



California State
University **Chico**

**REQUEST FOR PROPOSAL
FOR
ENGINEERED ARC FLASH STUDY**

PROPOSAL INFORMATION

RFP Number: RFP2021-02MM
Project Name: Engineered Arc Flash Study
Contact: Michael McNairn, mjmcnairn@csuchico.edu

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1. Proposal Form 1 – Cost Proposal / Certification
2. Proposal Form 2 – Small Business Preference and Certification Request (only if applicable)

SCHEDULE OF EVENTS

Tentative Selection Process Schedule

Schedule Activities	Schedule
Proposer Shortlist published by e-mail	May 25, 2021
RFP distributed to shortlist	October 7, 2021
Mandatory Job Walk – Virtual via Zoom	October 21, 2021 (details TBA)
Last day to submit RFP questions	October 28, 2021 5:00PM
RFP Addenda issued (if required)	November 1, 2021
Technical and Cost Proposals due	November 9, 2021 by 3:00PM
Successful Proposer announced	November 16, 2021
Services start	December 2021
Estimated Completion	June 2022
NOTE: dates past the deadline for receipt of proposals are tentative and do not require formal addenda to change.	
*Proposals must be submitted sufficiently in advance of the specified proposal closing date and time. California State University, Chico assumes no responsibility for delay in delivery of the proposal to the designated delivery location by the United States Postal Service, by University Mail Services, electronic mail, or by any other means.	

Managing Office for the Selection Process

Respondents shall direct all communications concerning the selection process to the Managing Office for the Selection Process. In e-mail communications, place the name of the project in the subject line. The campus contact for the Managing Office for the Request For Proposal process is:

Name	Michael McNairn, Contracts Coordinator
Campus, Dept.	California State University, Chico, Procurement and Contract Services
Address (mailing):	400 West First Street, Chico, CA 95929-0244 (Kendall Hall, Rm 206)
Telephone:	530-898-5237 (messages will be forwarded when working remotely)
E-Mail:	mjmcnairn@csuchico.edu
RFP Website:	https://www.csuchico.edu/purc/supplier-vendor-info/arc-flash-rfp-2021-02mm.shtml RFP documents, addenda and other updates will be posted here. <i>NOTE: this is the only link to this website, please share only within your proposal team.</i> Link to Attachments 3 & 4 sent separately via email

RFP Distribution

This is the second step in the selection process (the RFP Process). The Request for Proposal #RFP2021-02MM is distributed only to the four shortlisted firms as a result from Request for Qualifications #RFQ2021-01MM.

Mandatory Job Walk

This online pre-proposal site conference (“job walk” or “bid walk”) is the only time proposers can meet with campus personnel to discuss details of the RFP, verify site conditions and request clarifications. Afterwards, all other requests or clarifications shall be submitted in writing. This is a mandatory conference.

The online meeting link and specific time will be sent to proposers shortly after the RFP is published.

Proposer Questions

Any questions, requests for interpretation or requests for information are to be sent to the e-mail address noted above no later than the dates/times listed.

Proposal Evaluations

California State University, Chico has the right to accept the best proposal as submitted. The University is not planning to hold interviews, but reserves the right to request the top scoring Proposers to participate in interviews to discuss the proposal and capabilities with the evaluation committee and user groups. The number of Proposers invited for interviews with the campus community will be at the discretion of the University.

Intent to Award

After the intent to award is issued, the University may begin negotiations with the selected Proposer to facilitate arrival at a contract most advantageous to the University. The contract must be in substantial accord with the terms and conditions contained in the RFP.

Absolutely no negotiations, by email, phone or in person, will be allowed between the Proposers and individual evaluation team members or other University personnel until after the Intent to Award has been issued.

SECTION I – GENERAL REQUIREMENTS

1.1 GENERAL SCOPE OF CONTRACT

California State University, Chico ("CSU, Chico", "University", or "campus") is soliciting proposals from qualified and responsible Proposers ("Bidders", "Suppliers", "Vendors", "Service Providers" or "Contractors") to prepare and submit proposals to provide electrical engineering services for an Engineered Arc Flash Study all in accordance with Federal and State of California laws and the requirements of the CSU as further detailed in this RFP.

