



LOCAL 18, IBEW / LADWP JOINT TRAINING INSTITUTE

REQUEST FOR PROPOSAL

No. RFP 101-10

QUALITY ASSURANCE TRAINING – WATER AND POWER

The Local 18, International Brotherhood of Electrical Workers / Los Angeles Department of Water and Power Joint Training Institute (JTI) is requesting proposals (RFP) from qualified and experienced companies interested in providing Quality Assurance Training to be utilized by employees of the City of Los Angeles Department of Water and Power at various locations.

Proposals shall be submitted in accordance with the requirements set forth in this document. Only written proposals shall be considered. All materials submitted shall become a part of the proposal, and may be incorporated in a subsequent contract between the JTI and the selected proposer.

The use of the term "bid" in a proposal shall be considered synonymous with the term "proposal."

The Bidders' Phone-In Conference will be held Monday, November 22, 2010, at 9:00 a.m. Pacific Standard Time (PST). The phone conference will provide an opportunity for bidders to seek clarity and exchange any new information regarding the RFP. The dial-in number for the conference is 1-866-215-5507, and the passcode is 6701376. JTI responses to unanswered questions will be sent by e-mail on or before Monday, November 29, 2010, 2:30 p.m. (PST).

Please submit four copies of your written proposals (one original with two copies, and one copy on electronic media in both Microsoft Word and Excel 2003 formats) no later than **Friday, December 3, 2010, 2:30 p.m. (PST)** in a sealed package, clearly marked "Quality Assurance Training – Water and Power RFP 102-10."

Address the proposal
package to:

Proposal shall be identified as:

Wes Pyle, Training Administrator

RFP101-10
Quality Assurance Training –
Water and Power

C/O Mary Carbajal-Waid
Joint Training Institute
11801 Sheldon St.
Sun Valley, CA 91352-1508

Due: December 3, 2010, 2:30 p.m. PST

Received proposals will be held, unopened, in a secure place until the response due date and time for all proposals have elapsed. Proposals shall be opened and their contents secured to prevent disclosure during the process of negotiating with competing proposers. Adequate precautions shall be taken to treat each proposer fairly and to insure that information from competing proposals is not disclosed to other bidders. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.

Proposals must be received by the JTI at the exact address listed above. No allowance will be made for delays in the U.S. Mail, consumer mailing services, or the JTI internal mail service. Submittals received after this time and date will be considered late and will not be opened or considered for evaluation, and will be returned unopened.

INSTRUCTIONS

Each bidder shall provide a demonstration of Quality Assurance training.

The demonstration will be evaluated in accordance with the criteria contained in the RFP.

All proposals shall comply with the requirements contained in the RFP.

JOINT TRAINING INSTITUTE
QUALITY ASSURANCE TRAINING – WATER AND POWER
RFP 101-10

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
1.0 INTRODUCTION	1
2.0 STATEMENT OF WORK	2
3.0 REQUIREMENTS FOR PROPOSAL	3
4.0 AWARD OF BID	6

1.0 Introduction

1.1 Purpose

The Joint Training Institute (JTI) is seeking qualified and experienced firms to provide Quality Assurance (QA) training for employees of the Los Angeles Department of Water and Power (LADWP). This training will be utilized by LADWP employees to perform: factory audits, in-process inspections, witness tests of equipment at manufacturer's facility, perform receiving inspections, inspect installation of equipment at jobsites to ensure conformance with various specifications and standards. The proposal shall have two components; one part for high-voltage and medium-voltage electrical equipment, one part for water distribution equipment, concrete testing, protective coatings and soil lab testing. The RFP sets forth the minimum requirements for services and solicits a detailed response from bidders to include pricing.

The JTI will select the bidder that falls within the competitive range, based on its evaluation of the various capabilities and expertise of each bidder. Bidders may submit a proposal on either, or both, of the two components in this RFP. If the bidder requires subcontracts, it shall be clearly noted in the proposal.

There is no guarantee that a selected bidder will obtain any work, or any guaranteed dollar amount from this proposal. The bidder will only receive work if it is available to complete the work as specified elsewhere in this document.

1.2 Background

The LADWP serves more than 3.6 million people in the nation's second largest city. Established more than a century ago, the country's largest municipal utility provides the water and electric needs of Los Angeles businesses and residents in a 465 square-mile area. LADWP employs more than 9,000 people in the metro area and other cities, counties and states. The Department is a proprietary agency of the City and receives no tax support.

Employees are centered in the greater Los Angeles area with additional facilities in Northern California, the Owens Valley, Arizona, Nevada, and Utah. The Department is organized by "systems" which reflect their primary line of business, (e.g., Power, Water, and Joint).

1.3 Description of Joint Training Institute

The JTI is a non-profit, independent, joint labor and management training Trust established by the LADWP and Local Union 18, International Brotherhood of Electrical Workers (IBEW). It is a conduit and resource for

training information for the LADWP. The JTI is administered by an eight member Board of Trustees (Trustees), representing the three main systems within the LADWP, and labor; four members from executive management of the LADWP, and four from the highest levels of Local Union 18, IBEW. Five administrators manage the daily operations.

2.0 Statement of Work

The proposal shall have two distinct components; Power and Water. Each component will include a description of the training, a timeline, and price. The training will be performed at LADWP facilities/locations. Initial training will be provided to approximately 40 persons in Power, and 20 in Water. Refresher training will be performed 6 months after the conclusion of the initial training. Training shall be built around LADWP equipment and materials. Bid shall include train-the-trainer -- train LADWP trainers to train other employees.

2.1 Scope of Work

Qualified and experienced bidders shall provide the following training:

2.1.1 Power System

Medium-voltage and high-voltage (4.8kV through 500kV) equipment (transformers, circuit breakers, disconnect switches, switchgear, etc.), and medium-voltage and high-voltage cable.

