



**PUBLIC SERVICE OF OKLAHOMA
FORT SILL
PHOTOVOLTAIC SOLAR WORK**

**INSTRUCTIONS FOR BIDDER QUALIFICATIONS
for
PV SOLAR - ENGINEERING, PROCUREMENT &
CONSTRUCTION
SPECIFICATION FS-LC-0003 Rv. A**

REVISION 0, SEPTEMBER 7, 2022

Table of Contents

| | | |
|------------|--|----------|
| 1.0 | QUALIFICATION FORMS AND REQUIREMENTS..... | 3 |
| 1.1 | General..... | 3 |
| 1.2 | Qualifications Cover Letter | 3 |
| 1.3 | Form Q - Bidder Qualifications Response | 3 |
| 1.4 | Form S – Safety Statistics Form..... | 3 |
| 2.0 | This Section not in use. | 3 |
| 3.0 | BIDDER QUALIFICATIONS SUBMITTAL | 3 |
| 4.0 | TECHNICAL CONFERENCE..... | 4 |
| 5.0 | DISCLOSURE | 4 |
| 6.0 | EVALUATION PROCESS AND CRITERIA..... | 4 |

1.0 QUALIFICATION FORMS AND REQUIREMENTS

1.1 General

- 1.1.1 Qualification forms are included in native electronic format. Forms shall be completed and submitted in electronic format.
- 1.1.2 Qualifications forms must be used without altering, modifying or editing.
- 1.1.3 Qualifications must be typewritten. No alterations or corrections of Contractor's submitted information will be permitted unless initialed and dated adjacent thereto.
- 1.1.4 When doubt exists in the mind of Contractor as to the true meaning of any part of the Documents, Contractor shall request Owner's interpretation thereof. Such request shall be directed to the responsible Contract Analyst as noted on the invitation letter. If written interpretations are required in response to Contractor inquiries, or if Owner initiated clarifications and corrections are made, then they will be posted to PSO public website. Owner assumes no other responsibility for explanations or interpretations of the documents.

1.2 Qualifications Cover Letter

- 1.2.1 The Qualifications Cover Letter must be completely filled out and submitted with the proposal on Contractor's letterhead. The Qualifications Cover Sheet shall be page number 1 of Contractor's submittal.

1.3 Form Q - Bidder Qualifications Response

- 1.3.1 Bidder shall complete the Form Q indicating their qualifications to receive a Final Proposal and bid the Work. Bidder's response must be "YES" to all items (excluding items 4.2 and 4.3) to be qualified to bid the Work.

1.4 Form S – Safety Statistics Form

- 1.4.1 Bidder shall submit a completed Form S - Safety Statistics Form with its proposal.
- 1.4.2 The safety statistics shall be submitted for the most current year and three (3) years prior period for which they are available.

2.0 This Section not in use.

3.0 BIDDER QUALIFICATIONS SUBMITTAL

- 3.1 The Qualifications Submittal shall establish prima facie evidence that Contractor has read the Scope of Work document, including Appendixes 1, 2 and 4.
- 3.2 Bidders Qualifications submittal shall include the following completed documents: 1) Qualifications Cover Letter utilizing the Owner provided template; 2) Form Q; and 3) Form S. Bidders with interest in further consideration for this project and the Final RFP shall submit these documents via electronic mail only to: PSOFtSiilIPVSOLAR@aep.com by **September 21, 2022 (4pm EST)**.
- 3.3 Late Submittals will not be accepted unless unusual and extraordinary circumstances exist as determined by Owner's sole discretion.

3.4 Proposals will not be accepted by telephone, facsimile, electronic mail, U.S. Mail or other courier services.

4.0 TECHNICAL CONFERENCE

4.1 A Technical Conference will be conducted on **Wednesday September 14, 2022 from 9am-11am (EST)**. Owner will post call-in information (only) for interested participants. Items which may be covered at this meeting are:

- Review of the Draft Scope of Work Specification FS-LC-0003 Rev.A;
- Review of the Instructions for Bidder Qualifications Rev. 0 dated **September 7, 2022** and associated documents;

5.0 DISCLOSURE

5.1 After the qualifications for the Final RFP Eligibility are reviewed and Final RFP is issued for bid, all unqualified Bidders shall be promptly notified by Owner via electronic mail.

6.0 EVALUATION PROCESS AND CRITERIA

Bidder's submitted qualifications will be evaluated and qualified on a pass/fail in accordance with the following criteria. Failure to meet any one (1) of the requirements indicated below will result in the Bidder being disqualified from this Event.

6.1 Safety

In accordance with the parameters set forth on Owner's Form S, Bidders shall satisfy the following minimum requirements:

- $EMR \leq 1.0$ for Bidding Entity
- $TRIR \leq 2.0$ for Bidding Entity
- $DART \leq 0.46$ for Bidding Entity
- Fatalities = 0 for Bidding Entity (since and including 2016)

6.2 Technical Competency and Utility Experience

- Bidder has successfully served as the EPC Contractor and completed (through start-up & commissioning) at least three (3) utility-scale EPC Solar projects in the last ten (10) years.

6.3 Key Milestone Schedule

- Bidder acknowledges and accepts the Key Milestone Schedule in Section 6.1.1 of the Specification FS-LC-0003 Rev. A.
- Bidder agrees to hold any/all pricing furnished firm (without escalation) for the duration of the Work performed in accordance with the Key Milestone Schedule in Section 6.1.1 of Specification FS-LC-0003 Rev. A.

6.6 SAP Ariba Sourcing Tool

- Bidder understands and agrees that the Final RFP will be issued through the SAP Ariba Sourcing tool which will require an Ariba cloud account AND establishment of a Customer Requested Profile for access to the AEP designated information in Ariba.