



**Bear Valley**  
**Electric Service**  
A Division of Golden State Water Company

**Request for Proposal**  
**Parking Lot Improvements**

**ISSUED: June 3, 2015**

**DUE DATE: June 30, 2015 by 5:00pm PST**

## **1. Introduction**

Bear Valley Electric Service (BVES), a division of Golden State Water Company, maintains over 205 miles of overhead and 54 miles of underground electric distribution lines in the San Bernardino Mountains. The BVES service area is rural and mountainous. The BVES Main Office is located at 42020 Garstin Dr., Big Bear Lake, CA 92315.

BVES is interested improving the customer service experience to customers visiting the BVES Main Office through a project aimed at enhancements to the parking lot. Specific planned enhancements are listed in the Section 2, Scope of Work, below and Appendix A, BVES Conceptual Parking Lot Enhancement Drawing.

This Request for Proposal (RFP) is part of a competitive procurement process, which helps to serve the best interests of BVES and its Ratepayers. It also provides a fair opportunity for multiple Contractors to be considered for the project. For the purpose of this RFP, the term "Bidder," "Contractor," and "Consultant" will be used interchangeably. The term "Sub-Contractor" will refer to any entity that the Contractor may engage contractually, directly or indirectly, to perform any portion of the proposed scope of work.

Unless the context otherwise requires, the following definitions shall apply to this RFP and subsequent Contract:

**Contractor:** Company that is contractually engaged by BVES to perform the Work.

**Final Design:** Final construction drawings and construction plans from which the Contractor shall execute the Work.

**Notice to Proceed:** Formal written notification from BVES to Contractor specifying the date on which the Contractor may commence project Work.

**Subcontractor:** Company(ies) that are contractually engaged by the Contractor to perform portions of the project Work. Contractor is always fully responsible and liable for its Subcontractor.

**Scope of Work:** Describes the specific deliverables and services required of the Contractor to be provided for the project to be completed.

**Work:** All or any portion of activities and/or tasks required to be performed by the Contractor to accomplish the Scope of Work.

**Work Complete:** Project milestone in which all deliverables and services as described in the Scope of Work are complete in accordance with specifications and performance standards of the project. Minor punch list items may remain to be completed with BVES' approval.

## **2. Scope of Work**

- 2.1. Contractor shall develop Final Design drawings for the parking lot enhancements per the Scope of Work and Appendix A, BVES Conceptual Parking Lot Enhancement Drawing, provided in this RFP. Contractor will obtain BVES' approval of the Final Design prior ordering materials and commencing construction work. Contractor's design and work plan will include:

- 2.1.1. Resurfacing the entire parking lot. Contractor will include in Bid Proposal the method that the Contractor will resurface the parking lot. Bidder may provide

- various options with applicable price differences and a brief discussion of the advantages/disadvantages of the various methods.
- 2.1.2. Relocate flag pole and lighting per Appendix A drawing.
- 2.1.3. Remove the curbed area indicated in Appendix A drawing. Install new curb and resurface the area consistent with the parking lot.
- 2.1.4. Repair damaged curbs.
- 2.1.5. Paint curbs as applicable to indicate parking status of space adjacent the curb.
- 2.1.6. Construct a curb per the Appendix A drawing in the center of the parking lot.
- 2.1.7. Stripe parking lot parking spaces so to maximize the number of available parking spots while ensuring traffic safety and compliance with American's with Disability Act (ADA) requirements.
- 2.1.8. Stripe traffic lines and arrows to guide traffic flow per Appendix A drawing.
- 2.1.9. Install traffic signs to control traffic flow per Appendix A drawing.
- 2.1.10. Install payment drop box per Appendix A drawing. BVES to provide payment drop box.
- 2.1.11. Install cable conduit and pull cable as necessary to the center curb to support street light and security camera installation.
- 2.1.12. Install cable conduit and pull cable as necessary to the BVES signage as designated in Appendix A drawing.
- 2.1.13. Install cable conduit and pull cable as necessary to street light locations per the Appendix A drawing where required.
- 2.1.14. Remove street lamps to be replaced and install new street lamps per Appendix A drawing. BVES will provide street lamps.
- 2.1.15. Install cable conduit and pull cable to lockable electrical outlets as designated in Appendix A drawing.
- 2.1.16. Install cable conduit to support two high capacity electric vehicle charge stations (3 phase 480 VAC 100 amp 60 Hz cabling) as designated in Appendix A drawing.
- 2.2. Contractor shall ensure Final Design is compliant in all aspects with applicable local codes and standards, regional, statewide, and national laws, regulations and standards. Contractor shall ensure the parking lot is fully compliant with the Americans with Disabilities Act (ADA) requirements.
- 2.3. Contractor shall obtain all necessary permits to perform the Work. Contractor shall ensure compliance with permits in the performance of the Work. Contractor shall follow local code requirements for Work performed outside normal business hours and on weekends and/or holidays.
- 2.4. Contractor shall develop and submit to BVES for approval a detailed construction schedule sequencing all activities to achieve the Work. The schedule shall aim to minimize the disruption to customers, BVES operations and BVES employees. Specifically:

