forwarded to PSU’s Director of Capital Projects and Construction for review and presentation to the successful proposer for signature.

**Attendance at the Mandatory Pre-Proposal Conference is required to propose on this Project.** This Conference will be conducted at the time and location specified in Section 1.3. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Proposers who arrive more than 10 minutes after start time of the meeting (as stated in the solicitation and by the OUS representative’s watch) or after the discussion portion of the meeting (whichever comes first) shall

not be permitted to sign in and will not be permitted to submit a bid on the Project. **Note that Parking at PSU can be difficult to find. Please plan accordingly.**

**RFP schedule is as follows:**

- October 24, 2013.....Advertisement of Request for Proposals
- October 31, 2013 @ 1:00 PM local time .....****Mandatory Pre-proposal Conference**  
**Meet at Suite 202 of the University Services Building located at 617 SW Montgomery St., Portland, OR 97201**  
**\*\*Note: Parking is difficult to find at PSU. Please schedule your time accordingly.**
- November 4, 2013 @ 9:00 AM local time .....
- Second bid walk  
**Meet at Suite 202 of the University Services Building located at 617 SW Montgomery St., Portland, OR 97201**
- November 6, 2013 @ 5:00 PM local time .....
- Applicant questions due, solicitation protest deadline
- November 8, 2013 .....
- Final addendum published if needed
- November 13, 2013 @ 5:00 PM local time ..Proposals Due\*\***Note delivery address in Section 1.4

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

- November 18, 2013 .....
- Notice of Intent to Award or notification of the most qualified applicants, and assignment of interview appointments
- November 21-22, 2013.....
- Finalist interviews if needed (please hold these dates as finalists will be assigned a time on one of these days.)
- November 22, 2013 .....
- Notice of Intent to Award issued to apparent successful proposer
- November 27, 2013 @ 5:00 PM local time ..
- Selection protest period ends
- December 2, 2013 .....
- PSU finalizes Agreement

**Schedule Milestones**

- December 9, 2013 .....
- Begin Construction
- April 1, 2014 .....
- Substantial Completion Date
- May 1, 2014 .....
- Final Completion Date

**1.4 RESPONSE**

To be considered for selection, written proposals must arrive at Portland State University, Contracting and Procurement Services by the date specified in Section 1.3. Delivery is recommended. Proposers who mail packages should allow ample delivery time to ensure timely arrival. **Please note new mailing address.**

**It is the sole responsibility of the proposer to ensure timely delivery. Late proposals shall not be considered. Proposals will not be accepted at any other PSU location other than the address specified above. FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED**

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

**FOR DELIVERY:**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
West Campus Electrical Testing RFP  
1600 SW Fourth Avenue, Suite 260  
Portland OR 97201

**FOR MAIL: (Not Recommended)**

Portland State University  
Contracting and Procurement Services  
Attn: Cate Antisdell  
West Campus Electrical Testing RFP  
PO Box 751, Mail Stop: FAST-CAPS  
Portland OR 97207-0751

**1.5 FORM OF AGREEMENT AND PREVAILING WAGE RATES**

PSU will use the Sample OUS Public Improvement Agreement, attached as Appendix 4.1, and the current OUS General Conditions for Public Improvement Contracts (OUS General Conditions), which are incorporated into the Sample OUS Public Improvement Agreement but separately attached to this RFP as Appendix 4.3 for ease of reference, as the basis for the final Agreement. The General Conditions, as modified by Supplemental General Conditions developed during Agreement 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 Agreement. The current Supplemental General Conditions, subject to final negotiation as limited below are attached as Appendix 4.2.

It is the intention of PSU to enter into an Agreement with the selected Contractor.

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

This Agreement is subject to payment of prevailing wages under ORS 279C.840. Contractor and any subcontractors performing all or part of the Agreement must pay not less than prevailing wages to each worker in each trade or occupation employed in the performance of the Agreement, 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, 2013 Prevailing Wage Rates for Public Works Projects in Oregon, the July 1, 2013, as amended on October 1, 2013 PWR Apprenticeship Rates. Such publications can be reviewed electronically at [http://www.oregon.gov/boli/WHI/PWR/Pages/pwr\\_state.aspx](http://www.oregon.gov/boli/WHI/PWR/Pages/pwr_state.aspx) and are hereby incorporated as part of the Agreement Documents.