1.2 CONTRACT TERM

The contract shall become effective on the date of the last signature on the agreement and shall continue until all services relate to the specific project have been completed to the satisfaction of the University. Estimated completion date is June 2022. Any work related to the contract shall not commence until receipt of a fully executed agreement and appropriate insurance documentation (specified in this RFP) is received and approved.

1.3 COMMENCEMENT OF SERVICES

The target start date for the electrical maintenance program services is December 2021.

1.4 CONTRACT ISSUANCE

The contract issued against this RFP will be based on the highest total number of points received through the proposal evaluation process. A University Agreement, Exhibit A, will be issued to the successful Proposer.

1.5 CSU AGREEMENT GENERAL PROVISIONS

The firm awarded a contract as a result of this RFP will be required to comply with and accept the CSU Agreement General Provisions and its supplement attached as Exhibit B.

1.6 INSURANCE REQUIREMENTS

The company awarded a contract as a result of this RFP and any of their subcontractors (if any) will be required to provide evidence of insurance as described in Exhibit C, Insurance Requirements, including policy endorsements. This is a summary of the insurance requirements listed in the Agreement General Provisions

1.7 PAYEE DATA RECORD FORM

The company awarded a contract as a result of this RFP will be required to complete and return a Payee Data Record form prior to any payments being made against the contract.

1.8 SMALL BUSINESS, MICRO BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION

The University supports statewide goals for participation of small, micro, and disabled veteran business enterprises in its contracts. As such, respondents to this RFP are to include documentation if they are a small, micro, or DVBE supplier/contractor and provide data on any small, micro or DVBE suppliers or subcontractors that will be used to satisfy the requirements of the contract and/or their efforts to solicit participation by such companies. Information on State of California Small Business, Micro Business and Disabled Veteran Business regulations is located at <https://www.dgs.ca.gov/PD>. Proposers are to make genuine efforts to utilize small or DVBE subcontractors or suppliers in the performance of this contract, if they are not certified as such themselves. <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

The requirements of this RFP are such that the opportunity to subcontract may be limited. Therefore, this RFP is being exempted from Public Contract Code 10115, et seq

1.9 PAYMENT TERMS

Upon completion of services in a manner satisfactory to the University and receipt of an approved invoice referencing the agreement number, itemization of services and applicable expenses, University agrees to pay Contractor, in arrears, within thirty (30) days, per invoice or on a mutually agreed upon progress payment schedule.

1.10 COVID-19

Contractor agrees that by performing services against this Contract or purchase order which may require the Contractor, its employees, agents, and/or subcontractors to enter any campus, property, or facility owned or operated by the Trustees of the California State University (hereinafter "CSU Property"), Contractor shall comply, and shall ensure its employees, agents, and subcontractors comply, with CSU's COVID-19 Vaccination Interim Policy, ID 9779821, located at <https://calstate.policystat.com/policy/9779821/latest/>, or with such CSU COVID-19 Vaccination Policy as may be in effect at the time Contractor, its employees, agents, and/or subcontractors seek to enter CSU Property. Moreover, Contractor agrees to reasonably cooperate with CSU to ensure its compliance and that of its employees, agents, and subcontractors with any applicable CSU COVID-19 Vaccination Policy. CSU reserves the right to modify or rescind the CSU COVID-19 Vaccination Interim Policy and/or any other related policy at any time based on federal, state, and/or local public health guidance.

Contractors/Suppliers/Vendors required to enter any Chico State University owned or operated buildings or facilities **shall**:

- Conduct symptom monitoring daily prior to coming on campus;
- Wash hands and/or use hand sanitizer frequently;
- Wear face coverings in common and public indoor spaces, parking structures, elevators, and outdoors when physical distancing is not possible, whether vaccinated or not;
- Ensure that employees, subcontractors, and agents have been fully vaccinated with an approved COVID-19 vaccine, OR employ other safety measures which may include but are not limited to: asymptomatic (surveillance) and symptomatic testing; physical/social distancing; wearing face coverings or personal protective equipment; frequent hand hygiene and respiratory etiquette; and isolation or quarantine when warranted.

