



## South Orange County Community College District

**RFQ&P No. 2869-2021:**

### **Engineering Services for 12kV Systems Upgrade at Saddleback College**

**Addendum No. Two (2)**

**October 1, 2021**

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**Purchasing and Contracts Manager**

**Note:**

**All documents remain unchanged except section or parts added to, revised, deleted and/or clarified by this Addendum.**

1. The schedule for RFQ&P No. 2869-2021 Engineering Services for 12kV Systems Upgrade at Saddleback College Schedule has been revised. The Revised Schedule has been replaced in its entirety and is attached to this Addendum.
2. There will be a mandatory pre-proposal meeting conducted via Zoom on Wednesday, October 13, 2021 at 10:00am. All RFQ&P respondents shall confirm their attendance by email to: purchasing-dept@socccd.edu by Tuesday, October 12, 2021 at 5:00pm. The subject line should read: "RFQ&P No. 2869-2021 Pre-Proposal Meeting Confirmation." Physical presence is not required. A call-in number will be provided prior to the meeting day to those who confirm attendance. Any proposer that does not attend the entire conference and/or does not arrive on-time may be deemed non-responsive. Firms that did not attend the mandatory pre-proposal meeting on May 4, 2021 will be allowed to participate.
3. Any and all questions must be sent via email to purchasing-dept@socccd.edu. Firms shall reference RFQ&P No. 2869-2021 in the email subject line. The final day for questions shall be Friday, October 8, 2021, no later than 5:00pm.
4. RFQ&P Section 4, Scope of Services, has been replaced in its entirety. The Revised Section 4: Scope of Services is attached to this Addendum.
5. Proposal Form C: Related Experience and Methodology has been replaced in its entirety through this Addendum. The Revised Proposal Form C: Related Experience and Methodology is attached to this Addendum.
5. Proposal Form E: Fee and Rate Proposal has been replaced in its entirety through this Addendum. The Revised Proposal Form E: Fee and Rate Proposal is attached to this Addendum.
6. The list of firms in attendance at the mandatory pre-proposal meeting conducted via Zoom on May 4, 2021, at 11:00am is attached to this Addendum. Firms that did not attend the mandatory pre-proposal meeting on May 4, 2021 will be allowed to participate.

7. The responses to the Request for Information submitted by the deadline of 5:00 PM on April 30, 2021, as well as the responses to the questions asked during the mandatory pre-proposal meeting at 11:00 AM on May 4, 2021 are shown below:

Q1: Will relay coordination be by the engineer or a deferred submittal by the Contractor. If relay coordination will be by the engineer, does the college have copies of previous coordination studies, existing relay settings and/or submittals for the main switchgear at each building?

A1: Relay coordination will be required by the Engineer. Available information will be made available to the awarded firm.

Q2: The E-1 drawing for the 2005 feeder replacement drawing shows a number of possible interconnects between the electrical substation and the central plant and at a number of building stepdown transformers. Paralleling of utility feeders is undesirable for a number of reasons including common trip, excessive fault current, difficulty in relaying, possible utility flow through the campus, etc. How are these issues avoided? Key interlocking? Operating procedures? Other means?

A2: Code compliant safety requirements are required including key interlocking.

Q3: What is meant by 'complete examples' as specified under Proposal Form C list item #9?

A3: This question has been revised as follows:

Firms shall submit a list of all completed projects similar to the scope and scale of the services contemplated in this RFQ&P. Each of the projects listed shall contain the following information:

- Project Name
- Brief Project/Scope Description
- Project Owner Information:
  - o Owner/Entity Name
  - o Reference name and contact information including phone and email

A revised Proposal Form C is issued as part of Addendum No. 2.

Q4: As part of the RFP requirements, the pre-construction phase indicates for Electrical that we will need to provide the following:

(i) Lighting and power plan including all switching and controls. Is this applicable to the actual scope of work?

A4: As the design for the replacement of the 12kV transmission equipment at the main campus substation and the Central Utility Plant is included in the Scope of Work, any design documents required to comply with Code are required as well. The design will be submitted to DSA for review and approval.

Q5: (ii) Complete electrical distribution including a single line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.

(iii) All electrical equipment schedules completed. How up to date are the equipment schedules and loads? We need to verify how accurate the as-builds are?

A5: Awarded firm is required to field verify, including load verification.

Q6: (iv) All fire alarm systems completed and compatible with existing College fire alarm system to meet current DSA requirements. Is this applicable?