**1.6 RESERVED**

**1.7 ADDENDA**

Although PSU encourages an open proposal process, prospective proposers need to be aware that the RFP will be modified only by documents issued as addenda by PSU. No other direction or comments received by proposers, written or oral, will serve to change the RFP.

**1.8 QUESTIONS FROM PROPOSERS**

Questions and requests for clarifications or changes from proposers regarding this RFP must be

received in writing via email no later than the date specified in Section 1.3 and shall be directed to the Contracting and Procurement Services department at: [proposals@pdx.edu](mailto:proposals@pdx.edu).

All questions and requests that are timely received will be answered via addenda to the RFP. Other information and responses, written or oral, which are not contained in official written addenda to the RFP from PSU or any other source, are not binding on PSU. The final addenda, if any, will be released no later than the date specified in Section 1.3. Proposers are encouraged to call to check on the status of such addenda prior to submission of their written proposals.

## 1.9 **PROTESTS**

### 1.9.1 **Solicitation Questions, Requests for Clarification or Change, and Protests**

Prospective respondents may submit questions, requests for clarification, or requests for change or protest of particular solicitation provisions and specifications and conditions, (including comments on any specifications that a firm believes limits competition) in writing via email to [proposals@pdx.edu](mailto:proposals@pdx.edu).

These must be in writing and must be received by PSU prior to the date specified in Section 1.3. Such requests for clarification or change must include the reasons for the request and any proposed changes to the solicitation provisions and specifications and conditions. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

Questions and requests for clarification and change that are timely received will be answered via addenda. Protests will be answered directly with the protesting proposer. Failure to raise an issue with solicitation provisions and specifications and conditions during this period may preclude a selection protest based upon such issue. Any changes arising from questions, requests for change or protests will be made only via addenda to the RFP. Responses from PSU not contained in an official addendum to the RFP are not binding on PSU. Proposers are encouraged to check on the status of such addenda prior to submission of their proposals.

### 1.9.2 **Selection Protests**

Any proposer who responds to this RFP and claims to have been adversely affected or aggrieved by the selection of competing proposer shall have the opportunity to submit a written protest to the address below. Protests must fully specify the grounds for the protest and include all evidence that the protestor wishes PSU to consider and must otherwise comply with OAR 580-061-0145.

#### FOR DELIVERY:

Portland State University  
Contracting and Procurement Services  
Attn: Darin Matthews  
PROTEST - West Campus Electrical Testing RFP  
1600 SW Fourth Avenue, Suite 260  
Portland OR 77201

#### FOR MAIL: (Not Recommended)

Portland State University  
Contracting and Procurement Services  
Attn: Darin Matthews  
PROTEST – West Campus Electrical Testing RFP  
PO Box 751, Mail Stop: FAST-CAPS  
Portland OR 97207-0751



The written protest must be received by the date and time specified in Section 1.3. All protests will be answered directly with the proposer.

**1.10 INCURRED COSTS**

Portland State University is not liable for any costs incurred by the design team in the preparation or presentation of their proposals.

**1.11 EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT**

By submitting a proposal package, the proposer certifies conformance to the applicable federal, state and local laws, acts, executive orders, statutes, administrative rules, regulations, ordinance and related court rulings concerning Affirmative Action toward Equal Employment Opportunities. All information and reports required by the Federal or Oregon State or local Governments, having responsibility for the enforcement of the foregoing, shall be supplied to PSU upon request for purposes of investigation to ascertain compliance with the foregoing.

Pursuant to OAR 580-061-0030, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR 580-061-0040, proposers are hereby notified that the OSBHE has adopted policies applicable to consultants and contractors that prohibit sexual harassment and that proposers and their employees are required to adhere to PSU's policy prohibiting sexual harassment in their interactions with members of PSU's community.