Contractors/Suppliers/Vendors shall supply their own sanitation supplies, face coverings or other personal protective equipment. It is expected that any work area should be properly sanitized prior to leaving. Sanitizers must be listed on the EPA's approved sanitizer list.

END OF SECTION I

SECTION II – SCOPE OF SERVICES

2.1 HISTORICAL PERSPECTIVE & GENERAL BACKGROUND

California State University, Chico is a part of the California State University 23-campus public University system. The campus is located in Chico, California and occupies 132 acres next to downtown Chico. Located in the North Valley of California and nestled in the foothills of the Sierra Nevada Mountains, the residential campus is 75 miles north of Sacramento, CA and 75 miles south of Mount Shasta. One of the oldest campuses in California, the University was founded in 1887 as a normal school and became a State College in 1935.

CSU, Chico is a [comprehensive university](http://www.csuchico.edu) principally serving Northern California, our state, and nation through excellence in instruction, research, creative activity, and public service. The University is committed to assisting students in their search for knowledge and understanding and to preparing them with the attitudes, skills, and habits of lifelong learning in order to assume responsibility in a democratic community and to be useful members of a global society. Please explore our website at <http://www.csuchico.edu>.

2.2 GENERAL BACKGROUND & OBJECTIVES

CSU, Chico is requesting service providers to provide electrical engineering services for an Engineered Arc Flash Study. Services include, but are not limited to Thermographic Surveys and Power System Studies, including Arc Flash Risk and Shock Risk Assessment.

2.3 SCOPE OF SERVICES

The scope of services described in this RFP is abbreviated, and in no way represents a complete detailed scope. It is the responsibility of the contractor to ensure a complete Engineered Arc Flash Study is completed and meets the University's satisfaction.

The scope of work for this project is summarized as follows for Attachment 3 list of buildings and the 12kV distribution system.

- 2.3.1 Perform a thermographic survey and report in accordance with ANSI/ NETA MTS-2019, section 9 for each building and the 12kV distribution system. Provide report for all items surveyed and include photographs and thermograms of each deficient item in the report.
- 2.3.2 During the thermographic survey, contractor shall field collect and document As-Built information (e.g. protective devices/ settings, conductor types/ sizes/ lengths, raceways, etc.) to develop an As-Built single-line diagram of each building to be used in developing the Power System Studies in accordance with ANSI/ NETA MTS – 2019, section 6 of each building to produce an Arc Flash Risk Assessment and Shock Risk Assessment report in accordance with:
 - a. NFPA 70E – 2021.
 - b. ANSI/ NETA MTS – 2019, utilize NFPA 70E – 2021 and IEEE 1584 – 2018 for calculations and labeling information.
 - c. ANSI Z535.4 for arc flash and shock hazard warning labels.
- 2.3.1 Thermographic survey shall be performed by an engineering technician certified by NETA (Level 3 or higher) in accordance with ANSI/ NETA ETT-2018. Contractor shall be responsible for determining the Arc Flash PPE Category for the survey along with providing a method of procedure (MOP) for CSU, Chico's review a minimum of one week prior to the survey. The MOP shall be building specific with the Arc Flash PPE Category identified for each equipment to be inspected. It is anticipated there may be conditions where the incident energy exceeds 40 cal/ cm² (e.g. service entrance switchboard served from a pad mounted transformer).
- 2.3.2 CSU, Chico staff support during site survey/ thermographic survey will be limited to providing access to campus facilities and spaces. CSU, Chico staff will **not** remove panel covers or other barriers for contractor.

