

Campus-Wide Electrical Service Panel Arc Flash Study

Project No. 2020-175

INFORMATIONAL MEETING

October 8, 2019

Bob Willyerd, Project Manager



Agenda

- Summarize the Project and Goals
- Selection Process
- Submittal Requirements
- RFQ Evaluation Criteria
- Q&A



Purpose

- The Department of Enterprise Services (DES) is requesting qualifications for the purpose of selecting a Consultant Firm to perform a Campus-Wide Electrical Service Panels Arc Flash Study that will provide safety to State Staff. This Study is to determine the hazards and risks associated with the electrical service and sub-panels at all DES managed facilities as they relate to the potential of an Arc Flash.



Initial Project Goals

- Deliver analysis that will provide a safe work environment
- Install updated labeling on electrical panels
- Provide Arc Flash safety training to staff
- Identify requirements for Personal Protective Equipment



Core Stakeholders

- Department of Enterprise Services
- Office of Financial Management



Selection Process

- Please have all questions in by 10/14/19
- Statement of Qualifications will be due on 10/16/19
- A/E Selection Phasing:
 - Phase 1 – Initial Selection
 - SOQs will be reviewed by Selection Committee
 - 3 A/E finalists will be selected for interviews
 - Phase 2 – Final Selection
 - Interview each A/E finalist
 - Selection Committee will rank A/E finalists
- Public Announcement of Rankings and Highest Ranked A/E Finalist
- Contract Negotiation begins with Highest Ranked A/E Finalist



Selection Team

Selection Panel will include members of:

- Department of Enterprise Services
- Buildings and Grounds
- A member of the Private Sector



Phase 1 - RFQ Evaluation Criteria

Phase 1: Required SOQ Elements:

- Section 1: Qualifications of Key Personnel
- Section 2: Relevant Experience
- Section 3: General Project Approach
- Section 4: Capacity to Perform the Work

Suggested Focus:

- Arc Flash Study experience



RFQ Submittal Requirements

READ SUBMITTAL REQUIREMENTS

- Maximum 20 total pages of content
- 11x17 fold outs will count as 2 sheets
- 1 hard copy SOQ in an easily removable binder (no spiral/comb)
- 1 PDF on USB flash drive
 - One PDF file; not multiple files
 - Total PDF File Size may not to exceed 25Mb
- Front and Back Cover Sheets, TOC, and Blank Dividers do not count towards the total 20-page count

❖ **Submittals that do not meet the RFQ requirements MAY BE declared as Non-Responsive to this solicitation.**



Phase 2 - Interview Criteria

I. Organization

- Management Plan
- Team Member Qualifications
- Capacity/Production Capabilities

II. Project Management

- Scope Management
- Budgeting Cost Control
- Project Scheduling

III. Project Approach

- Understanding
- Challenges & Opportunities

IV. Experience

- Relevant Past Projects (firm)
- Relevant Past Projects (key team members)



Procurement Schedule

A/E Selection Phase	Planned Date
Published RFQ	10/02/19
Informational Meeting	10/08/19
Question Deadline	10/14/19
SOQ Due	10/16/19
Finalists Selected	10/23/19
Finalist Interviews	Last week of October
Notifications	Monday 11/11/19
Contract Negotiations	start after notification



Project Progress Steps

1. A/E Consultant selection
2. Scoping and contracting of A/E consultant
3. Develop schedule (Site and building order, durations for on-site evaluations, will multiple visits to same site be needed, shut downs, submission of results...)
4. Notify properties
5. Begin study
6. Provide results
7. Implement training program
8. Purchase required PPE



Project Locations



Addenda

Be sure to check the project solicitation website for up-to-date information:
<http://www.des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>

Website may include:

- Addenda;
- Question & Answer Log;
- Sign-in Sheet and Presentation in PDF format; and
- Other pertinent information.



Questions ?

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