



Ventura County Community College District

**Moorpark College
Electrical Infrastructure Design Services**

REQUEST FOR PROPOSAL

VCCCD Project #19115 / Exhibit B Ref. #25

Proposals due by:

3:00 p.m., Thursday

May 5, 2005

Deliver to:

Project Director
The JCM Group
c/o VCCCD, Capital Planning, Design and Construction
333 Skyway Drive
Camarillo, CA 93010

Moorpark College Infrastructure Electrical Infrastructure Design Services

Request for Proposal

1.0 Project Requirements

Furnish an itemized proposal and schedule for preparing comprehensive design and construction documents to upgrade the existing electrical infrastructure at Moorpark College.

The quote will be divided into two parts: 2.0 Scope of Upgrades and 3.0 Design Criteria Documents.

2.0 Scope of Upgrades

The completed upgrades shall include, but not necessarily be limited to:

- 2.1 Removal and replacing of the main campus switchgear IN Substation 47.
Modifying the exhaust system and substation to accommodate the new equipment.
- 2.2 Removal and replacing virtually all exterior (4,160KVA) feeder cables utilizing existing conduits wherever possible
- 2.3 New concrete – encased conduit systems, as needed, to produce two loops and a radial feeder network.
- 2.4 New conduit entries into the existing buildings (4-4” dia. minimum).
- 2.5 Providing new transformers and switchgear for existing buildings, wherever space in the existing electrical rooms permits, or new exterior pad – mounted weatherproof units where this is not possible. New units are to be located where directed by The District.
- 2.6 Modifying / adding light fixtures in electric rooms to match the new switchgear layouts.

- 2.7 New concrete – encased conduits, where shown, for the telecomm, Data and Signal systems.
- 2.8 Salvaging and reusing certain switchgear and transformers and adapting them to the upgraded system.
- 2.9 Emergency generator connections at every building every major buildings..
- 2.10 A new weatherproof emergency generator system, with ATS, for the 01 Administration Building.
- 2.11 Compliance with all applicable codes.
- 2.12 New/upgraded earthing grounding systems as needed.
- 2.13 Mandreling all conduits, installing pull rope in spare conduits, megohm testing and conductors..
- 2.14 Routing new systems around other existing utilities or relocating these utilities where this is not possible.
- 2.15 Cutting and patching of existing structural elements, hardscape, irrigation lines and utilities and restoring landscaping affected by the upgrades. Modifications to the existing substation as needed to provide a safe, functioning, code complying facility.
- 2.16 Modifications by Southern California Edison to combine the existing separate EATM feed with the overall upgraded campus system. This will include removal of the existing 15/5 KVA transformer, in Substation 47 and providing a new larger unit next to Campus Drive.
- 2.17 All fittings, parts and accessories necessary to provide a complete and functional electrical system for the entire campus. Including feeders from switchgear to existing electrical panels.
- 2.18 Mobile emergency generators, overtime work, traffic control as needed to maintain an operational Campus. Two of the generators with day tanks are to be purchased and turned over to the District, after refurbishing, at the end of the project.
- 2.19 Scheduling as directed by the District to minimize disruptions to the campus activities.

3.0 Design Criteria Documents

Coordinate with the District / JCM and other consultants to verify the appropriateness and modify / develop the concepts, outlined in the following documents, into complete sets of construction documents: 2004 Moorpark College Facilities Master Plan, updated January 2004.

