



Request for Statement of Qualifications

Garden City 8th Avenue Realignment Project

Pre-Qualification of Contractors

**Town of Garden City
621 27th Street Road
Garden City, CO 80631**

**Issued
January 12, 2018
Revised January 16, 2018**

**Statements of Qualifications Due:
February 9, 2018 – 2:00 p.m.**

Contents

I.	Statement of Qualifications Notice.....	3
II.	Instructions to Submitters.....	4
III.	Special Instructions to Submitters	7
IV.	Statement of Qualifications Guidelines and Format.....	10
V.	Contractor Selection Methodology.....	12
VI.	Signature/Addenda Page.....	13

Exhibits

A	Assigned Project Team and Resumes of Key Personnel
B	Firm Experience
C	Equipment and Rates
D	Construction Projects under Contract (template included)
E	List of Major Similar Projects (template included)
F	Projects for the Town of Garden City and/or J&T Consulting, Inc.
G	Lost Time Accident Report
H	General and Financial Information (Confidential) (template included)
	H-1 Brief History (Confidential)
	H-2 Financial Statement (Confidential)
I	Contractor's Certificate regarding employing or contracting with an Illegal Alien

I. STATEMENT OF QUALIFICATIONS NOTICE

The Town of Garden City, Colorado, respectfully requests separate sealed statements of qualifications from qualified construction contractors to provide construction services for the construction of the Garden City 8th Avenue Realignment Project. The selected Contractors will have the opportunity to bid on the construction of the improvements. The Town reserves the right to reject any or all statements of qualifications.

Statements of Qualifications will be received until **2:00 p.m. February 9, 2018** at the Garden City Town Hall, 621 27th Street Road, Garden City, Colorado 80631.

Statements of Qualifications shall be in a sealed envelope, plainly marked "**Garden City 8th Avenue Realignment Project Statement of Qualifications**". Four (4) copies of the statement of qualifications shall be provided. **No statement of qualifications will be considered that is received after the time mentioned and any statement of qualifications so received shall be returned to the submitter unopened and will not be considered under any circumstances.** Sole responsibility rests with the submitter to see that their statement of qualifications is received on time at the stated location.

Any modifications or withdrawal of a statement of qualifications, prior to the time the statement of qualifications is due, is subject to the same conditions stated above, except that withdrawal of a statement of qualifications by telegraphic or electronic transmission is acceptable. A statement of qualifications may also be withdrawn in person by a submitter or an authorized representative, provided identification is supplied and a receipt is signed for the statement of qualifications. Any withdrawal must be made **prior** to the exact time set for receipt of statements of qualifications.

The statement of qualifications submitted must meet or exceed specifications contained in the Request for Qualifications documents.

The Town reserves the right to reject any and all statements of qualifications or any part thereof, to waive any formalities or informalities and further, to select to the most responsive and responsible submitter(s) as deemed in the best interest of the Town to bid on the construction of the improvements.

II. INSTRUCTIONS TO SUBMITTERS

1. STATEMENTS OF QUALIFICATIONS OPENING AND SELECTION

Statements of Qualifications will be examined promptly after opening. No statements of qualification(s) may be withdrawn for a period of sixty (60) calendar days of the due date. NO RESULTS WILL BE GIVEN OVER THE TELEPHONE.

2. SUBMITTER QUALIFICATIONS

No statement of qualifications shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the Town, upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the Town or that is deemed irresponsible or unreliable by the Town. If requested, submitters shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply/service in their statement of qualifications and that they have the necessary financial resources to provide the supply/service called for.

3. STATEMENTS OF QUALIFICATIONS FORM

Each submitter must submit a statement of qualifications in the form described in the Instructions to Submitter. The submitter shall sign his statement of qualifications correctly, and the form(s) may be rejected if it shows any omissions, alterations of form, addition not called for, conditional statement of qualifications, or any irregularities of any kind.

4. SUBMITTER REPRESENTATION

Each submitter must sign the statement of qualifications with their usual signature and shall give their full business address on the form provided in this Request for Statements of Qualifications. Statements of Qualifications by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Statements of Qualifications by corporations shall be signed with the name of the corporation followed by the signature and designation of the President, Secretary, or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto.

5. SPECIFICATION CHANGES, ADDITIONS AND DELETIONS

All changes in request for qualifications documents shall be through written addendum and furnished to all submitters. Verbal information obtained otherwise will NOT be considered in awarding of the project.

6. STATEMENT OF QUALIFICATIONS CHANGES

Statements of Qualifications, amendments thereto, or withdrawal requests received after the time advertised for statements of qualification opening, will be void regardless of when they were mailed.

