

## ADDENDUM NO. 2

**DATE:** June 6, 2018

**TO:** All Potential Submitters

**FROM:** Penny Owens, Assistant Purchasing Agent, City of Knoxville

**SUBJECT:** Addendum No. 2 to the RFQ for Inspection Services for LED Lighting Retrofit

**RFQS TO BE OPENED:** June 14, 2018 at 11:00:00 a.m. (Eastern Time)

This addendum is being published to address the following items concerning the above referenced RFQ. This addendum becomes a part of the contract documents and modifies the original specifications as follows:

**ITEM #1:** Section I. Statement of Intent of the RFQ is hereby deleted and replaced with the following to reflect a change in the required work. The resulting contract will cover all installations of street lighting for the City of Knoxville, including the retrofit being performed by Siemens:

### **Section I. Statement of Intent**

The City of Knoxville seeks statements of qualifications from responsible and qualified firms or teams to provide inspection services during installation of street lighting in performed by the City of Knoxville or its contractors, including the City's LED Lighting Retrofit, affirming that removal of HPS luminaires and installation of new LED luminaires adhere to required standards. The City intends to award a contract for one year from the date of execution with the option to extend the term, upon mutual agreement, for two additional 1-year terms.

**ITEM #2:** Section V. Scope of Service of the RFQ is hereby deleted and replaced with the following. Please note that the requirements for the retrofit may vary from the requirements for the ongoing installations.

### **V. Scope of Service**

The City of Knoxville (COK) seeks statements of qualifications from responsible and qualified firms or teams to provide professional inspection services during the City's LED Lighting Retrofit Project and for all streetlight construction and maintenance which falls under the City's responsibilities including, but not limited to, streetlighting within the Tennessee Department of Transportation right-of-way, such as interstate high-mast and offset roadway lighting systems.

The Scope of Work required includes, but is not limited to, providing an on-site Resident Project Representative (RPR) during Phase 2 (Project Implementation) and Phase 3 (Project Completion) of the City's contract with Siemens and during the term of the contract. All personnel involved with providing direct inspection services should be registered with the State of Tennessee as either an electrical inspector or Professional Engineer with competency in electrical engineering and have experience with

typical outdoor lighting and electric distribution systems, materials, and installation processes to provide the following services:

- Attend retrofit progress meetings as needed.
- General field observations as directed by the COK during and after retrofit/construction while adhering to any project plans and construction standards instituted by the COK and the Duties and Responsibilities for Resident Project Representative as provided below.
- During the retrofit, complete daily reports or checklists and submit reports to the COK City Streetlight System Manager. For ongoing construction and maintenance, complete regular reports or checklists on a daily or weekly basis, dependent on the schedule of inspection work and needs of the COK.
- Maintain daily record/inventory of work performed including summary of materials installed.

### **5.1 Duties and Responsibilities for Resident Project Representative**

The Resident Project Representative is the COK's employee or agent in the field during retrofit work or at the project site, who will act as directed by and under the supervision of the COK and will confer with the COK regarding RPR's actions. RPR's dealing in matters pertaining to the on-site work in general shall be with the COK and Siemens, keeping the COK advised as necessary. RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of the COK or with approval of Siemens for the retrofit.

A Resident Project Representative shall possess the following characteristics:

- Be a team member and able to effectively represent the interest of the COK.
- Have effective communication skills.
- Know the contents of the agreements between all parties involved in the Project.
- Know and understand the project forms to be used for the Project, particularly any General Conditions and the underlying principles of contract law upon which they are based.
- Be registered with the State of Tennessee as either an electrical inspector or Professional Engineer with competency in electrical engineering. Demonstrate understanding of the local electrical distribution and street lighting systems and experience performing inspection services for local electrical utilities and TDOT
- Have a working knowledge of lighting materials, relevant trades, means and methods, and the relationships between subcontractors, suppliers, and manufacturers.
- Understand the codes and regulations that govern the project, in particular the 2017 National Electrical Safety Code (NESC) and OSHA 29 CFR 1910.269.

The RPR shall have duties and responsibilities that may include the following aspects of the Project:

- 1) Schedules. Review the progress schedule, the schedule of Shop Drawings and sample submittals, and schedule of values prepared by Siemens, and consult with the COK concerning acceptability.
- 2) Conferences and Meetings. Attend meetings with Siemens or the COK, such as Pre-Retrofit Conferences, Pre-Construction Conferences, progress meetings, job conferences and other project-related meetings; for meetings not attend by City staff, prepare and circulate copies of the minutes thereof.
- 3) Liaison.
  - a) Serve as the COK's liaison with Siemens (during field installation for the retrofit only) or the COK by working principally through the Siemens Project Manager (retrofit only)/the COK Streetlight Manager, assist in understanding the intent of the Contract Documents, and represent the COK in the field during Siemens installation processes/represent the COK when lighting issues on the various projects affect the COK's on-site operations.
  - b) Assist in obtaining from the COK additional details or information, when required for proper execution of the Work.

4) Submittals.

