

RFQ Term: 1/1/2016 – 1/1/2020

**Denver Water Capital Projects
Contractor Prequalification**

REQUEST FOR QUALIFICATIONS

Denver Water (DW), in an effort to improve the administration and efficiency, has initiated a new contractor prequalification process for DW's Capital Projects which began in January Of 2016. All Contractors desiring to bid/propose on DW's Capital Improvement Projects must submit their Statement of Qualifications (SOQ) described in this document. The following Request for Qualifications (RFQ) outlines the requirements for the submission.

NOTE: This RFP is for General Contractors and Subcontractors only that are requesting to be prequalified to bid on Denver Water's Capital Projects. It is not for professional services including consulting, testing, and other firms.

SECTION 1: INTRODUCTION, PROCESS DESCRIPTION

1.1 INTRODUCTION

DW currently pre-qualifies Contractors on a project specific basis for the majority of our capital projects. This requires both DW Engineering and the contracting community to spend a large effort in developing, administering, submitting and reviewing the associated prequalification packages for up to 40 projects a year. The existing process is modified by the process described herein to save time and effort for both the Contractor and DW personnel.

The new prequalification process will require the Contractors to submit one time for a four-year period, for each specific discipline of work. If approved, they will be placed on an approved Prequalified Contractor List (PCL) in which DW will select from to solicit bids for each project. At the end of the four-year period, DW may extend PCL status for one year or will advertise another prequalification RFQ. Contractors may submit at any time during the four-year period, however an early submission is advised before specific projects are advertised and available only to those listed on the PCL. In 2019 (or 2020) DW will reopen the process and all Contractors will need to resubmit per the requirements of the future RFQ.

1.1.1 BENEFITS

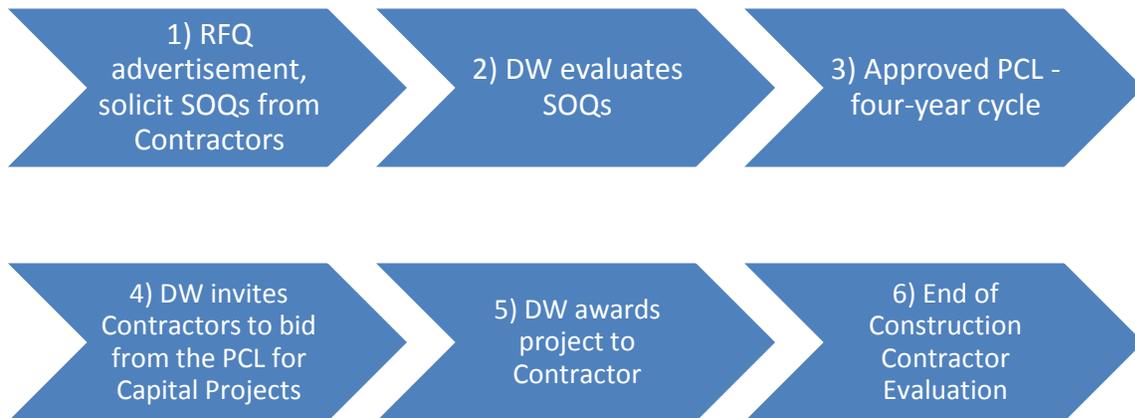
The new process will benefit Contractors and DW in the following ways:

- Improve our business partner relationship between Contractors and DW
- Address contractors' concerns about multiple repetitive qualification submittals, too many bidders, and competing against unqualified contractors
- Save a great amount of cost and time by greatly reducing the number of required RFQs, SOQ submissions, evaluations, approvals, and notifications
- Ensure successful timely project delivery by matching the Contractor's capabilities with the different types of DW projects
- Promote a greater Minority and Women-Owned Business Enterprises (MWBE)/Small Business Enterprises (SBE) involvement by advertising the PCL which includes MWBE/SBE status and the annual list of DW's upcoming Capital Projects
- Allow new business partners to be evaluated for future projects at any time through the open invitation process
- Deliver a competitive selection by ensuring four qualified bidders compete for projects through the Letter of Intent (LOI) to bid process

- Allow Contractors to bid on more substantial projects by completing successful projects and submitting for qualification for higher complexity or larger projects
- Maintains an open RFQ to all interested contractors at all times

1.2 NEW PREQUALIFICATION PROCESS

1.2.1 Overview of Process Steps



1.2.2 Description of Process Steps

Step 1 – RFQ Advertisement, solicit SOQs from Contractors

DW will advertise the RFQ (this document) and solicit SOQs for all Contractors and Subcontractors interested in bidding on Capital Projects. The RFQ requires a Contractor to submit their qualifications for one or more specific disciplines or categories (e.g. General Contractors, Electrical Contractors, Mechanical Contractors, etc.)