- 3.1 Assorted “as-built drawings of the existing campus buildings and infrastructure on file at the Maintenance & Operations Offices.
- 3.2 “As-built” single line diagram of the existing electrical infrastructure, undated, prepared by the District.
- 3.3 “As-built” electrical infrastructure drawings E-1 through E-7, Dated 10/25/04, prepared by TMAD Engineers, Inc.
- 3.4 Master Plan electrical infrastructure drawings E-1 through E-9, Dated 10/25/04, prepared for Spencer / Hoskins Associates by TMAD Engineers, Inc.
- 3.5 Composite “Infrastructure Improvements”, Drawing I-1 showing the Power and Communications components, assembled by JCM Group Dated 3/8/05 – For Information Only
- 3.6 “Substation 47 - Alt D”, Drawing I-2, Dated 3/8/05, prepared by JCM Group – For Information Only
- 3.7 “Single Line Diagram – Option 1” Drawing I-3, Dated 3/8/05, Prepared by JCM Group – For Information Only
- 3.8 “Section A and B” Drawing, I-4, Dated 3/8/05 prepared by JCM Group - For Information Only
- 3.9 Electrical Load tests performed by the District:

<u>Existing Feeder No.</u>	<u>Dates</u>
1	1/16 – 18/04
2	1/24 – 28/04
3	1/30 – 2/3/04
4	2/5 – 9/04

4.0 Proposal Format and Scope

4.1 Proposal shall include Phases 1–5 as follows:

- Phase 1: Research and Design Development

Meet with all involved parties. Inspect existing conditions and become fully familiar with the District's needs. Take all supplemental measurements and conduct all necessary research to assure that all conditions which the contractors are likely to encounter will be fully described on the construction documents. Evaluate the existing criteria, determine the feasibility of the presently contemplated schemes, modify as needed and prepare preliminary documents necessary for approval of the concept by the District. Revise, as needed, to incorporate owner comments. Update the overall composite and design criteria drawings accordingly.

Deliverables: CAD files and three prints of both the initial submittal and documents revised to incorporate the approval comments.

- Phase 2: Construction Documents – 50%

Divide the project into five bid packages as directed. These are presently contemplated to be:

1. Switchgear / transformer purchasing
2. Loop 1 and associated switchgear
3. Loop 2 and associated switchgear
4. Radial and associated switchgear
5. Main substation

Coordinate documents with the District / JCM and associated civil, architectural, and structural consultants. Prepare drafts of construction drawings and specifications for each package and submit for Owner / JCM comment. Drawings will include, at a minimum:

1. Overall site plan
2. Large scale (1/2" = 1'-0" minimum) plans and sections of each building electric room and pad – mounted equipment to include accurate depiction of adjacent construction
3. Overall campus load schedule to include existing and future facilities

4. Overall single line diagram to include connections to the points of connection at each building sub panel, transformer, circuit, etc..
5. Panel Schedules.
6. Details for pad – mounted equipment
7. Details for routing conduits into the buildings to include cutting and patching, structural modifications, trenching, waterproofing, chases, access covers, etc.
8. ¼” scale plans and sections of the SCE substation and conversions to the existing No. 47 Main Switchgear Vault.
9. Sequencing drawings as needed to correspond with the different bid packages.

Update the overall composite and design criteria drawings accordingly.

Deliverables: CAD files and three prints of drawings and specifications of both the initial submittal and documents revised to incorporate the District / JCM comments.

- Phase 3: Construction Documents – 100%

Complete coordination. Participate in discussions establishing the construction phasing and owner schedules for service interruption. Prepare and issue bid packages.

Deliverables: CAD files, reproducibles and three prints.

- Phase 4: Bidding

Assist in preparing instructions to bidders. Participate in the pre – bid job walk & prepare minutes of the discussions. Prepare and issue addenda. Participate in bid evaluation.

- Phase 5: Construction Administration

Participate in review of the Contractors’ phasing plans for the work. Review / approve submittals. Attend site meetings / inspect construction activities weekly and issue associated site inspection reports. Respond to Requests for Information. Prepare “punch lists”. Verify accuracy and completeness of the contractor’s “as – built’ drawings.

