



REQUEST FOR QUALIFICATIONS

PUBLIC WORKS CONTRACTORS

PRE-QUALIFICATION FOR 10th & FRONT GARAGE CONCRETE REPAIRS PROJECT BOISE, IDAHO

**QUALIFICATIONS MUST BE RECEIVED BY:
3:00 P.M. LOCAL TIME, MARCH 15, 2018**

REQUEST FOR QUALIFICATIONS
Pre-Qualification for 10th & Front Garage Concrete Repairs

March 1, 2018

Capital City Development Corporation (CCDC), the urban renewal agency for the city of Boise, Idaho, will accept Statements of Qualifications from Idaho-licensed public works contractors to be pre-qualified, in accordance with Idaho Code § 67-2805(3)(b), to submit competitive bids for construction of its 10th & Front Garage Concrete Repairs Project in downtown Boise, Idaho. CCDC will prequalify bidders on the following criteria: technical competence; experience constructing similar facilities; prior experience with CCDC; available non-financial resources, equipment, and personnel; and overall performance history based upon the contractor's entire body of work. Only contractors pre-qualified through this process will be allowed to submit a bid for the public works construction project.

License public works contractors seeking pre-qualification must complete and submit the pre-qualification forms provided herein.

Submission deadline is 3:00 P.M. local time, March 15, 2018.

CCDC appreciates your interest in meeting the needs of the agency and the citizens of Boise.



Mary E. Watson
General Counsel | Contracts Manager



121 N 9TH ST, SUITE 501 BOISE, ID 83702
208-384-4264 WWW.CCDCBOISE.COM

PART 1 – GENERAL INFORMATION

1.1 SCOPE OF WORK

The 10th & Front Garage Concrete Repairs Project will involve repairing locations of spalling concrete and crack routing and sealing of concrete on all levels of the parking garage. Some concrete repair may include full depth repair, removing precast panels for access, shoring the existing deck, and installing new guardrails. The concrete repairs are located on the top of the concrete decks, on the underside of the concrete decks, and at some beam end bearing. In addition to concrete repair, both stair tower roofs will be repaired, which may include roof deck replacement, roofing replacement, and waterproofing. All work will be in accordance with project plans and specifications.

CCDC estimates the total project costs to be approximately \$500,000 dollars.

1.2 RFQ SUBMISSION

The submission package or envelope must be sealed and plainly marked for delivery as follows:

Capital City Development Corporation
121 N. 9th Street, Suite 501
Boise, Idaho 83702

Please indicate “**RFQ 10th & Front Garage Concrete Repairs**” on the outside envelope.

To be considered, the submission package must contain:

Exhibit A: Statements of Qualifications
Exhibit B: Required Waiver & Release

Exhibit A: Statements of Qualifications requires that the Respondent provide other documents containing requested information and answer all Yes / No questions found throughout. Failure to supply the requested information or complete any form may be cause to deem the submission non-responsive.

One (1) SIGNED original submission package and two (2) complete copies are required. Unsigned submissions will not be accepted. Late or incomplete submissions will not be accepted. Email or fax submissions will not be accepted. Respondent assumes full responsibility for the timely delivery of its submission to CCDC.

Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of CCDC and will not be returned.

1.3 OBJECTIONS

Written objections to prequalification procedures must be received by CCDC at least three (3) business days before the date and time upon which submissions are due. Objections are to be in writing directed to Mary E. Watson, General Counsel | Contracts Manager, at the address shown above.

1.4 ADDENDA

In the event it becomes necessary to revise any part of the RFQ, written addenda will be issued. Addenda will be made available by way of the CCDC website: www.ccdcboise.com. It is the Respondent's responsibility to check for addenda prior to submitting a submission package. Respondents are requested to acknowledge all addenda in the space provided on the Submittal Cover Sheet. No addenda will be issued fewer than four (4) business days before the submission deadline unless the deadline is extended.

