



CITY OF FARMINGTON

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REQUEST FOR QUALIFICATIONS-BASED PROPOSALS
FOR
ELECTRICAL ENGINEERING SERVICES FOR FARMINGTON ELECTRIC UTILITY
RFP #14-103074

IMMEDIATE ATTENTION
ADDENDUM ONE

MARCH 12, 2014

Notice to Offerors: The above referenced Request for Qualifications-based Proposal (RFQP) is hereby amended as follows:

The following questions or requests for clarification were received. Following each question or request for clarification is the response.

1. We note there is a 15 page maximum page limitation and that certain items are excluded from being counted. We didn't see resumes included on the list that can be excluded. Most entity's that limit the number of pages do exclude resumes. With the detailed information the City is requesting including the detailed information to be included in the resumes as requested on page 14, we suggest resumes for key individuals not be included in the 15 page maximum. Please clarify if resumes will be included or not in the 15 page maximum.

Answer: The 15 page limitation is for the proposal itself. Resumes may be listed as an addendum, and added to the 15-page proposal.

2. The responsibility matrix on page 16 and 17 indicates the City will be responsible for soil reports and permitting. Can we assume that we will not be responsible for any geotechnical or environmental/permitting work other than providing engineering support for permitting?

Answer: Geotechnical, environmental, archeological, and permitting are all functions considered beyond the scope of this RFQP. That work will be completed by FEUS personnel or FEUS contractors, again, outside of RFQP, and as necessary to provide the Awarded Offeror with the information necessary to facilitate substation and transmission line design. The Awarded Offeror will be expected to understand the requirements and limitations of the work listed above, and will be expected to interact with personnel tasked with completing this work.

3. The responsibility matrix on page 16 and 17 doesn't mention surveying. Will the City be providing necessary survey information for both the substation work and the transmission line or will that be our responsibility?

Answer: FEUS will provide all surveying services, including, where necessary, plan and profile, points of intersection (PI's), points on tangent (POT's), elevations, property lines, and topographical information. FEUS will provide for and shoot every point, including poles, anchors, reference points, property corners, fence corners, foundation centers, and foundation corners. The Awarded Offeror will be required to provide drainage plans, foundation plans, and, of course, transmission line designs, so interaction between the Awarded Offeror and FEUS Surveyors will be crucial.

PURCHASING

4. If survey work is our responsibility, can you please provide any list you may have of City preferred or approved vendors? It would be our desire to hire a local survey sub-consultant and this would help us in identifying a qualified firm.

Answer: FEUS will provide all surveying services. See above.

5. Can the Company that receives the award for the design of the project also receive the award for the Construction of the Substations?

Answer: No. According to Section 10-16-13, NMSA, 1978. Prohibited bidding. No state agency or political subdivision of the state shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on behalf of a state agency or political subdivision of this state shall exercise due diligence to ensure compliance with this section.

6. What is the reason for the extensive excavation for Aztec Substation? Is it because of bad soil and will there be a need for retaining walls? Perhaps this question will be answer on Monday pre-proposal meeting but would like to know if not. (pg. 7 of RFPQ)

Answer: The terrain for Aztec Sub is quite rugged. It will need to be leveled before a proposed substation can be built on the property.

7. For “registration and registration number” is the City looking for the Professional license and license number for the project team, or something company specific such as a business license required to do business in the state of New Mexico? (Under Category I: General Information, pg. 23 of RFPQ)

Answer: The registration and registration number is referring to the person’s technical discipline license. We do need each person to be licensed to perform work in the State of New Mexico.

8. May project team resumes be included in an appendix (excluded from page count)?

Answer: The 15 page limitation is for the proposal itself. Resumes may be listed as an addendum, and added to the 15-page proposal.

9. I. Background Information, Section B. d. (page 7) – The Knickerbocker Project is stated as a joint venture project with the City of Aztec (COA). Please confirm the City of Farmington (COF) will represent the interests of COA with this agreement and COA cannot impose any claim or lien against the Awarded Offeror when following direction from COF under this agreement.

