

Campus Wide Assessment and Correction of Arc Flash Hazards

Solicitation #1520

Invitation to Bid
For Electrical Contractor Services



Portland State
UNIVERSITY

April 18, 2014

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SECTION 1 - INVITATION TO BID DOCUMENTS

1.1 NOTICE OF PUBLIC IMPROVEMENT CONTRACT OPPORTUNITY

The State Board of Higher Education, acting by and through Portland State University (“Owner”) is accepting sealed bids for a public improvement project at the Office of Facilities and Property Management, 617 SW Montgomery Street, Suite 202, Portland, Oregon for the **Campus Wide Assessment and Correction of Arc Flash Hazards** located on the Portland State University campus, Portland, Oregon (“Project”).

The electrical contractor (“Contractor”) will be responsible for the following scope of work for construction-related services, including, without limitation:

- Perform a short-circuit analysis of each building voltage system.
- Perform an over-current protection coordination analysis of each building voltage system.
- Perform an arc flash hazard analysis for each building.
- Provide reports for each of the three analyses specified above. For the short-circuit analysis, include both momentary and interrupting reports.
- Perform an evaluation of each panel, providing recommendations to bring the arc flash rating to a Category 2 or better for Personal Protective Equipment (PPE) as designated by the National Fire Protection Association (NFPA) and the National Electrical Code (NEC).
- Provide over-current protection device adjustment suggestions per building.
- Provide any additional work outlined in the specifications provided in Sections 2.3 and 2.4 of this ITB.
- “Red-line” any errors discovered on the one-line diagrams while conducting the analyses. (These “red-lines” shall be part of the final close-out documents.)
- Field-verify the type, size and length of conductors.
- Perform any repairs as directed by Owner. Repairs shall be done on a time and materials basis outside the fixed price of the Work above.

Reference Section 2.1 for one-line diagrams for most buildings. All panels needing this work are downstream from the main switchgear in each building. Reference Section 2.2 to determine already completed work.

The **Base Bid** is for completion of the above scope of work on the following buildings:

Neuberger Hall, 724 SW Harrison

Smith Memorial Student Union, 1825 SW Broadway

Cramer Hall, 1721 SW Broadway

Shattuck Hall, 1914 SW Park Avenue

Peter W. Stott Center, 930 SW Hall

Millar Library, 1875 SW Park Avenue

Science Building One, 1025 SW Mill Street

University Center Building, 527 SW Hall Street

University Services Building/Parking Structure Two, 617 SW Montgomery Street and 1724 SW Broadway

Provide a lump sum base bid to complete the work on all of these buildings.

Provide a lump sum amount to complete the scope of work on buildings in each Alternate:

Alternate #1 – Complete the scope of work for these additional buildings:

Market Center Building, 1600 SW 4th Avenue
Fourth Avenue Building, 1900 SW Fourth Avenue
Engineering Building, 1930 SW Fourth Avenue
Extended Studies Building, 1633 SW Park Avenue

Alternate #2 – Complete the scope of work for these additional buildings:

Native American Student and Community Center, 710 SW Jackson Street
West Heating Plant, Near SW Eleventh & Hall Street
Parking Structure Three, 1631 SW Twelfth Avenue

Alternate #3 – Complete the scope of work for these additional buildings:

Parking Structure One, 1872 SW Broadway
Art Building, 2000 SW Fifth Avenue
Science and Education Center, 2130-2136 SW Fifth Avenue
East Hall, 632 SW Hall

Alternate #4 – Complete the scope of work for these additional buildings:

Academic and Student Recreation Center, 1800 SW 6th Avenue
Urban Center Building, 506 SW Mill Street

At time of invoicing, the amounts must be broken down by building.

A **mandatory pre-bid conference examination of the site and conditions** will be conducted. Attendance will be documented through a sign-in sheet prepared by the OUS representative. Prime bidders who arrive more than 5 minutes after start of 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) will not be permitted to submit a bid on the project.

Bids will be opened and publicly read aloud by the Owner's representative or designee.

Bids will be received on a lump-sum basis for the Base Bid work and each Alternate.

All bidders must comply with requirements of the prevailing wage law in ORS 279C.800 through ORS 279C.870. All bidders must be registered with the Construction Contractor's Board at the time of bid submission. No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders" and upon the Bid Form provided. OUS encourages bids from Minority, Women, and Emerging Small Businesses.

The project schedule is identified below. Any changes to the dates shall be noted in a subsequent addendum.

ITB schedule is as follows:

- April 18, 2014 Advertisement of Invitation to Bid
April 28, 2014 @ 10:00 AM local timeMandatory conference & pre-bid walk-through
Meet on the second floor of the University Services Building located at 617 SW Montgomery Street, Portland, OR 97201
**Note: Parking is difficult to find at PSU. Please schedule your time accordingly.
May 5, 2014 @ 5:00 PM local time Questions, substitution requests, solicitation protest deadline
May 8, 2014 Final addendum published if needed
May 14, 2014 @ 11:00 AM local time.....Bids Due and Public Bid Opening
Meet on the second floor of the University Services Building located at 617 SW Montgomery Street, Portland, OR 97201

The following dates are tentative and subject to change without notice:

- May 15, 2014 Notice of Intent to Award
May 21, 2014 @ 5:00 PM local time Selection protest period ends
May 22, 2014 PSU finalizes Agreement

Schedule Milestones

- September 1, 2014..... Substantial Completion Date
October 1, 2014 Final Completion Date

Owner reserves the right to accept or reject any or all bids received in response to the ITB, to request either wholly or in part new bids, or to negotiate with any bidder considered qualified in any manner deemed to be in the best interest of Owner.

RESPONSE DATE

To be considered for selection, bids must arrive at Portland State University’s Facilities and Property Management office by the bid due date and time noted on the ITB schedule above. Faxed and/or e-mailed bids will not be accepted. Applicants who mail packages must include the project name and allow ample delivery time to ensure timely arrival.

FOR DELIVERY:
Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
CW Arc Flash Hazards ITB
1600 SW 4th Avenue, Suite 260
Portland OR 97201

FOR MAIL: (Not Recommended)
Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
CW Arc Flash Hazards ITB
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

EQUAL EMPLOYMENT COMPLIANCE REQUIREMENT; SEXUAL HARASSMENT

By submitting a bid, the bidder 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 the Owner upon request for purposes of investigation to ascertain compliance with the foregoing.

The Owner is committed to increasing opportunities for Emerging Small Businesses and Minority and Women Owned Businesses, and Owner strongly encourages its contractors to use these businesses in providing services and materials for Owner contracts and projects.

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

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

PROTESTS

1. Solicitation Protests:

Prospective bidders may submit questions, requests for clarification or change or protests of particular solicitation provisions and specifications and conditions (including comments on any specifications that a firm believes limits competition) in writing to Portland State University Construction Contracts Staff via email proposals@pdx.edu. These must be received by the protest deadline listed above. Such requests for clarification or change or protests must include the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and conditions.

Questions and requests for clarification or change that are timely received will be answered via addenda. Protests will be answered directly with the protesting bidder. Any changes arising from questions, requests for clarification or change or protests will be made only via addenda to the ITB. Responses from Owner not contained in an official addendum to the solicitation will not be binding on Owner. Bidders are encouraged to check on the status of all addenda prior to submission of their bid.

2. Selection Protest:

Any bidder who responds to this solicitation and claims to have been adversely affected or aggrieved by the selection of competing bidders may submit a written protest to:

FOR DELIVERY:

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
PROTEST – CW Arc Flash Hazards ITB
1600 SW Fourth Avenue, Suite 260
Portland OR 97201

FOR MAIL: (Not Recommended)

Portland State University
Contracting and Procurement Services
Attn: Cate Antisdell
PROTEST - CW Arc Flash Hazards ITB
PO Box 751, Mail Stop: FAST-CAPS
Portland OR 97207-0751

The written protest must be received by the protest deadline listed above.

Protests will be answered directly to the protesting bidder. Selection protests must comply with and will be addressed pursuant to OAR 580-061-0145.

ADDENDA

This solicitation will be modified only by documents issued as addenda by Owner. No other direction or comments received by bidders, written or oral, will serve to change the solicitation document.

