

ADDENDUM NO. 2

to

REQUEST FOR QUALIFICATIONS

for

CONTRACT ADMINISTRATOR SERVICES
for

Shreveport Biomethane Project

April 7, 2016

This addendum makes the following modifications to the RFQ:

1. The date for submittal of responses is extended. Responses are requested by **4:00PM on May 20, 2016**.

This addendum includes answers to questions from interested firms:

Q. What is the form of contract. Is attachment C missing?

A. The form of contract is the Professional Services Agreement. I link to the contract form was provided under heading "Attachment C").

Q. Is there a general description or overview of the project?

A. The project consists of two sites and an interconnecting low pressure pipeline. The main project site is located at the landfill and will include the gas processing facility. The other site is the site of the gas compressor station and includes an adjacent interconnection to Enable's natural gas network. The low pressure pipeline has an existing 2.7 mile segment and will have a new 0.3 mile segment to connect the main project site and the site of the compression station.

Q. Rough order of magnitude size of the project?

A. Regarding project size, the construction value of the project is \$15.5 million. The projected overall budget is approximately \$20M.

Q. Any special file formats and storage requirements?

A. SCS Energy (design-builder) will host a file sharing site. File formats will generally be PDF unless the University's representative requests native file format for certain documents, e.g. project schedules.

Q. Any special labor relations or organizational characteristics of the project team?

A: The University is not aware of any special requirements for this project.

Q. UC's role in the project?

A: The University is the project owner.

ADDENDUM NO. 1

to

REQUEST FOR QUALIFICATIONS

for

CONTRACT ADMINISTRATOR SERVICES
for
Shreveport Biomethane Project

April 7, 2016

This addendum makes the following modifications to the RFQ:

2. The due date for submittal of responses is extended to **May 13, 2016**.
3. Added Attachment C which was omitted.
4. In section V.A. of the General Conditions, the phrase “attached hereto” is replaced with “incorporated by reference” and the word “Appendices” is replaced with “.
5. In section V.C. of the General Conditions, the phrase “development teams” is replaced with “firms”.
6. In section V.I. of the General Conditions the phrase “development teams” is replaced with “consultant teams”.

A copy of the revised RFQ showing the redline/strikeout changes accompanies this Addendum.

REQUEST FOR QUALIFICATIONS

for

CONTRACT ADMINISTRATOR SERVICES

for

Shreveport Biomethane Project

April 7, 2016

I. INTRODUCTION

University of California, Office of the President - Energy & Sustainability (UCOP E&S) seeks a firm to provide contract administration support services for the Shreveport Biomethane Project in Keithville, Louisiana (nearby the City of Shreveport). The main project site is at the Woolworth Road Landfill having a landfill gas collection system operated by Renovar Shreveport LLC (Renovar). The project also includes a 3 mile low pressure pipeline from the main site to the site of the compression station and interconnection to the natural gas pipeline network owned and operated by Enable Midstream Partners (EMP).

Stearns, Conrad and Schmidt Consulting Engineers (SCS) is the engineer of record and also the design-build-contractor. Cornerstone Environmental is the University's master engineer and technical reviewer.

The University anticipates that the duration of the services for this fast-track design build project will be 24 months. The University anticipates the time commitment will be an average of 4-8 hours per week during design phase and 8-16 hours per week during construction phase. The University desires a Contract Administrator with an office based in California. The University may require Contract Administrator travel to the project site at substantial completion and during the startup and commissioning of the project.

II. SCOPE OF SERVICES

The scope of services to be provided by the selected firm includes:

Under the general direction of the Associate Vice Chancellor for Energy & Sustainability and the designated University's Representative, the Contract Administrator will be accountable for contract administration of all contracts (including the turnkey design-build contract with SCS and contracts with Renovar, EMP and a materials testing firm to be retained) and for the project identified above. The Contract Administrator has first-line responsibility to communicate effectively with the University's Representative regarding

issues relating to project program, budget, schedule, and construction impact. Below is a non-exhaustive list of contract administration services:

- Document management including design packages, construction phase submittals, letters, notices, and all other project related documents;
- Coordinate test results from materials testing and inspection firm relating to quality assurance and quality control testing;
- Recommend courses of action to University when requirements of any contracts (including the contract with Design Build Contractor and those contracts with Renovar, Enable, and materials testing firm) are not being fulfilled;
- Review progress of Design-Builder-Contractor compared to milestones on Contract Schedule and inform University of potential delays.
- Coordinate the Design-Builder-Contractor's determination of substantial completion and provide written notice to University that work is ready for inspection at substantial completion;
- Compile a punch list of incomplete items based on technical review by the University's Master Engineer of physical work plus Contract Administrator's review of documents yet to be completed and submitted by Design-Builder-Contractor (e.g., O&M Manuals, Warranties, As-built documentation, etc.);
- Coordinate the Design-Builder-Contractor's determination of final completion and provide written notice to University and Design-Builder-Contractor that the work is ready for final inspection;
- Coordinate the delivery to the University and/or Design-Builder-Contractor of required guarantees, affidavits, certificates of compliance, lien releases, etc.;
- Ensure Design-Builder-Contractor turns over keys, all manuals, record drawings and maintenance stocks;
- Assist University's expediting the filing of all notices of completion, coordinating final payment and securing final conditional lien releases and any other activities which may be required to occupy the project;
- Identify variances between actual and budgeted or estimated costs, and advise University whenever projected costs are anticipated to exceed budgets or estimates.
- Meet with the University's Representative regularly to provide executive level updates regarding project status;
- Provide regular monitoring (at least monthly) of the anticipated final cost report, showing actual costs for activities in progress and estimates for uncompleted tasks;
- Review pay applications, revise and refine the anticipated final construction cost, incorporating pending and approved changes, and potential exposures as they occur;
- Implement and manage a system for review and processing of change order requests including maintaining issue and change order logs;
- Assist in close out of design-build contract and all other contracts– for this project, including coordinating supporting documentation and cost information for review of actual costs at Final Completion.

Project Management or Construction Management experience is required; UCOP E&S specifically desires experience with Mechanical/Electrical projects, landfill gas capture and natural gas processing projects.

III. CONTENT OF SUBMITTAL

- A. Cover Letter (2 page limit). A cover letter summarizing the key points of the submittal.
- B. Respond to each item listed under the Selection Criteria, Attachment A.
- C. Complete Statement of Qualification form, Attachment B.

IV. PROPOSAL SUBMITTAL AND REVIEW PROCESS

- A. Email a single, complete pdf file to kenyon.potter@ucop.edu. No additional attachments, links or files are permitted.

Please note the following:

- “*Firm Name* PH7006 CA Services RFQ” in the subject line of the email and name the file with *Firm Name* PH7006 PM/CA Services RFQ.
- Attachments need to be clearly labeled *Firm Name* PH7006 CA Services RFQ for the “Shreveport Biomethane Project”.

- B. Responses to this RFQ ~~are requested by~~ ~~must be received no later than~~ **May 20, 2016** ~~April 28, 2016~~ in order to be considered.
- C. For technical inquiries not covered by this Qualification process, please email kenyon.potter@ucop.edu with the notation PH7006 CA Services RFQ in the subject.
- D. After a review of submittals from all interested firms, all firms will be ranked. As many as three of the highest ranked may be contacted for an interview or engaged in a discussion regarding anticipated concepts, relative utility of alternative methods of approach for furnishing required services, and other issues as appropriate. If the selected firm and the University are unable to reach a fee agreement, the University reserves the right to discuss proposals with the next qualified firm and so forth responding to this Qualification process.

V. **General Conditions**

- A. Modifications to the RFQ

Any material clarifications or modifications to the RFQ or the selection process will be made in writing and posted on the website. It is the responsibility of the firms, before submitting a response to the RFQ, to ascertain if the University has issued any notices,

clarifications, addenda, or other communications. Oral explanations or instructions from University staff, campus staff, city or county officials, or consultants shall not be considered binding on the University. Capitalized terms used in this RFQ or the solicitation documents are defined herein or in the ~~Appendices~~Exhibits to the Professional Services Agreement ~~attached hereto~~ incorporated by reference and made a part hereof.