Answer: This issue will be addressed well before final designs are initiated. The first step of this project is to acquire estimates for the entire five-phase project. The Awarded Offeror will provide those estimates which is the scope of the RFQP.

10. I. Background Information, Section B. d. (pages 7 & 8) – The beginning paragraph for the Knickerbocker Project Overview (page 7) states, “Full scale designs are to be made as required, but be completed by June 30, 2015.” At the end of the section (after Phase 5 on page 8), it states, “Tentative Full scale designs projected to be completed by July 30, 2016.” Clarify which date is correct.

Answer: On page 7, section B.d, a line reads: "Full scale designs are to be made as required, but be completed by June 30, 2015." This line should read: "Full scale designs are to be made as required, but **estimates for designs are to** be completed by June 30, 2015." In other words, estimates will be due by June 30, 2015 (twenty-fifteen). Full-scale designs MAY BE required (tentatively) by June 30, 2016 (twenty sixteen).

11. I. Background Information, Section B. d. (page 8) – At the end of the Knickerbocker Project Overview Phase 5 it states, "Required estimates are due: July 27, 2015." Should individual estimates be made with design completions of each separate phase? Clarify.

Answer: An estimate for the entire five-phase Knickerbocker project is required before any full scale designs can be made. Since this is a joint effort between City of Aztec and FEUS, a third-party estimate is necessary to help both entities understand the costs and make decisions regarding budgets, ownerships, timelines, and so forth.

12. I. Background Information, Section B. e. (page 8) – Has a preliminary options study been prepared to determine if a replacement ring bus can be constructed and functionally tested to place in service at the end of the fall 2015 plant outage? Is this a task for the Awarded Offeror prior to design?

Answer: This subject will be addressed in negotiations with the Awarded Offeror.

13. I. Background Information, Section C. 1. c. (pages 11 & 12) – The italicized wording regarding the Bills of Material states, "...all Bills of Material accurately list all the material necessary for construction of each project." Please clarify the COF's definition of "all material" and provide an acceptable range (either by quantity or dollar amount) of "a slight excess". Further clarify how the Awarded Offeror will have control of all "the material necessary for construction" after FEUS makes all the material purchases and the construction bid has been awarded. Is it envisioned the Awarded Offeror will have to provide a suitable and secure warehouse/equipment yard if it has to "bear the cost of material miscounts"? The clarification of this questions may impact the wording regarding BOM mis-counts in the Responsibility Matrix (page 17).

Answer: It is assumed that excess material will be an issue with things like connectors, couplings, grounding lugs, compression fittings, bus tube, conduit – that material which falls somewhere between major material such as breakers, transformers, VT's, CT's, etc., and minor material such as nuts, bolts, terminal blocks, fuse blocks, etc. The acceptable excess limit of this "intermediate material" would be less than 5% error by cost or count. Example: Compare a two-hole NEMA compression fitting to a 3" SPS aluminum bolted expansion fitting. The design may actually require a quantity of 93 compression fittings, and 6 expansion joints. If the BOM calls for 96 compression fittings, then the overage is less than 5% which is acceptable. If the BOM calls for 7 expansion joints, then the overage is 17% - not acceptable. If the BOM called for only 5 expansion joints, then the Awarded Offeror is on the hook to provide one more.

The issue of excess material is raised in the RFQP to send the Offeror two messages: 1) "As the design engineer, do your job and count, *accurately*, the material required for the project." 2) "The Awarded Offeror will own its mistakes, or take responsibility for, lacking a better phrase, 'sloppy work'". FEUS is going to purchase all material on the BOM's. Addressing the excess material issue is a way to limit the risk to FEUS.

Once purchased, material, especially large material, will be stored at the FEUS Warehouse. Arrangements can be made to store smaller material in shipping crates at Farmington MOC. (This will be discussed in negotiations.) Once delivered to the FEUS Warehouse, handling the material will be the responsibility of the Awarded Offeror and the construction contractor. It is the experience of FEUS Engineers that keeping a locked shipping crate on the construction site is not only helpful, but necessary.