The disciplines are listed in Section 1.3.1 and Contractors submitting on more than one discipline shall followed the requirements described in Section 3.

Step 2 – DW Evaluation of Contractor SOQs

DW will review and evaluate Contractor SOQs as detailed in Section 3, and will document its decision accordingly.

Step 3 – Approved Contractors List

All approved Contractors will be placed on the PCL and this will remain in effect for a period of four years which began in January 2016. During these four years, the Contractor is not required to submit a prequalification package again, until the following four-year cycle. Contractors may submit to be qualified at any time during the four-year cycle.

The PCL will continually be updated on DW's Website when new Contractors have been qualified.

(<http://www.denverwater.org/DoingBusinesswithUs/ContractorPrequalificationCapitalProjects/>).

The PCL will be a Matrix listing qualified Contractors per Disciplines as specified in Section 1.3.1, and it will also identify any MWBE contractors that submitted.

Step 4 – DW invites Contractors to bid from the PCL for Capital Projects

For all Capital Projects, DW will solicit bids in one of two ways listed below, and will only use Prequalified Contractors approved on the PCL.

- For all “Restricted” and “Highly Restricted” projects located at our secure sites, and for all “complex” projects, DW will typically select four (possibly up to six Contractors) from the PCL and invite them to bid. The number of bidders invited will depend on the project type, security, size, complexity, and other factors.
 - A LOI to bid will be requested from the invited Contractors. If interested in bidding, the Contractor is required to sign and return the LOI to DW notifying us they will commit the resources to bid the project. Upon receiving a sufficient number of LOIs DW will no longer solicit Contractors for bidding a specific project.

NOTE – For All Contractors desiring to bid on our Restricted and Highly Restricted Projects – You must also submit to be prequalified for our Secure Projects. See “Security Prequalification” at this same location on DW’s website and the associated requirements (<http://www.denverwater.org/DoingBusinesswithUs/ContractorPrequalificationCapitalProjects/>)

- 1) For other types of projects, DW will publicly advertise the specific project through DW’s website and the Daily Journal. In the advertisement we will list the Contractors from the PCL that are prequalified and will only accept bids from those listed.

Step 5 – DW Awards Project to Contractor

Upon receiving bids from Contractors, DW will award the project to a selected Contractor. Contract award will typically be based on the lowest responsive bidder. For projects requiring proposals, DW will make a selection based on the specified selection criteria (e.g. project approach, scheduling, project personnel, etc.).

Step 6 – Contractor Evaluation

At the completion of each project, the DW project team will evaluate each Contractor on their performance. Categories of the evaluation include: the ability to manage the project, resources, problem solving, project controls, safety, schedule, execution, coordination and communication, ability to work with both internal and external project stake holders, closeout, etc. The Contractors will then be given a rating which will be kept in the Prequalified Contractor Database. It is DW’s intention to discuss the evaluation with the Contractor. The rating will be used by DW to help select Contractors to bid on specific projects and if necessary, to remove Contractors from the list or place on a probationary status as described in Section 1.2.3.

1.2.3 On/Off Ramp

This Prequalification Process gives both DW and the Contractors the ability to get on the PCL (On Ramp), and to be removed (Off Ramp) from it. These factors are based on the RFQ evaluation, and the future performance of the Contractor.

1.2.3.1 On Ramp

Contractors who desire to be on the DW's PCL, must submit their RFQ for each discipline of work they want to be prequalified for, as described herein. This process is open for submission at any time; however Contractors are encouraged to submit their SOQ before specific projects are advertised, as contractor selections for these invitations may have already been made. If denied approval status, Contractors have the ability to appeal within thirty days and DW may grant the Contractor the ability submit additional information that would assist with a reevaluation. These appeals will be evaluated by the designated review committee.

