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BID No. 03/22

REQUEST FOR PROPOSALS

FOR

**ENGINEERING SERVICES FOR THE REPLACEMENT OF SERVICE SWITCHBOARDS AND MOTOR CONTROL
CENTERS AT THE GENERAL SECRETARIAT BUILDING**

**DEPARTMENT OF GENERAL SERVICES (DGS)
SECRETARIAT FOR ADMINISTRATION AND FINANCE (SAF)**

**GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES (GS/OAS)
DEPARTMENT OF PROCUREMENT AND MANAGEMENT OVERSIGHT (DPMO)**

April 27, 2022

BID
ENGINEERING SERVICES FOR THE REPLACEMENT OF SERVICE SWITCHBOARDS AND MOTOR CONTROL
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1. BACKGROUND

As part of the DGS cost reduction and Green Building program, DGS continues to improve efficient operations, reduce energy consumption, and replace obsolete out-of-code equipment. This Request of Proposals aims to look for a company that will review the existing documentation and the existing installation of the Service Switchboards and Motor Control and provides design Construction Documents to upgrade the Service Switchboards located at the General Secretariat Building (GSB).

2. LOCATION

2.1. General Secretariat Building (GSB) Located at 1889 F Street, N.W. Washington, D.C. 20006.

3. OBJECTIVES

This work aims to provide electrical design services to replace the following electrical equipment (original to building construction) with new equipment that provides the right ampacity and voltage characteristics.

- Three (3) Service Entrance Switchboards at the Penthouse.
- One (1) Service Entrance Switchboard at the Garage; and
- Two (2) Motor Control Centers (MCCs) at the Penthouse

4. RFP SCHEDULE

The RFP Schedule represents the best estimate of the schedule that will be followed. The GS/OAS reserves the right, at its sole discretion, to adjust this schedule. Notification of any adjustment to the RFP Schedule will be provided to all Bidders registered through the Official GS/OAS Procurement Notices/Opportunities Portal directly to the email that Bidders register with

Activities	Dates
Issue Request for Proposals	April 27, 2022
Mandatory Walkthrough	From May 02 to May 06
Bidder's inquiries due	May 11, 2022
Response to Bidder's Inquiries due	May 18, 2022
Proposal Closing Date	May 25, 2022
Proposals opening and review	From May 26 to Jun 01
Evaluation Process	From Jun 02 to Jun 06
Contract Award	June 2021

5. TERM OF REFERENCE

5.1. Project Mobilization and Survey Phase

- a)** Host a virtual kick-off meeting for the Project.
- b)** Review existing drawings, reports, and other material pertinent to our scope of work.
- c)** Perform a field survey of existing electrical installations noted above.

5.2. Design and Construction Documents Phase

- a)** Coordination of work with the utility (PEPCO) and electrical engineer for electrical utility reconnection requirements.
- b)** Provide selection and equipment layouts – Equipment will have the necessary ampacity, AIC / withstand rating, and voltage characteristics and be placed in existing locations.
- c)** New switchboards will be specified with utility service entry sections, fused main switch, with feeders supplied by molded case circuit breakers with LSIG trip units.
- d)** Motor control centers will be replaced with electrical distribution boards and will provide local Variable Frequency Drives (VFDs) located in proximity to motor loads where necessary. Controls for the VFDs will be integrated into the existing Siemens building control and automation system.
- e)** The drawings will indicate the scope required to adjust lighting fixtures for the new installations.
- f)** The drawings will identify reconnection requirements to building life safety systems and optional and standby system loads on the normal side of each associated transfer switch.
- g)** Provide design to reestablish existing service grounding systems (upgrade of building grounding systems is not anticipated).
- h)** Indicate new fire alarm devices at areas where new equipment is being installed and note upgrades to fire alarm graphic annunciator panels if necessary.
- i)** The requirement for short circuit, selective coordination and arc-flash studies applicable to new electrical equipment will be included in the drawings as delegated design.
- j)** Meet with the OAS Facilities team and other consultants as required in a virtual setting for coordination prior to the issuance of the deliverable.
- k)** The drawings will outline the commissioning and testing requirements to be carried out by the Contractor.
- l)** Provide all construction documents that include specifications on the drawings.
- m)** Provide 90% of Construction Documents Deliverable for DGS team review and comment.
- n)** Meet with DGS Team in person, if desired, to do a page turn of the 90% package and incorporate revisions if necessary.
- o)** Issue 100% Construction Documents Deliverable ready for bidding and for filing with the Authority having Jurisdiction if required
- p)** Include review and comment on cost estimates to be provided by others