14. II. Proposal Process, B. and C. (page 18) - In B. Preliminary Schedule, the table shows the deadline to "Submit Questions" as 03/07/2014, and the date for the "Response to Written Questions/Amendment" as 03/12/2014. In C. Pre-Proposal Conference, it states, "It will also provide a forum to receive questions and comments from Offerors. The Pre-Proposal Conference will be held on March 10th, 2014...." Will questions/comments provided orally in the forum on 03/10/2014 be accepted in addition to the written questions submitted on 03/07/2014, and additionally will their responses be included with the Written Questions/Amendment on 03/12/2014?

Answer: Yes

15. Are there one-line diagrams already created for the substation projects listed under Section I. Background Information?

Answer: In some cases there are one-line diagrams. In other cases conceptual plan views are available. In ALL cases, preliminary plans will be discussed in great detail before final plans are to commence for each project. The Awarded Offeror is expected to make numerous phone calls and ask many questions during the design phase of each project, especially the first one. The standing rule will be "When in doubt, don't guess, ask."

16. Does the City have a requirement or preference between Union or Non-Union commissioning employees?

Answer: For purposes of this RFQP, FEUS has no preference regarding Union or Non-Union personnel.

17. The Request instructs the Offeror to include details on the qualifications of team members in addition to resumes. The limit for the submittal is 15 pages. Does the City wish to include the resumes as part of the 15 page limit or can the resumes be considered in addition to the 15 pages?

Answer: The 15 page limitation is for the proposal itself. Resumes may be listed as an addendum, and added to the 15-page proposal.

18. The contract states that a breakdown of profits is required. Why is the profit margin required?

Answer: Assuming you are referring to Pages 18-19, Cost Proposal, 7th bullet point: Breakdown of fee or profit. This will be required from the top evaluated firm only and can be used as a negotiation item. No costs should be provided in your proposal.

19. What is the anticipated frequency of meetings that will need to be attended, and will these meetings mainly occurring during construction?

Answer: Anticipate up to five meetings total during design, certainly one of which will be a "programming" and introductory meeting. Anticipate numerous phone calls, conference calls, email messages, and package deliveries during the design phases. Anticipate at least one meeting per week during construction. Certainly one meeting will be required to generate a punch list. Anticipate several days, perhaps a week's stay during testing and commissioning.

20. The contract mentions various design completion dates. Is it assumed that these dates are tentative, and that the drawings will be released for bidding around the listed date?

Answer: That is a correct assumption. Completion dates are tentative; Drawings should be released for bidding around the listed date. Project schedules will be paramount, and lead the project in terms of starting, delivery, testing, and completion dates.

21. The bid documents indicate that all review drawings should be sent hard copy, D size. Is this actually what you want, or is 11x17 or PDF drawings acceptable?

Answer: Drawings should be sent on hard copy, D size paper (24" x 36").

22. There is mention in the contract of FEUS reviewing the drawings and requesting unacceptable designs. Will FEUS provide their desired designs once a contract is awarded?

Answer: Yes. This will be part of the initial "programming" and introductory meeting. Example designs will be provided to the Awarded Offeror during this time. As much as possible, example designs will be provided in an AutoCAD format.

23. Are photometric calculations actually required for the substations?

Answer: Although not absolutely required, it would be in the best interest of the Awarded Offeror to perform photometric calculations, as lighting shall meet lux levels listed in the NESC, Table 111-1. Generally, lighting must be provided so personnel can perform work, but not so bright as to incur complaints from surrounding residents. Cottonwood and Aztec substations can potentially incur complaints from too much lighting.

24. Is FEUS open to the idea of having the construction contractor provide minor materials, such as connectors, conduits, fittings, nuts and bolts, instead of purchasing all this material?

Answer: Yes, minor materials can be provided by the contractor. However, FEUS will only be responsible for providing the material that is listed on the Bills of Material (BOM's) when it is released for bid. After a construction bid has been awarded, the Awarded Offeror (of this RFQP) will absorb the costs for material NOT listed on the BOM's, should the construction contractor ask to be reimbursed for material costs. *The Awarded Offeror is responsible for accurate material counts.*

25. The contract mentions having the successful bidder buy back excess material. What constitutes excess if it is acceptable to have some excess material?

