

REQUEST FOR PROPOSAL
Baseball and Softball Field Lighting
California State University, Stanislaus

Article D - Design Criteria

1. INTRODUCTION AND PROJECT OVERVIEW

The University requests proposals from Proposers that can design, supply, and install field lighting at our baseball and softball fields (see campus site plan). Proposers are encouraged to submit proposals for 90' high or less galvanized steel poles, appropriate concrete bases, remote electrical component enclosure, luminaires at both fields, and a control system. The campus requires an energy efficient system with minimal spill and glare light. The University will also require at least a 25 year warranty on labor and materials. The constant light levels must be at 70 foot candles infield and 50 foot candles outfield for the warranty period. This project will also include bringing the appropriate power to each site including the 15Kv feeders from a below-grade vault to the new transformer and 600A 480V service to be located at the softball site, secondary feeders to the baseball site and any other related electrical equipment, conduit and wiring required for proper turn-key operation of the lighting systems. All engineered plans will be provided to the University in order to be sent for plan check. Plans will need to meet the standards to be approved by the Office of State Fire Marshal and structural peer review. A life cycle cost analysis based on: #of Luminaires x \$.10 kWh rate x 300 annual usage hours x 25 years will be required.

Proposers should assume that there was no pre-feasibility evaluation done as to an appropriately sized lighting system for the locations and conditions offered. Each Proposer is responsible for ascertaining relevant site conditions and making its own findings as to site conditions and appropriate lighting required to meet NCAA Best Lighting Practices. Cost proposals must include all costs for engineering, materials and labor.

Installation contractors shall hold a B California License.

2. PURPOSE

The University's objective is to select a cooperative, highly qualified Proposer with expertise and experience in the design, engineering, manufacturing and installation of high quality college level baseball and softball field lighting within the program and budget of the University.

3. PROPOSAL DOCUMENTS

This RFP includes the following Proposal Documents, as may be modified by addenda, for use by the Proposers in the preparation of their proposals. The proposals must comply with the specific requirements herein as well as in the Proposal documents. By submitting its proposal, the Proposer agrees to all of the terms and conditions contained herein and in the Proposal documents, and further agrees to execute, if selected for award, agreements including such terms and conditions.

The University makes the electronic copies of the Proposal Documents available, for the sole purpose of obtaining Proposals for the Work and does not confer a license or grant permission for any other use of the Proposal Documents.

Proposal Documents:

- Request for Proposal (RFP)
- Campus Site Plan (Exhibit A)
- Geotechnical Investigation – Softball Field (Exhibit B)
- Geotechnical Investigation – Student Recreation Complex (Exhibit C)

Proposal prices must remain in effect for a minimum of 90 days from the date of proposal submission.

4. CONTACT INFORMATION FOR QUESTIONS

Proposers who request clarification of the RFP requirements may submit written questions via email no later than August 16, 2013 to Debra Da Rosa at ddarosa@csustan.edu. The University will only accept questions in writing, via email. Proposers are hereby instructed not to contact University via any other means.

Proposers are urged to check their e-mail on a regular basis. University reserves the right, but is not obligated to issue updates concerning this RFP to participating Proposers by e-mail.

To facilitate internal handling of questions, notifications, and submittals, all emails should be sent to Debra Da Rosa at ddarosa@csustan.edu, with a copy to Tim Overgaauw at email tovergaauw@csustan.edu.

As the majority of the communications relating to this RFP will be conducted electronically, Proposers will need to ensure that the provided email addresses and University website are appropriately monitored. Proposers are urged to check the RFP website and their email on a regular basis. University reserves the right, but is not obligated, to issue updates concerning this RFP to participating proposers by email. University will post all updates regarding this RFP on the RFP website. The Proposer is responsible to notify University should contact information changes be necessary. University accepts no responsibility for failure of a Proposer to receive communications sent via email due to inaccurate information provided by the Proposers.

A mandatory Site Visit and Job Walk to each of the potential sites has been scheduled on the date and time indicated on the cover sheet of the RFP. Proposers are required to attend the site visit / job walk. A University representative will be available to provide access only, no questions or issues will be addressed verbally. All questions shall be addressed in writing by email to the contact person listed above.