- 2.4.1. Bidders are strongly urged to plan the bulk of the Work that is disruptive to large portions of the parking lot to occur on weekends and/or outside normal business hours during the week.
  - 2.4.2. The work sequence will always provide customers safe access to the BVES Customer Service Window Area during normal business hours, which are Monday to Friday 8 am to 5 pm. Contractor shall provide BVES at least 2 working days' notice of any proposed restrictions to the BVES Customer Service Window Area and any subsequent changes. Customer routes will be clearly marked by appropriate bright colored barriers and visible signs.
  - 2.4.3. The work sequence will always provide BVES employees and visitors at least one safe access to the BVES Main Office without going into the BVES yard. Employee routes will be clearly marked by appropriate bright colored barriers and visible signs. Contractor shall provide BVES at least 2 working days' notice of any such restrictions and subsequent changes to Main Office access.
  - 2.4.4. The work sequence will minimize the blocking of the BVES yard gate to no more than 24 hours. Contractor shall provide BVES at least 3 working days' notice of securing access to the BVES yard gate so that BVES may coordinate with deliveries and plan in advance specific yard activities to support operations.
- 2.5. Contractor shall designate a Project Manager acceptable to BVES. BVES will likewise designate a single point of contact for all issues regarding the Work.
- 2.5.1. When Work is performed outside of normal business hours and/or on weekends, BVES must have access to the Project Manager or a Supervisor with authority to control the activities being performed.
  - 2.5.2. Contractor shall not start any Work (includes design) until in receipt of the Notice to Proceed.
  - 2.5.3. Contractor and BVES will conduct an initial project meeting within 1 week of the issuance of the Notice to Proceed at BVES facilities (42020 Garstin Drive, Big Bear Lake, CA 92315). The meeting will be conducted prior to any site Work being conducted.
  - 2.5.4. Contractor shall provide daily progress reports of the Work to BVES during the construction phase.
  - 2.5.5. Contractor shall notify BVES as soon as possible of any potential work stoppages, delays in the delivery of materials and equipment, accidents or other events that could affect progress of the Work. This notification may be made orally but should be followed up in writing (email) within 24 hours.
  - 2.5.6. Contractor shall provide BVES access to the Jobsite.

- 2.6. Contractor shall furnish and/or procure all materials and equipment necessary to complete the Work.
  - 2.6.1. BVES will make available a reasonable lay down area in reasonable proximity to the Jobsite.
  - 2.6.2. Contractor shall provide jobsite security as necessary. Contractor shall be responsible for locking or securing materials in the laydown area from theft, exposure to the elements, and high winds.
  - 2.6.3. Contractor shall provide safety and warning signs and adequate barriers to ensure the Jobsite is adequately marked and segregated and access is restricted to only those authorized to perform the Work.
  - 2.6.4. Contractor shall supply construction aids including, but not limited to, tools, transportation, safety gear, lighting, scaffolding, environmental controls, and sanitary facilities.
  - 2.6.5. Contractor shall provide dust control, clean-up, sanitation, environmental controls, hazardous material disposal, first aid, and general housekeeping during construction.
  - 2.6.6. Contractor shall provide general construction utilities necessary for the Work. Contractor may work with BVES to leverage existing utilities at the BVES Facility and the BVES yard.
- 2.7. Contractor shall at all times be fully qualified and capable of performing or causing to be performed every phase of the Work.
  - 2.7.1. Contractor shall furnish the services of all supervisors, foremen, skilled and unskilled labor, and all other personnel necessary for timely construction of the Work.
  - 2.7.2. Contractor shall ensure all personnel employed at the jobsite or in support of the Work are properly trained, certified, and/or licensed as required by applicable laws, codes, and/or regulations.
  - 2.7.3. Contractor shall select properly licensed and skilled Subcontractors of good capability and reputation. Contractor is always responsible and liable for the Subcontractors it engages for the Work.
- 2.8. Contractor shall construct and install all of the parking lot enhancements per the Final Design and the agreed upon schedule.
  - 2.8.1. Contractor will inspect with the BVES designated representative each item that is completed to ensure Work is performed to the Final Design standards.
  - 2.8.2. Contractor shall maintain a punch list of discrepancies that must be resolved prior to Work Complete. BVES will approve the resolution of each punch list item.

