

**East Side Union High School District  
830 N Capitol Avenue  
San Jose, California 95133**

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**REQUEST TO PREQUALIFY AND FOR QUALIFICATIONS  
FOR DESIGN-BUILD ELECTRICAL SWITCHGEAR PROJECT  
NOTICE TO DESIGN-BUILD ENTITIES**

**DECEMBER 20, 2018**

**Introduction**

The East Side Union School District (“District”) invites firms to prequalify and submit qualification information pursuant to this Request to Prequalify and for Qualifications (“RFQ”) to design and build/install as authorized by Education Code section 17250.10 et. seq., new NEMA 3r Electrical Switchgear at the East Side Union High School District –Independence High School. (“Project”).

The scope of the Project includes:

The objective of this electrical switchgear project is to provide a new NEMA 3R exterior rated electrical switchgear to replace the existing substation facility that is in poor condition and replace one existing non-arc resistant switchgear with exterior rated arc-resistant switchgear.

**Identified Scope of Work**

- Integrate developed electrical plans as project reference guide (See single lines);
- Prepare design shop drawings and necessary submittal documentations ;
- Purchasing new 13.8kV arc resistant switchgear (School District NTP);
- Provide the necessary infrastructure for the electrical switchgear installation;
- Installing and commission the switchgear (Required Permits PG&E);
- Transferring load over to the switchgear;
- Decommissioning the existing substation, and removal of old existing equipment;
- Electrical panel shall be square D, Cutler-hammer, Siemens, or approved equal.

The switchgear at Independence High School was installed in 1976 and has provided its longevity over the last few decades with service and reliability.

Independence High School is an isolated 13.8kV distribution system surrounded by 27.6kV distribution systems with a significant campus load with little power contingencies. In the event of a major failure at this substation servers over 138, acres of services for the main campus for students, staff and community use and athletics, and large aquatic pool complex all served by a 13.8kV substation, with a solar system that is currently off-line due to the electrical gear failure.

## **Background**

An eligible DBE under Education Code section 17250.10 et seq., means a corporation, limited partnership, partnership, or other association that can provide appropriately licensed contracting, architectural, and engineering services as needed under a design-build contract. Nothing in this RFQ is intended nor should be interpreted as contravening the provisions of that code. The DBE shall be fully knowledgeable of, and shall comply with, the provisions of Education Code 17250.10 et seq.

The DBE will be selected based on the “best value” as determined by the District through this RFQ process and subsequent proposals. Best value is defined as "a value determined by objectives relative to the DBE’s qualifications and experience, price, features, function and life-cycle costs.”

## **Scope Of Work**

The selected DBE will design and construct new NEMA 3R exterior rated electrical switchgear To replace the existing substation facility and replace one existing non-arc resistant switchgear with exterior-rated arc-resistant switchgear. The Project will be as indicated on Project Criteria attached hereto at Attachment “B”.

An agreement between the District and the selected DBE will be executed and will outline the full requirements and expectations of the Project, including the maximum total cost that **cannot exceed \$1,200,000**. Upon selection, the DBE will agree to design and construct the Project for the District, a copy of which is attached hereto as **Attachment “C”** (“Agreement”).

The District will oversee the DBE's management of design and construction of the Project to ensure compliance with the Agreement. Under Public Contract Code Section 20103.6, the Agreement with the DBE includes language requiring the Designer/Builder to indemnify the District to the furthest extent permitted by California law.