A6: See A4.

Q7: (v) Electrical load calculations completed. Are we to verify the loads downstream of the unit

substation to calculate this load?

A7: Yes. Firms shall verify the loads downstream of the unit substation to calculate the existing electrical load.

Q8: (vi) All technology distribution system completed from existing vault to owner furnished constructor installed IDF/patch panels and new data drops at locations coordinated between College and Engineer. Is this applicable?

A8: See A4.

Q9: (vii) All low voltage distribution system completed from nearest point of connection at existing nearest buildings, vaults or other terminal cabinets as coordinated between the Engineer and the College. Is this applicable?

A9: See A4.

Q10: May 31 is Memorial Day. Will interviews occur on that day?

A10: See revised interview date in this addendum.

Q11: To confirm, the only design work is to replace 2 substations. Additional work is prepare a BOD only for replacement of 8 substations. All other work including PV analysis, EV charging stations and evaluation of HV1 and HV2 are studies only. No design work. Is this correct?

A11: The design work under the proposed agreement is to replace equipment in the two substations indicated in the RFQ&P Scope of Work. Per this Addendum, analysis of PV and EV charging station load requirements will be performed by others. Upon completion of PV and EV charging station load requirement analysis, evaluation of HV1 and HV2 can proceed. Also, per this Addendum, design of replacement feeders in HV1 and HV2 is required in this Scope of Work.

Q12: Is a ROM cost estimate required for this scope?

A12: Per the revised Scope of Work issued in this addendum, written Statements of Probable Cost for the substation upgrades as well as the high voltage cable upgrades. The successful firm will be required to provide detailed cost estimates as part of the design effort for the two substations and the high voltage cable upgrades.

Q14: To confirm, a complete coordination study is required for relay coordination. How far downstream do we go?

A14: To the Main Campus Substation breaker.

Q15: To confirm, arc flash analysis will be part of this project? Or exclude?

A15: Confirmed. Arc flash analysis will be required.

Q16: Is the campus on one electrical utility meter?

A16: The campus has one main meter and several other meters for small outlying buildings. There are seven electrical meters presently on campus.

Q17: What is the rating of Main Campus Substation?

A17: The successful firm will need to field verify all existing equipment.

Q18: Regarding construction phasing, is there an expectation for the design team to develop an initial approach/plan?

A18: A proposed construction schedule is required for the initial design effort.

Q19: Does the college intend to replace the 12 kV substations in their existing locations? Has phasing

been considered?

A19: Some substation equipment may be relocated to exterior locations adjacent to their existing locations, depending upon the new design and project phasing. Upgrade of the main campus substation and the Central Plant substation will be completed in the first phase. Phasing of the high voltage feeder replacements will be considered based upon urgency of need and/or available funding.

Q20: Do we need to include an HV contractor to survey equipment or will the campus provide?

A20: The design team will be required to contract with any required subconsultants or subcontractors.

Q21: Does the campus have an equipment standard? If so, can you share that with us?

A21: The campus does not have an equipment standard. The successful firm will develop these criteria with input from the District.

Q22: How do we verify loads? Are we supposed to hire a contractor to do load readings everywhere?

A22: See response to Q20 above. Estimated load requirements for future PV solar and EV charging stations will be provided upon completion of their respective evaluations.

Q23: Is there an anticipated date when the campus will re-open to allow accurate load readings?

A23: It is anticipated the campus will remain open with all buildings occupied.

Q24: Is this RFP based on lowest fee? It is extremely difficult to quantify the work that will be required by a contractor that we hire for surveys and load readings.

A24: The Evaluation criteria is included in Section 3 of the RFQ&P. Price is not the sole determining factor for award of contract.

Q25: Is there any historic load data for buildings?

A25: The College does not have metering equipment installed at any of their buildings. The successful firm shall complete an SDG&E Authorization CISR document to received customer information and submit the completed document to the district for signature to received available interval data.

Q26: Can you separate the design fees from the contractor fees in the cost proposal to make it easier to compare the design firms?

A26: Proposing firms are to combine fees for design and subconsultants/subcontractors. Clarifications may be made within the firms' narratives.

Q27: Are CAD files of the site/bldgs available?

A27: There are limited CAD files available which will be provided to the design team.

Q28: Will interviews be via Zoom?

A28: Yes, interviews will be via Zoom.