- 2.9. Contractor shall be responsible for the safety of all persons and property in connection with the performance of the Work.
- 2.9.1. Contractor assumes the responsibility to observe all applicable federal, state and local laws, regulations and guide lines in the performance of the Work, including without limitation the regulations established by OSHA and CalOSHA and to perform all work in a safe and prudent manner.
  - 2.9.2. Contractor shall assume full responsibility for the observance of all applicable safety and occupational health rules and regulations.
  - 2.9.3. Any clearances necessary shall be reviewed by BVES and be fully compliant with BVES lockout and tag out procedures.
- 2.10. Contractor shall assure and require of its employees and subcontractors that:
- 2.10.1. An appropriately qualified supervisor be present at all times to ensure that all personnel at the Jobsite perform work in accordance with all applicable safety requirements; and
  - 2.10.2. All personnel at the Jobsite are properly equipped and attired, including an approved hard hat, protective eye wear, orange safety vest, appropriate breathing apparatus, and other personnel protective equipment as may be required for protection from potential hazards due the Work being performed; and
  - 2.10.3. Safety and Warning Signs and barriers shall be placed around the perimeter of the Jobsite area as required. This is particularly of concern to BVES as members of the general public frequently access the BVES Main Office through the parking lot.
- 2.11. Contractor shall remove and properly dispose any wastes generated during the Work. Contractor shall ensure that any hazardous materials are properly controlled, handled, transported, stored and/or disposed of as applicable during the performance of the Work.
- 2.12. In the event of any emergency endangering life or property or any work related injury, the Contractor may take such action as may be reasonable to prevent, avoid, or mitigate injury, damage, or loss. Contractor shall immediately notify BVES orally and follow up on such oral notice with written notice within 24 hours.
- 2.13. In the event Contractor encounters Hazardous Waste at the Jobsite as the result of any cause, Contractor shall take actions reasonably necessary to mitigate any costs to or liability of BVES due to such Hazardous Waste. Contractor shall immediately notify BVES orally and follow up on such oral notice with written notice within 24 hours.

### **3. Pricing**

- 3.1. Bidders are strongly encouraged to visit the BVES Main Office and meet with applicable BVES Staff and tour the Jobsite to improve their understanding of the Scope of Work. Arrangements for visits should be proposed by email to Paul.Marconi@bves.com and copy to Mary.Huether@bves.com.
- 3.2. Bidders shall submit to BVES an all-inclusive (labor, materials, mobilization/demobilization, expenses, materials, fees, etc.) firm fixed price to complete the scope of work listed in Section 2 above. Additionally, Bidders shall include the following in their bid proposal:
- 3.2.1. Bidder's schedule of milestones to achieve the above scope of work (section 2). Schedule should be notional. Schedule should be in Microsoft® Project or equivalent software. Bidder should plan on contract being awarded by July 10, 2015 and Work being performed in the August to September timeframe. Work must be complete by September 30, 2015.
- 3.2.2. Bidder's recent experience in performing similar projects. Specific client references with contact information will be viewed favorably.
- 3.2.3. Bidder's labor billing rates, equipment charges and markup for materials, expenses and Subcontractors to be used in the event of a change order to the Scope of Work.
- 3.2.4. Bidder should include any warranties to be provided to BVES for the Work.
- 3.3. Payment Schedule: The following payment schedule is proposed:

<b><u>Milestone</u></b>	<b><u>Lump Sum Payment</u></b>
Issuance of Notice to Proceed and Kick-off Meeting Completed	15 percent of project firm fixed price
Approval of Final Design	15 percent of project firm fixed price
Parking Lot Resurface Completed	30 percent of project firm fixed price
Work Complete	40 percent of project firm fixed price

Bidder may propose an alternate payment schedule in their bid.