Contractors may not submit a second time if they were not approved, unless a substantial basis for qualification has occurred within the organization (such as acquiring more relevant project experience, new qualified management and personnel, or new company or other resources).

1.2.3.2 Off Ramp

Following project completions, performance evaluations of the associated prequalified Contractors will be completed. This performance evaluation and a ranking scale from 0 to 100 points will be used to select Contractors for future projects, as well as place a Contractor on probation or remove them from the prequalified list. If a Contractor's rating is below 70 points by a performance evaluation survey, the Contractor may be removed from the list. A rating below 70 points will automatically place the contractor in probationary status and trigger notification by DW of their deficiencies. If a Contractor is placed on a probationary status, the Contractor must correct noted deficiencies within a period of time as determined by DW. The Contractor will be removed from the list if they perform unsatisfactorily (< 70 points on performance survey) for a second time on another project. If a Contractor has to be removed from the PCL, the Contractor will be allowed to re-apply when the current four year cycle is up.

1.2.4 Contractor Disciplines (Categories)

The following table lists all disciplines or categories in which DW will prequalify Contractors for. The PCL will be divided into each of these disciplines in which DW will select contractors from according to the type of project being advertised.

NOTE:

- ◆ Contractors may submit their SOQ to be prequalified for several different disciplines. Separate SOQs must be submitted for each discipline as detailed in the Section 3, with the SOQ content listing specific project experience and resources for each discipline submission.
- ◆ For each discipline listed below, DW is qualifying Contractors that will serve as a General Contractor on capital projects, unless the discipline is noted under Sub-Contractor Disciplines in the table below. If you are qualified as a General Contractor for a discipline, you will also be considered to be qualified as a sub-contractor for that discipline. For the Sub-Contractor Discipline category, DW on certain projects may elect to use only a portion, or all of the qualified sub-contractors for a discipline. The General Contractor can only solicit bids from the sub-contractors listed for that project.

- ◆ MWBE: If you are a MWBE and were not approved as a Contractor for a specific discipline, the PCL will identify MWBEs that submitted and meet the MWBE requirement. This list may be used by General Contractors as a reference to solicit subcontractor bids when attempting to meet the project MWBE goal. The identification of the MWBEs is for reference only and carries no implied obligations for General Contractors.

Contractor	Contractor Discipline
Civil Infrastructure	<ul style="list-style-type: none"> • Civil – Pipelines • Civil – Vaults • Landscaping, Fencing and Irrigation • Roofing • Structural Repair • Tunneling <p>Sub-Contractor Disciplines</p> <ul style="list-style-type: none"> • Horizontal Direction Drilling • Dewatering Contractors (Specializing in design and installation of dewatering systems)
Treatment	<ul style="list-style-type: none"> • General Contractor - Water Treatment and Pump Stations
Heavy Civil (Dams, etc.)	<ul style="list-style-type: none"> • Heavy Civil – General Contractor • Geotechnical – Micropiles, MSE Walls, and Rock Stabilization • Earthwork • Slurry Walls
Electrical	<ul style="list-style-type: none"> • Electrical General Contractor • Cathodic Protection • Industrial Painting & Polymeric Protective Coatings • Electrical – Commercial <p>Sub-Contractor Disciplines</p> <ul style="list-style-type: none"> • Electrical – Instrumentation and Control • Electrical – Communications • Electrical – Fire Alarm • Electrical – Systems Analysis • Electrical – Security • Electrical – Commissioning • Electrical – Power Generation/Industrial
Mechanical	<ul style="list-style-type: none"> • Mechanical – General • Mechanical – Millwright • Mechanical – HVAC • Mechanical - Plumbing

1.2.5 LOI

As described in Step 4 of Section 1.2.2, DW will use a LOI to bid for “Restricted” and complex projects. Contractors are required to sign and return the LOI notifying DW they intend to bid the project and will commit project resources. DW is using the LOI and limiting bidders to typically four which is a requirement and consistent with our Security Policies; also this will assist DW with receiving a minimum of three or four bids per project. See Appendix A – LOI.

Noted on Page 1 of the “Contractor’s General Information Form”, DW requires the name of the appropriate person and email address to notify Contractors of an upcoming project and to send them a LOI. Please ensure you have listed the correct person(s) to administer the form.