7. PROPRIETARY OR CONFIDENTIAL INFORMATION

All information included in any proposal that is of a proprietary or confidential nature must be clearly marked as such. The Town shall be held harmless from any claims arising from the release of proprietary or confidential information not clearly designated as such by the proposing firm.

8. BASIS OF PROJECT AWARD

Selection of contractors to bid on the construction of the improvements shall be made to the most responsive and responsible submitter(s). The following is a partial list of the criteria that may be used in the award of this proposal:

- A. Assigned project team;
- B. Company experience in providing similar construction phase services;
- C. Company's reputation and financial status;
- D. Safety record;
- E. Current workload.

9. PROJECT SCHEDULE

The anticipated project schedule is outlined in section III of this request for statements of qualifications. The Town reserves the right to modify the project schedule after the bids have been received for the construction of the improvements.

10. STATEMENTS OF QUALIFICATIONS REJECTION OR PARTIAL ACCEPTANCE

The Town reserves the right to reject any or all statements of qualifications. It further reserves the right to waive technicalities and formalities in statements of qualifications, as well as to accept in whole or in part such statement of qualifications or statements of qualifications where Town Staff deem it advisable in protection of the best interests of the Town.

11. MODIFICATION, ADDENDA AND INTERPRETATIONS

Any apparent inconsistencies, or any matter seeming to require explanation or interpretation, must be questioned by the submitter in writing by **5:00 p.m. on February 2, 2018**. Any and all such interpretations or modifications will be in the form of written addenda. All addenda shall become part of the Statement of Qualification Documents and shall be acknowledged and dated in the Statement of Qualifications.

12. EQUAL OPPORTUNITY

The successful firm(s) will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.

13. LAWS AND REGULATIONS

All applicable State of Colorado and Federal laws, Town and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the award throughout and are incorporated here by reference.

14. TELEGRAPHIC/ELECTRONIC STATEMENTS OF QUALIFICATIONS SUBMITTAL

Telegraphic and/or statements of qualifications offers sent by electronic devices are not acceptable and will be rejected upon receipt. Prospective firms will be expected to allow adequate time for delivery of their statements of qualifications either by air freight, postal service, or other means.

15. MISCELLANEOUS

The Town reserves the right to reject any and all statements of qualifications or parts thereof. The Town reserves the right to inspect the contractor's facilities prior to the award of this project. The Town reserves the right to negotiate optional items with the successful submitter.

III. SPECIAL INSTRUCTIONS TO SUBMITTERS

The Town is seeking a skilled, professional and dedicated partner to complete the construction of the improvements for the Garden City 8th Avenue Realignment Project in a cost-effective, competitive and timely manner. The selection process has been designed to allow each Contractor to clearly demonstrate his or her capabilities and interest in the project. Contractors are *strongly* advised to involve the proposed management team members in the statements of qualifications preparation.

1. PROJECT DESCRIPTION

The Town of Garden City has contracted with J&T Consulting, Inc. to assist with the bidding and construction for the Garden City 8th Avenue Realignment Project.

Basic Project Elements:

8th Avenue Realignment Project

1.0 Grading and Erosion Control

Description	Unit	Quantity
Vehicle Tracking Pad	EA	2
Concrete Washout Structure	EA	2
Street Sweeping	HR	120
Curb Socks	EA	42
Inlet Protection	EA	19
Unsuitable Material (Export)	CF	1574
Silva Cells (Approx 20 CF/ Tree)	CF	320
BMP Inspections and Maintenance	LS	1

2.0 Streets

Description	Unit	Quantity
Mill Existing Asphalt (Aprox. 24' Wide 8th Ave.)	SY	8,962
8th Ave. Overlay Asphalt (1-1/2" Assumed Depth) 146.67 lb/cf	TON	966
8th Ave. Full-Depth Asphalt (6" Assumed Depth) 146.67 lb/cf	TON	3,860
26th St. Overlay Asphalt (1-1/2" Assumed Depth) 146.67 lb/cf	TON	85
26th St. Full-Depth Asphalt (6" Assumed Depth) 146.67 lb/cf	TON	130
27th St. Road Overlay Asphalt (1-1/2" Assumed Depth) 146.67 lb/cf	TON	50
27th St. Road Full-Depth Asphalt (6" Assumed Depth) 146.67 lb/cf	TON	89
6-in Type IIB Curb and Gutter	LF	5,334
8-ft Concrete Sidewalk (6-inch)	SY	664
2-ft Curb Chase	LF	1,897
2-ft Curb Chase Grate	LF	430
ADA Ramps	EA	24
Crosspans	SY	114
4" Concrete Sidewalks	SY	3,466
6" Concrete (aprons and parking stalls)	SY	5,067

