

**Addendum 3**  
**To RFP 22-1008 for Single Line Diagram and Arc Flash Analysis**  
**Questions and Answers**

*Issued on March 30, 2022*

RFI #	Question/RFI	Answer/Clarification
1.	Will The San Diego Convention Center Corporation ("Corporation") allow hot work, or will everything need to be shut down before performing work?	Corporation prefers the work to be done when the system is de-energized. However, due to events, the shutdowns should be kept to a minimum and will require night work. <b><u>Please include proposed shutdown dates in your Project Schedule submittal.</u></b>
2.	What does Corporation consider non-invasive work?	Anything not requiring the removal of panels.
3.	Which vaults feed which buildings?	There are three vaults at the San Diego Convention Center: 1. West Vault - located in West Building and feeds West Building 2. West/East Vault - located in West Building and feeds East Building 3. East Vault - located in East Building and feeds East Building
4.	The scope of work includes a revised panel schedule. Is it the Contractor's responsibility to create a new panel schedule for any breaker panels that did not have a panel schedule before?	All panels have schedules listed, but not documented. Contractor shall create documentation for all panel schedules. No circuit tracing is required.
5.	Which software is acceptable for the arc flash analysis?	All arc flash analysis software will be accepted. <b><u>Please note which arc flash analysis software will be used in your bid.</u></b> Note: simply using NFPA 70E Task Tables to determine Hazard Classification is not acceptable.
6.	Is the SDG&E Room located in the West Vault included in the scope of work?	No, the SDG&E rooms are excluded from this scope of work.
7.	Are the transformer layouts identical throughout the Mezzanine level?	Please refer to the building plans. E3.1 - E3.12 on the West Building As-Builts and EP2-1 - EP2-3R on the East Building As-Builts. A copy of West Building As-Builts and East Building As-Builts will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com.

8.	Are the transformer layouts identical for the Mezzanine and Upper level?	Please refer to the building plans. E3.1 - E3.12 on the West Building As-Builts and EP2-1 - EP2-3R on the East Building As-Builts. A copy of West Building As-Builts and East Building As-Builts will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com.
9.	What is the cutoff line for electrical infrastructure that belongs to Corporation vs. what belongs to SDG&E?	In the West Building, Corporation is responsible for everything except the SCADA rooms in the two vaults. In the East Building, Corporation is responsible for everything inside the building; the transformers near Convention Way at the Contractor's Entrance are SDG&E's responsibility. Copies of the diagrams that outline the responsibilities will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com.
10.	Do you have files available for relay settings? Are there any relay settings that need to be modified?	No files are currently available for the relay settings besides manufacturers' specifications. Contractor shall make note of settings that are recommended for modifications. No modifications shall be made as part of this scope of work.
11.	Should Contractor assume that the over/under loaded portion of the panel schedule will change based on event activity?	Yes.
12.	Is Contractor responsible for equipment recommendations?	It is not required, but recommendations may be included within the final report.
13.	Will Corporation provide someone from their electrical staff to assist with access to rooms while Contractor is onsite?	Yes, Corporation will provide a representative to assist with access. Please coordinate with Corporation before arriving onsite.
14.	Does Corporation have any MOP requirements?	Corporation does not have any MCA (Minimum Circuit Amps) or MOP (Maximum Over-Current Protection) requirements. If there are any recommendations or issues identified during the analysis, please include these in the final report. Calculations for MCA and MOP shall be per the requirements of NFPA 70, National Electric Code (NEC), and CSA C22.1. VFDs must be taken into consideration for calculations if applicable.

15.	What locations were visited during the mandatory pre-bid site walk?	1. East Vault in West Building 2. West Vault 3. Central Plant 4. Electric Room across from meeting room 16 5. Sails transformer room 6. MDA West 7. MDA East 8. East Vault in East Building
16.	Is the Sails Pavilion on the existing single line diagram?	No.
17.	How many transformers does the Sails Pavilion have?	Five (5) transformers feed the Sails Pavilion.
18.	How many vaults are in the front of the building?	Two (2) - West Building/West Vault & West Building/East Vault.
19.	Are VFD's from the West Building on the existing single line diagram?	No, VFDs are not included on the existing West or East Building single line diagrams.
20.	Confirm that the short circuit study and arc flash study is from source to panel/panelboard level only.	The intent of the Arc Flash Hazard Study is to determine hazards that exist at each major piece of electrical equipment. <b><u>Please provide the total number of arc flash labels (locations with calculations) that will be supplied for this project in your bid.</u></b> A short circuit, protective device coordination, and arc flash study shall be performed from source to panel/panelboard, switchboard, ATs, transformers, and meter socket (essentially infrastructure where electrical workers may need to perform work while equipment is energized).
21.	Regarding the revision of the panel schedules, are we to trace all branch circuits down to the load it serves? Confirm all spares? Trace unidentified loads? For bidding purposes, how many branch circuits?	See answer from RFI #4. Circuit tracing is not required.
22.	RFP states to identify under/over powered panels. Is load monitoring required for panels to determine existing load?	Existing load shall be determined based on the maximum wattage of the circuits within the panel.
23.	After identifying the panel schedule, do the floor plans need to be updated too?	No floor plans are to be updated in this RFP. This will be a separate RFP effort.