- 2.3.3 Provide the single-line diagrams for each of the buildings to be used in the Power System Studies for CSU, Chico review and approval prior to performing the studies.
- 2.3.4 Provide preliminary Power System Studies and electronic Arc Flash and Shock Hazard warning labels for CSU, Chico review and approval prior to printing physical labels. Provide mitigation recommendations for CSU, Chico's consideration to reduce the arc flash incident energy to 8 cal/cm² or less at industry standard working clearances.
- 2.3.5 Incorporate CSU, Chico review comments from the preliminary Power System Studies and provide final Power System Studies and Arc Flash and Shock Risk Assessment report.
 - Each final Power Systems Study and assessment report shall be stamped and signed by a professional engineer currently lessened in the State of California
- 2.3.6 Install CSU, Chico approved Arc Flash and Shock Hazard warning labels on each equipment evaluated after removing outdated warning labels
- 2.3.7 Provide CSU, Chico the final Power System Studies in their native file format (e.g. XXX.PRJ) non-password protected.
- 2.3.8 The final reports and the Power System Studies shall be posted to a file share account for access and download by CSU, Chico.

2.4 Reference Documents

The information provided by CSU, Chico is the best available at this time for this proposal. Any discoveries found during the survey and data collection that differ from this information shall be immediately brought to CSU, Chico's attention, such that scope of work modifications can be reviewed by CSU, Chico for written approval prior to proceeding. Do not proceed with reports, studies, or surveys without CSU, Chico's written approval to proceed.

- 2.4.1 Attachment 1 – CSU, Chico Campus Map
- 2.4.2 Attachment 2 – CSU, Chico Building List
- 2.4.3 Attachment 3 – 2010 Arc Flash Study
- 2.4.4 Attachment 4 – Electrical Record Drawings of buildings NOT represented on 2010 Arc Flash Study

Completed on main campus after 2010 Arc Flash Study

- 1. Parking Structure 2 – Site and Office Building
- 2. Parking Structure 2 – Parking Structure
- 3. Gateway Science Museum
- 4. Arts & Humanities Building
- 5. BCP Central Plant North Addition
- 6. Science Building
- 7. Wildcat Switchgear Building

NOT on main campus and NOT part of 2010 Arc Flash Study

- 8. 25 Main Street
- 9. 35 Main Street
- 10. Esken Hall
- 11. Konkow Hall
- 12. Mechoopda
- 13. Housing Office
- 14. Lassen Hall
- 15. Shasta Hall
- 16. Sutter Hall
- 17. University Village
- 18. Whitney Hall

2.5 IMPLEMENTATION

2.5.1 Coordination

Prior to the commencement of any work, the contractor's project manager and CSU, Chico representatives shall meet on-site to review and discuss all work activities scheduled to occur, method of procedures, PPE, etc.

2.5.2 Schedule

Prior to the commencement of any work, the contractor shall submit a schedule/ work plan detailing how they progress through the scope of work.

Any shutdowns are to be submitted 2 weeks prior and obtain campus approval. Shutdowns are to be coordinated to have no impact on instructional spaces while they are scheduled for instructional use.

2.5.3 CSU, Chico Field Support

Contractor will be responsible for all field related work (e.g. removing/ replacing panel covers, etc.). CSU, Chico staff support will be limited to providing access to campus facilities and spaces. CSU, Chico staff will **not** remove panel covers or other barriers for contractor.

2.5.4 Safety

The work site shall be kept safe at all times. All applicable safety requirements of OSHA are to be adhered to at all times during the performance of the work. It is the responsibility of the contractor to monitor work activities to ensure compliance.

2.5.5 Parking

Contractor at all times shall adhere to the CSU, Chico Driving and Parking Rules for the Campus Core which can be found at <https://www.csuchico.edu/parking/types/commercial.shtml>.

One marked vehicle will be allowed to park at the work site. Vehicles parked near the work site for unloading of tools or materials shall be moved promptly.

2.5.6 Clean Up

The jobsite and adjacent areas shall be kept clean and free of debris at all times. Trash and debris shall be removed from the worksite on a daily basis.

2.5.7 Repair of Damages:

The contractor will be responsible for the repair of any and all damages at no cost to CSU, Chico.

2.5.8 Advertising

The contractor shall not apply stickers, signs or other advertising at the site or any equipment besides the labels associated with the assessment reports.

2.6 PUBLIC WORKS

2.6.1 Any work that is classified as Public Works is not included in the scope of work. Public Works related to this project will be performed by University personnel or under separate contract and/or separate service provider.