See question #13.

26. The Responsibility Matrix lists the successful bidder as the secondary during construction. What does this responsibility entail?

Answer: "During construction" is "after design". The Awarded Offeror will have designed the project, so it will be responsible for addressing engineering and design issues and discrepancies during construction. It will also be responsible for informing FEUS of these issues and discrepancies, and providing solutions for them. The construction contractor is listed as Primary during construction, only because they are responsible for actually building the project. This does not alleviate the Awarded Offeror of its responsibilities as they pertain to engineering and design.

27. Can the successful bidder make extra site trips beyond the required meetings to verify construction activities?

Answer: This will be addressed during negotiations. The answer is "Yes, this would be encouraged

insofar it would not be done to excessive cost.” But it would not be acceptable for the Awarded Offeror to “camp out” simply to charge extra hours for the job. (The next question would be “What is excessive?” Again, this will be addressed in negotiations.)

28. What are the state of New Mexico per diem and mileage rates?

Answer: Listed is the link to the New Mexico Per Diem and Mileage Act:
<http://www.nmcpr.state.nm.us/nmac/parts/title02/02.042.0002.htm>

29. The contract mentions that the bids will be valid for 150 days. If it takes that long to award the contract, will the estimated drawing completion dates be revised?

Answer: Yes. The drawing completion dates will be based on the complexity of the job, but should usually be around four months from first addressing the project.

30. Does FEUS have AutoCAD design standards that should be used when creating drawings?

Answer: This question will be addressed during negotiations.

31. Are there other design standards that should be used?

Answer: The minimum design standards would be those established by IEEE, ASCE, NFPA, etc., and they are, by default, acceptable. “Other design standards” would be those requested by FEUS, which are based on and usually exceed established design standards. This will be address in the initial programming and introductory stage.

32. It is anticipated that engineers with PE’s in other states will become licensed in New Mexico if awarded the project. Is this acceptable?

Answer: Yes. The final designs for construction are to be stamped by a PE registered in New Mexico. Legacy or longevity of registration is irrelevant.

33. The bid documents state that 7 copies of the proposal shall be submitted. Are 7 copies actually required?

Answer: Yes. Seven (7) copies of the proposal are required.

34. Will CCTV’s be required in the new substations?

Answer: Yes. FEUS will eventually retrofit all of its substations with CCTV’s, however, this function is secondary to the correct and anticipated functionality of the substation itself. For instance, proper operation of breakers and relays is by far the most important function of the substation.

35. Please clarify what is meant by “approved specifications” not being provided by FEUS?

Answer: The FEUS Engineer will *review* specifications submitted by the Awarded Offeror and will mark them either “reviewed” or “reviewed with changes”. The FEUS Engineer will NOT mark the specifications, drawings, BOM’s, or any other engineering deliverable as “approved”. “Approved” engineering deliverables are to be provided by the Awarded Offeror, not by FEUS.

36. Page 8 under “1. Engineering Deliverables”: Will FEUS perform line routing/ROW services under this item or does the successful bidder have to perform line routing/ROW services based on information provided by FEUS in this item and other sources provided?

Answer: FEUS will perform line routing and ROW services. The scope of this RFQP is “engineering

design". Land acquisitions, permits, or information required to perform the design, such as soils tests, fault currents, etc., will be provided or otherwise performed by FEUS.

37. Will FEUS identify T\Line archeological sites or does ESC have to identify these sites?

Answer: FEUS will identify and monitor, if necessary, archeological sites as stipulated by the BLM.

38. This item says FEUS will provide structure assembly drawings with material lists. Will FEUS provide underbuild assembly drawings for the portion of the line where the existing distribution will be transferred to the new transmission line as underbuild?

Answer: Yes. FEUS will provide underbuild assembly drawings as required. But the Awarded Offeror shall be responsible for the assemblies meeting code, especially where clearances are concerned.

39. FEUS says that structures must meet or exceed the aesthetic intent of the design. Can FEUS further explain what this aesthetic intent is for the line designs?