5.3. Bidding Phase support

- a) Participate in a bid walkthrough for assigned bidders.
- b) Respond to questions during the bid construction process.
- c) Assist the OAS in reviewing the technical content of the various proposals and make a recommendation for the award based on technical merit only.

5.4. Construction Administration Phase

- a) Attend a construction kick-off meeting on-site.
- b) Review submittals and respond to RFIs for items related to our scope of work.
- c) Visit the site (total of 4 visits) and issue a field observation report for each site visit. These visits include punch list activities.
- d) Address issues that come out of the commissioning process for work related to our scope and will attend one (1) commissioning meeting on-site

6. WALK-THROUGH

- 6.1. A walk-through will be organized before the Proposals are due. Prospective Bidders interested in submitting a Proposal must request access to the building through the GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids>. The walkthrough would be conducted with representatives of GS/OAS during the week of **May 02 to May 06, 2022**.

7. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Proposals must be structured in four separate documents:

- Technical Proposal
- Pricing
- Legal Documentation
- Financial Documentation

7.1. Content of the Technical Proposal

The Technical Proposal shall include the following information/documents:

Documents related to Bidder's Experience

- a) A general description of the background and organization of the bidding firm.
- b) A detailed description of the Bidder's work experience similar or relevant to this Project. The description shall substantiate its qualifications and capabilities to satisfy the requirements of the RFP.
- c) A minimum of five (3) references from Bidder's clients to which similar or relevant services were provided during the last five (5) years. These references should include: the name of the client, contact person, telephone and fax numbers and e-mail address, and a description of the work performed and the duration of the Project. Please follow **Format 3 of Annex B**.

Documents related to the Project

- a) A Statement of Work (SOW) which shall include a description of the basic infrastructure and associated professional services offered, implementation methodology, deliverables, and an estimated timeline for delivery of the requested services (milestones), in accordance with the terms of this RFP.
- b) If the Bidder plans to perform the work with subcontractors and/or in joint venture with other firms, an explanation of the relationship between the firms and how potential inefficiencies in the organization, communications, and Project processes can be avoided. If the form of a joint venture is considered, the Technical Proposal should additionally address joint and other liabilities for all partners.

Documents related to Bidder’s Personnel

- a) The resume of the lead professional staff person who will be assigned to this project as “Project Manager”, and two concise but descriptive summaries of this person’s prior experience with similar projects. Professional skills and previous experience in the technical team to be assigned to the Project are required.

Bidder’s Point of Contact

- a) Information of Bidder’s point(s) of contact. Provide the name, position, telephone number, email, and fax of the person or persons serving as coordinator or focal point of information of the Bidder concerning this bidding process.

7.2. Content of the Economic Proposal

- a) The Bidders shall submit a Price Proposal expressed in US Dollars (US\$). The Price proposal shall be Submitted in the table below, specifying the fees for each phase and including estimated time per phase:

Phase	Time (Weeks)	Cost (USD)
Project Mobilization and Survey		
Design and Construction Documents		
Bidding Phase		
Construction Administration		
Total		

- b) The price shall reflect any tax exemption to which the GS/OAS is entitled to by reason of the Privilege and Immunities it enjoys. In any case, no Federal, State or Local Taxes shall be included in the amount billed.

7.3. Content of the Legal Documentation:

- a) A copy of the Bidder's certificate of incorporation issued by the competent authority of its country.
- b) A copy of the Bidder's bylaws.
- c) A copy of the Bidder's licenses and certifications in the corresponding jurisdiction (if required under the law of the duty station where the work is to be performed).
- d) A copy of the W-9 Form for US Companies and the Employer Identification Number for companies outside of the US.
- e) A list of the directors, officers, and the names of any stockholder with more than 50% of the stock. 6
- f) Acceptance of the Contractual Terms and Conditions Statement. The statement should follow **Format 1 of Annex B**.
- g) A disclosure statement of conflict of interest. The statement should follow **Format 2 of Annex B**. In the event of the Bidder intends to subcontract or perform the Contract in joint venture, such statement shall be also disclosure by the subcontractors and by each member of the joint venture.