2.7 PREVAILING WAGES

2.7.1 Should any work under this contract be performed by workers in the classifications covered by prevailing wage laws, they shall be paid not less than the prevailing wage for the craft or work they perform as determined by the Division of Labor Standards Enforcement (DLSE). The prevailing wage obligation applies to working partners, sole proprietors or owner/operators as well as employees of the service provider and its subcontractors.

2.8 CHANGES

Any changes to the scope of services must be approved by the University. Requesting a change does not automatically warrant approval.

2.9 OWNERSHIP AND USE OF DOCUMENTS

2.9.1 The Service Provider agrees that designs, drawings, specifications, electronic equivalents, and other technical data produced in the performance of this Agreement is the property of the Trustees. Upon Trustee request the Service Provider shall provide electronic and or print copies of this work product to the Trustees. The Trustees grant the Service Provider the right to reuse the design and features developed for this work in other designs for other projects, including those with other clients.

2.9.2 The Trustees reserve the right to use documents prepared under this Agreement regardless of whether the Agreement is terminated or the project is suspended or abandoned. This right allows the Trustees to use these documents in the future for the same project or for other CSU projects. Trustee reuse of documents in whole or in part on another project relieves the Service Provider of liability resulting from such use.

END OF SECTION II

SECTION III – BIDDING REQUIREMENTS & PROPOSAL SUBMITTAL INSTRUCTIONS

3.1 QUESTIONS REGARDING THE RFP

All questions or requests for interpretations or clarifications must be submitted in writing to the e-mail address listed in the RFP Schedule of Events. Only questions submitted to the noted e-mail address no later than the date/time specified will be answered. The University's Procurement & Contract Services department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP, and is the only office authorized to change, modify, or clarify specifications, terms, and conditions of this RFP and any contract awarded as a result of this RFP.

3.2 ERRORS AND OMISSIONS

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP or any of its exhibits, he/she shall immediately notify, by submittal of an e-mail to the address listed in the RFP Schedule of Events, of such error in writing and request clarification or modification of the document. Modifications to the RFP will be made by addenda. Such clarifications shall be given by written notice to all parties who have been furnished an RFP for bidding purposes.

If a Proposer fails to provide notification to the e-mail address listed in the RFP Schedule of Events, prior to the date fixed for submission of questions, of an error in the RFP known to him/her, or an error that reasonably should have been known to him/her, he/she shall respond at his/her own risk; and if awarded the contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

3.3 ADDENDA

The University may modify the RFP, any of the submittal dates, or any of its attachments, prior to the date fixed for submission of proposals by issuance of an addendum to all parties receiving the RFP for bidding purposes. Addenda will be numbered consecutively.

3.4 ALTERNATIVE PROPOSALS – ONLY ONE PROPOSAL PER PROPOSER

Only one proposal is to be submitted by each Proposer. Multiple proposals will result in rejection of all proposals submitted by Proposer. In addition, joint proposals (two different firms submitting one singular proposal) will not be accepted as the University intends to contract with one firm to fulfill the requirements of the contract.

3.5 REJECTION OF PROPOSALS

The University may reject any or all proposals and may waive any immaterial deviations in a proposal. The University's waiver of any immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from full compliance with the RFP specifications if he/she is awarded the contract. **Proposals referring to (or including) terms and conditions other than the University's terms and conditions may be rejected as being non-responsive.**

Oral communications of CSU officers and employees concerning this RFP shall not be binding on the CSU and shall in no way excuse the Proposer of his/her obligations as set forth in this RFP.

The University may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the University all such information and data requested by the University for this purpose. The University reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the University that the Proposer is properly qualified to carry out the obligations of the contract to complete the work specified.

3.6 ERRORS IN THE PROPOSAL

If errors are found in a proposal, the University may reject the proposal. However, the University may, at its sole option, correct arithmetic or transportation errors or both on the basis that the lowest level of detail will prevail in any discrepancy. If these corrections result in significant changes in the amount of money to be paid to the Proposer (if awarded the contract), the Proposer will be informed of the errors and corrections thereof, and will be given the option to abide by the corrected amount or withdraw its proposal.

