# REQUEST FOR QUALIFICATIONS FOR ENGINEERED ARC FLASH STUDY

Bid Solicitation #RFQ2021-01MM California State University, Chico 400 West First Street, Chico, CA 95929

### Published April 28, 2021

#### **1 - INTRODUCTION**

The State of California, acting through the Board of Trustees of The California State University, hereinafter called Trustees, on behalf of California State University, Chico, hereinafter called University, is requesting Statements of Qualifications (SOQ) from interested and qualified Contractors ("Respondents", "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 - SCOPE OF SERVICES

The following is a brief overview of the services the Service Provider will be required to perform. More detailed scope of work will be listed in the RFP. Service Provider will provide electrical engineering services to perform an Engineered Arc Flash Study for California State University, Chico. These services will be performed across all campus buildings, the 12kV distribution system as well as additional buildings off campus which are part of University Housing and the University Farm.

- A. 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.
- B. 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 a 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 label information.
  - c. ANSI Z535.4 for arc flash and shock hazard warning labels.
- C. Provide the single-line diagrams for each of the buildings to be used in the Power System Studies for University review and approval prior to performing the studies.
- D. Provide preliminary Power System Studies and electronic Arc Flash and Shock Hazard warning labels for University review and approval prior to printing physical labels. Provide mitigation recommendations for the University's consideration to reduce the arc flash incident energy to 8 cal/cm<sup>2</sup> or less at industry standard working clearances.
- E. Incorporate University review comments from the preliminary Power System Studies and provide final Power System Studies and Arc Flash and Shock Risk Assessment report.
- F. Install University approved Arc Flash and Shock Hazard warning labels on each equipment evaluated after removing outdated warning labels.

#### **3 - SELECTION PROCESS**

The Trustees will select the Service Provider using a two-step process. The first step in the selection process focuses on selecting the most qualified firms. The Trustees issue this RFQ, to which respondents may submit SOQs to the Trustees. The Trustees will appoint a selection committee to review and score the SOQs. The highest scoring four firms above the minimum qualifying score (50% of total maximum points) with all required qualifications will continue in the selection process. Unsuccessful firms will be notified.

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The second step in the process will focus on the selection of the firm with team members that are most suited to the Project. The successful short-listed firms will be sent a Request for Proposal (RFP). This detailed RFP will request a proposal to include a detailed project approach and a cost proposal. The Trustees will appoint a selection committee to review the RFPs and to participate in the interviews. The highest scoring firm will be the successful Service Provider.

# 4 – QUALIFICATIONS FOR SELECTION

- A. Prior experience to similar projects
- B. Team member qualifications
- C. Project approach plan
- D. Safety

## **5 - TENTATIVE SELECTION PROCESS SCHEDULE**

Schedule Activities	Schedule
RFQ Advertised	April 28, 2021
Last day to submit RFQ questions	May 11, 2021 by 5:00PM
RFQ Addenda issued (if required)	May 13, 2021
Statement of Qualifications due	May 19, 2021 by 3:00PM
Proposer Shortlist published by e-mail	May 25, 2021
RFP distributed to shortlist	May 26, 2021
Job Walk – Campus Site Tour	June 8, 2021
Last day to submit RFP questions	June 10, 2021 5:00PM
RFP Addenda issued (if required)	June 17, 2021
Technical and Cost Proposals due	June 23, 2021 by 3:00PM
Proposing firms interviewed	July 8, 2021
Successful Proposer announced	July 13, 2021
Services start	August, 2021
Estimated Completion	December 2021 to February 2022

The above schedule is a proposed schedule that is subject to change. The agreement, if awarded, will identify the schedule commitments. Any changes to the schedule for the RFQ/RFP process will be posted on the Managing Office website and issued to all known Respondents/Proposers via addenda.

### 6 - INSTRUCTIONS FOR SUBMITTING AN SOQ

# Statement of Qualifications must be received in the Managing Office shown herein before the date and time shown in the Selection Process Schedule.

Respondents for this Project shall submit a Statement of Qualifications in accordance with the following instructions:

- 1. Provide all information requested in this RFQ.
- 2. Provide information as it pertains to your team. When referencing projects that were joint ventures, or individual efforts, indicate such and explain each joint venture member firm's role in the project.
- 3. The SOQ should be well organized, as concise and complete as possible, while still providing the requested information.
- 4. Where contact information is requested, include the company name, address and a company representative's name, phone number and e-mail address.
- 5. Submit one digital file in PDF format. Hard copies of the SOQ are not required.
- 6. Email the digital file as an attachment to <u>RFQ2021.k1xnlmd9qffz7hhq@u.box.com</u>. This uploads the file to CSU Chico's Box folder. Contact the Managing Office if assistance is needed for emailing SOQs.
- 7. Proposal must be received no later than the date and time specified in the schedule above. Proposal must be submitted sufficiently in advance of the specified date and time to ensure delivery. California State University, Chico assumes no responsibility for delay in delivery of the proposal by any means, including electronic mail delay.