7.4. Financial Documentation:

- a) A copy of the Bidder's latest general balance sheet of 2021; and copy of the Bidder's latest three (3) audited financial statements, for the years 2019, 2020, and 2021.

7.5. Limited Use of Data

- a) If the Proposal includes data that the Bidder does not want to disclose to the public for any purpose or used by the GS/OAS except for evaluation purposes, the Bidder shall include in its Proposal a statement signed by its legal representative with the following legend:

USE AND DISCLOSURE OF DATA

This Proposal includes data that shall not be disclosed outside the GS/OAS and shall not be duplicated, used, or disclosed— in whole or in part—for any purpose other than to evaluate this Proposal. If, however, a contract is awarded to this Bidder as a result of— or in connection with—the submission of this data, the GS/OAS shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the GS/OAS' right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets].

8. THE RFP PROCESS

8.1. Governing Law

This RFP process is regulated by:

- a) This RFP.
- b) The Procurement Contract Rules of the GS/OAS, approved by Executive Order No. 00-1 <https://www.oas.org/legal/english/gensec/Executive%20Order%2000-1.pdf>
- c) The Performance Contract Rules, approved by Executive Order No. 05-04, Corr. No. 1 <http://www.oas.org/legal/english/gensec/EXOR-05-04-CORR1.htm>

- d) The Executive Orders, memoranda and other dispositions and official documents of the GS/OAS applicable to this process. 7

8.2. Bidder's Warranties

By submitting a proposal in response to this RFP, the Bidder represents and gives express warranty of:

- a) Its knowledge and acceptance of RFP and the rules and conditions that governs the bidding process.
- b) That it has studied and is thoroughly familiarized with the requirements and specifications of the Engineer Services for the Replacement of Service Switchboards and Motor Control Center at the General Secretariat Building. This includes familiarity with the technical and contractual information contained in this RFP and its Attachments, with all current equipment, labor, material, market conditions, shipping and with applicable laws, such that the Bidder accepts responsibility for and is prepared to execute and shall completely fulfill all obligations outlined in Annex A, Contractual Terms and Conditions.
- c) The accuracy and reliability of all information it submits in this procurement process.
- d) Its knowledge that its proposal does not create any right in or expectation to a contract with the GS/OAS.
- e) That the Bidder shall bear any and all costs or expenses associated with or incurred in the formulation or development of a proposal in response to this RFP.
- f) That the Bidder accepts that it will not make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the contract, or because of any information, which is known or should have been known to the Bidder.
- g) Bidder shall be liable for improper or incorrect use of the data collected or information disclosed to Bidder by GS/OAS in connection with its Proposal, and/or in connection with any subsequent contract negotiations between GS/OAS and the Bidder.
- h) The data and related information are legal documents and are intended to be used as such.
- i) Bidder takes full responsibility for any errors or mistakes with respect to its bid proposal. Bidder has used its best efforts to ensure the accuracy, reliability, and completeness of its proposal, and agrees that any cost of any modification of proposal or contract terms based on Bidder's error in the information it has provided with its proposal shall be borne solely by Bidder.

8.3. Bidders' Inquires

- a) Bidders may submit any inquiry or request for more information and clarification regarding terms of reference in this RFP until **May 11, 2022**, through the Official GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids>. The bidder must be registered to ask questions.
- b) Bidder questions must clearly identify the number of the section of the RFP related to the question being asked.
- c) The responses to these requests will be submitted through the Official GS/OAS Procurement Notices/Opportunities Portal directly to the email that you register with, on or before **May 18, 2022**, where all submitted questions and answers (Q&A) will be available for registered Bidders.

