

Bear River Water Conservancy District  
102 West Forest St., Brigham City, Ut.

# **CONTRACTOR**

**PRE-QUALIFICATION REQUIREMENTS**

for the

**SOUTH WILLARD PIPELINE PROJECT**

June 2012

## **General**

The Bear River Water Conservancy District (“OWNER” or “DISTRICT”) requests contractor pre-qualification proposals for construction of the South Willard Pipelines Project (“PROJECT”). This document describes the requirements for pre-qualification of contractors. The submittal requirements for pre-qualification proposals and evaluation criteria for pre-qualification are included.

## **Purpose**

The purpose of the pre-qualification process is to select those contractors the OWNER deems to be qualified and capable of completing the PROJECT in conformance with the Contract Documents. Only those firms that are pre-qualified by the OWNER will be allowed to submit a bid.

Selection as a pre-qualified contractor does not imply OWNER's acceptance or approval of the contractor's specific personnel, equipment or methods, whether or not these items are described in the contractor's pre-qualification proposal.

## **Project Description**

The work is anticipated to include the following work items:

3,800 feet of 12” PVC pipeline and 300 feet of 8-inch PVC pipeline; two meter stations; one highway crossing via boring and two highway crossings via open cut for the 8” PVC pipeline, and pipeline appurtenances such as valves & hydrants.

The work includes construction of the PROJECT such that it is complete including all material, labor, equipment, and testing. The project will be constructed on UDOT rights-of-way in the South Willard area in Box Elder County, Utah.

## **Submittal Procedure**

Pre-qualification proposals will be received at the offices of Bear River Water Conservancy District, 102 West Forest, Brigham City, Utah, 84302 **until 5:00 PM on Friday, July 6, 2012.** Three (3) copies of the contractor's proposal shall be submitted. Any proposal failing to clearly present all the requested information, or failing to be in the requested format, may be considered unresponsive and rejected. Information contained in the proposals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All proposals will become and remain the property of the OWNER.

The OWNER reserves the right to request a contractor to clarify any part of his proposal. Response to such requests must be made in writing and will become part of the proposal. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

## Tentative Project Schedule

The tentative project schedule is as follows:

|  |                          |
|--|--------------------------|
| Advertise for Contractor Prequalification .....                | June 24, July 1, 2012    |
| Contractor Prequalification Packets Due .....                  | 5:00 PM, July 6, 2012    |
| Prequalified Contractors Notified.....                         | July 11, 2012            |
| Final Drawings & Specifications Available to Contractors ..... | July 18, 2012            |
| Pre-Bid Meeting and Contractor Site Visit (Mandatory).....     | July 25, 2012            |
| Bid Opening .....  | 2:00 P.M. August 1, 2012 |
| Award .....  | August 8, 2012           |
| Notice to Proceed.....   | August 22, 2012          |

This schedule is preliminary and is subject to change.

## Content of Proposal

The pre-qualification proposal shall include the information requested below. The organization of the proposal shall generally follow the outline below:

1. Title Page
2. Contractor Pre-qualification Information Form
3. Personnel and Firm Qualifications
4. Previous Project Experience
5. Financial Information

### 1. Title Page

The title page shall identify the document as a pre-qualification proposal and shall include the name of the OWNER, the name of the PROJECT and the name of the contractor submitting the proposal.

### 2. Contractor Pre-qualification Information Form

The contractor shall complete and **sign** the attached Contractor Pre-qualification Information Form and include it with the proposal.

### 3. Personnel and Firm Qualifications

Present information which will identify key personnel who will be assigned to the project, such as project manager, on site project superintendent, office support personnel, etc.

Describe the background and experience of each of these individuals. Provide *detailed* resumes for the project manager and on site project superintendent.

List major equipment which is available for the project.

Generally describe the approach to scheduling and accomplishing the work. Identify any work which will be performed by subcontractors.