- a) Record date of receipt of Shop Drawings, submittals and project deliverables. Submit documents to the COK for review and comments. Issue such comments and review back to Siemens for appropriate action on the retrofit.
- b) Advise the COK and Siemens (retrofit only) of the commencement of any work requiring a Shop Drawing or sample if the COK has not approved the submittal.

5) Site Safety.

- a) While safety on the Project is of paramount importance, the General Conditions of the Retrofit Contract/Construction Contract specify the sole responsibility for safety during the Project rests with Siemens/onsite Contractor, who has direct control over the Work of the Project. The RPR has no responsibility to seek out hazardous conditions, nor should they voluntarily assume that responsibility. The RPR should not become involved in review of Siemens'/Contractor's safety program. This does not mean the RPR should ignore obviously dangerous conditions or clear violations of safety regulations known to be in effect.
- b) If the RPR encounters an unsafe condition associated with Work of the Project, the following actions shall be taken:
  - i) Notify Siemens' Project Manager/onsite Project Manager immediately.
  - ii) Explain the observation of what is believed to be an unsafe condition which may require immediate action.
  - iii) Do not Stop Work or recommend corrective action.
  - iv) Record the notification to the Project Manager in the Daily Report/Log.
  - v) If the onsite Project Manager does not take prompt action to correct the hazardous condition, notify the COK who will initiate discussion with Siemens on the matter.
- c) While on site, wear all proper personal protective equipment and adhere to OSHA and all additional requirements of Siemens' and the COK's safety program.

6) Review of Work, Rejection of Defective Work, Inspections, and Tests.

- a) Conduct on-site observations of the Work in progress to assist the COK in determining if the Work is, in general, proceeding in accordance with the Contract Documents and Final LED Replacement Plan, including the NESC. For the retrofit project, such observations should be randomized "spot checks" on approximately 10%-25% of retrofit installation scope. Such observations might include, but not be limited to, the following for both overhead and underground lighting installations:
  - i) Checking and recording voltage at luminaire power terminal block before disconnecting power to exchange luminaire.
  - ii) Making sure luminaire is level.
  - iii) Making sure connections are performed with COK-approved connectors and in accordance with the NESC.
  - iv) Checking the use of No-Oxide Inhibitor (NoOx) on all connections.
  - v) Checking for damaged wiring.
  - vi) Making sure service connector covers are in place.
  - vii) Checking for good workmanship through the cleaning of wires before making connections and adding NoOx Inhibitor.
  - viii) Checking for the proper operation of luminaire before leaving the site.
  - ix) The observation of overhead installations shall verify installation per submitted installation instructions, including but not necessarily limited to:
    - (1) Checking PE Cells for long life.
    - (2) Making sure arm is connected to pole ground.
  - x) The observation of underground installations, where applicable, shall verify installation per submitted installation instructions, including but not necessarily limited to:

- (1) Checking of in-line fuseholder in base of pole or in adjacent pull box to pole. Add if not present.
- (2) Checking for wire nuts in pole and replacing with split-bolt connectors properly wrapped to equal 2X insulation thickness.
- (3) Checking for proper grounding throughout the system.
- xi) The observation of the pole foundation (in conformance to design plans) might include:
  - (1) Checking depth and diameter.
  - (2) Checking rebar size and spacing.
  - (3) Checking anchor bolt size/spacing.
  - (4) Checking concrete mix and strength.
  - (5) Checking conduit and duct bank routing/configuration through foundation.
  - (6) Checking cabinet foundation/pull box and type.
- b) RPR may, upon consent of the COK, authorize minor variations in the Work from the requirements of the Construction Documents which do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents, through the issuance of a Field Order.
- c) Report to the COK whenever the RPR believes any work is unsatisfactory, faulty or defective, does not conform to the Contract Documents, has been damaged, or does not meet the requirement of any inspections, tests, or required approvals. Advise the COK of work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.
- d) RPR will have authority to disapprove or reject work which the RPR believes to be defective or will not produce a completed Project that conforms to the Contract Documents, or that will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
- e) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project or within the Project Site. Record the outcome of these inspections and report same to the COK.
- 7) Interpretation of Contract Documents
  - a) RPR shall be the initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the Work thereunder.
- 8) Modifications. Consider and evaluate Siemens'/Contractor's suggestions for modifications to the Contract Specifications and report with the RPR's recommendation to the COK. Transmit to Siemens/Contractor decisions as issued by the COK.
- 9) Records.
  - a) Maintain orderly files for correspondence to include reports of job conferences, Shop Drawings and samples, reproduction of original Contract Documents including all Work Change Directives, Addenda, Change Orders, Field Orders, and additional documents issued after the execution of the retrofit or construction, Contract Documents, progress reports, and other project-related documents.
  - b) Create and maintain a system of daily reports or logs that include the following information:
    - i) Contractor's/Siemens and/or subcontractors work hours on site;
    - ii) Weather and ground conditions;
    - iii) List of visitors and their official capacity;
    - iv) Observations made of the Work, its progress, and its quality;
    - v) Questions from and answers given to Siemens/Contractor or their subcontractors;
    - vi) Quantities and quality of materials delivered or stored off-site;
    - vii) Quantities of unit items or percentages of lump sum items installed;
    - viii) Notable occurrences on the job, including detailed descriptions of any accidents or disputes;

- ix) Records of material used and work performed regarding or relating to extra work or work which RPR has reason to believe may result in a claim for extras; and,
- x) Records of safety inspections performed by others.
- c) Establish a record-keeping system which is consistent with the COK's filing system, which includes:
  - i) Project Directory of all necessary points of contact;
  - ii) Construction Contract Documents, complete with all addenda, revisions and changes;
  - iii) Correspondence;
  - iv) Daily Reports/Logs;
  - v) Weekly/Monthly reports;
  - vi) Separate folder on each Subcontractor;
  - vii) Change request log;
  - viii) Change Orders;
  - ix) Submittal tracking log;
  - x) Shop Drawing and product data;
  - xi) Samples;
  - xii) Substitutions;
  - xiii) Payment requests;
  - xiv) Register of stored materials;
  - xv) Progress schedule and schedule of values;
  - xvi) Test and inspection reports;
  - xvii) Conference memoranda; and,
  - xviii) Punch lists.

10) Reports.

- a) Weekly reports should be sent to the COK, calling attention to key issues which remain unresolved, and summarizing important developments during the reporting period, such as:
  - i) Major activities, progress, and events which may need to be brought to the attention of the COK, including but not limited to instances where the work of Siemens/Contractor or sub-contractors were found to be non-compliant with the scope of work or contract terms and schedules of Shop Drawings and sample submittals;
  - ii) Problems that have come to the attention of the RPR which have caused or may cause the Project either to fall behind schedule, or to be subject to otherwise unexpected increased costs; and
  - iii) Accidents and/or injuries sustained on the project site.
- b) In certain cases, the COK may require submittal of the daily reports or logs.
- c) Consult with the COK in advance of scheduled major tests, inspections, or start of important phases of the Work.
- d) Draft proposed Change Orders and work directive changes, obtaining backup material from Siemens and recommend to the COK Change Orders, Work Change Directives, and Field Orders.
- e) Report immediately to the COK upon the occurrence of any accident.

11) Payment Requests. Review Applications for Payment for compliance with the established procedure for their submissions and for accuracy of items as compared to daily/weekly reports and forward with recommendations to the COK, noting particularly the relationship of the payment requested to the schedule of values and Work completed.

12) Certificates, Maintenance and Operations Manuals. During the course of the Work, verify that certificates, maintenance and operation manuals, warranty information and other data required to be assembled and furnished by Siemens/Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to the COK for review prior to final payment for the Work.

13) Completion.

- a) When notified by Siemens of reaching Substantial Completion, conduct “spot check” inspections of the Work. When notified by Contractor of reaching Substantial Completion, conduct an inspection of Work. If RPR believes Work to be substantially complete, notify the COK to issue a Certificate of Substantial Completion along with punch list items found during inspection(s) that require completion or correction.
- b) Arrange a meeting with Siemens/Contractor and major subcontractors to go over the punch list. If necessary, tour the Project and indicate items shown on the list.
- c) Once Siemens/Contractor has issued notice that items on initial punch list are complete, conduct final “spot check” inspections in the company of the COK and Siemens/Contractor, and prepare a final list of items to be completed or corrected.
- d) Observe that all items on final punch list have been completed or corrected and make recommendations to the COK concerning acceptance of the Work and issuance of final payment.
- e) Upon completion of the Project, assemble complete project records and transfer them to the COK. These final records should include field record documents, all daily/weekly/monthly reports, Change Orders, Submittal logs, and any other record kept or maintained during the Project.
- f) Ensure a record drawing set maintained by Siemens is submitted to COK.

## 5.2 Limitations of Authority

The RPR shall not:

- 1) Authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the COK.
- 2) Exceed limitation of the COK’s authority as set forth in the Contract Documents.
- 3) Undertake any of the responsibilities of Siemens/Contractor, their Subcontractors, or onsite Project Manager.
- 4) Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of construction unless such advice or directions are specifically required or allowed by the Contract Documents.
- 5) Advise on, issue directions regarding, or assume control over safety precautions and programs with the Work.
- 6) Accept Shop Drawing or sample submittals from anyone other than Siemens.

## 5.3 Project Schedule – LED Retrofit

Anticipated Contract Start Date: As soon as possible

Anticipated LED Retrofit Start Date: July 16, 2018

Anticipated LED Retrofit Completion Date: February 28, 2019

Anticipated Retrofit Work End Date: April 30, 2019

**ITEM #3:** This item addresses the following questions submitted to date:

**Question #1:** Because this is correlation with the city’s agreement with Siemens, is there a way to get a copy of that contract to look over?

Response: Yes, please find the contract attached.

**Question #2:** The subject RFQ states a qualification of personnel performing work is registration with State of TN as an electrical engineer. Please clarify if this qualification is a registered Professional Engineer.

Response: See revised section 5.1 Duties and Responsibilities for Resident Project Representative above for revised requirement.

**END OF ADDENDUM 2**