

INSTRUCTIONS FOR COMPLETING THE PRE-QUALIFICATION APPLICATION

Thank you for your interest in pre-qualifying to bid on the North Metro Fire Rescue District New/Remodel to Fire Station No. 63. Please read these instructions in their entirety before completing the attached pre-qualification application. **Completed and sealed pre-qualification applications must be received by the Fire District at the Fire District's administrative office located at 101 Spader Way, Broomfield, Colorado 80020; (303) 452.9910 on or before 4:00 p.m. on Thursday February 16, 2017. Please submit five pre-qualification submittals.**

Pre-qualification of bidders will be reviewed and determined by the Fire District based upon the submitted pre-qualification application, and any other information available to the Fire District. The Fire District may ask a contractor to submit additional information pertinent to the Application. The Fire District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the contractor.

The Fire District has the sole discretion to determine issues of compliance and to determine whether a contractor's application is complete and responsive. The Fire District will determine a contractor's quality, fitness and capacity to perform the project satisfactorily. The Fire District's decision on pre-qualification will be based on the evaluation of several factors including but not limited to the following:

1. Construction Experience on Comparable Projects
2. Litigation/Arbitration History
3. Project Personnel
4. Insurance Requirements
5. Bonding Information
6. Financial Information

In addition to being disqualified for failure to meet the Fire District's criteria, a contractor may be automatically disqualified for any one of the following:

1. Omission of requested information
2. Falsification of information
3. Lack of bondability
4. Lack of insurability
5. Lack of Declaration under penalty of perjury of Application by a duly authorized officer of the firm.
6. Lack of experience in constructing comparable projects

The contractor qualified and selected for this project shall be subject to and must fully comply with all of the requirements of the bidding documents including but not limited to the provision of a Payment and a Performance Bond, a delay damages clause, statutory retainage, and entering into an Owner-Contractor Agreement acceptable to the Fire District.

Any contractor who fails to answer all of the questions and provide all requested information, or who submits an incomplete and/or unclear pre-qualification application may be disqualified from bidding on the project.

PRE-QUALIFICATION APPLICATION

Project: Fire District's New/Remodel to Fire Station No. 63

Description: The existing wood "house" structure will be renovated while the existing apparatus bays will be demolished for the construction of a new apparatus bay and second level living quarters. The existing concrete emergency apron will be removed and relocated to allow for the discharge of vehicles to the east. Landscaping is part of this project.

Architect: Allred & Associates

Estimated Cost of Construction: \$2,500,000.00

Estimated Construction Period: March 2017 – November 2017

I. GENERAL INFORMATION

Firm/Contractor Name:

Business Address:

Telephone: _____

Fax: _____

E-mail: _____

Type of Firm: Corporation: _____ Proprietorship: _____ Partnership: _____ Joint Venture: _____

Other (please describe): _____

Number of years in business under firm name: _____

Full names of firm's owners (> 10% ownership), officers and managing employees:

Has the firm changed its name within the past 3 years?

If yes, provide former name(s): _____.

(Copy this application and answer the questions in Sections I through VIII for each former firm name and attach to the current firm's application.)

Within the last three years, has there been any changes in control/ownership of the firm?

If yes, explain.

Name and title of person completing this application: _____

II. CONSTRUCTION EXPERIENCE

Has your firm successfully completed at least three (3) comparable projects within the last ten years?

The Fire District seeks general contractors with experience in the scope of work described in this document in the completion of comparable Fire Stations or other public facilities. Comparable projects shall include the following elements **including the year that the project was completed:**

New Fire Stations
Additions/Alterations of Fire Stations
Construction during Operational Fire Stations
City of Northglenn Projects

Listed projects must have been managed and constructed under the on-going business enterprise submitted for pre-qualification. Projects completed by employees for former employers are not acceptable.

Submit the following *Project Data Sheet* for **each project** submitted as evidence of your firm's general contractor experience.

PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted.)

If the entity submitting this pre-qualification application is a joint venture, the joint venture entity itself must demonstrate the required previous construction experience as a joint venture. Joint venture teams newly formed to pursue this pre-qualification opportunity are not eligible for pre-qualification. Listed projects must have been managed and constructed by the business entity submitted for pre-qualification.

