



## REQUEST FOR QUALIFICATIONS

### PUBLIC WORKS CONTRACTORS

### PRE-QUALIFICATION FOR 10<sup>th</sup> & FRONT GARAGE STRUCTURAL DAMAGE REPAIRS BOISE, IDAHO

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**QUALIFICATIONS MUST BE RECEIVED BY:  
3:00 P.M. LOCAL TIME, SEPTEMBER 9, 2020**

**REQUEST FOR QUALIFICATIONS**  
**Pre-Qualification for 10<sup>th</sup> & Front Garage Structural Damage Repairs Project**

August 19, 2020

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(2)(b), to submit competitive bids for construction of its 10<sup>th</sup> & Front Garage Structural Damage 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.

Licensed 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, September 9, 2020.**

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



*Kathy Wanner*  
Contracts Specialist



121 N 9TH ST, SUITE 501 BOISE, ID 83702  
208-384-4264 [WWW.CCDCBOISE.COM](http://WWW.CCDCBOISE.COM)

## PART 1 – GENERAL INFORMATION

### 1.1 SCOPE OF WORK

The 10<sup>th</sup> & Front Garage Structural Damage Repairs Project will involve partial depth, strip repair of concrete slab over precast beams, 2<sup>nd</sup> level only. The work will include removal of scaling, deteriorating concrete, corroded reinforcing steel in slabs over the beams, and miscellaneous partial depth, and vertical/overhead concrete repairs. All repairs are to be performed with high quality air entrained concrete and epoxy coated reinforcement. Coat strip and miscellaneous repairs with traffic resistance water proofing membrane; replace control joints sealants with elastomeric material; and, apply silane sealer to supported floor slab. Restripe parking stalls and perform miscellaneous repairs to the south stairs.

All work will be in accordance with project plans and specifications.

CCDC estimates the total project costs to be: \$1,000,000

### 1.2 RFQ SUBMISSION

The submission package must be submitted electronically by email to [bids@ccdcb Boise.com](mailto:bids@ccdcb Boise.com)

Please include this subject line on the email:

**RFQ SUBMITTAL: 10<sup>th</sup> & Front Garage Structural Damage Repairs.**

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.

All required submittal documents must be **signed and dated** and must be submitted via email either in one PDF or a separate PDF of each required document. Electronic signatures are acceptable, provided the signed document is in PDF format and can be opened and read in Adobe Acrobat XI without the need for additional software, applications, or extensions. Scanned signatures are also acceptable. Unsigned submissions will not be accepted. Late or incomplete submissions will not be accepted. Respondent assumes full responsibility for the timely delivery of its submission of all documents via the email process.

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 Kathy Wanner, Contracts Specialist, at [kwanner@ccdcb Boise.com](mailto:kwanner@ccdcb Boise.com).

#### **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](http://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 Exhibit A. 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(2)(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 10<sup>th</sup> & Front Garage Structural Damage 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	August 19, 2020
Last Day addenda issued, if needed	September 2, 2020
Last Day for Objections	September 3, 2020 by 3 p.m.
Qualifications Due	September 9, 2020 by 3 p.m.
Selection of Pre-Qualified Contractors	CCDC Board Meeting: October 12, 2020
<i>Deadline to Appeal</i>	<i>7 days from notice of Board decision</i>

#### Project Bidding

Invitation to Bid to Pre-Qualified Contractors	October 20, 2020 ( <i>anticipated</i> )
Pre-Bid Conference	<i>To be determined</i>
Bid Opening	December 1, 2020 ( <i>anticipated</i> )
Bid Award	CCDC Board Meeting: December 14, 2020

#### Project Construction

Notice to Proceed (Weather Dependent)	Late Winter/Early Spring 2021 ( <i>anticipated</i> )
Estimated Construction Duration	Four Months

END OF PART 2

**EXHIBIT A**

**RFQ: 10TH & FRONT GARAGE STRUCTURAL DAMAGE REPAIRS PROJECT  
STATEMENTS OF QUALIFICATIONS (SOQ)  
(REQUIRED FOR SUBMISSION)**

TO: Capital City Development Corporation  
By email: [bids@ccdco Boise.com](mailto:bids@ccdco Boise.com)  
Attn: Kathy Wanner, Contracts Specialist  
121 N. 9<sup>th</sup> 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 repair and retrofit 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 repair and retrofit 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 repair and retrofit.
- 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 repair and retrofit.

### Project Superintendent Required Experience

- At least three (3) full consecutive years of experience as a project superintendent focused on concrete repair and retrofit.
- 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 repair and retrofit.

**PROVIDE:** Provide a résumé for each candidate who would fill the positions of Project Manager and Project Superintendent for the 10<sup>th</sup> & Front Garage Stairs – Structural 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&amp;S) program / procedures? <i>If yes, provide a pdf copy or an online access link to the program/procedures.</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 pdf or via online access link.</i></p>	
<p>Does your company conduct safety meetings during the course of a construction project? <i>If yes, provide a pdf 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. CCDDC 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 repair and retrofit in a facility that was operational during the course of the repair work.

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 10<sup>th</sup> & Front Garage Structural Damage Repair 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: \_\_\_\_\_