

**CITY OF SPRINGVILLE, UTAH
WATER DEPARTMENT REMODEL and ADDITION**

**REQUEST FOR QUALIFICATIONS TO COMPLETE A NEW
CONSTRUCTION AT**

**Springville Public Works Compound
909 East 400 South
Springville, UT 84663**

August 31, 2012

NOTICE

Addenda to the Request for Qualifications (RFQ), if issued, will be on file in the office of the City. In addition, all Addenda(s) will be available to each person who received copies of the RFQ through bidsync. It is the responsibility of all parties submitting responses to the RFQ to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFQ documents and all respondents shall be bound by such Addenda, whether or not received by the respondents.

GENERAL DESCRIPTION

The City of Springville, Utah (City) is seeking qualifications from interested general contractors (Contractors) to complete a new construction and remodel of the Water Department Building. The site of this project is 909 East 400 South, Springville, Utah, 84663. It is anticipated that the project will use an AIA A101-2007 Owner – General Contractor Agreement, including minor modifications to comply with Utah State Codes. All work is to be completed by March 12, 2013.

SCOPE OF WORK

The Contract shall include, among other things, the following:

- a. Demolish existing metal building (approximately 1,280 square feet).
- b. Complete new construction of the proposed metal building (approximately 2,235 square feet) and addition (approximately 1,461 square feet) to the existing CMU building.
- c. Complete remodel of existing CMU building (approximately 800 square feet).
- d. Full construction administration, including submittals, construction meetings with the owner and architect twice a month, clear schedule definition, and continual coordination with owner.
- e. The furnishing of a standard, single-wide construction trailer for use by the water department personnel during construction, including power, is required.
- f. Strict attention to safety of Contractor personnel, as well as water department employees and others that will be utilizing the same general facility area.
- g. Close attention to value engineering (saving money) and strict attention to the reduction of cost over runs.

REQUEST FOR QUALIFICATIONS/PROPOSAL PROCESS

The City, with the assistance of Curtis Miner Architecture (CMA), will pre-qualify all general contractors who submit responsive bids for this project.

As part of the proposal to the City, all interested bidders must submit their company's qualifications relating to this project. The City shall utilize this RFQ as the primary means to evaluate the responses from interested and qualified Contractors. Such qualifications are further described below (See Proposal Contents). Submittals will be ranked by City Administrative Staff, and

representatives from the Architect Team, as well as others that may be invited. The 3-5 highest ranking firms that supply responsive bids with adequate qualifications will then be invited to prepare bids to complete required services on this project. The prequalified Contractor who submits the most qualified, responsive and acceptable bid as determined in the sole discretion of the City shall be awarded the contract.

This document generally describes required work tasks, states minimum information to be provided in the RFQ response, and summarizes the standards used to evaluate each response.

We do not intend to limit content or exclude relevant or essential information your company might deem appropriate for the submittal.

PROJECT SCHEDULE

RFQ to Contractors:	Tuesday, September 4, 2012
Response to RFQ Due:	Wednesday, September 12, 2012
Selection of Qualified Contractors:	Thursday, September 13, 2012
Release Documents for Bidding:	Friday, September 14, 2012
Bids Due:	Thursday, September 27 @ 3:00 p.m.
Award Contract:	Tuesday, October 2, 2012 – City Council
Estimated Start Date:	Tuesday, October 9, 2012
Estimated Substantial Completion:	Tuesday, February 19, 2013
Estimated Completion:	Tuesday, March 12, 2013

REQUEST FOR QUALIFICATIONS (RFQ)

The City shall utilize this RFQ as the primary means to evaluate the responses from interested and qualified Contractor(s). Such qualifications are further described in detail in this RFQ. Each responding firm is expected to submit sufficient information to enable City Administrative Staff and the Architect Team to judge the firm’s capabilities and qualifications. As a minimum, the Agency requires each Contractor’s response to include the following information:

I. Summary Statement

Provide a brief description and history of your company, your company’s financial strength, how long you have been in business in Utah, contact name, contractor license number, address, phone, fax, and email. Each submitting firm must have a minimum of five (5) years experience as a company providing the services described herein. Submit a statement of the company’s approach and management plan for working in tight, confined areas while keeping some functions of the Owner operating during construction. The plan should include the proposer’s recommendations for site management, including site

access, safety and security; project staffing; project phasing, as identified in the specification document, project scheduling, including pre-construction activities, a schedule of the work and transition/occupancy items; warranty coverage; project reporting/meetings/records; project budget estimating; and management plans.

II. Similar Project Experience, References

Demonstrate a proven record of accomplishment of significant experience on similar projects. For each sample project submitted, submit a written statement on items (a. - e.) below, as well as three references:

- a. Client satisfaction.
- b. Subcontractor supervision.
- c. Bid price vs. final cost.
- d. Response to warranty items that need work.
- e. Were any claims or disputes filed? (If yes, explain.)