# 7 - 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 Design-Build Selection Process is:

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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 (Working remotely, messages will be forwarded)
E-Mail:	mjmcnairn@csuchico.edu
Website:	https://www.csuchico.edu/purc/supplier-vendor-info/current-bids.shtml

### 8 - SOQ REQUIRED INFORMATION AND SCORING

Provide the following information in your SOQ. Each question will be scored against an ideal response which, in the opinion of the Trustees' Selection Committee, would receive the maximum number of points possible, as indicated herein. When describing experience, indicate if the experience is of the firm and/or the individuals proposed for the project. The SOQ evaluation is weighted towards the experience of the firm and not of the individuals proposed for the project. If all information is not provided, the SOQ may not be considered. The Trustees may, at its discretion, call the contacts provided or others as may become known for reference checks. SOQs should be organized with numbered tabs corresponding to the following questions. Provide concise and complete responses; **non-requested information and lengthy responses are discouraged**.

**Maximum Score** 

#### **Required Information:**

Cover letter confirming that Respondent's SOQ submittal is in response to this RFQ and agrees to enter into an agreement if selected, and all information in the SOQ is accurate under penalty of perjury.	0 points
General Firm Information/Firm Experience	40 points
<ul> <li>The respondent is to describe the firm's background and experience in a level of detail adequate to demonstrate the firm's qualifications in the field of electrical maintenance services including:</li> <li>a) Identify Respondent's full legal name, type of business entity, physical and mailing address, phone, fax, and website.</li> <li>b) Brief history of the firm, years of experience (e.g., years of experience, background of principals, etc.),</li> <li>c) Range of services offered, size of the company,</li> <li>d) Location where management and coordination of services will be performed, and contact information of the project manager including email address of the primary contact for this SOQ,</li> <li>e) General project experience and work performed,</li> <li>f) References: list of clients (including name, address, contact name, email address and telephone number, and description of services) for which work was performed over the past three (3) years.</li> </ul>	
Personnel Experience/Qualifications/Organizational Chart	30 points
<ul> <li>The respondent is to provide:</li> <li>a) Names and backgrounds of the firm principals (background is to include education, experience, certifications, accreditations, and licenses held by each individual),</li> <li>b) The name of the primary contact professional who would be assigned to California State University, Chico; this individual would coordinate and execute the work of the contract,</li> <li>c) An organizational chart showing, at a minimum, the key personnel to be assigned to the</li> </ul>	
	<ul> <li>Cover letter confirming that Respondent's SOQ submittal is in response to this RFQ and agrees to enter into an agreement if selected, and all information in the SOQ is accurate under penalty of perjury.</li> <li>General Firm Information/Firm Experience</li> <li>The respondent is to describe the firm's background and experience in a level of detail adequate to demonstrate the firm's qualifications in the field of electrical maintenance services including: <ul> <li>a) Identify Respondent's full legal name, type of business entity, physical and mailing address, phone, fax, and website.</li> <li>b) Brief history of the firm, years of experience (e.g., years of experience, background of principals, etc.),</li> <li>c) Range of services offered, size of the company,</li> <li>d) Location where management and coordination of services will be performed, and contact information of the project manager including email address of the primary contact for this SOQ,</li> <li>e) General project experience and work performed,</li> <li>f) References: list of clients (including name, address, contact name, email address and telephone number, and description of services) for which work was performed over the past three (3) years.</li> </ul> </li> <li>Personnel Experience/Qualifications/Organizational Chart</li> <li>The neame of the primary contact professional who would be assigned to California State University, Chico, this individual would coordinate and execute the work of the contract,</li> <li>c) An organizational chart showing, at a minimum, the key personnel to be assigned to the</li> </ul>

- University and their reporting relationship within the organization. Include detailed resumes, including the project specific qualifications for all proposed personnel. Resumes shall be no longer than two pages in length.
- d) Staff allocation information to demonstrate that ongoing or anticipated work volume will not interfere in your ability to perform on this project, and that the firm has suitable resources available to ensure satisfactory servicing of the project work. Respondent shall

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not substitute, replace or reassign the above key Personnel without CSU Chico's prior approval. Those individuals included in the Respondent's staffing plan shall be those to be assigned to the project. However, with CSU Chico's prior approval, the parties may agree in writing to change these Key Personnel. Substitution of proposed personnel during the process shall be cause for re-evaluation of the proposal, and possibly grounds for forfeiture of the contract award should the substitution be found unacceptable.

CSU, Chico reserves the right to check additional references as it deems necessary to fully evaluate the proposed staff members. Other persons providing service to the project under any resultant contract will upon request be required to submit resumes and references for evaluation prior to acceptance. Names of subcontractors or sub-consultants typically used by the firm, if any, and their roles/involvement in projects.

4. Operational Plan/Approach/Quality 20 points
The respondent is to provide a detailed conceptual approach of the methodology to be used to perform the work described in the Scope of Services. The response to this section should demonstrate the respondent's ability and commitment to render high quality services as required by the University within a compressed time table. It should describe the firm's approach/monitoring of work.
5. Safety 10 points
The respondent will be required to have a NETA Level 3 (or higher) certified technician perform the thermographic surveys, determine required personnel protective equipment (PPE), etc. The response to this section should demonstrate the respondent's commitment to safety, training, method of procedure documentation, contingency plans, etc. associated with the scope of work involved in this project.

TOTAL Maximum Points 100 points

### 9 - QUESTIONS

Respondents must submit all questions regarding this RFQ in writing by e-mail to the Managing Office for the Selection Process, and received no later than the due date indicated in the Selection Process Schedule. The Trustees will not consider questions received after the due date. Written responses to submitted questions will be sent by the Trustees to all registered Respondents. Respondents may request clarifications verbally, however, the Trustees will not consider verbal responses binding.