5. SUBMITTAL AND SELECTION PROCESS

5.1 Proposal Due Date and Time:

Technical Proposals: On or before 2pm (PST) on **August 22, 2013.**

Cost Proposals: On or before 2pm (PST) on **August 29, 2013.**

Original and Copies: Proposers are instructed to submit one (1) signed original and five (5) identical copies. Each submittal must be bound appropriately with a Table of Contents and Tabs.

Electronic submission: In addition to the printed copies of the proposal, Proposers shall submit one (1) CD ROM copy in PDF format. Brochures and collateral materials may also be submitted as PDF files. No electronic submittals other than the CD ROM with the original and hard copies will be accepted.

- Proposals are requested to be deposited at the designated location for receipt of proposals on or before the Proposal Deadline. Proposals received after the Proposal due date and time will not be accepted.

The submission of a signed proposal will confirm understanding and acceptance of all requirements, terms, and conditions of the RFP unless specific exceptions are taken and alternative language or provisions are offered. Acceptance of any change is at the discretion of the University.

5.2 Responsive Submittals: The Cost Proposal shall be signed by an Officer or employee authorized to legally bind the Proposer submitting. Proposals shall be complete and submitted in the prescribed format or on forms provided. All information furnished on the signed original shall be typewritten and the cover clearly marked "ORIGINAL". Faxed or emailed Proposals will be rejected as will late proposals.

5.3 RFP Submittal Costs. The University is not liable of any costs incurred by the Proposer in responding to this RFP. All submittal documents become the property of the University and shall not be returned.

5.4 Proposal Process. Selection shall be based upon a “best value” approach. Each Proposer will submit its Proposal in two envelopes, the first covering technical information and the second providing price information. The procedure for submitting proposals is described in more detail in Article B, 21.09. Each Proposer must submit its proposal in two sealed “envelopes” or boxes, each one clearly labeled on the outside as:

Envelope #1: Technical Proposal & Qualifications

The technical proposal should consist of the following tabbed documents:

Tab 1—Exceptions taken to RFP requirements. University Terms and Conditions and other potential issues are to be outlined in this Tab (Sect. 9.1). The Proposer shall:

- (1) Indicate the Specification, term or condition for which exception is being taken,
- (2) Provide replacement terms or conditions, and
- (3) Provide supporting documentation to justify application to the University for acceptance of the requested exceptions.

Tab 2—Details of Technical and Management Proposal (Sect. 9)

Sub-Tabs

- Executive Summary (Sect 9.2)
- Technical Component (Sect. 9.3)
- Project Team Organization (without names, positions only), Experience and types of References (Sects. 9.4 – 9.9)
- Project Implementation and Management Plan (without names) (Sect 9.10)

Envelope #2: Cost Proposal

The cost proposal should consist of the following tabbed documents:

Tab 1—Signed Cover Letter and Cost Proposal Required documents (Sect. 6.2)

6. PROPOSAL REVIEW PROCESS

6.1 Technical Evaluation

Technical Proposals shall be responsive to this RFP and address the potential sites identified in Exhibit A.

Technical Proposals shall detail the technical and installation specifications, including layouts of proposed lighting.

Technical proposals will highlight energy efficiency measures of the proposed lighting system.

Proposers will be evaluated against the following criteria:

Technical Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither required nor desired.

Qualifications & Capabilities Considered	Maximum Points per Category
Lighting Design and Configuration	
Layout of Poles	15
Proposed engineering to provide appropriate power at each field	15
Energy efficiency of lighting system	15
Photometrics proposed for each site	15
Life Cycle Cost Analysis	10
Project Schedule	15
Similar Project Experience	15
Total Possible Technical Proposal Points	100

Final selection will be made based on a cost per quality point evaluation to determine the best value to the University.

6.2 Cost Proposal

Submittal requirements for Step 2 of this RFP shall include the following:

Sample form(s) referenced below may be found in Article C, Part 5, Sample Forms.

- (1) Fixed Price Cost Proposal form
- (2) Proposal Form Signature Page
- (3) Certification of Corporate Resolution
- (4) Bidders Bond
- (5) Noncollusion Affidavit
- (6) List of Proposed Subcontractors

- (7) Expanded List of Subcontractors
- (8) Small Business Preference and Certification Request
- (9) Certificate of Appropriate License and CA Company

* Disabled Veterans Business Enterprise Forms

* In the design-build process, these forms shall be submitted pursuant to the Contract General Conditions for Design-Build (Major Capital Outlay) Projects, Articles 32.05-b and 32.12.

University will have the right, but is not required, to waive nonmaterial irregularities in any Proposal.

Cost Proposals shall be submitted on the Cost Proposal Form included with the Proposal Documents as in Article C. Cost Proposals not submitted on the University's Cost Proposal Form shall be rejected.

The Cost Proposals submitted in Envelope Two will be opened only when it has been determined that the Proposer has met the requirements of the Step 1 Technical Proposal Review.

7. AWARD

The University reserves the right to accept or reject any or all Proposals, make more than one award, or no award, as the best interests of the University may dictate.

Since it is not possible to totally specify all of the University's requirements in this RFP, it is possible that further discussion or negotiations may take place. Therefore, the initial successful Proposer will be awarded the right to negotiate those requirements with the University. If the initial successful Proposer and the University are unable to reach agreement, the University reserves the right, but not the obligation, to negotiate with the next ranked Proposer by point and price evaluation.

The University intends to identify the winning Proposer, within 11 days after the Technical Proposal due date. Within 5 days after receipt of notice of selection as the successful Proposal, Proposer shall submit their proposed contractor and subcontractor License Verification to the University.

After the legal and technical review of the draft Agreements by the University, changes may be incorporated into the draft Agreements in order to comply with the RFP requirements and University contract procurement policy.

The University will sign the revised Agreements and return a copy to Proposer.

If University consents to the withdrawal of a Proposal of successful Proposer, or the successful Proposer fails or refuses to sign the Agreements or submit to University all of the items required by the Proposal Documents within 30 days after receipt of notice of selection or Proposer is not financially or otherwise qualified to perform the Contract, University may reject such Proposer's Proposal and select the next best value Proposal, until all Proposals are exhausted, or reject all Proposals.

8. SUMMARY OF SCOPE OF WORK AND PROPOSAL SCHEDULE

- 8.1** The Proposal must provide for the complete or 'turnkey' field lighting system including design, engineering, procurement, and installation, including all labor and materials and any temporary or interim facilities required to maintain essential existing functions in operation throughout the construction period.
- 8.2** RFP Proposal Schedule: The Proposal submittal schedule will be as noted in this RFP. All deadlines will be strictly adhered to by the University. The following is additional information regarding the Pre-Proposal Conference and Site Visit / Job Walk:

Mandatory Pre-proposal Conference: 10:00 am (PST) on August 8, 2013

Location: Facilities Plan Room, California State University, Stanislaus, from that location the proposers may walk to Parking Lot. (See Exhibit A)

Site Visit and Job Walk: Will begin immediately after Pre-Proposal Conference.

Last Day to Submit Questions: August 16, 2013

Proposal Due Date:

Technical Proposals: On or before 2pm (PST) on **August 22, 2013.**

Cost Proposals: On or before 2pm (PST) on **August 29, 2013.**

Proposal should be delivered to

Debra Da Rosa
Mary Stuart Rogers Building, Room 290
California State University, Stanislaus

LATE OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED

9. DETAILS OF TECHNICAL AND MANAGEMENT PROPOSAL

Each Proposer will be responsible for developing a Technical/Project Management Proposal based upon the information made available by the University in this RFP.

Each Proposer shall provide the following information with the content and format as described below. Additional presentation boards, slides, models, videos, computer animation, or other presentation materials not specifically identified in this RFP are not allowed and will not be considered by the evaluation team.

The Technical Proposal shall be comprised of the following:

9.1 Executive Summary of Proposer's Project Plan

Proposers shall provide brief executive summary of their proposal including general description of technology to be used, Proposer's experience and qualifications installing similar lighting systems (size and type) and plan for meeting project timeline. No price information should be included in the Executive Summary.