In addition to other requirements in the Agreement, the DBE shall obtain:

- A payment bond and performance bond to cover the contract amount for non-design services and

## **RFQ Schedule**

The District proposes the following schedule for the review and selection process as outlined below. **The schedule may be modified at the discretion of the District.**

Release of RFQ	<b>December 20, 2018</b>
Last Day for RFI	<b>January 04, 2019</b>
Last Day for Addendum	<b>January 07, 2019</b>
Sealed Prequalification Questionnaires and statements of qualifications due by 4:00P PM. Only electronic copies will be accepted.	<b>Thursday, January 10, 2019, by 4:00 PM</b>
District Notification of short list of qualified DBEs to submit proposals for the Project	<b>Tentative: January 11, 2019</b>
Optional pre-proposal conference and site visit for Shortlisted DBEs, at District discretion	<b>Tentative: January 14, 2019 – (3) hours</b>
Issuance of RFP for project	<b>January 15, 2019</b>
DBE Final Proposals Due	<b>February 7, 2019 @ 3:00 PM</b>
DBE Selection and contract negotiation	<b>TBD</b>
DBE Contract award	<b>March 7, 2019</b>
DBE Notice to Proceed	<b>March 22, 2019</b>

DBEs qualifications are due before **4:00 PM on January 10, 2019** and must be submitted via email to:

[CapPurchasing@esuhdsd.org](mailto:CapPurchasing@esuhdsd.org) and copy email to [silveirar@esuhdsd.org](mailto:silveirar@esuhdsd.org)

**Questions regarding this RFQ must be directed only to Capital Purchasing via email at [cappurchasing@esuhdsd.org](mailto:cappurchasing@esuhdsd.org) and copy Roger Silveira via email at [silveirar@esuhdsd.org](mailto:silveirar@esuhdsd.org) .**

DBEs with questions or comments about this RFQ, the Agreement, or the Project should not contact any other District representative, Board member, consultant, or employee.

This RFQ is not a formal request for bids or an offer by the District to contract with any party responding to this RFQ. The District reserves the right to reject any submissions. The District also reserves the right to amend this RFQ as necessary. All materials submitted to the District in response to this RFQ shall remain the property of the District.

## **District's Evaluation Process**

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**Request for Qualifications – Design-Build –  
Z-XXX-702 , ESUHS: DWME IH  
RPQ-08-18-19**

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- The District will score all Prequalification Questionnaires received from DBEs, as indicated in the Prequalification Questionnaire, attached hereto as **Attachment “A.”** The District will notify all DBEs of their prequalification status.
- The District will review and evaluate all qualification statements received from DBEs that have prequalified per this RFQ and **have completed a pre-qualification application through Quality Bidders. See District’s link for additional instructions and requirements.**  
<http://www.esuhsd.org/Community/Purchasing/Contractor-PrepQualification/index.html>
- Prequalification Questionnaires and qualification statements will be opened privately to assure confidentiality and avoid disclosure of the contents to competing DBEs before and during the review, evaluation and negotiation processes. However, to the extent that the Prequalification Questionnaires and qualification statements are public records under California law, the Prequalification Questionnaires and qualification statements may be released to the public if requested by members of the public.
- Qualification statements will be reviewed for responsiveness and evaluated under established objective criteria, as indicated herein.
- The qualification statements will be evaluated and ranked, the District, at its sole discretion, may elect to interview one or more DBE(s). Adequate time will be allowed for the presentation of qualifications followed by questions and answers.
- District staff shall select a short list of qualified DBE(s) to submit proposals for the Project.
- After proposals are received, the District will evaluate those proposals and, at its sole discretion, may elect to interview one or more DBE(s), and one or more alternates.
- From that list, District staff may choose to begin negotiations with the DBE that District staff, in its opinion, believes offers the best value to the District and may commence negotiations of services with that DBE.
- If the District is unable to successfully negotiate a satisfactory agreement with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the next DBE that it believes offers the next best value, in sequence, until an agreement is reached or determination is made to reject all submittals.
- The form of Agreement between the District and the successful DBE will be forms attached hereto as **Attachment “C.” This document will be included in the RFP stage.**

- Final selection of a DBE shall be at the sole discretion of the District's Board after a recommendation from District staff.
- If a commitment is made, it will be to the most qualified respondent with whom the District can successfully negotiate the terms and conditions of the required Agreement.