1.5 RIGHTS RESERVED

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Urban Renewal Law, Chapter 20, Title 50, Idaho Code, and the laws for Purchasing by Political Subdivisions, Chapter 28, Title 67, Idaho Code. CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its RFQ and any minor irregularities in the submissions received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the submissions that are in the best interest of CCDC. The issuance of this RFQ and the receipt and evaluation of submissions does not obligate CCDC to take any further action relative to the RFQ. CCDC may in its discretion cancel this process at any time without liability.

1.6 PUBLIC RECORDS

CCDC is a public agency. All documents in its possession are public records subject to disclosure under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code, and will be available for inspection and copying by any person after the RFQ process is complete.

If any Respondent claims any part of its submission is exempt from disclosure under the Idaho Public Records Act, Respondent must: 1.) Indicate by marking the pertinent document "CONFIDENTIAL"; and, 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire submission as "Confidential" is not in accordance with the Idaho Public Records Act and will not be honored. CCDC, to the extent allowed by law and in accordance with these Instructions, will honor a designation of nondisclosure. By claiming material to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold CCDC harmless from any claim or suit arising from CCDC's refusal to disclose such materials. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

END OF PART 1

PART 2 – QUALIFICATION INFORMATION

2.1 BASIS FOR SELECTION AND PRE-QUALIFICATION

In accordance with Idaho Code § 67-2805(3)(b), this Request for Qualifications will be evaluated as detailed below. Only Respondents who complete all information requested, completely and accurately, and receive a score of 75 points or greater will be eligible to bid on the 10th & Front Garage Concrete Repairs Project.

- Experience constructing similar public works facilities – 30 points possible
- Key personnel – 20 points possible
- Overall performance history – 25 points possible
- References – 15 points possible
- Prior Experience with Capital City Development Corporation – 10 points possible

CCDC may conduct investigations and interviews, if necessary, to determine the performance record and abilities of Respondent to perform the size and type of work to be contracted. By submitting a response to this RFQ, the Respondent is authorizing CCDC to conduct investigations and interviews as needed.

2.2 PROJECT SCHEDULE (*Tentative*)

Prequalification

Request for Qualifications issued	March 1, 2018
Last Day for Objections	March 12, 2018 by 3 p.m.
Qualifications Due	March 15, 2018 by 3 p.m.
Selection of Pre-Qualified Contractors	CCDC Board Meeting: April 9, 2018
<i>Deadline to Appeal</i>	<i>7 days from notice of Board decision</i>

Project Bidding

Invitation to Bid to Pre-Qualified Contractors	May 9, 2018
Pre-Bid Conference	<i>To be determined</i>
Bid Opening	May 30, 2018
Bid Award	CCDC Board Meeting: June 11, 2018

Project Construction

Notice to Proceed	Late June 2018
Estimated Construction Duration	Four Months

END OF PART 2

EXHIBIT A

**RFQ: 10th & FRONT GARAGE CONCRETE REPAIRS PROJECT
STATEMENTS OF QUALIFICATIONS (SOQ)
(REQUIRED FOR SUBMISSION)**

TO: Capital City Development Corporation
121 N. 9th Street, Suite 501
Boise, Idaho 83702

THE UNDERSIGNED DECLARES, that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting these Qualifications; that the undersigned is informed of all relevant facts surrounding the preparation and submission of these Qualifications; and that the undersigned represents and warrants that all information provided is true, accurate, and complete.

SIGNATURE: **X** _____

Print Name / Title: _____

Name of Company: _____

Company Type: Corporation Partnership Individual LLC Other

Business Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

LICENSE: Idaho Public Works Contractor License # _____

Number of years the Company has been in business: _____

Is the Company a parent or subsidiary of another Company? Yes No

If yes, please explain: _____

ADDENDA: Respondent has reviewed and understands all addenda issued with this RFQ:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

INSTRUCTIONS: Review each page of this Exhibit A.
Provide the documents requested and answer all Yes / No questions found herein.