9.2 Technical Component

For the proposed lighting system, the Proposer shall provide documentation and narrative that communicate the following information:

A. Technical Description

Proposer should provide a general system description and layout, including:

- Details of power supply to be provided
- Type, number and height of poles at various field locations
- Foot candle details / number of fixtures
- Photometric plan showing proposed light levels using 10 ft. by 10 ft. grid for each site
- Warranty details
- Lighting controls and monitoring details
- Life cycle cost analysis based on: #of Luminaires x \$.10 kWh rate x 300 annual usage hours x 25 years will be required.
- Energy Efficiency details

B. Project Schedule

Proposers shall provide a detailed project schedule for the design and installation of the appropriate power and lighting at the baseball and softball fields.

C. Engineered Plans

Proposer should include representative layout, elevations, drawings, or photo simulations to represent the lighting at the baseball and softball fields.

9.3 Project Team Organization: Each Proposer shall provide information and explanation of the Proposer's Project Team and organizational structure without using names from design to installation to testing.

9.4 System Design and Engineering Experience: Each Proposer shall provide information and explanation of the Proposer and/or Project Team's experience in the layout and engineering of lighting for baseball and softball fields.

9.5 Installation Qualifications and Experience: Each Proposer shall provide information and explanation of the Proposer's Project Team's installation and construction experience of field lighting for baseball and softball fields.

10. DETAILS OF COST PROPOSAL

This RFP seeks bids based on a total turnkey basis for design, supply, and installation of field lighting at the University's baseball and softball fields.

11. PROJECT SUBMITTALS

The successful Proposer shall provide the Project Submittals noted below at the stages indicated.

11.1 Prior to Construction/Installation. Prior to beginning any onsite construction or installation, the successful awardee will be required to obtain a California State University, Stanislaus Compliance Validation Certificate (Building Permit) for the proposed site. In order to receive the Compliance Validation Certificate, the awardee shall have met the following steps and provide the following Project Submittals:

- All drawing and specification submittals require State Fire Marshal and Structural Peer Reviewer approval prior to the construction and installation of the field lighting.
- 90% Construction Documents (drawings and specifications).
- Back checked 100% Construction Documents.
- Manufacturers' data and cut sheets on field lighting system.

11.2 Post Construction/Installation. During the testing phase of the project, the awardee will provide:

- Training in operations of the equipment to University personnel
- Equipment Warranties
- Operation and Maintenance Manuals - four (4) copies, bound, indexed and tabbed.

12. GENERAL CONDITIONS & LIMITATIONS

12.1 This RFP does not represent an offer or commitment by The University to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a Proposal unless otherwise stated.

12.2 The intent of this RFP introduction is to provide an overview of the proposal process, the subsequent award and the work required of the successful Proposer. The provisions herein are a SUMMARY ONLY and the Proposers should in all cases review the provisions of the Agreements for the specific requirements. If the Proposer believes there are conflicts between this document and any other document, the Proposer should immediately, and in writing, bring it to the attention of the University and request written clarification.

12.3 Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals. Oral, telephonic, facsimile, or telegraphic Proposals are invalid and shall not be accepted.

- 12.4** Prior to the applicable Proposal Deadline, a submitted Cost Proposal may be modified or withdrawn by notice to the University at the location designated for receipt of Proposals. Such notice shall be in writing over the signature of Proposer and in order to be effective, must be received on or before the applicable Proposal Deadline. A withdrawn Proposal may be resubmitted up to the applicable Proposal Deadline, provided that it then fully complies with the requirements of this RFP.
- 12.5** The submission and any information provided as part of the submission will not be returned to submitters. This RFP and the selected firm's submission, as well as any subsequent information provided, may, by reference, become a part of any formal agreement between the submitter and The University resulting from this solicitation.
- 12.6** Neither the University, nor any of its officers, agents or employees, shall be responsible for the accuracy of any information provided to any Proposer as part of this RFP. All Proposers are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a submission is at the sole risk of the Proposer.
- 12.7** The Proposer shall not collude in any manner or engage in any practices with any other Proposer (s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer's submittal to be rejected by The University. This prohibition is not intended to preclude joint ventures or subcontracts.
- 12.8** The University has sole discretion and reserves the right to reject any and all submissions received with respect to this RFP and to cancel the RFP at any time prior to proceeding to the next phases of the project. The University also reserves the right to request additional information or clarification of data included in submissions without changing the terms of the RFP.
- 12.9** Notice to Proposers regarding the Public Records Act - All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public records. Destination of Confidential Information - The University will recognize as confidential only those elements in each response which are trade secrets as that term is defined in the law of California and which are clearly marked as "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY". Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The University to protect the designated matter from disclosure.
- 12.10** The California Public Records Act limits the University's ability to withhold qualification and proposal data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Proposer does not want disclosed to the public or used by the University for any purpose other than evaluation of the Proposer team's eligibility, each sheet of such information must be marked with the designation "Confidential." The University will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

- 12.11** The University Not Liable for Required Disclosure - The University shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked "TRADE SECRET", "CONFIDENTIAL", or "PROPRIETARY", or if disclosure is required by law or by an order of the court
- 12.12** Except as otherwise specifically provided, definitions set forth in the Agreements are applicable to all Proposal Documents.
- 12.13** The term "Addenda" means written or graphic instruments issued by University prior to a Proposal Deadline which modify or interpret the Proposal Documents by additions, deletions, clarifications, or corrections. Addenda will be issued only by University and only in writing. Addenda will be identified as such and will be mailed or delivered to all Proposers. At its sole discretion, the University may elect to deliver Addenda via facsimile to Proposers who have provided a facsimile number for receipt of Addenda. Copies of Addenda will be made available for inspection wherever Proposal Documents are on file for inspection. Addenda withdrawing the Request for Proposals or postponing a Proposal Deadline may be issued anytime prior to the Proposal Deadline.
- 12.14** The term "Proposal Documents" means the documents prepared and issued with the Request for Proposals including all Addenda and Exhibits thereto.
- 12.15** The term "Proposer" means a person or entity that submits a Proposal.
- 12.16** Proposer has read, understood, and made the Proposal in accordance with the provisions of the Proposal Documents.
- 12.17** The person executing the Proposal is duly authorized and empowered to execute the Proposal on behalf of Proposer. The Cost Proposal Form shall be signed by a person or persons legally authorized to bind Proposer to a contract. Proposer's Representative shall sign and date the Declaration included in the Cost Proposal Form. Failure to sign and date the declaration will cause the Proposal to be rejected.
- 12.18** Proposer shall, before submitting its Proposal, carefully study and compare the components of the Proposal Documents and compare them with the Work for which the Proposal is submitted; shall examine the Project site, the conditions under which the Work is to be performed, and the local conditions; and shall at once report to the University errors, inconsistencies, or ambiguities discovered. If Proposer is awarded the Contract, Proposer waives any claim arising from any errors, inconsistencies or ambiguities, that Proposer, its subcontractors or suppliers, or any person or entity under Proposer on the Contract became aware of, or reasonably should have become aware of, prior to Proposer's submission of its Proposal.
- 12.19** Requests for clarification or interpretation of the Proposal Documents shall be addressed only to the contact person or firm designated in Section 4 of this RFP.
- 12.20** Clarifications, interpretations, corrections, and changes to the Proposal Documents will be made by Addenda issued as provided below. Clarifications, interpretations, corrections, and changes to the Proposal Documents made in any other manner shall not be binding and Proposers shall not rely upon them.

- 12.21** Each Proposer shall be responsible for ascertaining, prior to submitting a Proposal, that it has received all issued Addenda.
- 12.22** Notice to Submitters Regarding Equal Opportunity -. It is the policy of The University that race, religion, sex, color, ethnicity, and national origin will not be used as criteria in its business contracting practices.... Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.
- 12.23** All labor rates shall comply with current prevailing wages.
- 12.24** All on site work shall be performed by electricians certified as General Electrician pursuant to certification standards established by the California Department of Industrial Relations, Division of Labor Standards Enforcement, an apprentice in a State approved program, or by Electrician Trainee under the direct, on-site supervision of a Certified electrician who is responsible for supervising no more than one trainee..
- 12.25** A project specific safety plan shall be provided by the successful bidder to the University prior to commencement of work.

EXHIBIT "A"
Campus Site Plan