1.2.6 Annual Capital Project List

DW will publish a list of our anticipated capital projects for the upcoming year and an updated mid-year. The list will provide Contractors with general information for the years anticipated projects with estimated dates, scope and costs. This list, along with the PCL will provide MWBE contractors an opportunity to communicate with the prequalified contractors on projects that are of interest to them. Note the information is preliminary and guaranteed to change with the development of the projects, however does provide general planning information.

1.2.7 Specific Project Advertisements

DW will continue to use our current process to advertise specific capital projects with contract documents and bidding instructions on DW’s Website, <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/>, and at QuestCDN, <https://www.questcdn.com/questcdn/action/questLogin>, for both open bid projects, and projects following the LOI process as described in Section 1.3.2 for Restricted/Highly Restricted/Complex projects.

1.3 REQUEST FOR INFORMATION

This RFQ contains the instructions governing how your SOQs are to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met.

Any requests for clarification or additional information regarding submission of this RFQ shall be submitted via email to carrie.willers@denverwater.org. DW will respond individually and if necessary may modify the content of this RFQ for clarification.

SECTION 2: ADMINISTRATIVE REQUIREMENTS

2.1 OBJECTIVE

The objective of this RFQ is to provide sufficient information to enable qualified Contractors to submit written qualifications for the PCL. The RFQ is not a contractual offer, or a commitment that if approved and listed on the PCL, the Contractor may be invited to bid on upcoming projects.

2.2 NOTIFICATION

Each Contractor submitting their SOQ will be notified via DW's website <http://www.denverwater.org/DoingBusinesswithUs/ContractorPrequalificationCapitalProjects/> if they were approved for prequalification. DW will review the submitted SOQ's and update the PCL if approved within twelve business days of receipt of the SOQ. Individual letters will be mailed or emailed to each Contractor that submitted an SOQ and was not prequalified. If your company's name does not appear on the list within 15 days following the SOQ submission, questions may be emailed to carrie.willers@denverwater.org.

2.3 RIGHT TO REJECT SUBMISSIONS AND NEGOTIATION

DW reserves the right to reject any and all submissions, and to waive any informalities or defects in the submissions received, to accept or reject any or all of the items in the submission, if it is in DW's best interest.

2.4 CONFIDENTIALITY

Contractors acknowledge that DW may be required to disclose any or all of the documents submitted with a response, pursuant to the Colorado Open Records Act, C.R.S 24-72-200.1, et seq. Under C.R.S § 24-72-204(3)(a)(IV), DW may deny inspection of any confidential commercial information furnished to DW by an outside party. Therefore, the Contractor must clearly designate any documents submitted with its response that the Contractor deems proprietary or confidential, to aid DW in determining what should be disclosed in the event of a request for documents under the Colorado Open Records Act. SOQs submitted and terms and conditions specified in each Contractor's response shall remain the property of DW.

SECTION 3: PROPOSAL (SOQ) CONTENT AND SELECTION PROCESS

3.1 REQUIREMENTS

The following must be satisfied for each section of this RFQ. This information will be evaluated to select Contractors for the PCL. The PCL is the method from which DW will bid and award future capital projects.

DW will not consider teaming arrangements or subcontracting strategies to be prequalified for a certain discipline.

3.2 REQUEST FOR SOQs

Contractors must submit:

One bound hard copy and one electronic copy (PDF, CD, or flash drive) of the SOQ for each discipline (Category) you are proposing on.

Example: Three hard copies and three electronic copies need to be submitted for a Contractor submitting on three disciplines.

General Contractor - one individual hard copy, Mechanical-General - one individual hard copy, Mechanical/HVAC – one individual hard copy.

The submissions may be mailed to Carrie Willers, or dropped off at DW's front desk, which is on the first floor of the DW Administration Building, 1600 West 12th Avenue, Denver, Colorado 80204.

Submissions must be in the format noted in Section 3.3. Information must be legible and current.

