

CHECKLIST FOR PREQUALIFICATION SUBMISSION CHECKLIST

In order to have your prequalification package reviewed by Denver Water, the following documents must be included in your submission (as outlined in the prequalification package).

- Completed Contractor Qualification Application (including check boxes on the 1st page)
- General Contractors - Insurance Certificate showing that you can obtain the following insurances:
 - General Liability (Aggregate)
 - Automobile Liability
 - Worker's Compensation
 - 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.
- General Contractors - Letter from Bond Company (no older than 6 months) stating company single/aggregate construction project bonding capacity.
- Certified Financial Statement (no earlier than 15 months prior to bid opening)
- Table of Organization for Proposed Team Members
- Resumes for Proposed Team Members
- Project Experience and Contact Names/Phone Numbers for **each** Discipline

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

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.

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

CONTRACTOR QUALIFICATION APPLICATION

for

64TH AVENUE PUMP STATION AND DECENTRALIZATION FACILITY LANDSCAPE AND IRRIGATION RENOVATIONS

General 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 15856A

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: Engineering Administration – Mail Code 531, by 2:00 p.m., Local Time, Friday, April 3, 2015.
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. Project specific questions should be referred to Tim LaPan, telephone (303) 628-6329 or via email at: tim.lapan@denverwater.org. Questions concerning the qualification process should be referred to Amy Guire, telephone (303) 628-7004 or via email at: amy.guire@denverwater.org.

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. Company bonding capacity information:

- Attach letter from Bond Company (no older than 6 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, Subparagraph 5.3.6. of the General Conditions.

12. Company insurance information:

- Provide proof of Insurance Company's A.M. Best Rating (A-, Class VII or better), per Article 5 - Bonds and Insurance, Subparagraph 5.1. of the General Conditions.
- Attach Certificate of Insurance which states insurance limits for:
 - General Liability (Aggregate)
 - Automobile Liability
 - Worker's Compensation
 - Builder's Risk – All Projects

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

QUALIFICATION INFORMATION
(Cont.)

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

15. **Resumes are required** and should include all applicable experiences for all foreman, superintendents, and principals of the company.

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

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

17. 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? _____

18. Do you maintain a permanent safety program within your company? _____

If not state why. _____

19. List the major equipment you own: _____

20. 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:

GENERAL CONTRACTOR
Prequalification Requirements

Prequalification of General Contractors will be required. General Contractors who wish to work on the 64TH AVENUE PUMP STATION AND DECENTRALIZATION FACILITY LANDSCAPE AND IRRIGATION RENOVATIONS 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.

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.

General Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least 5 projects comparable to the 64TH AVENUE PUMP STATION AND DECENTRALIZATION FACILITY LANDSCAPE AND IRRIGATION RENOVATIONS project which have been completed by the prospective General 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.