- a. If an item is described in the narrative and omitted from the cost data, the proposal will be interpreted to mean that the item will be provided by the Proposer at no cost. If this is a significant item, the Proposer will be notified and given the option to abide by the proposal as so interpreted or to withdraw the proposal.
- b. If a minor item is not mentioned at all in the proposal and is essential to satisfactory performance, the proposal will be interpreted to mean that the item will be provided at no cost. If a major item is so omitted, and the omission is recognized prior to contract award, the proposal will be considered non-responsive and rejected. If the omission is not discovered until after the contract is awarded, the Proposer will be required to supply the item at no cost.
- c. If there is an obvious misstatement of cost at the lowest level of detail, the cost will not be changed. Instead, the stated cost will be used to re-compute any extensions and summary, if necessary. If it is a major item, the Proposer will be notified and given the option to abide by the proposal as re-extended or to withdraw its proposal.

3.7 RFP CANCELLATION

This solicitation does not obligate the University to enter into an agreement. The University retains the right to withdraw this RFP at any time should the project be canceled or it is deemed in the best interest of the University. No obligation either expressed or implied, exists on the part of the University to make an award to pay any cost incurred in the preparation or submission of a proposal.

3.8 MATERIALS MARKED PROPRIETARY OR CONFIDENTIAL

Proposers should note that marking proposal documents as “*Confidential*” or “*Proprietary*” will not exclude the document from being released as part of a public record after notice of intent to award. Proposers believing their materials to be proprietary or confidential must provide a listing, by proposal page number and paragraph, of all information identified as confidential and a justification supporting the need for such information to be kept confidential. The University will make the determination whether such materials can be released as a public record or not. **Please be advised that a blanket confidentiality or proprietary legend identifying the entire proposal as confidential or proprietary, or proposals that have had every page identified as confidential or proprietary, may cause the proposal to be rejected.**

3.9 AWARD OF CONTRACT

The University reserves the right to reject any and all proposals. Award, if any, will be made to the Proposer whose proposal is responsive to all RFP requirements and receives the highest number of points. Evaluation methodology and basis for award are described in Section IV.

3.10 PROTESTS

Proposers may file a protest if they feel they have valid reason to protest the intended award of a contract. Such filing must be within five (5) working days after notification of the University’s intent to award which will be posted on the website identified on the cover page of this RFP and/or e-mailed to participating Proposers. The protesting Proposer must submit a full and complete written statement to the University’s Director of Procurement & Contract Services detailing the facts in support of the protest. The University shall provide a decision in a timely manner. Such decision will be in writing and sent by certified or registered mail to the protesting Proposer. The decision by the University is final.

3.11 CONTRACT DOCUMENTS

Contract documents will consist of the University Agreement document. In the event of a conflict between documents, the following order of precedence shall apply:

- a. University Agreement (Exhibit A), including incorporated CSU Agreement General Provisions (Exhibit B),
- b. CSU, Chico Request for Proposal #RFP2021-02MM,
- c. Proposer’s Proposal

3.12 CONTRACT EXECUTION

The selected Proposer and the University shall commit to execution of an agreement, in substantial accordance with the terms and conditions herein, including the Agreement (Exhibit A) and the CSU Agreement General Provisions (Exhibit B). Should the parties be unable to reach final agreement within a reasonable amount of time as determined by the University, the University reserves the right to terminate negotiations and proceed with secondary and tertiary finalists.

3.13 PROPOSALS PROPERTY OF UNIVERSITY

Proposals become the property of the University and information contained therein shall become public documents subject to disclosure laws.

3.14 DISPOSITION OF PROPOSALS

All materials, ideas, and formats submitted in response to this RFP will become the property of the University on receipt and may be returned only at the University's option and at the Proposer's expense. One copy shall be retained for official files.

3.15 NON-ENDORSEMENT

If a proposal is accepted, the Proposer shall not issue any news or other statements pertaining to the award or servicing of the agreement which state or imply University endorsement of Proposer's services.