Decorative Concrete	SY	1,510
Remove Existing Asphalt Mat	SY	13,428
Remove Existing Utility Pole	EA	1
Remove Existing Concrete Pan	SY	2,149
Remove Existing Concrete Curb Head	LF	1,006
Remove Existing Landscaping	SY	645
Remove Existing Bollards	EA	4
Remove Existing Fence	EA	1
Modify Existing Concrete Pad	EA	1
Remove and Relocate Existing Fence	EA	2
Remove and Relocate Street Light	EA	2
Remove and Relocate Electric Panel	EA	2
Remove and Relocate Electric Panel	EA	1
Remove & Relocate Existing Parking Lot Lights	EA	4
Remove & Relocate Existing Bollards	EA	6
Remove & Relocate Existing Stop Sign	EA	1
Remove & Relocate Existing Sign	EA	11
Remove & Relocate Existing Boulders	EA	1
Adjust Existing Electric Pull	EA	1
Adjust Existing Traffic Pull	EA	3
Adjust Existing Sanitary Sewer Ring and Cover	EA	1
Adjust Existing Valve Box	EA	9
Adjust Existing Storm Manhole Ring and Cover	EA	6
Sawcut Asphalt	LF	6,824
Actuated LED Flashing Ped Signal	EA	2
Pavement Markings	SF	380
Roadway and Parking Striping	LF	12,455

3.0 Storm Sewer System

Description	Unit	Quantity
Double Type 13 Inlet Complete in Place	EA	3
Triple Type 13 Inlet Complete in Place	EA	9
Area Inlet Complete in Place	EA	1
Remove Triple Type 13 Inlet	11	EA
New Triple Type 13 Inlet	1	EA
Remove Double Type 13 Inlet	2	EA
Adjust Inlet Grate	2	EA
18" Class IV RCP Piping	318	LF

4.0 Site Amenities

Description	Unit	Quantity
Existing Garden City Light Pole Relocation	EA	6
Proposed Light Bollard	EA	54
42" Concrete Planter	EA	17
Metal Park Bench	EA	18
Metal Trash Receptacle	EA	7
Deciduous Trees	EA	10
Two Way Lamp Post Hanging Basket Brackets	EA	16
Additional Deciduous Trees	9	EA

5.0 Utilities

Vacuum Truck/Probe Potholing	23	EA
Relocate Gas Line	40	LF
Relocate Electric Line	30	LF
Relocate Fire Hydrant	2	EA
Relocate Water Service	1	EA
Remove and Replace 6" Gate Valve and Box	1	EA
New 6" Gate Valve and Box	4	EA
6" Tee	3	EA
6" 22-1/2 Bend	20	EA
6" Ductile Iron Pipe	360	LF

2. CONTRACTOR PRE-QUALIFICATION SELECTION PROCESS SCHEDULE

The following lists the anticipated dates and milestones for this project.

Project Activity/Schedule	Date
Request for Statements of Qualifications (RFQ)	January 12, 2018
Mandatory Pre-Proposal Meeting (Garden City Town Hall, 621 27th Street Road, Garden City, Colorado 80631)	January 24, 2018 at 2:00 PM
Deadline for questions regarding the RFQ shall be at 5:00 PM	February 2, 2018
Issue written response to all RFQ questions	February 6, 2018
Statements of Qualifications due at 2:00 PM	February 9, 2018
Notice of Selection of Contractors to bid on construction of improvements.	February, 2018
Complete negotiations with Contractor for construction of improvements.	March, 2018
Anticipated construction start date	April, 2018
Desired construction substantial completion date	September, 2018
Desired construction final completion date	October, 2018

IV. STATEMENTS OF QUALIFICATIONS GUIDELINES AND FORMAT

Interested qualified general contractors are to submit statements of qualifications information organized in sections described below.

1. Assigned Project Team

Submit the following information:

- A. An organizational chart of management with names of staff that will be involved in the Project, including major subcontractors (note which staff will be onsite during construction).
- B. Job descriptions of key positions (i.e., project manager, project superintendent(s), onsite project manager, project engineer, and cost estimator, others as appropriate).
- C. One to two page resumes of individuals proposed to fill these key positions (include as Exhibit A). List references for team members.
- D. Identify who is authorized to negotiate contract and cost issues.
- E. Indicate the availability of all named individuals proposed on this Project.
- F. Indicate your firm's approach to staffing the Project. Indicate pertinent work experience and any post high school construction management or engineering education for key staff members. Include references from owners and consulting engineers for the last three (3) projects for project manager and project superintendent.
- G. Indicate the resources available for cost estimating, construction approach and methods, construction sequencing, and scheduling.
- H. Indicate location(s) of assigned personnel if not based in the office location listed above.