B. Reserved Rights

In addition to other reserved rights contained herein, the University reserves the right to:

- Modify or cancel the selection process or schedule at any time and for any reason.
- Waive minor irregularities, non-conformities, and apparent clerical mistakes.
- Reject any and all responses to this RFQ and to seek new submissions when it is in the best interest of the University to do so.
- Determine the responsiveness of each submission based on these requirements, and may reject any submittal deemed incomplete or non-responsive.
- Evaluate the submittals as to their veracity, substance and relevance to development of the property and seek clarification or additional information from respondents and independent sources as it deems necessary to evaluation of the response, including evidence of the firm's financial status.
- Request supplemental qualifying information from any or all respondent(s) to this RFQ.
- Utilize one or multiple committees of person(s) to screen and/or evaluate firms and make recommendations to the University.
- Incorporate this RFQ and the selected team's response to this RFQ as a part of any formal agreement between the University and the firm.

C. Hold Harmless

By participation in this RFQ process, ~~development~~ teams agree to hold harmless The Regents of the University of California, its officers, employees, students and consultants

from all claims, liabilities and costs related to all aspects of the firm or its proposed team selection process.

D. Public Information

All information submitted for qualifications based evaluation in response to this RFQ and marked as “confidential” will be considered official information acquired in confidence, and the University of California will maintain its confidentiality unless (1) the University determines that it is required to release the information to a third party pursuant to the requirements of the California Public Records Act or (2) the University is required by court order to release the information to a third party pursuant to the requirements of the California Public Records Act. In the event that the University receives a request pursuant to the California Public Records Act and the University determines that it is required to disclose information marked “confidential” by the provisions of the California Public Records Act, the University will notify the prospective bidder of the pending disclosure at least 72 hours prior to such disclosure so that the prospective bidder may seek a restraining order in advance of such disclosure. The University shall err on the side of transparency and will generally treat information provided by the prospective bidder that is not marked “confidential” as subject to disclosure pursuant to the California Public Records Act. Likewise, any decision by the University that any document is subject to disclosure pursuant to the California Public Records Act shall not prevent the University from making a subsequent determination that any document is not subject to disclosure pursuant to the California Public Records Act. All other information submitted for RFQ evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

E. Expenses

All expenses related to any firm's response to this RFQ, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that firm and its proposed team. The University will not, directly or indirectly, assume responsibility for these costs.

F. Prohibitions against Gratuities

The firm nor any member of the team shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or outside consultant associated with the development of the property for purposes of influencing consideration of a response to this RFQ.

G. Representations

Information referenced in this RFQ or otherwise made available by University staff or consultants, is provided for the convenience of the responders only. The University does not warrant the accuracy or completeness of this information.

H. Negotiations

The University reserves the right to hold exclusive negotiations that may differ from the terms and conditions originally solicited or offered. The University reserves the right to negotiate with any one or more firms upon terms that may differ from the terms and conditions originally solicited or offered. The University reserves the right, in its sole and absolute discretion, to discuss the requirements of this RFQ or any element of a response to this RFQ with any entity. If the University elects to enter into such discussions with any entity, the University shall have no obligation to give notice to any other entity(ies) of the fact or content of such discussions.

I. Participation on Multiple Teams

Participation by any entity on a firm's proposed team is non-exclusive in that the entity is allowed to be proposed as a member of other ~~development~~ teams.

J. Funding and Budget Approval

Final selection and appointment of a Firm is contingent upon funding and budget approval.

K. Equal Opportunity

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, marital status, sexual orientation, ethnicity and national origin have equal access to

contracts and other business opportunities with the University. Each candidate firm will be required to show evidence of its equal employment opportunity policy.