3.16 GENERAL PROPOSAL SUBMITTAL INSTRUCTIONS

To be considered responsive to this RFP, Proposers must submit proposals in the format identified in this section. All requirements and questions in the RFP must be addressed and all requested data must be supplied. The University reserves the right to request additional information and/or demonstrations which, in the University's opinion, is necessary to assure that the Proposer has the resources and the abilities to adequately perform the work of the contract. It is presumed the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the Proposer's overall quality assurance standards to be used in the performance of the contract. Emphasis should be on completeness and clarity of content.

3.17 SUBMISSION OF PROPOSALS

3.17.1 Proposals shall be submitted by email to the email address posted in the Schedule of Events.

3.17.2 Proposals shall be divided into two separate files, the Technical Proposal and the Cost Proposal. Each file shall be in PDF format with the file name clearly labelled. The files can be sent as attachments within the same email.

3.17.3 Proposals must be received no later than the date/time specified

3.17.4 Facsimile (fax) proposals will **NOT** be accepted.

3.18 PROPOSAL FORMAT AND CONTENT

Proposals must be organized logically with distinctive sections that correspond with the following content requirements. Proposals must be capable of being understood without reference to other documents and provide, at a minimum, the following sections (A, B, C, D & E) presented in the order described below:

3.18.1 SECTION A – Technical Proposal / Qualifications Narrative

A. Cover Letter

The proposal is to be submitted with a cover letter that includes a brief statement of intent to provide the services of the RFP. The letter is to be signed by an authorized officer of the firm who has legal authority in such transactions.

B. Firm qualifications and relevant experience

Include a Statement of Qualifications describing the firm's experience in arc flash system studies. This statement shall include:

- Brief history of the firm (e.g., background of principals etc.)
- Range of services offered, size of company
- Years of experience (a minimum of three years is required)

C. Qualifications and relevant experience of personnel assigned to the project

- List primary team member(s) who would be assigned to perform the work of this RFP. Include their background, certifications and licensing
- List and describe each individual's direct experience on similar projects, including size, cost and year of completion, within the last three (3) years

- Indicate the name of the person(s) who would serve as the primary contact(s) for the University. [Please note: once the contract is issued, individual(s) may not be substituted without the approval of the University Project Manager.]
- D. Project Plan/ Approach / Quality Assurance
- Provide a project plan/ approach to be used to perform the work described in the Scope of Services.
 - Detail quality assurance methods to be used.
- E. Project Schedule
- Outline major milestones and associated length of time of each phase after the date of project start. Schedule to provide days of each phase not dates of completion. The University will determine project start date.
 - Consider the University academic calendar with schedule creation.
 - Instructional time shall not be disturbed or impacted at any time during this project.
- F. Professional Fees
- Provide a fee schedule for the types of services that your firm offers, as applicable to CSU, Chico and this RFP. Be thorough and specific. Include typical staffing expectations and professional fee schedules. In the event additional services are required, this fee schedule shall apply. All fees/rates are to be inclusive of overhead costs, insurance, taxes, and other associated costs.

Reimbursables No reimbursable expense shall be reimbursed without prior approval from the University's project manager. Compensation for reimbursable expenses will be for actual expenses, without markup, accompanied by supporting receipts. It is expected that all items will be included in the fees/rates proposed and that additional reimbursement will be minimal, if any. Reimbursable expenses shall be actual expenditures made by the Service Provider working on the project and must be directly related to the project work. Reimbursement shall be made upon receipt of appropriate billing, supporting receipts, and approval of the project manager.

Travel Expenses No travel expense or per diem will be reimbursed without **prior approval** from the University's project manager. If authorized, it shall be reimbursed at a rate not to exceed the current governing travel rate for State University employees at the time of the Service Provider's travel. All travel, if any, must be pre-approved by the University and is reimbursable when the travel requirements are special situations above and beyond the basic services required of the Service Provider. Expenses or overhead costs encountered by firms in providing basic services for the daily work, including housing/lodging, meals, mileage or travel, should be included in the base proposal fee. For this Agreement, it is anticipated that there will be no travel expenses. Current reimbursable travel rates for special circumstances are listed below but are subject to change:

All requests for payment of travel expenses shall include actual itemized receipts:

- Airfare – commercial airfare – coach or economy class
- Lodging – not to exceed \$275/night excluding taxes
- Mileage – \$0.56 per mile
- Meals & Incidental Expenses – actual meal expenses (no alcohol) up to \$55/day +\$7/day incidentals

Current travel policy **ICSUAM 3601.01** is available at: <https://calstate.policystat.com/>

NOTE: if there is any known or anticipated reimbursable travel or other planned reimbursable expenses not included in the basic hourly rate, please identify and include these on your proposal.

