

Prepared By

SUPPLY CHAIN SERVICES

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RESUME REQUEST, INSTRUCTIONS TO PROPOSERS,
PROPOSAL FORMS, CONTRACT FORMS, AND
POSITION DESCRIPTION(S)

REQUEST FOR RESUMES NO. 090260.OS

ONE (1) CIVIL ENGINEERING SPECIALIST

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Resumes are due at **5:00 P. M.**, Local Time, **Tuesday, August 4, 2009**, in the Supply Chain Services Office at 6201 S Street, Sacramento, California

PROPOSAL NO. 090260.OS

ONE (1) CIVIL ENGINEERING SPECIALIST**TABLE OF CONTENTS**

1.	REQUEST FOR RESUMES	1-1
2.	POSITION	2-1
3.	INSTRUCTIONS TO PROPOSERS	3-1
3.1.	TIME AND MANNER OF SUBMISSION:	3-1
3.2.	INFORMATION:	3-1
3.3.	RESUME EVALUATION AND SELECTION PROCESS:	3-1
3.4.	CONTRACT:	3-2
3.5.	SAFETY PROGRAM	3-2
4.	SUBMITTAL REQUIREMENTS AND FORMS	4-1
4.1.	CANDIDATE'S NAME:	4-1
4.2.	SOCIAL SECURITY NUMBER: (May Be Requested Later)	4-1
4.3.	TELEPHONE NUMBER:	4-1
4.4.	CANDIDATE'S CURRENT ADDRESS:	4-1
4.5.	SALARY INFORMATION:	4-1
4.6.	CANDIDATE'S AVAILABILITY DATE:	4-1
4.7.	RESUME OF WORK EXPERIENCE, EDUCATION AND TRAINING FOR THE PAST TEN YEARS:	4-1
4.8.	EXCEPTIONS TO THE TERMS AND CONDITIONS OF THE ATTACHED CONTRACT:	4-2
4.9.	SAFETY COMPLIANCE CERTIFICATE	4-3
4.10.	PROMPT PAYMENT PROGRAM	4-4
4.11.	MINORITY/WOMEN BUSINESS ENTERPRISE DECLARATION	4-5
4.12.	SEED PROGRAM SMALL BUSINESS DECLARATION	4-6
5.	SAMPLE CONTRACT	5-1

1. REQUEST FOR RESUMES

NO. 090260.OS

The Sacramento Municipal Utility District, hereinafter referred to as the District, is soliciting resumes for **ONE (1) CIVIL ENGINEERING SPECIALIST**.

This Request for Resumes provides instructions to contractors for submitting proposals and establishes terms and conditions under which the District will contract for such services.

Resumes will be due at **5:00 P. M.**, Local Time, **Tuesday, August 4, 2009** in the Supply Chain Services Office at the District at 6201 S Street, Sacramento, California.

All proposals must strictly conform to the requirements described in this Request for Resumes.

SACRAMENTO MUNICIPAL UTILITY DISTRICT

By: s/Oscar Santos

Name: Oscar Santos

Title: Sr Procurement Professional

Date: July 21, 2009

2. POSITION

The District has a requirement to fill the following Limited Term positions located in the District's Distribution Services Department, at 1708 59th Street, Sacramento, California, for the period shown below:

NO OF POSITION[S]	TITLES OF POSITIONS	START	END	SMUD SUPERVISOR
1	Civil Engineering Specialist	August 15, 2009	December 31, 2010	Chris Trinidad

The selected candidates must be physically able to perform the duties of the position and MAY be required to pass a District medical examination and a Fitness for Duty screening.

Proposers must confirm the availability of proposed candidates prior to submittal of resumes.

POSITION DESCRIPTION**ONE (1) CIVIL ENGINEERING SPECIALIST****Scope of Work:**

Contractor shall assist SMUD engineers and designers with the creation of multiple DCNs for the civil design/electrical design and construction of substations. The Contractor shall provide engineering resources capable of providing assistance to SMUD project managers to coordinate and complete the design, construction and improvements of several distribution substations and multiple transmission substation improvement projects. Work may include interfacing with consulting engineers, construction contractors, and inspectors in the field to provide support and oversight.

The Contractor will work in the Distribution Services business unit.

Required Skills:

Demonstrated experience in the civil design and construction of high voltage substations # 12kV, 69kV, 115kV and 230kV. Demonstrated experience with compiling specifications for substation construction materials including gravels, concrete, retaining walls, underground vaults, sump pumps, getaways, ducting, slurries, foundations, reinforcements, oil containments, easements and real estate issues, fencing, surveying, permitting, access/service roads, security, clearances, trenching, and underground installations. Demonstrated experience in creating substation design packages and bills of materials, and compiling design packages for construction of distribution and transmission substations. Demonstrated ability to complete design packages for SMUD and to assist SMUD project managers in the construction of SMUD substations is required. Specific skill sets of substation layout, preparation of conduit and grounding plans, foundation plans and details, and structural plans and details are required. Demonstrated experience in coordination of structural design with electrical design; electrical one-line and three-line diagrams; manufacturer cut sheets, one-line diagrams, and schematics is also required.