- 4.2 Furnish a schedule for the first four phases of the work prepared in adequate detail to describe the design and preparation process.
- 4.3 Confirm, with the proposal, the degree to which the presently contemplated and described upgrades are economic and feasible and / or suggest ways of improving their efficiency to provide the most cost effective system to meet the District's present and future needs as outlined in the Master Plan documents (i.e., Dwg. E-1).
- 4.4 Include the services of all need subconsultants to include, but not be limited to:
 1. Civil

AC paving removal and repairs (i.e., at the parking lot above the substation and Loop 2 conduit under the existing roads).

 - A. Hardscape repairs.
 - B. ALTA survey and grades at the new substation.
 - C. Relocating (E) storm drain at the substation
 2. Landscape
 - A. Removal and replacing existing landscaping
 - B. New landscaping at the Substation
 - C. Irrigation repairs.
 - D. Salvaging the existing pepper tree at the substation
 - E. Hardscape repairs for all the utilities
 - 3 Architectural
 - A. Presentations for District approvals of the exterior – mounted switchgear.
 - B. Specifications and drawings for:
 - a. Substation doors and hardware
 - b. Substation new railings
 - c. Switchgear locations outside the buildings

- d. Waterproofing / French drain design at the new sub station
- e. Concrete
- f. Rebar
- g. CMU
- h. Conduit penetration waterproofing at substation
- i. Removable bollards at the substation
- j. Substation retaining walls
- k. Sloped floor fill and sump pit and cover at the substation
- l. Repair of finishes at all cable entries into buildings.
- m. Equipment pads at the substation

Overall coordination:

4. Structural

- A. Designing the footings and new retaining walls at the substation
- B. Verifying/designing cutting and patching at all cable entries under/through existing footings.

5. HVAC

- A. Verifying the heat loads and ventilation in the new substation.

4.5 Furnish a listing of hourly rates for additional services to include mark-up, which remain in effect for the duration of the design and construction.

4.6 The proposal shall be in a “lump sum” format for each phase, to include, time, materials, deliverables, travel, telecommunications, and all other expenses.

5.0 Administration

5.1 Prior to the start of design, the successful bidder will verify\comment as to the completeness and feasibility of the design criteria which have been developed, to date by the District / JCM.

5.2 Allow 14 Calendar Days for local District / JCM review of any deliverable.

5.3 Include travel to any location within Los Angeles or Ventura Counties.

5.4 Drawing Standards: Documents shall be prepared in using AutoCAD 2000, drawn at full scale and using, as directed standardized:

1. Layers
2. Colors
3. Insertion points
4. Pen setting / print set – up files
5. Accuracy
6. Unit styles
7. Text styles
8. Dimension style
9. Drawing size
10. Line weight
11. Line types
12. CAD program version for saving all documents

All documents be drawn to full size in “model” space and plotted to scale in “paper” space. Dimensions shall not be overridden. Insertion points shall all be set at 0,0,0.

5.5 Furnish digital copies of the drawings to the contractors performing the work at no cost, upon receipt of appropriate releases, for their use in preparing “as built” drawings.

5.6 Qualifications: All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the State of California to practice Electrical Engineering, and the document(s) submitted shall bear the Engineer’s seal and statement to that effect.

6.0 Services Not Included Under This Proposal

The following services shall be excluded:

- 6.1 Governmental and public agency fees, cost of bonds, permits and taxes
- 6.2 Civil, mechanical, structural, geotechnical engineering services
- 6.3 Equipment testing
- 6.4 Southern California Edison Review/Design fees
- 6.5 Architectural / structural drawings of the substation modifications

7.0 Insurance

The Electrical Engineer shall provide and maintain insurance coverage for claims under Workers Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Electrical Engineer's proposal shall be in conformance with the District required coverages and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request (see Exhibit B).

8.0 Non-Obligation

This Request for Proposal shall not be construed to create an obligation on the part of the District to enter into a contract with any Electrical Engineering firm. This request is an information solicitation of proposals only. This proposal is not intended, nor is it to be construed as, a request for formal bids pursuant to any statute, policy or regulation. The District reserves the right to reject any and all proposals or to accept the proposal that, in the judgment of the District, is in its best interest.