ATTACHMENTS

- Attachment A, Selection Criteria
- Attachment B, Statement of Qualification Form
- Attachment C, Professional Services Agreement (refer to webpage below):
<http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/psa.html>

ATTACHMENT A

SELECTION CRITERIA

Applicant firms must respond to each criterion and will be evaluated on ALL of the following:

1. Firm Type: Firm must have demonstrated experience in projects of this type and size as Project Manager and Contract Administrator. Describe your firm's organizational structure and purpose of your organization.
2. Office Location: Firm must have an office in California and have performed Project Manager/Contract Administrator services from this office for at least 3 years. Provide a statement how your firm meets this requirement. Describe your capability to staff and manage this work.

Required Experience: Firms must have Project Manager or Construction Manager experience and comparable contracts to the proposed scope of work. Describe your firms experience and types of contracts you have within the last five (5) years and address how your contract work is similar to duties listed under the proposed scope of work. For this item, provide the following:

- a) Written descriptions of specific experience required by the University.
 - i. Oversight of the design process for gas processing work.
 - ii. Oversight of the construction process for gas processing work.
 - iii. Design package submittal coordination.
 - iv. Construction phase submittal coordination.
 - v. Schedule review and analysis
 - vi. Contractor change order review and cost analysis
 - vii. Contractor payment application reviews
 - viii. Contractor close-out activities
 - b) Specific project experience where your firm has managed the construction in natural gas or biomethane processing facility.
3. Personnel Assignment: Firm must be willing to commit experienced staff to the project. Proposed Contract Administrator must have personal experience in providing services as described under Scope of Services on page 1. The experience of the proposed staff must be from your firm and will be a key consideration in the selection process. Provide resumes for all staff named in proposal that potentially may be assigned to project. Interviews may be requested of the proposed staff. Indicate projects that staff would be working on concurrently and the stage of development.
 4. Minimum Institutional Experience: Firm must have experience in providing Contract Administrator services for a public agency or other similar environment.

5. Ability to provide specific services: Firm must have demonstrated experience in project and/or construction management; experience with mechanical and/or electrical systems, landfill, biomethane, biogas, or natural gas processing projects; construction budgeting; cost estimating; schedule analysis using Microsoft Project, Excel and Access; and report preparation as well as Lean Processes. Indicate how the firm handles each of these specific services
6. Equal employment opportunity: Show evidence of its non-discrimination and equal employment opportunity policy.
7. Contract Language: Written acknowledgement that the firm is willing to accept the contract language, including indemnification and insurance requirements, and will execute the Professional Services Agreement (PSA) Blanket dated June 30, 2015 (See Attachment C) as written if awarded the contract.

Firms who cannot satisfy the above minimum criteria will not be considered.

ATTACHMENT B

STATEMENT OF QUALIFICATIONS

1. Firm Name: _____

2. Business Address: _____

3. Firm Established: _____ Telephone: _____
 (Year)

4. Employer Identification Number (EIN):
 Note: This is not your Social Security Number _____

5. Type of Organization: (Check one)
 Sole Proprietorship () Partnership () Corporation () Joint Venture ()

SBE (Check): Yes _____ No _____ WBE (Check): Yes _____ No _____

6. If a sole proprietorship or partnership, provide the required information for each position to be utilized on the project. If a corporation, provide the names of the corporate officer responsible and the required information on each principal employee to be assigned to the project.

NAME	POSITION

7. Average staff employed in home office: (Average of past 5 years)

- a. Project Managers _____
- b. Construction Managers _____
- c. Scheduler _____
- e. Estimator _____

- f. Clerical _____
- g. Other _____

8. Proposed subconsultants, if any (include resume/brochure):

- a. _____
- b. _____
- c. _____

9. References:

- a. _____
- b. _____
- c. _____

10. Describe the quality of service that distinguishes your firm.

11A. Describe the types of projects does your firm have experience in contract administration.

11B. Does your firm have specific experience in contract administration of landfill gas, biogas or other natural gas processing facilities?

- Yes No

If yes, please state the number of years and identify the project names, locations, project completion dates, and your firm's specific responsibilities.

By: _____ (Signature) _____ (Type Name)

Position: _____

Date: _____

Please attach to this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.

Attachment C

PROFESSIONAL SERVICES AGREEMENT

(refer to webpage below:)

<http://www.ucop.edu/construction-services/facilities-manual/contract-templates-design/psa.html>