24.	When identifying circuit breaker sizes and conductor sizes, this may require to open up switchboards/panels. Will this require an outage? Or can this be done hot with a licensed electrician with proper PPE?	Corporation prefers the work to be done when the system is de-energized. However, due to events, the shutdowns should be kept to a minimum and will require night work.
25.	Does the update of the single line diagram include all HVAC equipment?	Yes.
26.	Is SKM Powertools acceptable software for the short circuit and arc flash studies?	Yes.
27.	It was stated in the site walk that panel board revisions are only required for the West building. Please confirm.	Panel board revisions will be required in both the East and West Buildings.
28.	Will a copy of the sign-in sheet from the mandatory pre-bid site walk be provided?	A copy of the site walk sign-in sheet will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com
29.	Section 3 – Scope of Work Paragraph 23, Contents V. requires a training program. Please indicate the number of hours anticipated, the number of people to be trained and the additional materials that will be required, or if you would like for us to propose the details of the training program?	<p>The training program should taken guidance from Article 110.2 of NFPA 70E 2018. A completion certificate following the guidelines listed in NFPA Article 110.2(D) for each individual who attended the training: "This documentation shall be made when the employee demonstrates proficiency in the work practices involved and shall be maintained for the duration of the employee's employment. The documentation shall contain the content of the training, each employee's name, and dates of training."</p> <p>Training shall be at least four hours in length, with an estimated attendance of 15 people. Contractor shall propose the details of the training program and structure (powerpoint, exam, simulations, etc.).</p>
30.	Section 3 – Scope of Work Paragraph I, 3rd subparagraph, bullet point 9, indicates the SLD information must include motor horse powers. Will that include all motors on the property, or do you have any minimum horsepower rating that you would like us to include the study?	The motor horse power is no longer a requirement for the SLD within the scope of work.

31.	Section 3 – Scope of Work Paragraph III, 3rd subparagraph, implies that floor plans are to be developed indicating locations of all electrical equipment. If so, will building record drawings be provided in AutoCAD format?	"Plan" in this paragraph is referring to the single line diagram. No floor plans are to be updated as part of this RFP. This will be a separate RFP effort.
32.	Section 3 – Scope of Work Paragraph IV, first subparagraph item #5. Who is responsible for the inventory of the existing PPE?	Corporation's Engineering Department.
33.	Section 3 – Scope of Work Paragraph V, sub paragraph 2 indicates working hours 8 am – 5 pm. Please confirm that is Monday through Friday and no weekend work is allowed or desired.	No weekend work, but night work may be required for de-energization.
34.	Will "Hot Work" be allowed in order to open electrical equipment to obtain and verify field data. If not, how long in advance will Corporation require notice of any shutdowns? During shutdowns, will temporary generators be required?	Corporation prefers the work to be done when the system is de-energized. However, due to events, the shutdowns should be kept to a minimum and will require night work. Advance notice of 30 days is required for any shutdowns. Temporary generators will not be required – Corporation has backup generators.
35.	Does Corporation have a predetermined schedule for this project for the May 1 - June 30 dates, or would you like us to include a proposed schedule in our proposal response for each area to be worked in?	Contractor shall propose a schedule providing the dates for each activity/milestone and include proposed dates for shutdowns.
36.	Will Corporation be distributing an event calendar to coordinate with?	A detailed event calendar will be sent to the awarded contractor. However, please refer to the SDCCC website for a general list of events/dates: <a href="http://visitsandiego.com">Calendar - San Diego Convention Center (visitsandiego.com)</a>
37.	Will an escort be required 100% of the time in each of the areas to be worked in?	An escort will be provided to grant access to the locations (such as vaults, transformer rooms, etc).
38.	Will there be access limitations due to any events?	Contractor shall coordinate with Corporation the locations and days for visits to avoid interfering with scheduled events. Only potential limitations regarding de-energization timeframes.

39.	Has a previous Power System Study ever been performed on the Convention Center's electrical system, or even a part of it? If so, is any of that study available?	SDG&E completed a power quality monitoring report with usage dates from 2017-2018. A copy of the quality monitoring report will be provided upon request by e-mailing Shane Young at: shane.young@visitsandiego.com.
40.	Have any Overcurrent Protective Device logs ever been created documenting breaker/relay settings, PM efforts, exercising, or other potential useful information that may contribute to the Power System Study?	No.
41.	Have any thermal scans been performed in the past? If so, is this data available to us?	No.
42.	It was noticed the last preventative maintenance was performed back in 2016 in some areas. Does Corporation have any plans to perform any preventative maintenance before, during, or after this Single Line Diagram and Arc Flash Study effort? Coordinating outages and efforts may be beneficial to the Convention Center.	No.
43.	SKM PowerTools is the leading Power System Study software used in the industry. Does the Convention Center have any stipulations on the software used other than IEEE Std 315-1975, ANSI Y32.9, NFPA 70E, and IEEE 1584 standards?	All arc flash analysis software will be accepted. Note: simply using NFPA 70E Task Tables to determine Hazard Classification is not acceptable.
44.	We would like to confirm that a useful Single Line Diagram is desired in AutoCAD/PDF format, that will be in addition to the Single Line Diagram created by the Power System Study software, and what version of AutoCAD you would like the file to be saved as?	The new Single Line Diagrams shall be delivered in AutoCAD, PDF, and the file created by the Power System Study software. AutoCAD version 22 or later.
45.	To what degree do we need to trace any branch circuits for the Revised Panel Schedules?	No circuit tracing is required.
46.	Will the Convention Center obtain the starting fault current values from SDG&E, or would you like us to obtain that information?	The starting fault current values are 2500 KVA.
47.	Will submittal data be provided to us on the existing chillers and other large HVAC/motor contribution equipment?	A list of the major equipment with the manufacturer and model number will be provided to the winning Contractor.

48.	Please confirm that any discrepancies in the electrical system will be captured as recommendations in the report (ie panelboards rated less than available fault current, or breaker settings needing adjustment, etc.)?	Yes, any discrepancies or concerns with Corporation's electric system are to be captured as recommendations in the final report and shall be discussed with Corporation personnel.
49.	Has Corporation ever experienced any unplanned outages that were not utility company related?	No.
50.	Is it part of this effort to determine if any electrical equipment is undersized for any load being supplied? If so, will utility meter data be provided to us? Do you foresee any need for load recorders to be placed on the system to obtain any load or power quality data?	No. Existing load shall be determined based on the maximum wattage of the circuits within the panel.
51.	What is the total building square footage, including all floors?	2.6 million square feet.
52.	Is the expectation for updating panel schedules on the West building to include circuit tracing of all single-phase loads? Will this be allowed during regular working hours, or will this have to be scheduled around events?	No.
53.	The RFP states "Project shall commence on May 1, 2022, and must be completed no later than June 30, 2022" Is this a firm timeline? Projects of this magnitude generally take much longer to complete.	The May 1 through June 30, 2022 dates were for budgetary purposes. If the proposed schedule passes the June 30 date, this will be accepted. However, please lists the tasks within the schedule detailing the estimated completion date.
54.	Is there an approximate number of classes and attendees that you would like to have attended the training?	Please refer to the answer from RFI #29. One class is to be offered.
55.	Is there an expectation for MOPs to be developed for accessing live equipment or energizing/de-energizing equipment? If so, who would be responsible for developing this MOP?	Please refer to the answers on RFI #1 and RFI #14.
56.	In the Schedule & Hours or Work section, the statement "Any work requiring a shutdown of equipment shall be scheduled as overnight work." Could you please clarify what equipment is applicable to this statement?	Please refer to the answer on RFI #1. Any work that requires the removal of a panel will need to be de-energized before opening.

57.	Are the installed relay protection settings available?	No files are currently available for the relay settings besides manufacturers' specifications. Contractor shall make note of settings that are recommended for modifications. No modifications shall be made as part of this scope of work.
58.	To what extent of equipment must Arc Flash Labels be installed on? (I.e. down to panelboard or disconnect etc.)	Please refer to the answer on RFI #20.
59.	In the Single-Line Diagram section the statement that digital AutoCAD (.dwg) files must be submitted. Would it be acceptable to submit digital single line drawings from the power system analysis software (i.e. SKM).	The new Single Line Diagrams shall be delivered in AutoCAD, PDF, and the file created by the Power System Study software. AutoCAD version 22 or later.

**Please Note:** This Addendum adds three (3) new submittal items that need to be included in Contractor's bid:

- Proposed shutdown dates on the Project Schedule submittal.
- Proposed arc flash analysis software.
- Number of arc flash labels that will be supplied.