1. Project Name:
2. Project Location:
3. Project Description:
4. Construction Type:
5. Size (gross sq. ft.):
6. Business name of entity that constructed and managed this project:
7. How is this project comparable to this Fire District's project?
8. Was the project completed within budget?
Cost At Bid: \$ _____
Cost At Completion: \$ _____
Explanation: _____
9. For any differing amount between cost at completion and cost at bid, distribute the sources and/or causes of the changes into the following categories:
Document Problems: \$ _____
Unforeseen Conditions: \$ _____
Owner Generated Scope: \$ _____
Regulatory Agency: \$ _____
Other (explain): \$ _____
10. Was construction of the project begun and completed within the last 6 years?
YES ___ NO ___
11. Was the project completed within the original contract time or the adjusted contract time?
YES ___ NO ___

- a. Contract Time at bid date (Number of calendar days) _____
 - b. Formally adjusted Contract Time (Number of calendar days; if not adjusted, state "Not Applicable") _____
 - c. Actual Elapsed Time between issuance of Notice To Proceed and date of final completion (Number of calendar days) _____
 - d. If completion did not occur within the Contract Time at bid date or within the formally Adjusted Contract Time, then explain the reason or reasons for the delay: _____
 - e. For projects, which have not reached final completion indicate current status with respect to contract time: _____
12. What strategic decisions did your firm contribute to the project that supported the project's success (e.g., value engineering, phasing, innovation, new technology, etc.)?
13. Did the project include finishes and work elements requiring craftsmanship and workmanship including custom casework and quartz countertops?
14. How did your firm manage the quality of workmanship on the job?
15. Did the Owner assess any back-charges?
If answer is yes, explain: _____
16. Did the Owner assess any liquidated damages/delay damages/penalties?
If answer is yes, explain: _____
17. Describe the firm's claim-avoidance strategy and/or philosophy: _____

18. Were any claims filed on the project? YES ___NO___
If yes, please provide the following details for each claim:
Dollar amount of claim: _____
Source of claim (e.g., subcontractor): _____
Method of resolution (e.g., negotiation, mediation, etc.): _____
Name of Project Manager: _____
Qualifications of this Project Manager: _____
Name of Project Superintendent: _____
19. Did your firm self-perform any of the work? YES ___NO___
If yes, please specify the trades you self-performed: _____

20. Project's Owner Information

Name:
Contact:
Title:
Address:
State, Zip:

Phone:

Fax:

E-mail Address:

Architect/Engineer/ Consultants:

Architect/Engineer Contact Name:

Phone:

Architect/Engineer

E-mail Address:

(Attach additional pages with other pertinent project information as necessary.)

III. LITIGATION/ARBITRATION HISTORY

List all projects within the last 10 years in which claims were made against your firm, or claims you made against an Owner, resulting in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary). Separately list all **CURRENT AND/OR /PENDING** disputes:

- Pursued via mediation, arbitration, or litigation
- Initiated within the last 10 years
- In which additional compensation is sought
- Where alleged breach of contract is alleged
- Indemnity is sought
- Between your firm (or any principal of your firm) and any Owner

If none, indicate "none". Do not leave blank.

Project Name:

Project Address:

Date Completed:

Initial Contract Value (bid award): _____

Final Contract Value:

Amount of Claim:

Brief overview of the claim and final resolution:

Has your firm been cited for OSHA violations within the past five years? _____

If yes, provide the following:

Project Name: _____

Project Address:

Date of Inquiry/Violation Date: _____

Description of the Inquiry/Violation: _____

Current Status and/or Resolution: _____

IV. PROJECT PERSONNEL

Employees listed will be considered qualified only if they have each successfully completed at least three comparable projects within the last 10 years, each with a project sum comparable to, or in excess of, the estimated construction cost(s) listed within this pre-qualification document.

At the time of bid, the general contractor will be required to reconfirm staff assignments to the project based on this submittal. If any of the staff listed in the prequalification application are no longer employed by the firm at the time the project starts, or are otherwise unavailable, the firm's Bid may be considered non-responsive. The Fire District may consider substitution of listed staff by others; however, comparable project history and other relevant information must be submitted to the Fire District for approval, prior to the determination of Bid results.

A. Project Manager(s)

Complete the following section for each listed Project Manager(s).

Name:

Years with the firm:

Licenses held:

Years of experience on projects with fire station or public entities: _____

The Project Manager named above was assigned and responsible for the following comparable projects:

<u>Project</u>	<u>Construction Cost</u>
1.	
2.	
3.	

Provide a completed PROJECT DATA SHEET for any of the projects listed above that were not previously listed/completed in response to other sections of this pre-qualification application.

B. Project Superintendent(s)

Complete the following section for each listed Project Superintendent(s).

Name:

Years with the firm:

Licenses held:

Years of experience on projects with fire station or public entities: _____

The Project Superintendent named above was assigned and responsible for the following comparable projects:

<u>Project</u>	<u>Construction Cost</u>
1.	
2.	
3.	