8.4. Proposal Closing Date

- a) Proposals shall be submitted through the GS/OAS Procurement Notices/Opportunities Portal at <https://oas.procureware.com/Bids> by **May 25, 2022**.

- b) Bidders should not consider their proposal received unless they receive a Bid submission received a confirmation email from our address noreply@procureware.com. It is the responsibility of the Bidder to ensure their proposal was received. The GS/OAS is not responsible for proposals not received due to email delivery issues.

8.5. Award Criteria

Proposals will be admitted for evaluation only if they comply with the mandatory minimums contained in the RFP. Once admitted, the GS/OAS will review, evaluate, and compare those Proposals according to, but not necessarily limited to, the following criteria:

- a) **Price (40%)** - The Bidder with the lowest evaluated pricing proposal (as per section 5.2) will be awarded the highest points. Price proposals from other Bidders will receive points based on the relationship of the Bidder's prices to that of the lowest evaluated pricing proposal.
- b) **Company Qualification (30%)** - Bidders must include in their proposal the complete information of the company as indicated under section 7.1 of this RFP.
 - **References Check:** The GS/OAS will request performance information from Bidder's previous clients.
 - **Relevant Experience / Past Performance:** Assesses Bidder's capability, comprising of three elements: i) observation of the historical facts of Bidder's work experience (what work it did, when and where it did it, whom it did it for, and what methods it used); ii) qualitative judgments about breadth, depth, and relevance of that experience based on those observations; and iii) qualitative judgments about how well the Bidder performed, also based on those observations. Bidder's relevant experience and past performance will be evaluated in respect to past or current efforts similar or relevant to this Bid.
- c) **Project Schedule (30%)** - Bidders shall submit the information regarding their proposed schedule for the Project considering any critical dates.

8.6. Right to Cancel the RFP and/or Reject Proposals

- a) This RFP does not in any manner whatsoever constitute a commitment or obligation on the part of GS/OAS to accept any proposal, in whole or in part, received in response to this RFP, nor does it constitute any obligation by GS/OAS to acquire any goods or services.
- b) The GS/OAS has the right to reject any and all proposals, and to disqualify any proposal not responsive to the minimum technical requirement and minimum proposal content specified in this RFP.

8.7. Requests for Clarification

- a) In order to enhance the GS/OAS understanding of Proposals, allow reasonable interpretation of the Proposal, or facilitate the evaluation process, the GS/OAS may submit, in writing, any inquiry or request to the Bidders for explanation, substantiation or clarification of certain aspects of its Proposals.
- b) Likewise, during the evaluation process, the GS/OAS may offer the Bidders an opportunity to eliminate minor irregularities, informalities, or apparent clerical mistakes in its Proposals.
- c) Requests for clarifications shall not be used to cure Proposal deficiencies or material omissions that materially alter the technical or cost elements of the Proposal, and/or otherwise revise the Proposal.
- d) Inquires or requests for clarification will be addressed to the point of contact indicated by the Bidders in its Proposal.

8.8. Discussions and Negotiations

- a) Before granting the award, the GS/OAS may choose to have written or oral discussions and/or negotiations regarding the terms, conditions, and deliverables of the proposal with the Bidders that, in the opinion of GS/OAS, are within the competitive range.
- b) For that purpose, the GS/OAS, through DPMO, will submit, in writing, any request (including interview requests) to the Bidders. Such requests will be addressed to the point of contact indicated by the Bidders in their proposal.
- c) During the negotiations, the GS/OAS may request the Bidders to revise or modify their proposals. After the negotiations the GS/OAS may issue a request for Best and Final Offer (BAFO)