- 2.1.1.1** Factory inspections, field assembly inspections, and jobsite installation inspections.
- 2.1.1.2** Compliance with manufacturer specifications, LADWP specifications, American National Standards Institute, Institute of Electrical and Electronics Engineers, etc.
- 2.1.1.3** Witness, document, perform, testing and observations from factory and field locations.
- 2.1.1.4** Writing technical reports.
- 2.1.1.5** Writing compliance reports, non-compliance reports, and reports documenting 2.1.1.1 and 2.1.1.2
- 2.1.1.6** Creating and using templates for reports.

2.1.2 Water System

Large volume valves, pumps, pipes, pipe fittings, protective coatings.

- 2.1.2.1** Factory inspections, field assembly inspections, and jobsite installation inspections.
- 2.1.2.2** Compliance with manufacturer specifications, LADWP specifications, American National Standards Institute, and other recognized standards institutes, etc.
- 2.1.2.3** Witness, document, perform testing and observations from factory and field locations.
- 2.1.2.4** Writing technical reports.
- 2.1.2.5** Inspection and reports of the application of protective coatings.
- 2.1.2.6** Writing compliance reports, non-compliance reports, and reports documenting 2.1.2.1 and 2.1.2.2
- 2.1.2.7** Creating and using templates for reports.
- 2.1.2.8** Evaluate: concrete test reports, protective coatings, and soil lab tests.

3.0 Requirements for Proposal

3.1 Requirements for Proposal

Submitted proposals shall conform to the following requirements:

- 3.1.1** Four copies of the proposal (one original with two copies, and one copy on electronic media, in both Microsoft Word and Excel 2003 formats) shall be enclosed in a single, sealed package plainly marked with the words "Quality Assurance Training."
- 3.1.2** Proposals shall include a sample training plan, including curriculum and timelines.
- 3.1.3** Successful bidder shall furnish 2 copies of entire training documents, including pdf files, PowerPoint files, etc. JTI/LADWP shall retain the right to reproduce and modify furnished materials for LADWP's use.

- 3.1.4** Proposals shall be prepared simply and economically, without the inclusion of unnecessary promotional materials.
- 3.1.5** Proposals submitted shall be written in the English language.
- 3.1.6** Company/Corporate letterhead or stationery that accompanies the proposal is exempt from these requirements. Submittal of a proposal pursuant to this Request for Proposal shall constitute acknowledgment and acceptance of all terms and conditions hereinafter set forth unless otherwise expressly stated in the proposal. Responses to this Request for Proposal shall be made in accordance with the format set forth in this section and must follow the same titling and numbering schemes. All pages of the proposal must be consecutively numbered.

3.2 Coverage of RFP Items

The proposal must cover the statement of work and all the RFP requirements. Any limitation in the bidder's ability to supply information requested in the RFP or to support or to perform a particular function should be stated in detail in the appropriate section of your response. Any omissions or deviations from the requirements set forth in this RFP shall be fully described. Failure to adhere to the following format may be a cause for the rejection of the proposal as non-responsive. Any additional documents that the bidder's organization requires to be signed or agreed to, by the JTI shall be referenced in the letter of transmittal and attached as appendices to the proposal.

3.3 Letter of Transmittal

Each proposal that is submitted in response to this RFP must contain the letter of transmittal including the following information:

- A brief statement of the Contractor's understanding of the work to be done and commitment to perform work as scheduled.
- A list of the sections/parts of the RFP being bid.
- A summary of exceptions taken to the RFP requirements, statement of work, etc.
- A reference to any contractual terms and conditions required by the bidder.
- The names of individuals authorized to represent the bidder, the titles, addresses, telephone numbers, and e-mail addresses.

- An officer authorized to bind must sign each proposal on behalf of the Bidder and must include the following declarations on the transmittal letter:

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for themselves an advantage over any other proposer.

3.4 Table of Contents

Include a clear identification of the proposal by section and by page number.

3.5 Financial Stability of the Firm

Each proposal shall include a statement of the company's financial condition and annual revenues for the previous three (3) years, or for each fiscal year the company has been in business if less than three (3) years, including audited reports. The financial statements should reflect the work activities of the services offered. The financial information will be reviewed and evaluated to ensure adequate financial resources to enable the contractor to perform the services or requirements under this proposal.

3.6 References

Provide a list of clients including: name of client, list of services provided, brief description of the function or purpose of the services provided, project start dates and completion dates. Also include services for clients of LADWP and any departments within the City of Los Angeles, during the last three (3) years, serving in the capacity of contractor or subcontractor.

3.7 Compensation: Fees and Labor Costs

The contract payments made by the JTI to the contractor shall be on a monthly basis for the work completed. The contractor shall submit a fee schedule of all staff. The fee schedule shall reflect an itemized cost breakdown for each person, materials, and other related costs. It shall include the employee name, job classification, and labor rates. No additional mark-up on contractor or subcontractor work will be permitted for the life of the contract. The foregoing also pertains to subcontractors.
Note: *Prior to contract award, the successful bidder shall supply a detailed breakdown of the applicable overheads and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.*

4.0 Award of Bid

4.1 Discussions

The JTI may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those proposers within a competitive range. Negotiations may include, but not limited to, terms and conditions not specified in this document. Proposals should be submitted on the most favorable terms the proposer can provide.

4.2 JTI Review Award

Any action taken by the Administrators of the JTI will be subject to review by the Trustees and an award of contract will not be final until such review process has been completed. The successful bidder will be notified, in writing, when such review process has been completed, and of the award date of the contract. The JTI reserves the right to award a contract anytime after receipt of proposals, based on the original proposal submitted as if no negotiations had taken place.