DW reserves the right to disqualify any response submitted incorrectly. Responses shall be addressed as follows:

Project Title: CAPITAL PROJECTS CONTRACTOR PREQUALIFICATION
Attention: Carrie Willers, Mail Code 550
1600 West 12th Avenue
Denver, Colorado 80204-3412
Contact: 303-628-6604

Submittal Instructions:

1. Submissions may be mailed or hand-delivered. If the submission is sent by mail, please allow extra time for delivery. (**Note: No emailed or faxed submissions will be accepted.**)
2. The submission must contain the signature of a duly authorized officer or agent of the Contractor's company.
3. Submissions become the property of DW upon receipt. The content of submissions will be kept on file for future use if applicable.
4. Submissions may be withdrawn or the Contractor may request their company be removed from the PCL at any time. This request **must** be made in writing.

3.3 SOQ FORMAT - CONTRACTOR QUALIFICATION

- A page limit per section and an overall page limit of eleven pages (cover, dividers with section labels and back cover) are set forth below. Page limits refer to limits of text (e.g., double-sided prints will be counted as two pages).

- Each submission shall be comb-bound or in a three-ring binder with dividers that are tabbed listing each of the six sections titled below.
- Contractors submitting SOQs for more than one discipline shall submit a separate SOQ for each discipline. The content shall show specific staff and project experience for each discipline the Contractor is submitting on.

(Note: Whenever possible please present information in a tabular form over narrative.)

- Font Size: The font size for text pages shall be no smaller than 10 point.
- RFQs that do not follow this format or are illegible will not be considered.

3.4 SOQ DETAILS FOR EACH SECTION

Each SOQ shall include a separating page with Tabs with each Section Heading listed below.

The SOQ shall include the following requested information in accordance with the format listed below:

SOQ Cover

The cover of the SOQ, not the first page in the SOQ, shall include the following:

“DW Prequalification Contractor List – RFQ”

The Discipline (category) in which the SOQ is prequalifying for

Company’s Name

Company’s Address

Name of Duly Authorized Office or Agent, Phone Number and Email Address

The date of submittal

Example Cover of the SOQ:

DW Prequalification Contractor List – RFQ

SOQ Discipline: Electrical Contractor

Spark Electrical

555 South Zuni, Denver CO 80112

Joe Spark 303 888-9999 – Jspark@comcast.net

October 20, 2015

Section 1 – Contractor General Information (Pages 1 – 3)

Complete and insert the attached Contractor’s General Information Form.

(See the [Contractor’s General Information Form](#)).

Section 2 - Contractor and Project Experience (two page limit)

List relevant project experience related to your discipline/category, with DW projects listed first. Include a maximum of eight relevant projects that have been completed during the past eight years by the Contractor. *Most relevant projects are to be tied to the Respondent’s proposed local team rather than projects by the firm in general.*

The format for listing the relevant experience is to complete a matrix on 11" x 17" tri-fold page with the following headings across the top of the page:

Project/Client/Location - Reference - Key Team Members – Completion – Contract \$/Sub-cont \$ - Description

Then list the projects in rows that extend down the page. Fill in each cell for that project according to the heading and details below.

- For the "Project/Client/Location" cell, list the project name, client name and the location of the project.
- For the "Reference" cell, list the Owner/Client PM (or reference) and their phone number.
- For the "Key Team Members" cell, list supervisors' names from your Company such as the PM, Superintendent, that are currently employed with your company and will be listed with your Personnel or Team Section.
- For the "Completion" cell list the completion date and duration of the project.
- For the "Contract \$/Sub-cont \$" cell list the total contract amount and the final contract amount with changes. If you were a subcontractor list your contract amount in addition to the total cost of the project.
- For the "Description" cell list a brief project description and the capacity that your company served. State if this was an Alternative Delivery Project and the type of project. List the MWBE goal if applicable and final MWBE contribution.

DW intends to contact some or all client references.

(See the [Project Experience Template](#))

This form is in Microsoft Word, however you may choose to put this in your own format or software.

Section 3 - Team Qualifications (three page limit)

Page 1: Submit your company's Table of Organization for the local office who will be performing the work, and the Company's upper management team if applicable.

Pages 2 and 3: In the attached tabular format – See the [Team Qualification Template](#).