Q29: How many meetings should we expect to attend during the design and construction phases. Will they be virtual?

A29: In general, meetings are held every two weeks during programming and design and weekly during construction. Meeting may be held via Zoom where appropriate. Weekly construction meetings generally require site visits to review progress.

Q30: Does your master plan cover future load requirements? Any planned campus expansions? Will we be able to review your current master plan?

A30: The District master plan is available at the following link:

[https://www.socccd.edu/about/documents/FinalSOCCCD2020FacilitiesMasterPlan\\_FMP.pdf](https://www.socccd.edu/about/documents/FinalSOCCCD2020FacilitiesMasterPlan_FMP.pdf)

## REVISED SCHEDULE

*Issued per Addendum No. 1 on 10/01/21*

Date of Issue – Addendum No. 2	October 1, 2021
Requests for Information (RFI) Via Email to <a href="mailto:purchasing-dept@socccd.edu">purchasing-dept@socccd.edu</a>	10/8/2021
Mandatory Pre-Proposal Meeting	10/13/2021 10:00 AM Zoom conference call information will be sent to all firms that RSVP.
District Responds to RFI's	10/14/2021 End of Day
<b>Proposal Due Date</b> Via Email to <a href="mailto:purchasing-dept@socccd.edu">purchasing-dept@socccd.edu</a>	<b>Tuesday, October 27, 2021</b> <b>12:00 PM</b>
Interview/Presentations (if needed)	Wednesday, November 10, 2021 Time TBD Zoom conference call information will be sent to shortlisted firms.
Contract Negotiations (if needed)	Nov 15 - 17, 2021 All negotiations will take place via Zoom conference calls.
Anticipated Governing Board Approval	December 13, 2021

## **REVISED SECTION 4: SCOPE OF SERVICES**

### ***Issued Per Addendum No. 1 on 10/01/21***

#### **4. SCOPE OF SERVICES**

The District is seeking services from a qualified engineering firm for the replacement of high voltage electrical equipment including transformers, substation equipment and power distribution cabling at Saddleback College. The services will minimally consist of the specific scope of the services in two (2) phases:

- Phase 1: Basis of Design
  - o Phase 1 Task 1: Ten (10) Electric Power Substations
  - o Phase 1 Task 2: HV Cable Replacement Requirements in 12 kV circuits HV1 and HV2
- Phase 2: Full Design Services
  - o Phase 2 Task 1: Replace the 12kV Transmission Equipment at the Main Campus Substation and the Central Utility Plant
  - o Phase 2 Task 2: Replace the 12kV Transmission Cabling in 12 kV Circuits HV1 and HV2

The initial contract will be awarded for Phase 1 for which Tasks 1 and 2 are anticipated to be performed in parallel.

Upon completion of Phase 1 and the District's issuance of a notice to proceed with Phase 2, Tasks 1 and 2 are anticipated to be performed in parallel.

The services are further outlined in the Sample Engineering Services Agreement (Appendix D). The exact scope of services required by the District will be set forth in the negotiated final Agreement between the District and the assigned Firm.

#### **Scope of Services for Phase 1 Task 1:**

Develop a detailed Basis of Design for upgrading the ten (10) electric power substations (Substations) shown below:

1. Saddleback/SDG&E Substation
2. Business and General Services Substation
3. Baseball Field Substation
4. Physical Education Substation
5. Swimming Pool Substation
6. Central Plant Substation
7. Fine Arts Substation
8. Student Services Substation
9. Technology and Applied Studies Substation
10. Science and Math Substation

The detailed Basis of Design shall minimally include the following:

- Technology upgrades for the Substations:
  - o Ability to view the condition of the Substations and distribution cabling remotely from the campus Facilities department.
  - o Capability for remote switching servicing the two parallel high voltage (HV) feeders, HV1 and HV2.
- Evaluation of existing substation conditions.
- Identification of system performance criteria and operation and maintenance expectations.

- Identification of applicable codes and standards.
- Creation of a design narrative.
- Development of a list of acceptable manufacturers.

Prepare a written Statement of Probable Cost for the Substation upgrades.

**Scope of Services for Phase 1 Task 2:**

Review of HV cable replacement requirements in 12 kV circuits HV1 and HV2 to minimally include assessing the impacts of additional loads from solar energy production, battery storage or EV charging stations and loads from future building construction reflected in the campus 2020 Facilities Master Plan (FMP). The FMP includes the construction of 6 to 8 megawatts of solar generation at four parking lot locations on campus. EV charging stations are planned to be co-located with the solar systems with the potential for battery energy storage systems as well.