1. SIMILAR PROJECT EXPERIENCE

Contractor's experience completing similar projects will be evaluated. 30 points possible.
The Contractor (and the Key Personnel) must have the following project experience:

Contractor Requirements

- Successfully completed the construction of at least three (3) projects each with a bid price of \$200,000 or more within the last ten (10) years.
 - All three (3) projects must have been focused on concrete rehabilitation and repair in a facility that was operational during the course of the repair work.

PROVIDE: Provide at least three (3) examples of Respondent's work equal to or exceeding a project cost of \$200,000 within the last ten (10) years. All three (3) projects must have been focused on concrete rehabilitation and repair in a facility that was operational during the course of the repair work.

Include all of the following project information to verify and evaluate whether the Contractor has the project experience required: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract value, final contract value, descriptions of the projects, descriptions of the work performed, and descriptions of the additional work performed beyond the original contract value if required.

Three examples provided with complete project information. _____ Yes _____ No

2. KEY PERSONNEL

Experience of Key Personnel will be evaluated. 20 points possible.
The Key Personnel must have the following project experience:

Project Manager Required Experience

- At least three (3) full consecutive years of experience as a construction project manager focused on concrete rehabilitation and repair.
- Successfully managed and completed three (3) construction projects each with a bid price of \$200,000 or more within the last ten (10) years. All projects shall be focused on concrete rehabilitation and repair.

Project Superintendent Required Experience

- At least three (3) full consecutive years of experience as a project superintendent focused on concrete rehabilitation and repair.
- Successfully supervised and completed three (3) construction projects each with a bid price of \$200,000 or more within the last ten (10) years. All projects shall be focused on concrete rehabilitation and repair.

PROVIDE: Provide a résumé for each candidate who would fill the positions of Project Manager and Project Superintendent for the 10th & Front Concrete Repair Project. Be sure the résumés include:

- Employment information such as names, dates of employment, addresses, phone numbers, and email addresses that is sufficient to verify and evaluate the Project Manager's and Project Superintendent's employment history.
- All of the following project information to verify and evaluate whether the Project Manager and Project Superintendent have the required project experience: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract values, final contract values, descriptions of the projects, and descriptions of the work performed.

One (1) alternate candidate résumé for each position may be provided in case the primary candidate's employment and project references cannot be reached or the primary candidate's experience requirements do not meet the requirements. Please be sure to indicate "Alternate" on any alternate candidate résumés.

Résumés provided with complete contact information. _____ Yes _____ No

3. OVERALL PERFORMANCE HISTORY

Contractor’s overall performance history will be evaluated. 25 points possible.

PROVIDE: Provide answers to the following questions; provide documents where requested.

<p>Provide a statement or letter from a surety insurer authorized to do business in the State of Idaho which states that Contractor’s current available bonding capacity is sufficient for the project for which it seeks pre-qualification. Surety insurer must have an A.M. Best financial strength rating of “A-” or better.</p>	
<p>In the last five (5) years, have you or any of the company owners, officers, or partners had their Contractor’s license revoked?</p>	
<p>In the last five (5) years, have you or any of the company owners, officers, or partners been “defaulted” or “terminated” by an owner (other than for convenience of the owner)?</p>	
<p>In the last five (5) years, have you or any of the company owners, officers, or partners been convicted of a crime involving any federal, state, or local law related to construction, including any act of dishonesty?</p>	
<p>In the last five (5) years, have you or any of the company owners, officers, or partners been convicted of a crime involving the awarding of a contract on a government construction project or the bidding or performance of a government construction contract?</p>	
<p>Is your company currently in bankruptcy proceedings or has the company filed for bankruptcy at any time during the last five (5) years?</p>	
<p>Is your company currently in default on any loan agreement or financing agreement with a bank, financial institution, or other financial entity?</p>	

<p>In the last five (5) years, has your company ever been denied bond coverage by a surety?</p>	
<p>In the last five (5) years, has any surety company made any payments on your company's behalf as a result of default, to satisfy any claims made against a performance or payment bond, in connection with any public or private construction project?</p>	
<p>In the last five (5) years, has any claim against your company concerning your company's work on a construction project been filed in court or submitted to mediation or arbitration?</p>	
<p>In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew your company's insurance policy?</p>	
<p>In the last five (5) years, has the U.S. Army Corps of Engineers, Environmental Protection Agency, Idaho Department of Environmental Quality, or any other environmental quality control board cited and assessed penalties against your company or the owner of a project on which your company was the contractor and deemed responsible for the penalties?</p>	
<p>Does your company have a written health and safety (H&S) program / procedures? <i>If yes, provide a copy, in hardcopy or CD format.</i></p>	
<p>Does your company have a health and safety training program? <i>If yes, provide a copy of the policy and procedures, in hardcopy or CD format.</i></p>	
<p>Does your company conduct safety meetings during the course of a construction project? <i>If yes, provide a copy of the safety meeting policy and a sample agenda.</i></p>	

4. REFERENCES

Contractor's References will be evaluated. 15 points possible.

References must be project owners – not subcontractors, building officials, lending institutions, or the like. CCDC may ask questions relative to Contractor's abilities and competence, including any or all of the following:

- Contractor's ability to provide adequate supervision on the project.
- Contractor's ability to work cooperatively with Owner, Architect, and outside parties.
- Contractor's ability to manage safety on the job site.
- Contractor's ability to work in accordance with the contract documents.
- Contractor's ability to provide timely reports, submittals, and scheduling updates.
- Contractor's utilization of change order requests
- Contractor's ability to maintain strong public relations and minimize disruption to businesses and the general public.
- Contractor's interaction with regulatory agencies and utilities.
- Contractor's ability to keep the project on schedule.
- Contractor's ability to manage closeout procedures efficiently and effectively.

PROVIDE: Provide three (3) references that can speak to Contractor's abilities and competence on projects equal to or exceeding a project cost of \$200,000 within the last ten (10) years. All of the projects shall be focused on concrete rehabilitation and repair.

Include all of the following information to verify and evaluate Contractor's References: Owner names, addresses, phone numbers, email addresses, dates of construction, original contract value, final contract value, descriptions of the projects, and descriptions of the work performed.

Contractor may indicate that the References are the same as those that were listed for Section 1 (Similar Project Experience) above, or Contractor may choose to provide different references.

References provided are those in Section 1 above. _____ Yes _____ No

New References are provided with complete contact information. _____ Yes _____ No

5. PRIOR EXPERIENCE WITH CCDC

Experience working with CCDC will be evaluated. 10 points possible.

PROVIDE: Provide information about previous projects completed for Capital City Development Corporation. Include the project names, dates of construction, original contract value, final contract value, descriptions of the projects, descriptions of the work performed, descriptions of the additional work performed beyond the original contract value if required., CCDC Project Manager names, and Contractor's Key Personnel who worked on the projects.

Information provided with complete project information. Yes No

END OF EXHIBIT A

EXHIBIT B

**REQUIRED WAIVER & RELEASE
(REQUIRED FOR SUBMISSION)**

The undersigned Respondent has read this waiver and release and fully accepts Capital City Development Corporation's (CCDC) discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a pre-qualification selection process in response to the Request for Qualifications (RFQ) to pre-qualify public works contractors to bid its 10th & Front Garage Concrete Repairs Project.

- A. Discretion of CCDC: The Idaho-licensed public works contractor making a submission to this RFQ agrees that CCDC has the right to, unless contrary to applicable state law:
 - 1) Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the RFQ;
 - 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying the desired services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
 - 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to pre-qualify contractors and any response by any Respondent thereto;
 - 4) Accept or reject any submission received in response to the RFQ, including any submission by the undersigned; or score one proposal over another in accordance with the selection criteria; and
 - 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.

- B. Non-Liability of CCDC:
 - 1) The undersigned agrees that CCDC shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
 - 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

SIGNATURE: **X** _____

Print Name / Title: _____

Name of Firm: _____

Date: _____