Fill in the cells describing the qualifications and experience of key staff in the execution of projects. The personnel listed should match up with those listed in the "Key personnel" cell from the Team Qualification Template described above. Key personnel should include the relevant Managers, proposed Project Manager(s) for a particular discipline, and proposed Superintendents. Also discipline-specific technical staff (such as equipment start-up, tunneling expertise, Quality Assurance/Quality Control managers or supervisors, etc.).

Section 4 –Contractor-Demonstrated Abilities (two page limit)

Open format: Describe your company's demonstrated abilities regarding project controls and safety. In addition any other abilities that the company may want to highlight for evaluation purposes.

Example - project controls [budgeting and scheduling (Primavera Resources)] and a safety program.

Other possible examples - software and expertise, quality assurance/quality control structure or procedures, project management summary approach, other capabilities.

Section 5 – Supplemental information (Not included in page limit)

1. Company bonding capacity information:
 - Attach letter from Bond Company (no older than six months) stating company single/aggregate construction project bonding capacity.
 - Provide proof of Bonding Company's A.M. Best Rating (A- or better), per Article 5 - Bonds and Insurance of DW's General Conditions [located in the Capital Projects Construction Standards (CPCS)].

2. Company insurance information:
 - Provide proof of Insurance Company's A.M. Best Rating (A-, Class VII or better), per Article 5 - Bonds and Insurance of DW's General Conditions (located in the CPCS).
 - Attach Certificate of Insurance which states insurance limits for the following, or provide an Insurance Certificate showing you can obtain the following insurances:
 - General Liability (Aggregate)
 - Automobile Liability
 - Worker's Compensation
 - Builder's Risk – All Projects (A letter from your insurance company stating that they will provide you with Builder's Risk insurance if you are awarded the job or an insurance certificate showing that you carry builder's risk on another project.)
 - Painting Contractors only - provide SSPC-QP1 Certificate if applicable
 - MWBE and or SBE certification
 - Plumbing Contractors need to submit copies of the Colorado Master Plumber License along with Journeyman or Apprentice registration information/license for all proposed team members

Subcontractors are not required to submit a bonding letter or certificates of insurance.

Section 6 – Resumes (Not included in page limit)

1. **Resumes are required** - detailing applicable experience to assist with the evaluation of the Contractor's qualification on any "relevant" foreman, superintendent, and/or principal of the company that will be managing projects.

3.5 PREQUALIFIED SELECTION PROCESS

DW will review and evaluate Contractor SOQs based on criteria identified in the table below. Each criteria can be given a maximum score as identified in the table below with an overall SOQ total of 105 points which includes 5 bonus points.

Criteria	Max. Points (100 pts) (5pt MWBE)
Relevant Project Experience	35
MWBE (5 bonus points for certified MWBEs)	5
Key Personnel qualifications	20
References	10
Proposal delivery, organization, and clarity	5
Project controls and scheduling capabilities	20
Safety program and EMR	10

Note: Only Contractors on the PCL may be invited to bid on Capital Projects however it does not guarantee this, as invitations to bid on specific projects will be based on other engineering-related criteria.

3.6 PROCESS SCHEDULE

Contractor Prequalification RFQ Posted	9/29/2015 Open
New Process Began	1/1/2016
PCL Four-Year Term ends	1/1/2020
Potential 1 year extension through	1/1/2021

APPENDIX A

LOI



Letter of Intent to Bid/Propose

Contract Number: _____ Required Due Date: _____
Project Title: _____
Design Project Manager: _____ DPM Contact No: _____
Estimated Project Cost: _____ No. of prequalified bidders/proposers: _____

Project Description:

Large empty rectangular box for project description, overlaid with a large 'EXAMPLE' watermark.

Anticipated Project Advertisement (Bid Docs Available): _____
Anticipated Due Date: _____ Anticipated Notice to Proceed: _____

Contractor to Fill Out

Name of Contractor: _____ Phone No: _____

Commitment to Bid

(Please denote if your company will commit resources to bid/propose on this project and complete the scope of work if awarded the project.)

- Yes (By signing this Letter of Intent – you intend to bid this specific project and will commit your company and resources to the project.)
No (Unable to commit and will not be bidding this project.)

Signature of Authorized Representative of Bidder/Proposer Date

Title

Please provide the following items:
(1) Current safety record (ERM)
(2) List of projects in the last two years

*Note: Denver Water requests that the signatory on this letter be an executive level manager of the company.