

BOARD OF WATER COMMISSIONERS
1600 WEST 12TH AVENUE
DENVER, COLORADO 80204

CONTRACTOR QUALIFICATION APPLICATION

for

Foothills Treatment Plant HVAC Improvements Project

- Electrical Contractor
- I&C Contractor/Systems Integrator Contractor
- Mechanical/HVAC Contractor
- Mechanical/HVAC Sheet Metal Contractor
- Plumbing Contractor
- Roofing Contractor

Contractor's Name: _____

Business Address: _____

_____ Phone No.: _____

E-Mail Address: _____ Fax No.: _____

Request is hereby made for qualification to perform the stated contract work for the Board of the Water Commissioners

By: _____

Title: _____

Date: _____

CONTRACT 14011A

INSTRUCTION FOR FILING APPLICATION
STATEMENT OF EXPERIENCE, FINANCIAL CONDITION, AND EQUIPMENT

1. The qualification form must be completely filled out and returned to the Denver Water Department, 1600 West 12th Avenue, Denver, CO 80204, Attn: Jared Heath – Mail Code 521, by 4:00 pm, Local Time, Monday, February 25, 2013.
2. **A Certified Financial Statement is required** which must be prepared by a certified public accountant as of a date no earlier than fifteen (15) months prior to bid opening. The Board may require that the certified financial statement be updated at any time prior to bid opening.
3. **Subcontractors are not required to submit a bonding letter or certificates of insurance.**
4. **Incomplete Qualification Applications or other incomplete requested information will not be reviewed or acted on. Contractors or Subcontractors are solely responsible to submit complete Prequalification Applications, including all requested information.**
5. Questions concerning the qualification process should be referred to Stacy Hyde, telephone (303) 628-6684 or via email at: stacy.hyde@denverwater.org. Project specific questions should be referred to Jared Heath, telephone (303) 628-6033 or via email at: jared.heath@denverwater.org.

QUALIFICATION INFORMATION

OFFICIAL COMPANY NAME: _____ (A Corporation)
(A Partnership)
(An Individual)

BUSINESS ADDRESS: _____

1. If a corporation:

When incorporated? _____

In what state? _____

President's name? _____

Vice-President's name? _____

Treasurer's name? _____

2. If a partnership:

Date of organization? _____

State whether partnership is
general, limited or other
association. _____

3. How many years has your organization been in business as a construction company under your present business name? _____

4. How many years has the construction company been in continuous operation doing this type of work?

5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? _____

If so, state name of individual, other organization, and give full details: _____

6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? _____

If so, state name of individual, and give full details: _____

QUALIFICATION INFORMATION
(Cont.)

7. Have you ever failed to complete any work awarded to you? _____

If so, explain: _____

8. What percentage of the work does your firm perform with own employees? _____

9. What type of work do you normally subcontract? _____

10. Have you ever been refused surety, bond, or liability insurance? _____

If so, explain: _____

11. In what other business does your company actively participate? _____

12. Describe major projects of a **similar nature** your organization has completed during the last 5 years.

13. **Resumes are required** and should include all applicable experiences for all project managers, foremen, superintendents, and principals of the company. If awarded the project, please list anticipated project managers, foremen, and superintendents that could be assigned to the project.

Also submit a copy of your company's Table of Organization.

QUALIFICATION INFORMATION
(Cont.)

14. For which governmental agencies have you performed work? _____

15. Name 3 projects that you have completed that required an MWBE goal to be met: _____

What was the goal? What percentage of participation did you meet? _____

16. Do you maintain a permanent safety program within your company? _____
If not state why. _____

17. List the major equipment you own: _____

18. List the major items of equipment, which you normally lease. _____

AFFIDAVIT FOR CORPORATION

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is
_____ of the _____, the
corporation submitting the attached statement of experience and financial condition; that he has read the
same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20____.

Officer must sign here

Notary Public

Address:

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is
_____ of the _____, the
corporation submitting the attached statement of experience and financial condition; that he has read the
same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20____.