3.18.2 **SECTION B – Cost Proposal**

Complete and submit a cost proposal (Proposal Form 1).

An unsigned Cost Proposal form will be cause for the proposal to be rejected.

The information provided by CSU, Chico is the best available at this time for this proposal. Any discoveries found during the survey and data collection that differ from this information shall be immediately brought to CSU, Chico's attention, such that scope of work modifications can be reviewed by CSU, Chico for written approval prior to proceeding. Do not proceed with reports, studies, or surveys without CSU, Chico's written approval to proceed.

Allocate project costs to the categories shown below to assist in:

- Comparison of price proposals
- Confirmation of your understanding of the scope of work for each major component of the project

A. Base price

a. Base price proposal will be applied to the following:

1. Scope of Services listed under Section 2.3 for buildings, equipment, and material identified in the 2010 Arc Flash Study

B. Unit price

a. One unit to be defined as a piece of equipment that would receive an arc flash label per NFPA 70E. Example, a switchboard with 8 breakers will be priced as one unit.

b. Unit price will be used to price for the following:

1. Pricing the Scope of Services under Section 2.3 for buildings not included in 2010 Arc Flash Study.
2. Pricing for changes in buildings between 2010 Arc Flash Study and current conditions.

END OF SECTION III

SECTION IV – EVALUATION CRITERIA AND AWARD OF CONTRACT

4.1 EVALUATION TEAM

Proposals will be evaluated by an evaluation team comprised of representatives from CSU, Chico and one representative from an outside consulting firm.

4.2 EVALUATION PROCESS

All proposals will be reviewed and evaluated on the following:

Phase One Evaluation: Compliance with submittal requirements including, but not limited to:

- Bid proposal submittal date/time
- Minimum content, format and administrative documents

If a proposal fails to meet the above criteria, it will be eliminated from further consideration.

Phase Two Evaluation: Proposals will be evaluated for overall quality, clarity and concise presentation. It will be presumed that the quality assurance standards employed in the preparation and delivery of the proposal is reflective of the supplier’s overall quality assurance standards to be used in the performance of the contract.

Proposals will be reviewed, evaluated, and points assigned based on the following criteria:

Section	Evaluation
Phase One Evaluation	Pass/Fail
Phase Two Evaluation	Points
Technical Proposal	
Firm Qualifications and Relevant Experience	30
Assigned Personnel Qualifications and Relevant Experience	30
Project Plan / Approach / Quality Assurance	20
Schedule	20
Cost Proposal	
Price Proposal	80
Unit Price	20
Total Points	200

TOTAL AVAILABLE POINTS: 200 POINTS

4.3 APPLICATION OF PREFERENCES

- **Small Business Preference**

If Proposer is a certified Small or Micro Business in the State of California and appropriate documentation is provided to substantiate the certification, a 5% preference will be applied. In accordance with Title II, Article 2, Paragraph 1896.8, the preference amount will be determined by calculating 5% of the lowest base fee received by a non-small/micro business and deducting that amount to all California-certified small/micro businesses.

Proposers requesting a small business preference are to complete and return the attached “Small Business Preference Request”.

The web site for Small Business Certification is:

<https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

- **Target Area Contract Preference Act (TACPA)** – not applicable for this RFP; award will be made to the Proposer receiving the highest number of points, not on the basis of lowest responsible and responsive Proposer meeting specifications.

4.4 AWARD OF CONTRACT

Award of a University Agreement will be made to the responsive and responsible Proposer receiving the highest number of points based on the evaluation criteria and a contract most advantageous to the University.

END OF SECTION IV