Attachments:

- Exhibit A – Standard Consultant Agreement
- Exhibit B – Insurance and Indemnification attachment to the Standard Consultant Agreement

Existing aerial survey provided upon request. E-mail to: djones@vcccd.net

*Any questions regarding this RFP should be directed to Dick Jones via
E-mail: djones@vcccd.net ~ or ~ Fax: (805) 384-8398.*

**VCCCD – RFP
Moorpark College
Electrical Infrastructure Design Services
EXHIBIT A**

Standard Consultant Agreement



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
STANDARD CONSULTANT AGREEMENT**

VCCCD Project # _____ / Exhibit B Ref. # _____

_____ College _____ [Name of Project] _____

THIS AGREEMENT, made and entered into this _____ day of _____ 200____, by and between the Ventura County Community College District, hereinafter referred to as ‘**DISTRICT**’ and _____, hereinafter referred to as “**CONSULTANT.**”

Consultant Information:

Name: _____
 Address: _____

 Contact Person _____
 Phone: (____) ____ - _____
 Fax: (____) ____ - _____
 E-Mail _____
 Tax ID or Social Security #: _____
 Business License #: _____
 Corporation _____ Partnership _____
 Individual _____

WITNESSETH, the parties do hereby contract and agree as follows:

Scope of Work: The **CONSULTANT** shall perform, within the time stipulated, the contract as herein defined, and shall provide all labor and materials to complete in a professional manner all of the work required in connection with the following: See Exhibit “A” (Proposal dated _____) attached hereto

Insurance and Indemnification: See Exhibit “B” (Insurance and Indemnification)

Termination: This agreement may be terminated by either party upon a thirty (30) day written notice to the other party in the event of failure of performance.

Contract Pricing: The **DISTRICT** shall pay to the **CONSULTANT** as full consideration for the faithful performance of the contract, the sum of _____ Dollars (\$_____.00) according to the following payment dates or schedule: Monthly progress payments proportional to work completed.

Reimbursable

Expenses: The costs of mobile phones, facsimile or other telephone charges within the 818, 213, 323, 714, 909, 949, 310, 562, 805 and 906 area codes, and travel, mileage and parking within Orange, LA and Ventura Counties shall NOT be considered reimbursable expenses. Reimbursable expenses, included in the above contract amount, shall not to exceed \$500 for costs of a non-capital nature reasonably and necessarily incurred by the CONSULTANT to perform the contract including postage, delivery, plans, prints, plotting or photographs. Charges for Reimbursable Expenses shall be actual costs incurred with a maximum 10% markup. Reimbursable Expenses, exceeding \$250.00 will not be paid unless CONSULTANT shall have obtained the prior written approval of DISTRICT. The DISTRICT may direct the cessation of, or alternatives to, items of Reimbursable Expenses, if in the sole determination of the DISTRICT such expenses are excessive.

The **CONSULTANT** shall assume all expense incurred in connection with the performance of this agreement and the **DISTRICT** shall not be responsible for payment of any other expenses. Contract price includes all reimbursable expenses.

Term of Agreement: The term of this agreement shall be completed _____ *in accordance with the time as indicated in the attached proposal*_____.

IN WITNESS THEREOF, the parties have executed this Agreement as of the day and year first above written.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT (“DISTRICT”)

By: _____ Date: _____

Name: _____

Title: _____

(“CONSULTANT”)

By: _____ Date: _____

Name: _____

Title: _____

Required Attachments for this Agreement: W-9, Invoice (if not already on file within the past year)

**VCCCD – RFP
Moorpark College
Electrical Infrastructure Design Services
EXHIBIT B**

Insurance and Indemnification

**Insurance and Indemnification Attachment
for the
Standard Consultant Agreement**

1.0 Consultant Insurance

1.1 Workers Compensation and Employers Liability Insurance

Consultant shall purchase and maintain Workers' Compensation Insurance covering claims under workers or workmen's compensation, disability benefit and other similar employee benefit acts as may be liable. Consultant shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee, which arises out of the employee's employment by Consultant. The Employer's Liability Insurance required of Consultant hereunder may be obtained by Consultant as a separate policy of insurance or as an additional coverage under the Workers' Compensation Insurance required to be obtained and maintained by Consultant hereunder.