Provide a completed PROJECT DATA SHEET for any of the projects listed above that were not previously listed/completed in response to other sections of this pre-qualification application.

V. INSURANCE REQUIREMENTS

Prospective general contractors desiring to be pre-qualified must fully comply with all Bid conditions including the following insurance coverage and associated limits.

Prospective general contractors shall submit the below form, signed by representative of insurer and notarized. If firm has used current insurer for less than five (5) years, list insurer(s) previously used and indicate number of years used to demonstrate five (5) complete years of insurer history.

- A. Is the insurer to be used listed by Best with a rating of A- or better, and a financial classification of IX or better (or an equivalent rating by Standard & Poor or Moody's)?
YES ___ NO ___

Indicate Best Rating: _____
Indicate Best Financial Classification (or provide Standard & Poor or Moody's rating) _____

- B. Is the General Contractor able to obtain insurance in the following limits for this project?
YES ___ NO ___

Comprehensive or Commercial Form General Liability Insurance –
Minimum Limits of Liability Requirement

- Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage: \$5,000,000
- Products - Completed Operations Aggregate: \$5,000,000
- Personal and Aggregate Injury: \$1,000,000
- General Aggregate - Not Applicable to Comprehensive Form: \$5,000,000
- Business Automobile Liability Insurance - Limits of Liability Each Accident - Combined Single Limit for Bodily Injury and Property Damage: \$1,000,000

- C. How long has the general contractor been with this insurer?
Number of Years: _____

- D. If the entity submitting this prequalification application is a joint venture, can the joint venture or partnership entity itself obtain insurance in the limits stated above for this project? YES ___ NO ___

E. Declaration:

The undersigned declares under penalty of perjury that the insurance limits indicated above are true and correct and that this declaration was executed in _____
(County), _____, (State) on _____ (Date).

Signature

Name and Title - Printed or Typed

Representing [Insurance Company Name]

Address:

City, State, Zip Code:

Telephone Number:

Facsimile Number:

Email Address:

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)

VI. BONDING INFORMATION

General contractors desiring to be pre-qualified must fully comply with all bid conditions including providing a payment and performance bond in an amount equal to 50% of the Guaranteed Maximum Price for the project.

General contractors shall submit the below form, signed by representative of surety and notarized. If firm has used current surety for less than five (5) years, list surety(ies) previously used and indicate number of years used to demonstrate five (5) complete years of surety history.

- A. Is the general contractor able to obtain bonding in an amount equal to 50% of the Guaranteed Maximum Price for the project? YES ___ NO___
- B. Is it true that the surety has *not* paid out any monies for the construction activities of the general contractor whatsoever within the last five (5) years? YES ___ NO___

If answer is no, explain on attached additional sheets.
- C. How long has the general contractor been with this surety? Number of Years: _____
- D. If the entity submitting this pre-qualification application is a joint venture or partnership, has any surety paid out any monies on claims on the performance bond issued by a surety for the benefit of the Owner arising out of the construction activities of any member of the joint venture or partnership within the last 10 years?
YES ___ NO___

Surety Declaration:

[Provide this Declaration to your surety(ies) for completion. Do not have the surety submit this information directly to the Fire District.]

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in _____
(County), _____, (State) on _____ (Date).

Signature

Name and Title - Printed or Typed

Representing [Insurance Company Name]

Address:

City, State, Zip Code:

Telephone Number:

Facsimile Number:

Email Address:

(ATTACH NOTARIZATION OF SURETY REPRESENTATIVE'S SIGNATURE)

VII. FINANCIAL INFORMATION

- A. Firms seeking to pre-qualify for this project must demonstrate average annual business construction revenue of \$3 million/year over the last five consecutive years. For purposes of this pre-qualification application, "business construction revenue" is defined as payments to the general contractor from Owners for construction, excluding any and all legal awards.

2012 Annual Revenue: _____

2013 Annual Revenue: _____

2014 Annual Revenue: _____

2015 Annual Revenue: _____

2016 Annual Revenue: _____

Average over the past 5 years: _____

- B. What was the largest amount of work completed in one year by the firm?

Year: _____

Total Dollar Amount: _____

Number of Projects: _____

Largest Project Amount: _____

- C. Has your firm or affiliated entity ever declared bankruptcy or been in receivership?

If yes, please explain. _____

D. Attach a copy of your current reviewed or audited financial statement. The date on the statement must be within the last twelve months.

VIII. DECLARATION

The undersigned declares under penalty of perjury that all of the pre-qualification information contained in and submitted with this application is true and correct and a duly authorized officer of the Firm executed this Declaration.

Dated: _____

Company

Signature

Title