**1.12 EQUITY AND DIVERSITY**

PSU is committed to ensuring equity and diversity in its procurement and contracting process and increasing opportunities for Minority, Women and Emerging Small Businesses (MWESB). Therefore, PSU strongly encourages its consultants and contractors to utilize MWESB firms in providing services and materials for PSU contracts and projects.

**1.13 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 Agreement, 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), each sheet containing a trade secret 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 may apply “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**

## SECTION 2 - PROPOSAL REQUIREMENTS

### 2.1 **PROPOSAL SUBMISSION**

Submission must include:

1. One (1) CD containing a PDF (Portable Document Format) version of the written proposal.
2. Six (6) paper copies of the proposal.
3. Prequalification Statement listed in Part A of this RFP.
4. All items above submitted in a sealed envelope that includes contractor name and project name.
5. Bid Form
6. Bid Security
7. At proposer's discretion, items 5, and 6 above may be sent in a separate submission no later than 24 hours after proposal due date and time. These shall be submitted in a sealed envelope that includes contractor name and project name.

Proposals must:

1. Include responses to the requested information in Section 2.2.
2. Include name, address, email and phone number for the main proposal contact person.
3. Include page numbers and firm name on each page.
4. Respond with information in the same order and headings as in Section 2.2.
5. Not exceed five (5) double-sided 8 ½" x 11" pages in length for a total of ten (10) pages including covers or letters but not including the bid form or bid security. Ledger size 11"x17" pages may be used. Each side of an 11"x17" page counts as two (2) pages. Page count includes *all* sheets submitted except for a blank page. If proposal exceeds the page limit, only the allowed number of pages will be considered starting with the first page.
6. Be in a font size of 10 point or larger.
7. Be stapled in the corner and printed on recycled paper.

At the Owner's sole discretion, incomplete proposals may not be considered.

#### **Bidder's response to this RFP shall include the following:**

- Narrative describing testing execution plan.
- Description of recommended services not specified in Attachment A.
- Exceptions to the specifications, if any.
- Pricing Summary and any clarifications on the RFP Form.
- Proposed schedule.
- Resumes of testing personnel.
- Copies of Certifications of Testing Technicians.
- List of proposed testing equipment.
- List and copy of proposed test forms to be used for test documentation.
- References from previous testing projects.
- Identification of any discrepancies, if any, found within this RFP and its attachments in their proposal.

## 2.2 EVALUATION CRITERIA

### 2.2.1 Firm Background and Experience – 10 points

Describe your firm's history. Include information identifying the firm's annual volume, financial/bonding capacity for this Project, and speak to the firm's stability in the market place. Explain relevant experience particularly with working on projects of similar scope for public entities. Information identifying the firm's strengths and weaknesses along with special capabilities that may be appropriate to this Project will assist in the evaluation.

### 2.2.2 Key Personnel – 10 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. Provide specific job experience as it relates to their experience with the GC process and working under OUS or similar large public contracting agencies' contracting rules. 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.

### 2.2.3 Proposed Project Schedule –15 points

Prepare a proposed Project schedule that identifies milestones and duration for each proposed activity, please reference section 1.3 and the following schedule constraints:

- All shut downs are to occur on off-hours excluding SRTC and SB1
- Off-hours are considered to be 10:00 PM – 6:00 AM, daily including weekends
- Work associated with de-energizing SB1 and SRTC are only to be performed during the week between Christmas and New Years (12/26/13-12/31/13).

### 2.2.4 Proposed Site Logistics Plan - 25 points

Prepare a proposed logistics plan. Reference Appendix 4.11 – Generator Locations and Power Cable Routing.

### 2.2.5 Proposed Safety Plan - 20 points

Prepare a proposed safety plan. Reference Appendix 4.10 – Electrical Testing Specifications.

### 2.2.6 Equity and Diversity Plan –20 points

PSU is committed to increasing contract opportunities for Minority, Women and Emerging Small Businesses (MWESB). Therefore, **PSU aspires to achieve a twenty (20) percent utilization of MWESB subcontractor participation on this Project** (based on total Agreement value).