## QUALIFICATION STATEMENTS – FORM AND CONTENT

All qualification statements must follow the format described in this section. DBEs are encouraged to submit concise and clear responses to the RFQ. The District reserves the right to:

- Include or exclude any part of the qualification statements in the final agreement with the selected DBE;
- Hold discussions or negotiations with one or more prequalified DBEs who have submitted a qualification statement in a fair and impartial manner as follows:
  - Invitation of a particular DBE to review its qualification statement with District staff;
  - Request DBE representatives to further describe in detail its experience and its organizational structure.

Qualification statements must include the following components in the order listed below:

Part 1	Cover Letter/Executive Summary	10 points
Part 2	Experience / Qualifications / Reference & Questionnaire Review	25 points
Part 3	Technical Design and Construction Expertise	25 points
Part 4	Delivery Schedule, Phasing, and Timeline	25 points
Part 5	Life-Cycle / Energy Efficiency Components	15 points
	<b>Total Possible</b>	<b>100 points</b>

### Part 1: Cover Letter /Executive Summary - 10 points

Provide a Cover Letter and Executive Summary that includes, at a minimum, the following information:

- A. Names and positions of the key members of the DBE.
- B. The specific structure of the DBE, including whether it is an LLC, a partnership, a joint or venture. Please provide detailed information about the formation of the DBE and how it complies with applicable statutory requirements of the Business and Professions Code and Education Code section 17250.10, et seq., including section 17250.15, which states:
  - (b) 'Design-build' means a procurement process in which both the design and construction of a project is procured from a single entity.*
  - (c) 'Design-build entity' means a corporation, limited partnership, partnership, or other association that can provide appropriately licensed contracting, architectural, and engineering services as needed under a design-build contract.*
- C. The mailing address, telephone number, email, and the name of the main point of contact for the DBE.

- D. A summary of the DBE's experience and qualifications and the advantages of selecting the DBE.
- E. An acknowledgment of receiving any addendums to the RFQ that may be issued by the District.
- F. State any comments or objections to the form of Agreement attached hereto as **Attachment "C."** The District does not intend to consider any substantive changes to the form of Agreement.

**Part 2: Experience and Qualifications/Reference Review - 25 points**

- A. Provide a detailed description of the experience and qualifications of the members of the DBE including a DBE organization chart showing all key personnel who will be assigned to this Project. Submit brief resumes demonstrating the training, experience and other qualifications of the key personnel who will be assigned to this Project. Key personnel are defined as, but not limited to the following: Project Architects (Principal and Project Manager), Construction Project Executive, Construction Project Manager and Construction Field Superintendent.
- B. List **at least five** projects in which the DBE has participated as a contractor, builder, designer, architect, or designer-builder during the past **five (5) years** with a contract value of at least **one million dollars or more (\$1,000,000)**.
- You must include all projects that were with **California K-12 school district(s) and California Community College District(s)** performed by the DBE or one of entities that is part of the DBE.
  - Include all design-build projects, particularly if performed by the DBE working as a single entity on similar projects in the past.
  - Include all information indicated below and attach references on separate signed sheets as necessary. Please use and attach additional signed sheets when needed to explain or clarify any response.
  - You may limit your response to the five (5) most-recently completed and/or relevant projects

Project Name/Identification: \_\_\_\_\_

1 Name of entity performing work: \_\_\_\_\_

2 Project owner: \_\_\_\_\_

3 Project architect if not DBE (name and telephone number for District reference): \_\_\_\_\_

- 4 Scope of Work performed by entity (design, construction, etc.): \_\_\_\_\_
- 5 Project address/location: \_\_\_\_\_
- 6 Original completion date: \_\_\_\_\_
- 7 Date completed: \_\_\_\_\_
- 8 Initial contract value (as of time of bid award): \_\_\_\_\_
- 9 Final contract value: \_\_\_\_\_
- 10 Were liquidated damages assessed (If yes, explain): \_\_\_\_\_
- 11 Contact for verification (name and telephone number for District reference): \_\_\_\_\_
- 12 Did the project owner, general contractor, architect, or construction manager file claim(s) in an amount exceeding \$50,000 against you or your firm, or did you or your firm file claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager? If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), and date(s) of claim(s).