1.2 Comprehensive General Liability and Property Insurance

Consultant shall purchase and maintain Comprehensive General Liability and Property Insurance as will protect Consultant from the types of claims set forth below which may arise out of or result from Consultant's services under this Agreement and for which Consultant may be legally responsible: (i) claims for damages because of bodily injury, occupational sickness or disease or death of Consultant's employees; (ii) claims for damages because of bodily injury, sickness or disease or death of any person other than Consultant's employee; (iii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by Consultant, or (b) by another person; (iv) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (v) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance or use of a motor vehicle; and (vi) contractual liability insurance applicable to Consultant's obligations under this Agreement. District shall be an additional named insured to Consultant's comprehensive general liability insurance policy.

1.3 Professional Liability Insurance

Consultant will procure and maintain professional liability insurance covering claims arising out of the performance of services under this Agreement.

1.4 Coverage Amounts

Insurance to be procured and maintained by Consultant thereunder shall be in the coverage amounts set forth in Section 4.0.

1.5 Policy Endorsements; Evidence of Insurance

Consultant shall delivery to the District Certificates of Insurance evidencing each of the policies of insurance in the coverage amounts required hereunder. All policies of insurance required hereunder shall be issued by insurer(s) admitted to issue insurance by the State of California and to the reasonable satisfaction of the District. Coverage's under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District. Certificate holder shall be the Ventura County Community College District, and additional insured's shall be The JCM Group and J. Handel Evans, dba HE Consulting, Inc.

2.0 District General Liability Insurance

District shall obtain and maintain General Liability Insurance covering District for claims of bodily injury, death or property damage arising out of the Project. District may, at its sole election, provide self-insurance in satisfaction of its obligations hereunder.

3.0 Indemnity

3.1 Consultant Indemnity of District

To the fullest extent permitted by law, the Consultant shall indemnify, defend and hold harmless the District and its employees, officer, Trustees, agents and representatives from any and all claims, demands, losses, responsibilities or liabilities for: (i) injury or death of Consultant's employees arising out of this Agreement; (ii) injury or death of persons, damage to property, or other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent or willful acts, omissions, errors and/or other conduct of Consultant, the Sub-Consultants or the employees, agents or representatives of Consultant or any of the Sub-Consultants in performing or providing any of the obligations, services or other work product contemplated under this Agreement. The foregoing shall include without limitation, attorney fees and costs incurred by the District. The provisions of this Article 4.2.1 shall apply during the period of Consultant's performance under this Agreement and shall survive the termination of this Agreement until any such claim, demand, loss, responsibility or liability covered by the provisions hereof is barred by the applicable Statute of Limitations.

3.2 District Indemnity of Consultant

The District shall indemnify and hold harmless Consultant from: (i) all claims arising out of bodily injury (including death) and physical damage (other than to the project itself and property covered by insurance under Article 4.2 hereof) which arise out of the negligent or willful acts, omissions or other conduct of the District.

4.0 Insurance Coverage Amounts

Coverage amounts and limits for policies of insurance to be obtained and maintained by Consultant pursuant to the conditions of this agreement are:

- Workers Compensation *In accordance with applicable law*
- Employers Liability \$1,000,000
- Commercial General Liability –
Bodily Insurance or Death/Property Damage
 - General Aggregate \$2,000,000
 - Products/Completed Operations Aggregate \$2,000,000
 - Personal & Advertising Injury
(Each occurrence \$1,000,000) \$1,000,000
- Automobile Liability – Bodily Injury or Death
 - Combined Single Limit \$1,000,000
 - Professional Liability \$1,000,000

* * *