**MWESB utilization:** List MWESB State Certification numbers for yourself or identify any MWESB subcontractors, partners, or suppliers that you will utilize on this Project team. Please include their specific role on the Project. Give the anticipated percentage of MWESB utilization by project Agreement value broken down by contractor, subcontractor or supplier. Substitutions of these subcontractors or suppliers after award of the bid shall require PSU approval. (10 points multiplied by anticipated percent utilization stated)

**Workforce diversity and community involvement:** State your firms' nondiscrimination practices, subcontracting strategy, workforce diversity plan, and outreach plan to increase participation by MWESB firms. Provide examples of your firms past performance in regards to workforce diversity and subcontracting plans. Please include number and dollar amount of subcontracts awarded, and any utilization percentages or other performance indicators. (10 points)

**2.2.7 Base Bid – 80 points**

Submit a lump sum bid for the base Project on the bid form included in Appendix 4.4. The proposer with the lowest base bid will receive full points, higher cost proposers will receive proportionally lower points according to the formula:  $[1 - (\text{proposer's bid} - \text{low proposer's bid}) / \text{proposer's bid}] \times 80 \text{ pts.}$

**2.2.8 Optional Reference Check – 5 points**

Provide three (3) professional references from similar projects, including the project name, the name of the design team, key personnel for whom this reference is relevant, and contact name and phone number. Information from references may be utilized for the evaluation of any of the above criteria. References shall only be checked and scored for interviewed firms.

**2.2.9 Optional Interview – 30 points**

At the sole discretion of the Owner, interviews may be conducted to allow the bidder to expand on each of the above categories.

**END OF SECTION 2**

### SECTION 3 - EVALUATION AND SELECTION PROCESS

#### 3.1 SELECTION COMMITTEE

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

#### 3.2 EVALUATION CRITERIA

The evaluation criteria and maximum allowable points to be used in the evaluation process are as stated in Section 2.2:

<u>Item</u>	<u>Criteria and Points</u>	<u>Evaluated By</u>
2.2.1	Firm Background and Experience – 10 points	Selection Committee
2.2.2	Key Personnel – 10 points	Selection Committee
2.2.3	Proposed Project Schedule –15 points	Selection Committee
2.2.4	Proposed Site Logistics Plan - 25 points	Selection Committee
2.2.5	Proposed Safety Plan - 20 points	Selection Committee
2.2.6	Equity and Diversity Plan –20 points	MWESB Committee
2.2.7	Base Bid – 80 points	Calculation
<b>Total available for written proposals – 180 points</b>		
2.2.8	Optional Reference Check – 5 points	Selection Committee Designee
2.2.9	Optional Interview – 30 points	Selection Committee
<b>Total available for short-listed firms – 35 points</b>		
<b>Total possible– 215 points</b>		

#### 3.3 SELECTION PROCESS

The proposal package will be evaluated as follows:

- A. Review for inclusion of all elements specified in Section 2, Proposal Requirements. Any proposals which do not include all required elements may be rejected as non-responsive at Owner’s discretion.
- B. Total preliminary point ratings will be assigned to the proposal packages using the criteria specified in Section 2.2, items 2.2.1 through 2.2.7.
- C. At Owner’s sole discretion the proposers submitting the proposal packages who receive the highest point totals, may be invited to an interview with the Selection Committee. Should interviews occur, points will be assigned using the criteria specified in Section 2, item 2.2.9.
- D. At this point, references may be checked and scored for interviewed firms. Points will be assigned using the criteria specified in Section 2.2, item 2.2.8.
- E. A Notice of Intent to Award shall be issued to the proposer with the most cumulative total points (Section 2.2, items 2.2.1 through 2.2.9).

**END OF SECTION 3**

## APPENDICES

- 4.1 SAMPLE OUS PUBLIC IMPROVEMENT AGREEMENT
- 4.2 SUPPLEMENTAL GENERAL CONDITIONS
- 4.3 OUS GENERAL CONDITIONS FOR PUBLIC IMPROVEMENT
- 4.4 PSU CAMPUS MAP
- 4.5 DIVISION 1
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