1.2 BID FORM

**OREGON UNIVERSITY SYSTEM
STANDARD PUBLIC IMPROVEMENT CONTRACT
BID FORM**

OUS CAMPUS: Portland State University

PROJECT: **CW Assessment and Correction of Arc Flash Hazards**

BIDS DUE: May 14, 2014 @ 11:00 AM local time

BID OPENING: May 14, 2014 @ 11:00 AM local time

FROM: _____
Name of Contractor

TO: The Oregon State Board of Higher Education, acting by and through Portland State University, Contracting and Procurement Services.

1. The Undersigned (*check one of the following and insert information requested*):

- ___ a. An individual doing business under an assumed name registered under the laws of the State of _____; or
- ___ b. A partnership registered under the laws of the State of _____; or
- ___ c. A corporation organized under the laws of the State of _____; or
- ___ d. A limited liability corporation organized under the laws of the State of _____;

hereby proposes to furnish all material and labor and perform all work hereinafter indicated for the above project in strict accordance with the Contract Documents for the Base Bid as follows:

_____ Dollars (\$_____)

and the Undersigned agrees to be bound by the following documents:

- Advertisement for Bids or Notice of Public Improvement Contract Opportunity
- Instructions to Bidders
- Supplemental Instructions to Bidders, if any
- Bid Bond
- Sample Public Improvement Agreement
- Performance Bond and Payment Bond
- OUS General Conditions, July 1, 2012
- Supplemental General Conditions, if any

- Plans and Specifications
- Drawings and Details
- Prevailing Wage Rates
- Payroll and Certified Statement Form
- Any ADDENDA numbered ____ through____, inclusive (*fill in blanks*).

2. The Undersigned proposes to add to the Base Bid indicated above the items of work relating to the following Alternate(s) as designated in the scope of work:

ALTERNATE #1 – Complete the scope of work for these additional buildings:

Market Center Building
Fourth Avenue Building
Engineering Building
Extended Studies Building

ADD: \$ _____

ALTERNATE #2 – Complete the scope of work for these additional buildings:

Native American Student and Community Center
West Heating Plant
Parking Structure Three

ADD: \$ _____

ALTERNATE #3 – Complete the scope of work for these additional buildings:

Parking Structure One
Art Building
Science and Education Center
East Hall

ADD: \$ _____

ALTERNATE #4 – Complete the scope of work for these additional buildings:

Academic and Student Recreation Center
Urban Center Building

ADD: \$ _____

3. RESERVED

4. The substantial completion date shall be **September 1, 2014**. The final completion date shall be **October 1, 2014**.

5. Accompanying herewith is Bid Security which is equal to ten (10) percent of the total amount of the Base Bid.

6. The Undersigned agrees, if awarded the Contract, to execute and deliver to the Oregon State Board of Higher Education, within twenty (20) calendar days after receiving the Contract forms, an Agreement Form, and a satisfactory Performance Bond and Payment Bond each in an amount equal to one hundred

(100) percent of the Contract sum, using forms provided by the Owner. The surety requested to issue the Performance Bond and Payment Bond will be:

_____.
(name of surety company - not insurance agency)

The Undersigned hereby authorizes said surety company to disclose any information to the Owner concerning the Undersigned's ability to supply a Performance Bond and Payment Bond each in the amount of the Contract.

7. The Undersigned further agrees that the Bid Security accompanying the Bid is left in escrow with the Board; that the amount thereof is the measure of liquidated damages which the Owner will sustain by the failure of the Undersigned to execute and deliver the above-named Agreement Form, Performance Bond and Payment Bond, and that if the Undersigned defaults in either executing the Agreement Form or providing the Performance Bond and Payment Bond within twenty (20) calendar days after receiving the Contract forms, then the Bid Security may become the property of the Owner at the Owner's option; but if the Bid is not accepted within thirty (30) calendar days of the time set for the opening of the Bids, or if the Undersigned executes and timely delivers said Agreement Form, Performance Bond and Payment Bond, the Bid Security shall be returned.

8. The Undersigned certifies that: (1) This Bid has been arrived at independently and is being submitted without collusion with and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to bid designed to limit independent bidding or competition; and (2) The contents of the Bid have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any Bond furnished with the Bid and will not be communicated to such person prior to the official opening of the Bid.

9. The undersigned **HAS, HAS NOT** (*circle applicable status*) paid unemployment or income taxes in Oregon within the past 12 months and **HAS, HAS NOT** (*circle applicable status*) a business address in Oregon.