#### 4. Previous Project Experience

Present information on similar projects completed by the contractor in the past 10 years. A minimum of three (3) projects of similar size and complexity shall be submitted. Projects listed should demonstrate experience of the company and its personnel in the construction of public drinking water pipelines within UDOT rights-of-way. Include the following information for each project listed:

Name of project

Description of the Project

Pipeline Diameter

Pipeline Length

Pipeline Material

Pipeline Depth

Owner (include reference and phone number)

Engineer (include reference and phone number)

Year completed

Dollar value of work performed

Percent of work completed by own work force

Completed within the original contract time allowed? (if no, explain)

Were any claims or disputes filed? (if yes, explain)

#### 5. Financial Information

Submit a certified financial statement for the contractor's most recent accounting period. Submit a letter from contractor's surety company specifying contractor's total bonding capacity and current unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit an appraisal of contractor's current financial condition.

## **Evaluation of Proposals**

Proposals will be evaluated based on the following criteria:

- Personnel and Qualifications
- Previous Project Experience
- References
- Financial Condition

Qualified contractors must meet the following minimum criteria:

- Contractor shall hold a current Utah contractor's license in a classification appropriate to this PROJECT.
- Contractor shall have \$1,000,000 minimum available bonding capacity.
- Contractor shall have experience in the construction of 12" minimum size public drinking water pipelines
- Contractor shall have experience in UDOT rights-of-way.
- Contractor's superintendent shall have at least 5 years experience or greater and shall have been an on-site superintendent on the construction of at least three successfully completed similar projects.

The OWNER shall be entitled to contact each and every reference listed by the contractor. The contractor, by submitting a pre-qualification proposal expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the OWNER.

## **Notification of Pre-qualified Contractors**

All contractors submitting pre-qualification will be notified in writing if they did or did not pre-qualify by July 11, 2012. A brief explanation of reasons for not pre-qualifying will be provided to the unsuccessful contractors. Only contractors which are pre-qualified will be invited to bid. The OWNER's decision will be final.

## CONTRACTOR PRE-QUALIFICATION INFORMATION FORM

Complete the following information and submit this form with the proposal.

1. Contractor's Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone Number: \_\_\_\_\_
4. Fax Number: \_\_\_\_\_
5. Firm type: \_\_\_ Corporation \_\_\_ Partnership \_\_\_ Individual \_\_\_ Joint Venture,
6. Date company was organized: \_\_\_\_\_  
List the names and titles of key individuals and/or officers of the firm:  
\_\_\_\_\_  
\_\_\_\_\_
8. Number of permanent office and support employees: \_\_\_\_\_  
Number of permanent field employees: \_\_\_\_\_
9. How long has company been doing work similar to proposed project:  
\_\_\_\_\_
10. Contractor's License  
Primary trade classification: \_\_\_\_\_  
License no. and expiration date: \_\_\_\_\_  
State(s) in which licensed: \_\_\_\_\_  
Name on license: (if different than contractor name) \_\_\_\_\_  
\_\_\_\_\_
11. Contractor's Surety (name, address, telephone number and contact person):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Contractor's Bank or Financial Institution (name, address, telephone number and contact person): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Contractor's Insurance Company (name, address, telephone number, and contact person): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Has the contractor, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name', voluntarily or involuntarily?\_\_\_\_\_. If yes, specify date, circumstances, resolution and other details on separate page.
15. Are there any unresolved claims or disputes on any work awarded to the Contractor during the past five years? \_\_\_\_\_. If yes, give Owner's name and details on separate page.
16. Has the contractor ever failed to complete any work that it was awarded? \_\_\_\_\_ If yes, give Owner's name and details on separate page.
17. Does the contractor maintain a permanent safety program?\_\_\_\_\_ If yes, provide a brief summary or outline of the program.
18. Does the contractor have a formal quality assurance program?\_\_\_\_\_ If yes, provide a brief summary or outline of the program.
19. On a separate page, list your experience in the last 5 years in the installation of public drinking water supply pipelines in similar conditions.

I hereby warrant that the information presented in this proposal is true, accurate and complete.

By:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_