Answer: On page 11, section C.1.a)ix. The last line reads "It will be the responsibility of the Awarded Offeror to see that all structures and foundations meet or exceed code and support the intent of the design, both structurally and aesthetically." This line is applicable to ALL structures, not just transmission line structures.

Examples of "more aesthetic": Tapered tubular is more aesthetic than geometric steel. Lattice steel will be rejected, except when used on breakers or regulators as part of the manufacturer's designed product. Fewer stands are desirable aesthetically, and require fewer foundations, so single-stand bus supports are preferred over double- or triple-stand supports. "Low profile" substation designs are preferred. FEUS will entertain designs that mesh aesthetically with surroundings, especially at Cottonwood sub, where a block wall fence is anticipated. "Slim line" transmission line designs are more aesthetic than H-frames – but may cost more, so they should be used where aesthetics are an issue.

40. What sizes of wood poles will be used to ensure that mounting bolts are the correct length?

Answer: FEUS will use class H1 poles in all cases, except for H-frames where class 2 poles will be used. Further, FEUS will provide all material, and swap bolts as necessary given the variability of pole diameters.

41. Does FEUS have any items on this list for transmission line and underbuild components (e.g. crossarms, poles, steel structures, hardware, insulators)?

Answer: FEUS will purchase transmission and distribution line materials through its established procurement method which already has pre-determined preferred manufacturers.

42. The Responsibility Matrix indicates that construction inspection is primarily FEUS's responsibility with a secondary responsibility to the Awarded Offeror. Can FEUS elaborate more on what responsibilities the successful bidder will have for inspecting the line construction?

Answer: FEUS will provide full-time Inspectors to ensure construction adheres to the construction drawings. In the event of design questions, or if an unforeseen circumstance or problem in design surfaces, the Awarded Offeror will be consulted for clarification and/or correction to design. The Awarded Offeror is expected to inform and include FEUS Engineers in these cases.

43. Does FEUS have preferences on the type of transmission structures used e.g. wood or steel?

Answer: Transmission structures are typically made of Douglas Fir wood poles. For self-supporting purposes, laminated wood poles are approved in situations where it is absolutely necessary. Steel poles will be considered on a case-by-case basis.

44. Will FEUS allow the use of self-supporting steel transmission structures on drilled pier foundations for deadends, angles, etc?

Answer: Self-supporting steel transmission structures will be considered on a case-by-case basis.

45. Does FEUS require raptor protection on transmission structures?

Answer: Unless otherwise stipulated by the BLM, no, FEUS does not require raptor protection on transmission poles structures.

46. Will FEUS provide permitting/stormwater/environmental/wildlife services for the transmission lines?

Answer: Where necessary, FEUS will provide such services as required by the BLM or the EPA.

47. Will FEUS please clarify the timeline on the T/L project (Knickerbocker)?

See Question #10

48. Will OPGW fiber optics be required on the new T/L?

Answer: Where fiber optic line is required, ADSS shall be used. OPGW will be used only where ADSS will not provide for an adequate solution. This will be determined on a case-by-case basis.

A pre-proposal conference was held at the Municipal Operations Center (MOC), Kilowatt Conference Room, 101 N. Browning Parkway, Farmington, NM, at 9:00 a.m. on March 10, 2014. The purpose of this pre-proposal was to answer any questions, as might arise, with respect to the requirements and execution of the proposal. Questions resolved at this meeting are included in the "Minutes" and will be kept in the Proposal File. Offerors interested in receiving the "Minutes" may obtain them by accessing the Purchasing page of the City of Farmington website, www.fmtn.org or by calling (505) 599-1370.

If your request for proposal has already been submitted to this office, and this addendum will affect your proposal, please contact this office and we will return your proposal. Any proposals that have been received, and are not requested to be returned will remain in this office unopened until **March 25, 2014 at 2:00 p.m.**

Receipt of this addendum shall be noted on Page 4 in the Request for Qualifications-based Proposal documents for the above referenced RFQP.

/s/ Emily Foucault

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