10. The Undersigned agrees, if awarded a contract, to comply with the provisions of ORS 279C.800 through 279C.870 pertaining to the payment of the prevailing rates of wage.

11. Contractor's CCB registration number is _____. As a condition to submitting a bid, a Contractor must be registered with the Oregon Construction Contractors Board in accordance with ORS 701.035 to 701.055, and disclose the registration number. Failure to register and disclose the number will make the bid unresponsive and it will be rejected, unless contrary to federal law.

12. The successful Bidder hereby certifies that all subcontractors who will perform construction work as described in ORS 701.005(2) were registered with the Construction Contractors Board in accordance with ORS 701.035 to 701.055 at the time the subcontractor(s) made a bid to work under the contract.

13. The successful Bidder hereby certifies that, in compliance with the Worker's Compensation Law of the State of Oregon, its Worker's Compensation Insurance provider is _____, Policy No. _____, and that Contractor shall submit Certificates of Insurance as required.

14. Contractor's Project Manager for this project is: _____,

Office Phone: _____ Cell Phone: _____.

15. The Undersigned certifies that it has not discriminated against minority, women, or emerging small businesses in obtaining any subcontracts for this project.

By signature below, Contractor agrees to be bound by this Bid.

NAME OF FIRM _____

ADDRESS _____

FEDERAL TAX ID _____

TELEPHONE NO _____

FAX NO _____

SIGNATURE 1) _____
Sole Individual

or 2) _____
Partner

or 3) _____
Authorized Officer of Corporation

Attested: Secretary of Corporation

(SEAL)

Payment information will be reported to the IRS under the name and taxpayer ID # provided above. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

***** END OF BID *****

1.3 BID BOND

**OREGON UNIVERSITY SYSTEM
STANDARD PUBLIC IMPROVEMENT CONTRACT
BID BOND**

We, _____, as "Principal,"
(Name of Principal)

and _____, an _____ Corporation,
(Name of Surety)

authorized to transact Surety business in Oregon, as "Surety," hereby jointly and severally bind ourselves, our respective heirs, executors, administrators, successors and assigns to pay unto the State of Oregon and the Oregon State Board of Higher Education ("Obligee") the sum of (\$ _____) _____ dollars.

WHEREAS, the condition of the obligation of this bond is that Principal has submitted its proposal or bid to an agency of the Obligee in response to Obligee's procurement document (# _____) for the project identified as: _____ which proposal or bid is made a part of this bond by reference, and Principal is required to furnish bid security in an amount equal to ten (10%) percent of the total amount of the bid pursuant to the procurement document.

NOW, THEREFORE, if the proposal or bid submitted by Principal is accepted, and if a contract pursuant to the proposal or bid is awarded to Principal, and if Principal enters into and executes such contract within the time specified in the Instructions to Bidders and executes and delivers to Obligee its good and sufficient Performance Bond and Payment Bond required by Obligee within the time fixed by Obligee, then this obligation shall be void; otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, we have caused this instrument to be executed and sealed by our duly authorized legal representatives this _____ day of _____, 20 ____.

PRINCIPAL: _____

SURETY: _____

BY: _____

BY ATTORNEY-IN-FACT:

Signature

Name

Official Capacity

Signature

Attest: _____

Address

Corporation Secretary

City, State, Zip

Phone

Fax

END OF SECTION 1

SECTION 2 – DRAWINGS AND SPECIFICATIONS APPENDICES

- 2.1 ELECTRICAL ONE-LINE DIAGRAMS**
- 2.2 EATON REPORTS HI-VOLTAGE ARC FLASH ASSESSMENT**
- 2.3 ARC FLASH SPECIFICATIONS**
- 2.4 ARC FLASH HAZARD LABEL STANDARD**

SECTION 3 – BID DOCUMENTS APPENDICES

- 3.1 INSTRUCTIONS TO BIDDERS**
- 3.2 SUPPLEMENTAL INSTRUCTIONS TO BIDDERS**
- 3.3 SAMPLE PUBLIC IMPROVEMENT AGREEMENT**
- 3.4 OUS GENERAL CONDITIONS, JULY 1, 2012**
- 3.5 SUPPLEMENTAL GENERAL CONDITIONS**
- 3.6 PSU CAMPUS MAP**
- 3.7 DIVISION 1**