Candidates must have Twenty (20) years electrical power industry experience with demonstrated utility background and experience.

Candidates must have demonstrated Ten (10) years design experience for the design and construction of high voltage substations.

Candidate must have demonstrated Ten (10) years of field assessment experience.

Candidates must be proficient in the use of AutoCAD.

Desired Skills:

Skill to coordinate a cooperative and effective working relationship between District personnel, vendors and contractors and promotes quality workmanship and timely completion of tasks to avoid job interruptions. Ability to provide expertise in regulatory matters related to technical and operations disciplines including Hazmat and Environmental and Safety compliances.

Previous SMUD experience and understanding of the SMUD DCN process is desired, plus experience with SMUD construction standards and processes. Previous SMUD substation design experience is highly desirable. Suitable experience or demonstrated knowledge of industry specifications, industry design standards, and applicable codes for the design of high voltage substations is highly desirable.

The selected candidate must be physically able to perform the duties of the position and MAY be required to pass a District medical examination and a Fitness for Duty screening.

Proposers must confirm the availability of proposed candidates to work an estimated 1,800 hours over the contract period prior to submittal of resumes.

Contractor will be expected to work at District facilities on an as needed basis.

3. INSTRUCTIONS TO PROPOSERS

3.1. TIME AND MANNER OF SUBMISSION:

Resumes shall be submitted to and received by the District's Supply Chain Services office no later than **5:00 P. M.**, Local Time, **Tuesday, August 4, 2009**

Resumes must be enclosed in a sealed envelope and addressed as follows:

By Mail:

Sacramento Municipal Utility District
Supply Chain Services Office:
Attention: Oscar Santos (MS B204)
Request for Proposal No. **090260.OS**
PO Box 15830
6201 S Street
Sacramento, CA 95852-1830

By Overnight/Hand Delivery:

Sacramento Municipal Utility District
Supply Chain Services Office
Attention: Oscar Santos (MS B204)
Request for Proposal No. **090260.OS**
6201 S Street
Sacramento, CA 95817-1899

The proposal-mailing envelope must be clearly marked as a proposal responding to District Resume Request No. **090260.OS**; **ATTENTION:** Oscar Santos. The envelope shall also show the Contractor's name and address.

Each proposal shall give the full business address of the Proposer and shall be signed by an authorized official of the company. The name of each person signing the proposal shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the person signing on behalf of the Proposer shall be furnished.

All proposals submitted become the property of the District.

3.2. INFORMATION:

Questions regarding this Request for Resumes may be directed to:

Contact	CONTRACTUAL
Contact Name	Oscar Santos
Phone number	(916) 732-5616
FAX number	(916) 732-5601

3.3. RESUME EVALUATION AND SELECTION PROCESS:

Resumes will be evaluated based on the qualifications and experience criteria defined in the attached position description and the proposed billing rate. Only the best-qualified candidate[s] will be selected.

The SMUD supervisor will contact the Proposer to arrange for interviews. The District will not reimburse the Proposer or the prospective employees for costs associated with developing the proposal or for any interviews.

The right is reserved, as the interest of the District may require, to reject any or all proposals submitted and to waive any irregularity in the proposals received.

3.4. CONTRACT:

The District's standard contract is included in the Sample Contract section of this Resume Request. The District may reject proposals that contain exceptions to the Terms and Conditions included in the sample contract.

3.5. SAFETY PROGRAM

All Proposers shall execute and submit with their Proposal the form titled, ["Safety Compliance Certificate"](#). Submittal of this completed form will certify that the Proposer has:

- A. An effective Injury and Illness Prevention Program, which meets the requirements of all applicable laws and regulations, including but not limited to, California Labor Code Section 6401.7;
- B. Proposer agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by Proposer.

Such certification shall be made by the person with the authority and responsibility for implementing and administering Proposer's Injury and Illness Prevention Program.

4. SUBMITTAL REQUIREMENTS AND FORMS

TO FACILITATE THE DISTRICT'S PROPOSAL REVIEW PROCESS, IT IS REQUIRED THAT EACH PROPOSAL CONTAINS ALL OF THE INFORMATION WITHIN THIS SECTION AND IS ORGANIZED IN THE SEQUENCE THAT THE ITEMS APPEAR IN THIS SECTION.

