

DATA CENTER INFRASTRUCTURE IMPROVEMENTS
RFP #12-89570
PRE-CONSTRUCTION/RFP CONFERENCE

PRE-CONSTRUCTION/PROPOSAL MINUTES
OCTOBER 19, 2011

PRESENT WERE:

Pauline Valencia, Total Network Support
Greg Schumacher, Echo Electric Co.
Doug Ahlgrim, Sound and Signal Systems
Nelson Hoyer, Comfort Solutions
Charlotte Horsley, Carpet One
Sam Ray Jr., Envirotech
Neal Prell, Uselman

Please note: The following is a summary of the main points discussed in the meeting and not a verbatim transcription.

I. OPENING OF MEETING – Polly Waresback (Purchasing)

Sign-in Sheet

Minutes of Meeting will be recorded, transcribed and provided in addendum one and posted to the COF Website.

Handout Map of Project Location for tour. (Ed Garcia will conduct a tour of the Data Center).

II. INTRODUCTIONS – Polly Waresback (Purchasing)

Everyone present stated their name and the firm they represent.

III. PROJECT SUMMARY

A. Polly Waresback - Purchasing - This is a Construction/RFP project, and will be awarded based on evaluation criteria, and awarded to the top evaluated firm.

B. Shawn Weiss – Engineer, FEUS Electric Utility, This project is for two (2) data centers here in town. They service the control centers for the Farmington Electric Utility's electric grid. We need these data centers up and operational twenty four (24) hours per day, three hundred sixty-five (365) days per year. The project is to improve the electrical and mechanical systems to the point where we have enough back-up systems to provide twenty four (24) hour a day service without any failures. We also want a control system that will monitor the electrical and mechanical equipment so we can tell when there is equipment is not operational or we need to do maintenance on it. So it's an electrical and mechanical upgrade to the data centers.

IV. CONSTRUCTION/RFP DOCUMENTS - (Purchasing) Review of Construction/RFP Documents

A. Tab I – Forms and bidding requirements

1. Acknowledgment of Receipt Form AF-1(a), page 1, sign, fax or email by 10/19/11 at 5:00 p.m., or I can accept them now.

2. Invitation for Proposals, submittal form, page 2 – sign and submit with your proposal. Deliver construction/RFP documents to City of Farmington, Purchasing Department, 805 Municipal Dr., Farmington, NM.
3. Deadline for questions, November 9, 2011 at 5:00 p.m.
4. Proposal Due Date – December 14, 2011 at 2:00 p.m., late proposals will not be accepted.
5. Addendum one is scheduled to be issued on or before November 16, 2011 at 5:00 p.m.
6. Page 3, Contract time - 365 days to complete project. The Engineer's estimate for this project is \$500,000. Liquidated damages - \$1,000 per day.
7. Cost Proposal, page 5, list separate cost on Lines A, B, and C. Add line items A, B, and C for total cost of the project. Submit cost for line item options 1 through 8. The cost for the line item options will not be included in the price evaluation of the RFP.
8. Campaign Contribution Disclosure Form was omitted from the Construction/RFP documents and were will be included in addendum one as Attachment A. Please sign this form and submit with your proposal.
9. Estimate of Taxes, Form AF-4, page 6, please complete and submit with your proposal.
10. Contractor's List of Subcontractors, Form AF-5, page 7, provide a list of sub-contracts, threshold is \$5,000. No deviations from sub-contractor list submitted in your proposal shall be allowed, unless approved by Purchasing/Contracts Administrator.
11. Bid Bond, Form AF-6, pages 8-9, 5% of your proposal cost.
12. New Mexico Wage Rates. Contractor must be registered with the New Mexico Department of Workforce Solutions, Public Works Bureau. Awarded Contractor must complete and submit "**Statement of Intent to Pay Prevailing Wages**" to Public works Bureau, before construction starts. "**Affidavit of Wages Paid**" form must be filed after construction is complete to the Public Works Bureau. "**Payroll Statement of Compliance**" form, shall be completed and filed with Public Works Bureau. The General/Prime Contractor **must post the wage rate table at the job site** outside the Superintendent's trailer/officer in an easily accessible place.
13. Weekly payroll records must be submitted to the Purchasing Division not more than five (5) working days following the close of the payroll period by the Contractor and all subcontractors.
14. Pages BR-1 through BR-6, Bidding Requirements for your proposal submission.

- B. Tab II, page SC-1, Special Conditions, Contractor's drug testing policies and procedures, work hours, State of New Mexico Department of Labor, Registration of Contractors, Terms, Resident Contractor Preference, and proposal opening procedures.
- C. Tab III, Technical Specifications, pages TS-1 through TS-31.
 - 1. Pages TS-25 through TS-30, instructions for submitting the following; cover letter, table of contents, qualifications and resumes/experience, and references. The proposal process pages were omitted from the Construction/RFP documents and will be included in addendum one as Attachment A.
 - 2. Pages TS-27 to TS-28, is the evaluation criteria, total of 100 points. Award will be made to the highest evaluated firm. Page TS-28, tentative schedule for this construction/RFP.
 - 3. Pages TS-29 to TS-30, proposal format requirements. Contractors shall follow the general format outlined in this section to facilitate comparison and evaluation. Section 2, organization of materials, documents shall be organized as listed, and submitted with your proposal documents. Failure to return the requested documents may be cause for considering your proposal non-responsive.
 - 4. Page TS-31, one-line diagram, primary data center proposed electrical distribution.
- D. Tab IV, pages CC-1 through CC-22, Conditions of Contract.
- E. Tab V, Contract forms
 - 1. Notice of award, Form AF-9
 - 2. Agreement, Form AF-10
 - 3. Performance bond, Form AF-11
 - 4. Labor, material and tax payment bond, Form AF-12
 - 5. Certificate of liability insurance, Form AF-13(a)
 - 6. Notice to proceed, Form AF-14
 - 7. Change Order, Form AF-15
 - 8. Certificate of Substantial Completion, Form AF-16
 - 9. Release and Waiver of Liens, Form AF-18
 - 10. Sub-Contractor's Release and Waiver of Liens, Form AF-19
 - 11. Contractor's Statement Concerning Claims, Form AF-20
 - 12. Waiver for Partial Payments, Form AF-21
 - 13. Drug-free Workplace Certification, Form AF-25, Contractor must submit their drug-free place policy to the City of Farmington within 48 hours of the Notice of Award.
 - 14. Contractor Safety Certification, AF-26

V. Technical Specifications – Shawn Weiss – Detailed description of the project. Please reference page TS-1, Section B, paragraph 1, reference standard TIA-942, Tier IV compliant, and that explains the level of system we are looking for. We are looking for an electrical and mechanical system that has no single points of failure. Nothing in the system is required to run the data center and will continue to operate if any piece of equipment fails. We don't want the Farmington Electric Utility System to go down just because of an equipment failure. We don't have significant repercussions if we have an unexpected outage and we are looking for a system with of this level of reliability, in order to keep it running.

City - I want to make sure everyone understands this is a design, construction, and installation project. The contractors shall submit with their proposal a complete design based on our technical specifications. City will not be providing the design for this project, and will be the contractor's responsibility to provide the design.

1. Question: Isn't that going to be hard to evaluate if you are going to have a design after you choose the contractor. You aren't going to have any idea of what the contractors have to offer, until after the fact. Or when you submit your RFP, you want the design laid out in front of you.

City Response: You are going to have to do a significant amount of design in order to come up with your price. Please reference page 27, evaluation criteria. Design is twenty (20) points of the evaluation criteria. When we evaluation the proposals we are going to need a schematic design to evaluate.

City - Please reference page TS-1, and TS-27, technical specifications, these specifications tells you the level of availability we are looking for in mechanical and electric systems. The calculated overall availability of the electrical and mechanical systems shall be approximately 99.999%, which an industry standard availability percentage. That is part of what we will be evaluating in the proposals, how much you can match that availability, reference page TS-27 evaluation criteria. I hope this answers your question on how we are going to evaluate designs.

2. Question: You talk about the existing racks you have on the sites, you say it's only electrical and mechanical, and there is no new structuring cable or no new racks, pu's, any of that type of equipment going in as part of the electrical design?

City response: We are re-utilizing racks, power distribution units, (PDU), will be replaced, all the wiring under the floor as far as electrical distribution will be replaced. Category cabling is not part of this project, and it stays where it.

3. Question: Is the existing fire alarm system that is installed, is that not part of the rebuild, and is something to remain in place and be as an option to integrate, as in option 2, into this system?

City response: It is line item option 2, and shall be integrated into that monitoring system.

4. Question: And the same with your existing security system integration, line item option 1, to integrate the existing security system into that?

City response: Yes, it is line item option 1.

5. Question: And these are existing facilities that the contractor is going to work during live. The whole installation is going to happen while the data center remains live?

City response: They are redundant data centers. So we need to keep one of them running at all times, and we need to have a plan to bring the other one up should a problem arise, and then switch back to the one that was under construction.

6. Question: You are looking for full design engineering? Page 7, you listed maximum threshold of \$5,000 for the Sub-contractors, and I am assuming there will be several tiers of the project. There is another statement on that page, if it's over \$125,000 that they need to require a bond?

City response: The Contractor would require a payment and performance bond from the sub-contractor.

7. **City** - would it help if I describe Tier IV System? As far as electrical systems go, Tier IV includes multiple utility feeds, redundant generators, UPS systems, transfer systems, and includes redundant wiring so that utility A can feed through UPS B to get to all the racks. The entire system is redundant and you can switch the feeds as needed to keep the equipment running no matter which piece of equipment has failed. The rack themselves are dual fed, and we have dual fed servers, or the in cases they are not that type of equipment, we actually have duplicate equipment.

8. Question: Do you have loads per rack that you need to account for minimum industry standard load per rack? Or is that something per design we can take a design approach to industry standard?

City response: I gave a load for the racks that we currently have.

9. Question: The Standard that you are talking about is more for the electrical side on the redundancy, it not so much on the HVAC or the cooling or mechanical or whatever you want to call it. Are you looking for the same thing on mechanical where you have redundant systems up there?

City response: It would be a completely redundant system. Say if we would have a cracked unit with a roof top compressor unit, we would need some sort of completely separate system that can cover the same load. It's all explained in the Standard.

10. Question: Is the Standard actually in the book?

City response: No. You can do an internet search for Standard TIA-942, Tier IV.

11. Question: As for the demolition work, do you know if there is any asbestos, or any abatement in the insulation or roofing materials?

City response: I don't foresee that as a problem, the main control center is relative new, and the old control center is not going to require demolition. Would knowing the year the building was build help any? Basically looking at insulation, and roof penetration and mastics, it would be easy to tell. City has not looked into this, so you will need to consider this when submitting your price. You can get a better idea when we take the tour.

12. Question: You have stated in your RFP that the deadline for submitting the acknowledgment of receipt form, AF-1(a) is October 19, 2011 at 5:00p.m. Does this mean if we don't submit the acknowledgment form by the deadline date, we don't get to submit a proposal?

City response: No. By signing the acknowledgement form and submitting the form back to us, allows us to add your firm's name to the Plan Holder's list, and to receive any future communications, relating to, and a link to all published addendums.

Any questions and/or clarifications concerning this RFP will be accepted in writing through

Wednesday, November 9, 2011 at 5:00 P.M. Requests may be transmitted via facsimile or email. Written responses to all written inquiries will be provided and distributed to all recipients of this RFP. Responses and addenda to this RFP, if necessary, are scheduled to be issued by November 16, 2011 at 5:00 P.M. No Offeror may rely upon oral responses made by any City employee or any representative of the City. Questions and/or clarifications concerning this RFP shall be directed to:

Polly Waresback, CPPB
Buyer II
Phone: 505-599-1370
Fax: (505) 599-1377
Email: pwaresback@fmtn.org
or
Sharron Dunn
Buyer I
Phone: (505) 599-1376
Email: sdunn@fmtn.org

The only approved contact shall be with the above referenced purchasing staff. Offerors making contact with any other City official, evaluation committee member, or City employee regarding this Construction/RFP may be disqualified

VI. On-site tour #1 –Primary Data Center

- T1-1. **City:** Raised floor is installed in the data center, operator's room, hallway, offices and future office area. It is approximately 12" deep. It is believed that the partition walls extend through the raised floor but that was not confirmed. It is a floating floor with approximately 2' square removable sections.
- T1-2. **City:** The data center CRAC unit draws fresh air from the supply air of the mechanical systems for the office area.
- T1-3. **City:** The CRAC units' electric heat is the largest load on the generator.
- T1-4. **City:** The dual mechanical systems are anticipated to operate in a lead-lag mode with automatic switch over.
- T1-5. **City:** Additional mechanical systems are not required for the operator room.
- T1-6. **City:** New mechanical system for the redundant system doesn't have to have heat.
- T1-7. **City:** Electrical circuits for the operator's room shall be fed from the redundant electrical system. Redundant wiring to the receptacles in the operator's room is not required.
- T1-8. **City:** The existing under-floor wiring may be reused. Note the existing installation of under-floor wiring is not sufficient to meet other design requirements.
- T1-9. **City:** Existing mechanical system stays, the City needs a redundant system.
- T1-10. **City:** There are two (2) existing electrical services at this Data Center location.
- T1-11. **City:** The data center and the operator's room are under the jurisdiction of the National Electric Safety Code.
- T1-12. **City:** The load center that feeds racks is full of code violations and needs to be replaced.

- T1-13. **City:** It is not sufficient to have two (2) electrical services each with separate back-up generators. The transfer switches must all tie together.
- T1-14. **City:** The anticipated location for a new generator and/or mechanical equipment is immediately north of Men's Toilet (D107). Underground pipe/conduit would enter into Building Mechanical Equipment Room (B000).
- T1-15. **City:** Space is available in Building Mechanical Equipment Room (B000) for electrical and mechanical equipment.
- T1-16. **City:** Compound fence is not required around new generator/mechanical equipment if installed at prescribed location and the equipment includes a lockable enclosure or has no accessible parts that may be damaged or adjusted.
- T1-17. **City:** The data center room size is estimated at 30 ft X 30 ft, with 10 ft ceiling.
- T1-18. **City:** There is a section of removable railing that permits materials to be lowered into the exterior stairwell to the data center.
- T1-19. **City:** How contractor personnel will access the secured data center and what monitoring will be required is under review by the Farmington Electric Utility.
- T1-20. **City:** No additional equipment racks are anticipated for 5-6 years.
- T1-21. **City:** The existing empty conduit stubs in data center are reserved for future radio equipment.

VIII. On-site tour #2-Secondary Data Center;

- T2-1. **City:** Redundant mechanical systems and back-up generators are required.
- T2-2. **City:** There is only one existing electrical service. To avoid the requirement of bringing the existing building up to code it is recommended that two (2) new services shall be installed just to feed the data center.
- T2-3. **City:** It is recommended that the generators and mechanical equipment be installed to the west of the data center building. The equipment will not be installed immediately adjacent to each other.
- T2-4. **City:** The area immediately west of the data center building is the animas Sub-station. A hard hat is the only Personal Protective Equipment (PPE) required by the Farmington Electric Utility to be in the sub-station.
- T2-5. **City:** Lighting in the operator's room is not required to be on the redundant electrical system.
- T2-6. **City:** Working in a substation required supervision by authorized Farmington Electric Utility personnel. A hard hat must be worn in a substation.

The End.