### **4. Terms and Conditions**

- 4.1. For on-site activities, such as installation, implementation and training, the Terms and Conditions will be per the Golden State Water Company General Conditions for Major Construction/Major Maintenance Work (February 14, 2008 rev) available in Appendix B

to this Request for Proposal. Any exceptions should be clearly noted by the Bidder in the bid proposal submission.

- 4.2. If the Bidder contemplates or intends to utilize Subcontractors for any part of the scope of work, the Bidder should state so in the bid proposal and list the applicable Subcontractors with applicable contact information. It should be noted that the Bidder is responsible for ensuring any Subcontractors are fully compliant with the Golden State Water Company General Conditions for Major Construction/Major Maintenance Work (February 14, 2008 rev).
- 4.3. Bidder should submit any licenses and equipment use agreements for BVES review with the bid proposal.

## **5. Qualification**

- 5.1. The successful Bidder will submit, with the bid proposal, a fully completed Golden State Water Company Qualification Application (for Contractors, Consultants and Vendors) (rev.04/06/15) including requested attachments (e.g., Contractor licenses, business certifications, applicable insurance certificates, workers compensation certificate, etc.). The application is available in Appendix C to this Request for Proposal. Additionally, the Bidder will submit a completed IRS Form W-9 (Rev. December 2011).
- 5.2. Note that the Bidder's Certificate of Insurance must include the following as additional insured and certificate holder:

AMERICAN STATES WATER COMPANY  
GOLDEN STATE WATER COMPANY  
BEAR VALLEY ELECTRIC SERVICE  
630 E FOOTHILL BLVD  
SAN DIMAS, CA 91773

- 5.3. The successful Bidder will clearly identify past experience in performing the requested "Scope of Work" identified above including specific projects, scope of work performed and dates. Providing client points of contact with contact information is viewed favorably.

## **6. Bid Questions and Submission**

- 6.1. All bid questions and requests for clarification will be sent in writing to the following email address: [rfp@bves.com](mailto:rfp@bves.com). Questions must be received by June 15, 2015 5:00 pm PST to be considered and responses will be provided by June 18, 2015.
- 6.2. Administrative type questions may be address to:
  - 6.2.1. Paul Marconi (Operations & Planning Manager) – (909) 866-4678 ext. 151
  - 6.2.2. Tom DeSha (Field Operations Supervisor) – (909) 866-4678 ext. 161
  - 6.2.3. Doris Poster (Senior Account Analyst) – (909) 866-4678 ext. 194



6.3. All bid proposal submissions will be submitted in writing and sent to the following address:

Mail – BVES

Attention: Doris Poster

P.O. Box 1547

Big Bear Lake, CA 92315

Drop-Off (in sealed envelope) at – BVES Office, Attention: Doris Poster, 42020 Garstin Dr., Big Bear Lake, CA 92315

**WRITTEN BID PROPOSALS MUST BE  
RECEIVED BY  
June 30, 2015 by 5:00 p.m. PST**

## **7. Company Background**

Bear Valley Electric Service (BVES), a division of Golden State Water Company, has served Big Bear Valley since 1929. BVES provides power to approximately 23,700 customers, of which approximately 22,300 are residential customers and approximately 1,400 are commercial, industrial, or public-authority customers in its services area, which includes: City of Big Bear Lake, Big Bear City, Fawnskin, Erwin Lake, Moonridge, Sugarloaf, Lake Williams, and Baldwin Lake. BVES is located at 42020 Garstin Dr. Big Bear Lake, California. We **Value** the following:

- **Integrity** - Building trust through honest communication and doing what is right
- **Teamwork** - Maximizing efficiency through collaboration and individual strengths
- **Respect** - Valuing diversity and treating all stakeholders with fairness
- **Excellence in Service** - Striving for excellence and quality in everything we do
- **Accountability** - Taking ownership of one's actions

We expect the successful Bidder shares our values.

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Paul Marconi  
Operations and Planning Manager

cc: Tom DeSha, Field Operations Supervisor  
Rick Pautz, Accounting Supervisor  
Doris Poster, Senior Account Analyst

**APPENDIX A**

**BVES Conceptual Parking Lot Enhancement Drawing**

**APPENDIX B**

**GOLDEN STATE WATER COMPANY  
GENERAL CONDITIONS FOR MAJOR CONSTRUCTION/MAJOR MAINTENANCE WORK**

**APPENDIX C**

**GOLDEN STATE WATER COMPANY  
QUALIFICATION APPLICATION (For Contractors, Consultants and Vendors)**