THE PROPOSER SHALL SUBMIT THREE (3) COPIES OF THE PROPOSAL

4.1. CANDIDATE'S NAME:

4.2. SOCIAL SECURITY NUMBER: (May Be Requested Later)

4.3. TELEPHONE NUMBER:

4.4. CANDIDATE'S CURRENT ADDRESS:

**STREETADDRESS
CITY, STATE ZIP**

4.5. SALARY INFORMATION:

A. Standard Time Billing Rate: \$ per hour

B. Overtime Billing Rate: \$ per hour

4.6. CANDIDATE'S AVAILABILITY DATE:

4.7. RESUME OF WORK EXPERIENCE, EDUCATION AND TRAINING FOR THE PAST TWENTY YEARS:

A. Attach resume(s)

B. At least three employment references, including company names, contacts and telephone numbers.

4.8. EXCEPTIONS TO THE TERMS AND CONDITIONS OF THE ATTACHED CONTRACT:**PROPOSER:**

Company:		
Street Address:		
City:	State:	Zip:
Signed:		
Print Name:		
Title:		
Telephone:	Fax:	
Email:	Date:	

4.9. SAFETY COMPLIANCE CERTIFICATE

I, _____ the undersigned,

(Print Company Representative Name)

of

(Print Company Representative Title)

hereby certify the

(Print Company Name)

information contained herein and that undersigned is duly authorized to certify that:

- A. Contractor has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including, but not limited to, California Labor Code Section 6401.7. (This section does not apply if Contractor does not perform any work under this agreement within the State of California.) and
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=lab&group=06001-07000&file=6400-6413.5>
- B. Contractor agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by Contractor.
- C. The above-named person has the authority and responsibility for implementing and administering Contractor's Injury and Illness Prevention Program.

IN WITNESS WHEREOF, the undersigned has executed this Safety Compliance Certificate under the penalty of perjury of the laws of the State of California on:

Signed:
Print Name:
Date:

4.10. PROMPT PAYMENT PROGRAM

The District has a prompt payment program for small businesses which are certified by the State Department of General Services.

Under the program, the District will guarantee payment of invoices within 20 calendar days from the date of inspection and acceptance by the District or the date correct invoices are received, whichever is later.

If the District fails to meet the 20 calendar days payment guarantee, the small business will be paid interest on the unpaid invoice at prime plus 2% APR. Late interest payments, if applicable, will be made without an additional invoice from the small business.

To participate in this program, please indicate “prompt payment” below and provide evidence of certification with your bid.

Bidder is eligible for, and is requesting, a prompt payment program:

☐ YES ☐ NO

PROPOSER:

Company:
Signed:
Print Name:

4.11. MINORITY/WOMEN BUSINESS ENTERPRISE DECLARATION

(To be completed by all Minority or Woman Business Enterprise contractors, suppliers, and subcontractors)

(Print Company Name)

I hereby certify that the above named firm is a Minority/Women Business Enterprise **and have attached a copy of the firm's certification from:**

- ☐ California Department of Transportation
- ☐ Public Utilities Commission Clearinghouse
- ☐ Other (must meet Federal standards in 49CFR26)

Check the box that indicates the applicable Gender and Minority Code status of your firm from the list below:

Check	Code	Description	Check	Code	Description
☐	101	Black Male	☐	201	Black Female
☐	102	Asian Male	☐	202	Asian Female
☐	104	Hispanic Male	☐	204	Hispanic Female
☐	105	Caucasian Male	☐	205	Caucasian Female
☐	107	Native American Male	☐	207	Native American Female
☐	300	None of the above			

I hereby swear that I am duly authorized to legally act on behalf of the above named company.

Signed:
Print Name:
Date:

4.12. SEED PROGRAM SMALL BUSINESS DECLARATION

(To be completed by all Certified Small Businesses or Microbusinesses applying for the SEED Program)

To qualify for the SEED Program, a firm must be certified as a Small Business or Microbusiness by the California Department of General Services. In addition, the firm must qualify as a SMUD ratepayer for the preceding six months by receiving SMUD electric service at the physical address listed by the Department of General Services. If your firm or one of your proposed subcontractors qualifies under these criteria, please complete this form to receive SEED Program consideration. SMUD will validate all submitted information and determine the proposing firm's SEED Program qualification.

(Print Company Name)

I hereby certify that this firm qualifies for the SEED Program as defined above. This firm has been certified as a Small Business or Microbusiness by the California Department of General Services **and I have attached a current copy of the firm's certification.**

If your firm is not certified by DGS and you would like to become certified for future contracting opportunities please refer to <http://www.smud.org/suppliers/supplier/seed.html> or contact SMUD Supplier Diversity at (916) 732-5623.

I hereby swear that I am duly authorized to legally act on behalf of the above named company.

Signed:
Print Name:
Date:

5. SAMPLE CONTRACT

Note: The Sample Contract is attached as a separate document.