The commitment of key staff to manage the work is critical to the Town.

2. Firm Experience

- A. Indicate the number of years this organization has been in business as a construction company under the present business name.
- B. Identify major items of equipment which this organization owns or leases (designate which) that will be available for use on the proposed Project. Include in Exhibit B.
- C. Identify what percentage of the work pertaining to a project of this type this organization would normally perform with their own employees.
- D. Identify general types of work this organization normally subcontracts.
- E. Describe any experience by the firm or key staff with similar owner/engineer/contractor teams. Describe the firm's experience in projects having partnering, both formal and informal. Highlight any partnering experience by key staff proposed for this Project.

3. Construction Performance

- A. Describe current construction projects this organization has under contract, the originally scheduled and anticipated completion dates. Give the name and location of each project, name of Owner or Engineer with telephone numbers, description of project, and contract amount, include as Exhibit C (template included).
- B. List five (5) projects of a similar nature that this organization has completed or made substantial progress towards completing during the last ten (10) years. Highlight the experience of key staff proposed. Use the sheets in Exhibit D (template included) to provide the requested information. The information for each project shall contain, at a minimum, name of project; location; name of Owner; name of Engineer; telephone numbers of Owner and Engineer; brief description, including treatment capacities; individuals to contact; contract completion time; actual completion time; bid price; actual total cost; amount of change orders; amount and number of claims that resulted in litigation; amount of settlement; and name of surety providing performance bond. The listing of names shall indicate to the Town and its representatives that the proposing organization has no objection to contacting the named individuals.
- C. List projects of any type completed during the last ten (10) years for the Town and/or J&T Consulting, Inc. Provide name of project, name of Owner, name of Engineer, and individuals to contact with telephone numbers. Include this information as Exhibit E.
- D. Provide all references for past related projects and for key proposed individuals in tabular form. Provide names, roles, organization, and telephone numbers for the references. It is important that all contact information is up to date.

4. Safety Record

- A. Summarize this organization's record of safety performance for the past three (3) years, providing safety performance figures including experience modification rate, and describing any citations from OSHA.
- B. Include a lost time accident report for the firm over the last three (3) years. A brief explanation and the disposition of each accident should be included, include as Exhibit F.

5. General and Financial Information (Mark as Confidential)

- A. Complete the forms in Exhibit H labeled "Exhibit H: General and Financial Information." (Template included). Include a brief history of the Contractor's organization as Exhibit H-1 and provide certified financial statements as Exhibit H-2.
- B. The Contractor shall submit a letter from its bonding company indicating its ability to bond the project costs between \$2 - \$3 million.

V. CONTRACTOR SELECTION METHODOLOGY

Statements of Qualifications evaluations are value-based and the Town reserves the right to conduct interviews with qualified Contractors.

Based on review of information presented in the statements of qualifications, the Town may select a shortlist of four (4) to five (5) firms or more for bidding on the construction of the improvements.

Construction firms will be evaluated using the selection criteria described in the table below. Criteria will form the basis for rating of written statements of qualifications as well as oral interviews if interviews are conducted.

Contractor Selection and Evaluation Criteria	
Qualification	Standard
Assigned Project Team	Does the proposed team have the necessary skills and experience to fulfill the requirements of the project? Is the key staff available to do the work? Have they worked together on similar projects?
Firm Experience	Has the firm worked on projects similar in scope to this project? Was this work of a high quality in nature? Level of self-performance capability.
Construction Performance	Do the cited projects reflect favorably in respect to completion within the contract schedule, number, and cost of change orders and claims?
Safety Record	OSHA Incidence Rate and Workman's Comp Experience Modification Rate insurance multiplier. The lower the number the better.
General and Financial Information	Does the firm have the financial and organizational capacity to complete the project? Does the firm have adequate bonding capacity?

The Town of Garden City reserves the right to reject any and all statements of qualifications and does not bind itself to accept any statement of qualifications for this work or any part thereof and may waive any technical or formal defect in any statement of qualifications and shall have the right to ask for new statements of qualifications for the whole or parts of this work should the Town of Garden City desire to do so or shall have the right to negotiate with any or other qualified Contractor.

VI. SIGNATURE PAGE

Submitting Firm: _____

Address: _____

Telephone Number: _____

Name of Agent (print/type): _____

Title: _____

Authorized Signature: _____

Date: _____

ADDENDA FORM

The undersigned hereby acknowledges receipt of the following applicable addenda:

Addendum Number _____ Date: _____

Addendum Number _____ Date: _____

Addendum Number _____ Date: _____