



**BOARD OF DIRECTORS  
EAST BAY MUNICIPAL UTILITY DISTRICT**

---

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

---

**Notice of Time Change**

**LEGISLATIVE/HUMAN RESOURCES  
COMMITTEE MEETING**

**9:00 a.m.**

**Tuesday, May 10, 2016**

Notice is hereby given that on Tuesday, May 10, 2016 the Legislative/Human Resources Committee Meeting of the Board of Directors has been rescheduled from 10:15 a.m. to 9:00 a.m. The meeting will be held in the Training Resource Center of the Administration Building, 375 - 11th Street, Oakland, California.

Dated: May 5, 2016

A handwritten signature in cursive script, reading 'Lynelle M. Lewis', is written over a horizontal line.

Lynelle M. Lewis  
Secretary of the District





**BOARD OF DIRECTORS  
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 – 11<sup>th</sup> Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA**

**Legislative/Human Resources Committee**

**Tuesday, May 10, 2016**

**9:00 a.m.**

**Training Resource Center**

**(Committee Members: Directors Patterson {Chair}, Coleman and Young)**

**ROLL CALL:**

**PUBLIC COMMENT:** The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

**DETERMINATION AND DISCUSSION:**

1. Electrical Contractor Pre-qualification Pilot Program (X. Irias)

**ADJOURNMENT:**

**Disability Notice**

*If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.*

**Document Availability**

*Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at [www.ebmud.com](http://www.ebmud.com).*



## EAST BAY MUNICIPAL UTILITY DISTRICT

---

DATE: May 5, 2016

MEMO TO: Board of Directors

THROUGH: Alexander R. Coate, General Manager *ARC*

FROM: Xavier J. Irias, Director of Engineering and Construction *Xavier*

SUBJECT: Electrical Contractor Pre-qualification Pilot Program

### INTRODUCTION

In an effort to streamline the District's bid selection process and further improve the quality of its electrical contract work, staff developed a pilot program to pre-qualify electrical contractors. An overview of the Electrical Contractor Pre-qualification Pilot Program will be provided at the May 10, 2016 Legislative/Human Resources Committee. This memo provides background information on pre-qualification, goals and highlights of the pilot program, and a timeline for next steps.

### BACKGROUND

Certain District construction projects, such as pumping plants and treatment plants, require installation of specialized electrical power and control systems and equipment. For facility projects involving complex electrical improvements, the District currently requires Supplemental Bidders' Qualification Requirements (BQR) in its contract documents.

While the BQR has helped, staff and prime contractors continue to observe issues with workmanship and execution of complicated electrical work. Some challenges encountered by the District and its prime contractors include electrical installations that did not meet National Electrical Contractors Association (NECA) standards for good workmanship and International Electrical Testing Association standards for best practices in commissioning major electrical work, which has resulted in additional work, delays, and/or increased costs. The pilot program will be an alternative to the BQR process as a way to ensure that key subcontractors are all well qualified. The pilot will be used on selected capital projects that have complex electrical components, (e.g. pumping plant and water treatment plant improvement projects) scheduled for award in fiscal years 2017-2018.

### DISCUSSION

In 1999, the California State Legislature enacted Public Contract Code Section 20101, which allows public agencies to establish pre-qualification requirements for potential bidders who wish

to bid on public works projects. The law does not mandate any public agency to adopt a pre-qualification system. The Code also required the Department of Industrial Relations (DIR) to develop a standardized questionnaire and model guidelines for rating bidders. This questionnaire and scoring guidelines provide the basis for the District's pre-qualification application.

District staff conducted a series of internal workshops with stakeholders to review the DIR model language to ensure applicability and to address electrical qualifications specifically. When developing the requirements of its pilot program, staff reviewed sample electrical subcontractor pre-qualification documents from other public utilities that have successfully implemented similar programs, including the Sacramento Regional County Sanitation District and the San Francisco Public Utilities Commission. Staff also solicited input from external stakeholders, including District contractors and subcontractors. Following the review, staff updated the pre-qualification document accordingly. In addition, staff reached out to a member of NECA, as a representative of the electrical construction industry, to discuss the District's upcoming efforts to implement a pre-qualification pilot program, provide some highlights of the pilot, and explain the goals of the program. NECA was supportive of the District's efforts to launch a pilot.

The District's Request for Pre-qualification (RFPRe) includes safety plan requirements and an evaluation of recent project experience. Recent project experience review ensures that bidders have completed projects of an appropriate or comparable size.

## **NEXT STEPS**

The RFPRe application will be issued to contractors in May 2016 on a pilot basis. Contractors will have six weeks to prepare a pre-qualification response, and the District anticipates developing a list of pre-qualified electrical contractors by August 2016.

The first project scheduled to use the electrical subcontractor pre-qualified list is the *Faria Pumping Plant and Faria No. 1 and No. 2 Reservoirs Project*, which is scheduled to advertise in September 2016. The pre-qualified list will remain available for use on selected projects for up to two years. At that time, effectiveness of the pre-qualification process will be evaluated and another RFPRe may be issued based on the results of the assessment and pilot pre-qualification period.

ARC:SVT:dvc