

**Request for Prequalification
of
Electrical Contractors and
Subcontractors**

**for
SELECTED FY17 to FY18
EBMUD PROJECTS**

EBMUD

June 1, 2016

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NOTICE TO CONTRACTORS

Notice is hereby given that all electrical contractors and subcontractors that intend to submit a bid to East Bay Municipal Utility District (EBMUD) or a prime contractor to perform the identified electrical work listed below are now required to complete the prequalification questionnaire and provide all requested materials, and must be approved by EBMUD to be on the final qualified bidders list.

No bid that includes an electrical contractor or subcontractor that has failed to comply with these requirements will be accepted. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

Bidding Period

Contractors on the final qualified electrical bidders list will be eligible for consideration for the FY2017 and FY2018 bidding period projects identified in Appendix A. Projects identified in Appendix A are anticipated to be awarded during the prequalification period and are provided as examples of the types of projects that will use the list.

Pending successful completion of this two-year bidding period, prequalification for electrical contractors will be reopened in 2018.

Identified Electrical Project Work

Identified projects are those projects in which electrical contractors or subcontractors will perform construction and installation of electrical power distribution and control systems and equipment which include, but are not limited to, any of the following:

- Receiving, storing and protecting low-, medium-, and high-voltage electrical equipment;
- Installing anchors, fasteners, hangers and supports for the electrical equipment;
- Installing outlet boxes, junction and pull boxes;
- Installing raceways;
- Installing and splicing wire and cable;
- Mounting of electrical and control equipment;
- Installing temporary electric power at construction sites;
- Installing electric motors and motor controllers;
- Installing and testing fiber optic cables;
- Installing and testing fire alarm systems;
- Installing and testing grounding systems;
- Installing switchboards;
- Installing motor control centers;
- Installing industrial and commercial generator sets;
- Installing panelboards;
- Installing busways;
- Installing dry-type and liquid-filled transformers;

- Installing uninterruptible power supplies;
- Installing photovoltaic power systems;
- Installing medium-voltage metal-clad switchgear;
- Installing indoor and exterior commercial and industrial lighting systems;
- Installing and splicing medium-voltage cable;
- Installing underground nonmetallic utility duct;
- Installing protective devices to achieve selective coordination;
- Installing and testing local control panels;
- Installing and testing plant announcement (PA) system;
- Installing and testing plant security system (including CCTV, card reader, intercom, gate operator, etc);
- Installing and testing wireless (i.e. 900 MHz spread spectrum radio) telemetry systems;
- Installing and testing adjustable/variable frequency drives (VFD);
- Installing and testing direct current, charger, and battery systems;
- Installing and testing capacitors and reactors;
- Installing underground manhole and hand holes;
- Installing overhead transmission lines and poles;
- Installing and testing automatic transfer switches and overhead reclosers;
- Perform harmonic testing;
- Perform international electrical testing association, including (NETA) testing for all electrical equipment (motors, generators, breaker, switchgears, transformers, UPSs, VFDs, etc.);
- Installing, calibrating, and testing of process control and instrumentation.

Copies of the Request for Prequalification of Electrical Contractors and Subcontractors will be issued and posted on the EBMUD website <http://www.ebmud.com/business-center/>.

A non-mandatory contractor outreach meeting to discuss the electrical prequalification process will be held at 9:00 AM on Wednesday, June 22, 2016 at 375 11th Street, Oakland, CA 94607.

Basis of Rating

EBMUD will rate contractors based on the following: (1) answers to questions contained in the attached questionnaire, (2) information about current bonding capacity, and (3) notarized statement from surety with accompanying notes and supplemental information. EBMUD reserves the right to check other sources available. EBMUD's decision will be based on objective evaluation criteria.

See *Section 4 – Basis of Determination* and *Appendix B – Contractor Prequalification Scoring* for additional information on scoring criteria.

Prequalification Approval

Prequalification approval will remain valid for two (2) calendar years from the date of notice of qualification. However, EBMUD reserves the right to adjust, increase, limit, suspend or rescind the prequalification rating based on subsequently learned information. Contractors whose rating

changes sufficiently to disqualify them will be notified and given an opportunity to appeal a prequalification rating consistent with the appeal procedures described below.

The intent of the prequalification questionnaire and documents is to assist EBMUD in determining bidder responsibility prior to bid and to aid EBMUD in selecting the lowest responsible bidder. Neither the fact of prequalification nor any prequalification rating will preclude EBMUD from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work.

Submission of Prequalification Package

See *Section 1 – Instructions for Prequalification Submittals* for detailed submission instructions.

The prequalification packages should be submitted under seal and marked “CONFIDENTIAL, Selected EBMUD Projects – Electrical” by 4:00 PM, local prevailing time, on July 15, 2016 to:

Purchasing Division
375 Eleventh St., First Floor, MS 102
Oakland, CA 94607
Attn: Andrew A. Akelman

Each questionnaire must be signed under penalty of perjury by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify EBMUD and provide updated accurate information in writing, under penalty of perjury.

EBMUD reserves the right to waive minor irregularities and omissions in the information contained in the prequalification application submitted, to determine at any time that the prequalification procedures will not be applied to a specific future public works project, and to make all final determinations.

Prequalification Schedule

The anticipated schedule for contractor prequalification is as follows:

Milestone	Date
EBMUD Issues Prequalification Document	06/01/2016
Contractor Prepares Prequalification Response	30 Work Days
EBMUD Evaluation	
Contractor Notifications	1 Work Day
Appeals Period	5 Work Days from Contractor Notifications
Prequalification Expiration	2 years from Contractor Notification ¹

¹Electrical contractors and subcontractors may be added to the prequalification list after the dates listed above by submitting an application at any time. Electrical contractors that are added to the prequalification list after the initial application period will retain the same Prequalification Expiration date as defined by this application period.

EBMUD may refuse to grant prequalification where the requested information and materials are incomplete or not provided by July 15, 2016. There is no appeal from a refusal based on an incomplete or late application. The closing time for submittal of prequalification documents will not be changed in order to accommodate supplementation of incomplete submissions or late submissions.

Appeals Process

Where a timely and completed application results in a rating below that necessary to prequalify, an appeal can be made. The appeal shall be in writing and received by EBMUD no later than five (5) work days following notification. Without a timely appeal, the contractor waives any and all rights to challenge the decision of EBMUD, whether by administrative process, judicial process, or any other legal process or proceeding.

Upon receiving a request for an appeal, EBMUD will provide notification to the contractor in writing of the basis for the contractor's disqualification. If the contractor disagrees with the finding, the contractor can submit to EBMUD in writing a rebuttal to any evidence used and/or presentation of new evidence for qualification, no later than five (5) work days following notification of the basis for disqualification. After investigating any new evidence submitted, EBMUD will issue a written decision to the Contractor.

Where an application results in a rating below that necessary to prequalify and the contractor either fails to timely appeal or the appeals process has been exhausted, the contractor may not resubmit an application for consideration until prequalification is reopened in 2018.

Questions about the contractor prequalification must be submitted in writing to EBMUD's representative, at the following address:

Attn: Denise Cicala
Select EBMUD Projects – Electrical
375 Eleventh Street, MS 502
Oakland, CA 94607
Email: denise.cicala@ebmud.com

Answers to questions will be posted on the EBMUD Current Construction Bid Opportunities website (<https://www5.ebmud.com/specsinternet/CurrentorFutureBid.aspx?BidMode=Current/>).

- END OF NOTICE -