8.9. Award

- a) Proposals will be admitted for evaluation only if they comply with the mandatory minimums contained in the RFP. Once admitted, the GS/OAS shall analyze and rate those Proposals using the award criteria described in section 8.5.
- b) A technical-economic analysis will be applied for the evaluation of the Proposals. Under this rule, the GS/OAS will evaluate both price and non-price factors and will award the Contract to the Bidder proposing the combination of factors which offers best value to the GS/OAS. Therefore, the GS/OAS reserves the right to consider award to other than the lowest price bidder or the highest technically rated bidder.
- c) All technical evaluation factors, when combined, have higher level of importance than cost or price.
- d) The GS/OAS reserves the right to award the contract to multiple contractors rather than a single contractor.
- e) The GS/OAS reserves the right to reject any or all Proposals, and to partially award the Contract.
- f) The award will be notified to the winning Bidder. Such communication shall not be construed as a Contract with the GS/OAS. The award is contingent upon the winning Bidder's acceptance of the terms and conditions of the proposed Contract, which will be drafted by the GS/OAS based on this RFP and the winning Proposal. Consequently, the Contract shall come into effect when signed by both GS/OAS and the duly authorized representative of the winning Bidder.
- g) The awarded understands and agrees that it may not be a direct or indirect bidder in the process of replacing the Switchboards and Motor and Control Center at the General Secretariat Building.
- h) The GS/OAS will promptly notify the unsuccessful Bidders in written and the awarded company will be posted at the GS/OAS website <http://www.oas.org/OASpage/bid/default.asp>.

9. CONTRACT TERMS

The Contract will be drafted by the GS/OAS based on this RFP, the winning Proposal, and the results of the negotiations with the selected Bidder. The Contract shall come into effect when signed by both GS/OAS and the duly authorized representative of the winning Bidder.

Annex A of this RFP contains the General Contract Terms & Conditions. No changes to the Contract shall be accepted after the contract award. Once the Contract is awarded, the Vendor shall be bound by such Contract either as stated herein in the RFP or as mutually modified by the Parties.

Bidders wishing to negotiate modification of the Contract Terms & Conditions stated in Annex A of this RFP must attach a copy of the GS/OAS's RFP and show proposed changes (deleted sections with

a strike over and added sections in boldface type). Bidder's failure to identify any such changes in its Proposal will preclude the Bidder from raising any such changes thereafter. If Proposals are subject to additional terms, that the GS/OAS decides are not in its best interest, the GS/OAS reserves the right to deem that Proposal as unresponsive.

The GS/OAS selection of any Bidder who proposes changes to the Contract shall not be deemed as acceptance of the Bidder's proposed changes. At all times, the GS/OAS reserves the right to use its own Contract and to negotiate changes to it. The GS/OAS reserves the right to accept or reject any changes in language to the Contract and reserves the right to make final conforming changes to the Contract.

10. GENERAL PROVISIONS

10.1. Language

All correspondence and responses to this RFP shall be made in English.

10.2. Privileges and Immunities

- a) Nothing in this RFP shall constitute an express or implied agreement or waiver by the GS/OAS, the OAS, or their personnel of their privileges and immunities under the OAS Charter, the laws of the United States of America, or international law.
- b) The Bidders are not entitled to any of the exemptions, privileges, or immunities, which the GS/OAS may enjoy arising from GS/OAS status as a public international organization.

10.3. Confidentiality and Privacy

- a) Contractor shall keep all work and services carried out hereunder and proprietary information disclosed hereunder entirely confidential, and not use, publish, sell, or make known, without the GS/OAS' written approval, any information, developed by the Contractor or provided by the GS/OAS, to any persons other than personnel of the parties to this Contract. Any public representation regarding the GS/OAS shall be made by the GS/OAS and any requests for information made to the Contractor by the news media, or others, shall be referred to the GS/OAS. Additionally, Contractor shall not reference the work performed for the GS/OAS under this Contract without prior written approval of the GS/OAS. For purposes of this Paragraph, proprietary information includes, but is not limited to any information that is generally understood as proprietary under common industry practices; and any matter designated as proprietary by the GS/OAS.
- b) In addition, information that a party considers as proprietary or confidential and which it has indicated/marked as proprietary or confidential will be treated by receiving party in the same manner as receiving party treats its own proprietary or confidential information.
- c) Period of confidentiality: The obligations under paragraph above, shall continue, notwithstanding the expiration or termination of this Contract.

11. ATTACHMENTS

All attachments listed below form an integral part of this RFP:

- a) Annex A General Contractual Terms & Conditions
- b) Annex B Formats
 - Format 1: Acceptance of the Contractual Terms and Conditions
 - Format 2: Conflict of Interest Statement
 - Format 3: Commercial Reference