Provide the estimated electrical load for the various segments of the campus grid to support the cable replacement design effort.

Prepare a written Statement of Probable Cost for the high voltage cable upgrades.

**Scope of Services for Phase 2 Task 1:**

Based upon the Basis of Design developed in Phase 1 Task 1, and upon Notice to Proceed from the District, the awarded Firm shall prepare a full design to replace the 12kV transmission equipment at the Main Campus Substation and the Central Utility Plant. Services for the full design will minimally include the following:

- Submission and approval of the completed design to the Division of the State Architect for approval.
- Engineering oversight during construction and project close-out as stated in the Agreement.

**Scope of Services for Phase 2 Task 2:**

Based upon the results of Phase 1 Task 2, and upon Notice to Proceed from the District, the awarded Firm shall prepare a full design to replace the 12kV transmission cabling in circuits HV1 and HV2. Services for the full design will minimally include the following:

- Submission and approval of the completed design to the Division of the State Architect for approval
- Engineering oversight during construction and project close-out as stated in the Agreement.

**REVISED PROPOSAL FORM C**  
**RELATED EXPERIENCE AND METHODOLOGY**  
**(5 Page Limit)**

*Issued per Addendum No. 1 on 10/01/21*

1. Provide a summary of the Firm's experience in relation to the services contemplated in this RFQ&P.
2. Describe how the firm will provide services and fulfill the requirements and expectations of the District.
3. Provide a summary of your Firm's experience working with Community Colleges and the experience of the staff assigned to this project.
4. Name and state the number of public entity clients served within the past 5 years.
5. Do you provide weekly status reports? If so, describe the type of information the status report contains.
6. Identify any special services typically provided by the firm that are not listed in the Scope of Services. Ensure that pricing for these services are included in Proposal Form E.
7. Indicate the firm's proximity to the District and availability to accomplish the work.
8. List projects in chronological order in which team members were involved. Indicate whether project was completed by firm or by a team member when employed by another firm.
9. Firms shall submit a list of all completed projects similar to the scope and scale of the services contemplated in this RFQ&P. Each of the projects listed shall contain the following information:
  - Project Name
  - Brief Project/Scope Description
  - Project Owner Information:
  - Owner/Entity Name
  - Reference name and contact information including phone and email

**REVISED PROPOSAL FORM E  
FEE AND RATE PROPOSAL**

*Issued Per Addendum No. 1 on 10/01/21*

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer’s responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

Fees shall be firm and fixed.

Indicate the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.

**1. Fees for Phase 1 Task 1:**

Estimated # of Hours	Hourly Billable Rate	Fees
	\$	\$
<b>Total Not to Exceed Fee for Phase 1 Task 1:</b>		<b>\$</b>

**2. Fees for Phase 1 Task 2:**

Estimated # of Hours	Hourly Billable Rate	Fees
	\$	\$
<b>Total Not to Exceed Fee for Phase 1 Task 2:</b>		<b>\$</b>

**3. Fees for Phase 2 Task 1 and Phase 2 Task 2:**

Each proposing firm shall provide a not to exceed fee percentage based on the complete hard and soft costs associated based upon the Statement of Probable Costs for the Main Campus Substation and the Central Utility Plant upgrades and replacement of 12kV transmission cabling for circuits HV1 and HV2.

	Phase 2 Task 1	Phase 2 Task 2
<b>Total Not to Exceed Percentage of Statement of Probable Construction Costs (Including All Hard and Soft Costs)</b>	%	%

**Note:**

- *The District reserves the right to negotiate and finalize the fee for Phase 2 Task 1 and/or Phase 2 Task 2 services prior to the issuance of the notice to proceed with Phase 2 Task 1 and/or Phase 2 Task 2 services.*
- *A District Controlled Allowance in an amount not to exceed 10% of the Final Negotiated Contract Value will be included for Phase 2 Task 1 and/or Phase 2 Task 2.*

**[CONTINUED ON FOLLOWING PAGE]**

4. Rates for Additional Services. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Additional Services. The hourly rates reflected below shall be effective as of the date of execution of an Agreement between the District and the Firm.

Service/Discipline	Position/Title	Proposed Hourly Rate
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<i>Duplicate as necessary for ALL services/disciplines, positions/titles and proposed hourly rates</i>		