In addition, provide the following chart to indicate each project and the participation of the DBE or the entities that are part of the DBE. (The responses in *italics* are **example** responses only.)

	<b>DBE as the DBE</b>	<b>DBE “builder” entity</b>	<b>DBE “designer” entity</b>	<b>Other relevant participant (e.g., subconsultant(s))</b>
<b>Project #1:</b> _____	<i>DBE</i>			<i>Elec. Subconsultant B; Mech. Subconsultant A</i>
<b>Project #2:</b> _____		<i>Builder</i>	<i>Designer</i>	
<b>Project #3:</b> _____			<i>Designer</i>	
<b>Project #4:</b> _____		<i>Builder</i>		
<b>Project #5:</b> _____		<i>Builder</i>	<i>Designer</i>	<i>Elec.</i>



_____				<i>Subconsultant A; Mech. Subconsultant C</i>
<b>Etc.</b>				

- C. Provide any other information that would assist the District in understanding the DBE's capacity to efficiently and effectively complete the Project.

### **Part 3: Technical Design and Construction Expertise – 25 points**

Demonstrate technical design and construction expertise related to Design-Build projects. Points will be awarded based on the quality and comprehensiveness of the technical project approach, project portfolio, value engineering, and the approach to project management. Provide examples from other projects.

### **Part 4: Delivery Schedule, Phasing, and Timeline - 25 points**

Clearly outline a delivery schedule, phasing, and timeline of each component of the Project. Specific dates should be used assuming an award of an Agreement **March 7, 2019**. Completion of the Project as soon as possible will be a factor in scoring this section. The District will require the Project to be substantially completed **before July 21, 2019**. Indicate in your proposed phasing the various decision points that will be required of the District. Also, describe your ability to guarantee your proposed timeline. Examples of phasing and timelines on similar projects may be included to demonstrate the capacity to organize the workflow and complete the Project promptly.

### **Part 5: Life Cycle/Energy Efficiency Components - 15 points**

Describe the DBE's capacity and intention to integrate and develop (1) life-cycle costs of products, equipment and components of at least 25 years. Provide examples from other projects if possible.

### **Additional Requirements in order to Qualify:**

Contractor's License Requirements: The Electrical contractor needs to hold a valid California C-10 license. This license needs to be in good standings with the state of California at the time of submittal and held under the same name for at least 25 years.

**Contractor Qualification Requirements:**

1. A minimum of 15 years' experience from the date of submission of pre-qualifications statement on new and or replacement 12KV or greater switchgear, switches, transformers, wiring and substations. (Provide documentation to show length of experience).
2. Every electrician working on this project shall be California State Certified. Provide valid certifications of all electricians planned to work on this project
3. The Contractor or Sub-contractor performing the testing needs to be **NETA certified** to the most current standards and up to date, also all test equipment calibration dates will be inspected.
4. The Lead person on site the day of the work OP needs to have at least 15years experience with 12KV or greater electrical maintenance work ops and have worked on at least 10 electrical maintenance jobs 12KV or greater electrical maintenance work ops in the past three years. Resume required for ESUHSD approval.

**Attachment “A”**

**Prequalification Questionnaire**

**Must be submitted as indicated in the Timeline indicated in the RFQ**

**[SEE ATTACHED DIR PREQUALIFICATION QUESTIONNAIRE]**

**Attachment “B”**

**Project Criteria**

**[SEE ATTACHED – Labeled “Program Concepts and Site Plan,]**

**Attachment “C”**

**Form of Agreement for Design and Construction**

**[SEE ATTACHED AGREEMENT FORM]**

**(To be provided in the Request for Proposal Phase)**