General Partner must sign here

Notary Public

Address:

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is
_____ of the _____, the
corporation submitting the attached statement of experience and financial condition; that he has read the
same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20_____.

Applicant must sign here

Notary Public

Address:

ELECTRICAL CONTRACTOR **Prequalification Requirements**

Prequalification of Electrical Contractors will be required. Electrical Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request with the required information prior to the bid date, as specified in the bidding documents. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

Electrical Contractors: Minimum of 10 years experience in Industrial Water and Wastewater Systems and projects of a similar scope and size as Foothills Treatment Plan HVAC Improvements Project.

Electrical Contractor's Site Representative: Minimum of 10 years experience working on projects of a similar scope and size as the Foothills Treatment Plan HVAC Improvements Project.

Electrical Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least ten projects comparable to Foothills Treatment Plant HVAC Improvements Project which have been furnished and placed into operation by prospective Electrical Contractor. For each system, provide following information:

1. Project name.
2. Engineer.
3. Owner's name, address, and telephone number. Include an Owner contact and telephone number.
4. Descriptions of electrical systems including major equipment items.
5. Description of control system including major equipment items.
6. Contract amount
7. Dates when Contract was signed, equipment was delivered, and system was accepted by OWNER.

Electrical Contractor has had project experience as the Project Manager and Contractor responsible for I&C Subcontractor. Provide five completed project examples with Subcontractor's name, address, contact and telephone number.

The I&C Contractor shall be a subcontractor to the Electrical Contractor. The Electrical Contractor shall be responsible for selecting and managing the I&C Subcontractor that has the experience and capabilities to meet the requirements of the Contract Documents.

A letter describing what is considered the most difficult electrical parts of the Foothills Treatment Plan HVAC Improvements Project.

An audited or a reviewed financial statement—NOT A COMPILED STATEMENT—is required which must be prepared by a certified public accountant as of a date no earlier than 15 months prior to Bid Opening. The Board may require that the financial statement be updated at any time prior to Bid Opening.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of supervisory, local service representative, and all key personnel shown on organization chart.

Project electrical work shall be performed or supervised by an electrical foreman who is a Colorado Licensed Journeyman or Master Electrician. The electrical foreman on the project shall not be replaced without written notice to the ENGINEER except under extraordinary circumstances. The ratio of electrical apprentices to Colorado licensed journeymen (or masters) shall be no greater than 2:1.

Submit current copies of Colorado Journeyman Electricians License, Master Electricians License or Apprentice registration information/license, for all foreman, electricians and apprentices that are proposed to work on the Foothills Treatment Plan HVAC Improvements Project.

I&C CONTRACTOR/SYSTEMS INTEGRATOR
Prequalification Requirements

Prequalification of I&C Contractor/Systems Integrator Contractors will be required. I&C Contractor/Systems Integrator Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request with the required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

I&C Contractor/Systems Integrator Contractor: Minimum of 10 years experience in industrial water and wastewater systems and projects of a similar scope and size as the Foothills Treatment Plant HVAC Improvements Project.

I&C Contractor/System Integrator's Required Evidence of Qualifications:

Statement of Experience: List of at least ten projects comparable to Foothills Treatment Plant HVAC Improvements Project which have been furnished and placed into operation by prospective I&C Contractor/Systems Integrator Contractor. For each system, provide following information:

1. Project name.
2. Engineer.
3. Owner's name, address, and telephone number. Include an Owner contact and telephone number.
4. Description of control system including major equipment items.
5. Contract amount.
6. Dates when Contract was signed, equipment was delivered, and system was accepted by OWNER.

A letter describing what is considered the most difficult I&C parts of the Foothills Treatment Plant HVAC Improvements Project.

An audited or a reviewed financial statement—NOT A COMPILED STATEMENT—is required which must be prepared by a certified public accountant as of a date no earlier than 15 months prior to Bid Opening. The Board may require that the financial statement be updated at any time prior to Bid Opening.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of supervisory, local service representative, and all key personnel shown on organization chart.