III. Work Force/Company Capabilities

Demonstration of work force capable of performing this project:

- a. Staff assigned to work on the project: including the principal in charge, project manager, estimator, superintendent, and foreman, if applicable. Indicate percentage of PMs time expected to be dedicated to the project over the course of the project.
- b. Describe the company's Safety Policy and specify how the policy is followed.
- c. Identify the "On-Site" construction superintendent who will have responsibility to perform and manage all work at the site. Submit a resume showing at least ten (10) years experience, including experience as prime contractor supervisor, if applicable.
- d. Provide a statement of commitment for the above listed individuals. By listing the individuals, the firm is making the commitment that these are the individuals who will be assigned to the project.

IV. Related Experience

Provide relevant experience in similar construction types:

- a. Eliminate all narrative.
- b. Explain any related experience.

- c. Explain costs and timeframes.

V. Additional Requirements

- a. Proof of insurance coverage; the Agency requires that the Contractor, at his own cost, secure and maintain insurance as summarized below:
 - 1) Worker's compensation and employer's liability insurance sufficient to cover all of Contractor's employees pursuant to Utah State statutes.
 - 2) Professional liability insurance in an amount not less than \$1,000,000.00 per claim.
 - 3) Commercial general liability insurance with the Agency included as an additional insured, in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 general aggregate.
 - 4) Commercial automobile liability insurance that provides coverage for owned, hired, and non-owned automobiles in the minimum amount of \$1,000,000 per occurrence.
 - 5) Contractor shall furnish Certificates of Insurance, acceptable to the Agency, verifying the foregoing concurrent with the execution hereof and thereafter as required. Each certificate shall name the Agency as an additional insured. All policies of insurance provided shall be issued by insurance companies licensed to do business in the State of Utah.
- b. Certification proving the Contractor's capability of being bonded in the amount of 5% of bid amount.

SUBMITTAL DUE DATE

Five (5) copies of the submittal are due at:

City of Springville
City Hall
110 South Main Street
Springville, UT 84663

Submittals are due no later than 3:00 p.m. mountain time on Wednesday, September 12, 2012. Responses received after this deadline will be late and ineligible for consideration. Only those responses, which are received in a timely fashion as set forth in this RFQ, will be evaluated.

The City of Springville will determine the acceptability of submitted proposals. The City reserves, at its sole discretion, the right to reject any or all proposals or Final Proposal received, to waive any submission requirements contained within this RFQ, or to waive any irregularities in any submitted proposal.

EVALUATION

(This form is for CHRC use in evaluating Contractor Responses. It is provided here to indicate how Responses will be scored.)

Evaluation Criteria Score Sheet
City of Springville – Repairs and Restoration
Pre-Qualification of Contractors

Qualifying Requirements (the following items must be satisfied prior to scoring for each submittal):

- Five copies of proposal by deadline
- Three references for past similar projects within last five (5) years
- Resume of “On-Site” Construction Supervisor with minimum ten (10) years experience
- Proof of insurance (as specified in Section V)
- Proof of bonding capacity in the amount of 5% of bid amount.

<i>Contracting Firm:</i> _____	
EVALUATION CRITERIA	POINTS
1. Summary Statement (minimum 10 years experience) Rate between 0 and 10	
2.(a) Reference Reports – Client Satisfaction Rate between 0 and 10	
2.(b) Reference Reports – Subcontractor Supervision Rate between 0 and 10	
2.(c) Reference Reports – Bid Price vs. Final Cost Rate between 0 and 10	
2.(d) Reference Reports – Warranty Response Rate between 0 and 10	
3.(a) Staff Available to Work on Project Rate between 0 and 10	
3.(b) Safety Policy Rate between 0 and 10	
3.(c) “On-Site” Superintendent Rate between 0 and 10	
4. Related Experience Rate between 0 and 10	
5. Other Considerations Rate between 0 and 10	
TOTAL (Possible Points = 100)	

ADDITIONAL INFORMATION

Additional provisions to this RFQ include:

I. Consideration of Responses

Each initial response should set forth the Contractor's most favorable capabilities. The City of Springville reserves the right to reject any or all responses to this RFQ. The selection will be based on the criteria contained herein by the Selection Committee.

II. Incurring Costs

The City will not be liable for any cost that contractors may incur in the preparation of their responses. Responses should be concise, straightforward, and prepared simply and economically. Additional information (i.e., information not requested in this RFQ) is not necessary, however the Agency will not limit the bidder's content or exclude any relevant or essential data there from.

III. Addendum to the RFQ

Addenda to the Request for Qualifications, if issued, will be on file in the office of the Agency. In addition, all Addenda will be e-mailed and/or faxed to each person who received copies of the RFQ provided they enter their name and address on the list maintained by the Agency for such purpose. It is the responsibility of all parties submitting responses to the RFQ to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFQ documents and all respondents shall be bound by such Addenda, whether or not received by the respondents.

IV. Response Format

The format of the response shall be at the discretion of the Contractor, but is expected to contain all of the information required under this REQUEST FOR QUALIFICATIONS. Each response submitted should be concise and easily understood and referenced to the work required. Each requirement of this RFQ should be clearly addressed.

QUALIFICATIONS AND PROPOSAL COORDINATOR

For additional information concerning this Request for Qualifications, interested parties may contact the City of Springville c/o Jeff Anderson, City Engineer, P.E., e-mail JAnderson@springville.org, telephone number (801) 491-2780.