



MANDATORY PRE-PROPOSAL CONFERENCE AGENDA
BRENTWOOD PV AND RESILIENCY PROJECT
REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

DATE: November 30, 2022
PROJECT: L-4030 Los Medanos College Brentwood Center PV and Resiliency Project
TIME: 11:00 AM – 12:00 PM Mandatory Pre-Proposal Conference
and Site Walk
PLACE: 1351 Pioneer Square, Brentwood, CA (New Brentwood Center)

1. WELCOME & INTRODUCTIONS (INES)

OWNER:

Contra Costa Community College District, 500 Court Street, Martinez, CA 94533

Los Medanos College

Dr. Carlos Montoya, Vice President of Business and Administrative Services
Michael Schenone, Director of Maintenance and Operations

District Facilities Planning Team:

Ines Zildzic, Vice Chancellor, Facilities Planning and Construction
Tracy Marcial, District Energy and Sustainability Manager
Amy Sterry, Director of Purchasing and Contracts
Ben Cayabyab, Contracts Manager

Performance Criteria Team:

Tom Williard, Vice President, Sage Energy Consulting, a NV5 Company
Zoe Respondek, Project Manager, Sage Energy Consulting, a NV5 Company

Project/Construction Management Team:

Allan France, Senior Project Manager, Critical Solutions

Project Information Website: <http://www.4cd.edu/webapps/PurchasingViewBids/default.aspx>

2. 4CD/LMC OVERVIEW AND OUR DISTRICTWIDE SUSTAINABILITY GOALS (Ines & Tracy)

3. RFQ/P OVERVIEW

- a. Contra Costa Community College District (District) is seeking submittals from interested and qualified energy design build contractors with design build experience on PV energy projects and retrofits, to implement the design, construction and commissioning of the Brentwood PV and Resiliency project.
- b. Performance specification documents and bridging documents have been prepared by Sage Energy Consulting, a NV5 Company, to define the project scope in more detail. These are included in the RFQ/P as Exhibit A.

- c. This is a turn-key project – we are looking for a successful project inclusive of all trades and components necessary to provide a quality installation to District provided performance specifications and standards.
- d. Please pay close attention to the requirements set forth in the RFQ/P documents as you prepare your SOQ/P.
- e. Please be sure to provide all information as requested.
- f. Please review evaluation factors and the evaluation process as identified in the RFQ/P.
- g. To be considered responsive to this RFQ, the submittals must be in the format identified in the RFQ /P document.
- h. Verbal questions and answers are considered to be non-binding. All questions related to this project must be in writing, via email, and directed to:
Ben Cayabyab, Contracts Manager email: bcayabyab@4cd.edu

4. SCOPE OF WORK SUMMARY (Sage)

- a. The scope of work covered by this RFQ/P includes the complete design and construction of a Solar PV and Resiliency Project, including all required design, construction and commissioning by other disciplines to support the completion of this project. The scope of work includes all drawings, specifications, calculations, design, approvals/permits, equipment, material and labor necessary for complete and operable systems, including all contract documents identified elements.
- b. Cost Proposal Form: cost breakdown details and proposed potential energy and cost savings form.
- c. Discussion on the schedule constraints: work is being performed in an occupied campus that includes classes during the day and evening.

5. KEY COMPONENTS OF THE RFQ/P (Sage)

- a. See RFQ/P table 2-2. SOQ/P shall be submitted electronically on flash drive and one hard copy with an original signature:
 - 1 Single PDF with the following:
 - a. Cover Letter
 - b. Form A1
 - c. Form A1 Attachments
 - d. Form A2 Cost Proposal
 - e. Form A3 Exceptions
 - f. Form A4 Additional
 - 2 Form A1 Single PDF with Financial Performance information
 - 3 Form A2 MS Excel Form Cost Proposal

6. RFQ KEY DATES (dates may be revised by addenda to this RFQ) (Ben – highlight the submittal)

- 11/21/2022 Issuance of Request for Qualifications
- 11/30/2022 Mandatory Pre-Proposal Site Walk at 11:00AM, Los Medanos College, Brentwood Center, Brentwood CA
- 12/14/2022 Deadline for submission of questions/requests for clarification
- 12/16/2022 Last day for addenda issuance
- 1/4/2022 SOQ/P Submittal at the District Office in Martinez, by 2:00 PM



1/10/2022 Issue Short List of Selected Firms
Week of 1/18/2022 Interviews, if needed.

7. BUDGET (Allan)

- a. It is anticipated that this project will cost approximately \$1.8M to \$2.1M. The funds for the project will be provided by the Measure E bond funds .

8. PROJECT SCHEDULE (Allan)

- a. The DB project consists or milestones identified in the RFQ/P page 9.
- b. Brentwood Center site build out brief description
- c. All work will be performed on an occupied community college site. Close coordination and collaboration with the Project Manager be essential.

9. SITE VISIT DETAILS - Allan with Sage