MECHANICAL HVAC CONTRACTOR
Prequalification Requirements

Prequalification of Mechanical/HVAC Contractors will be required. General scope of Mechanical/HVAC Contractor includes, but not limited to, furnishing and installing HVAC equipment, and responsible for the HVAC Controls Subcontractor.

Mechanical/HVAC Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

Mechanical HVAC Contractor: Minimum of 10 years' experience working on industrial or utility grade projects of a similar scope and size as this Project.

Mechanical HVAC Contractor's Site Representative: Minimum of 10 years' experience working on industrial or utility projects of a similar scope and size as this Project.

Mechanical HVAC Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least ten projects comparable to the Foothills Treatment Plant HVAC Improvements Project which have been completed and placed into operation by prospective Mechanical Contractor. Include project name, date of project, and contact information of the owner or the owner's project manager.

List of at least three projects comparable to the Variable Refrigerant Flow System (VRF) work in the Control Building. Include project name, date of project, and contact information of the owner (building maintenance personnel) and the owner's project manager.

Provide information showing that Mechanical HVAC Contractor has had project experience as the Project Manager and Contractor responsible for a Plumbing Subcontractor, Sheet Metal Subcontractor, and Controls Subcontractor, if applicable. Provide ten complete project examples with Subcontractor's name, address, contact name and number.

Provide certification showing completion of VRF manufacturer's required service and installation course.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart. Indicate project managers and superintendents anticipated to work on this Project.

Provide current copies of EPA Section 608 Technician Certification.

MECHANICAL HVAC SHEET METAL CONTRACTOR
Prequalification Requirements

Prequalification of HVAC Sheet Metal Contractors will be required. General scope of HVAC Sheet Metal Contractor includes furnishing and installing ductwork, louvers, dampers, air outlets, and intake/relief hoods.

Mechanical/HVAC Sheet Metal Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standings with previous work performed for Denver Water.

Mechanical/HVAC Sheet Metal Contractors: Minimum of 5 years experience working on industrial or utility grade projects of a similar scope and size as this Project.

Mechanical/HVAC Sheet Metal Contractor's Site Representative: Minimum of 5 years experience working on industrial or utility projects of a similar scope and size as this Project.

Mechanical Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least 10 projects comparable to the Foothills Treatment Plant HVAC Improvements Project which have been completed and placed into operation by prospective HVAC Sheet Metal Contractors.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart.

PLUMBING CONTRACTOR
Prequalification Requirements

Prequalification of Plumbing Contractors will be required. Plumbing Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

Plumbing Contractor: Minimum of 10 years' experience working on industrial or utility grade projects in the Rocky Mountain Region of a similar scope and size as this Project.

Plumbing Contractor's Site Representative: Minimum of 10 years' experience working on industrial or utility projects of a similar scope and size as this Project.

Plumbing Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least ten projects comparable to the Foothills Treatment Plant HVAC Improvements Project which have been completed by the prospective Plumbing Contractor. Provide Owner's name, address, telephone number and contact name.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart. Indicate personnel anticipated to work on the Foothills Treatment Plant HVAC Improvements Project.

Project plumbing work shall be performed or supervised by a foreman who is a Colorado Licensed Master Plumber. The foreman on the project shall not be replaced except under extraordinary circumstances with written notice to the ENGINEER.

Submit current copies of the Colorado Master Plumbing License, along with Journeyman or Apprentice registration information/license, for all others that are proposed to work on this Project.

ROOFING CONTRACTOR
Prequalification Requirements
(Revised 21 Feb 13)

Prequalification of Roofing Contractors will be required. Roofing Contractors who wish to work on the Foothills Treatment Plant HVAC Improvements Project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

Be an approved Johns Manville Summit Level Contractor to work on built-up roofs under warranty.

Contractor shall have a minimum of 5 years experience in commercial roof construction.

Contractor's Superintendent shall have a minimum of 5 years experience in commercial roof construction.

Roofing Contractors Required Evidence of Qualifications:

Statement of Experience: List of at least 3 projects comparable to the Foothills Treatment Plant HVAC Improvements Project which have been completed by the prospective Roofing Contractor in the last 5 years. Provide Owner's name, address, telephone number and contact name.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart.