

DOCUMENT 00 1153 - REQUEST FOR QUALIFICATIONS

1.1 PURPOSE, LAWS, AND REGULATIONS

- A. The purpose of the Prequalification Procedure described in this Document is to provide the Owner with a mechanism to evaluate and determine whether Prospective Bidders are qualified to participate in the construction of Project. Evaluation will be limited to that office of the Prospective Bidder that is proposed to perform the Work.
- B. Prospective Bidders are required to comply with these Requirements for Prequalification. Only those Prospective Bidders who have complied with the Requirements for Prequalification and have been determined to be qualified will be eligible to submit construction bids on the Project.

1.2 DEFINITIONS

- A. Financial Statement: The requirement for submitting a financial statement as an attachment to AIA Document A305, "Contractor's Qualification Statement" shall be understood to mean a certified annual audit, prepared according to generally acceptable accounting practices, and signed by an independent certified public accountant. A Reviewed Statement of Assets and Liabilities, prepared and signed by an independent certified public accountant, is also acceptable. A self-prepared annual compiled financial statement or balance sheet is unacceptable.
- B. Prospective Bidder: A Prospective Bidder is a person or entity who submits a Submittal of Qualifications to Owner.
- C. Project: Generally described in the Advertisement for Prequalification of Bidders.

1.3 PREQUALIFICATION DOCUMENTS

- A. Prequalification Documents: Consist of the Advertisement for Prequalification of Bidders; this Request for Qualifications document and Exhibit 1A; AIA Document A305-2020, "Contractor's Qualification Statement" with all Exhibits A through E.
- B. Obtaining Prequalification Documents: Prospective Bidders may obtain complete sets of the Prequalification Documents from the issuing office designated in the Advertisement for Prequalification of Bidders. Prospective Bidders shall use complete sets of Prequalification Documents in preparing their submittal. Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Prequalification Documents.
- C. Interpretation or Correction of Prequalification Documents: If the Prospective Bidder is in doubt as to the interpretation of any part of the Prequalification Documents or finds discrepancies in or omissions from any part of the Prequalification Documents, it must submit an emailed Request for Interpretation thereof no later than seven days prior to acceptance of Submittals of Qualifications. Address all communications to the Project Manager, Diane Abate at [dabate@stevens-assoc.com](mailto:dabate@stevens-assoc.com) and copy the Business Administrator, Frank Rucker at [frucker@wsesdvt.org](mailto:frucker@wsesdvt.org).

1.4 PREQUALIFICATION PROCEDURES

A. Form of Prequalification Submittal:

1. Submittals of Prequalification must be submitted on AIA Document A305, "Contractor's Qualification Statement," properly executed and with all items filled out in ink or typed, including all Exhibits A through E. Do not change or add words to the Qualification Statement or forms. All signatures must be original (and sealed if a corporation) and must be notarized and sealed by a Notary Public.

B. Modification to Requirements for Prequalification:

1. Clarifications, alterations, or changes made by Owner to the Requirements for Prequalification shall be in writing only. Verbal information is not valid or binding.
2. Modifications will be emailed or delivered to those Prospective Bidders having obtained Prequalification Documents from the issuing office.

C. Submission of Prequalification Documents:

1. Each Submittal of Prequalification shall be delivered to the location indicated in the Advertisement for Prequalification on or before the day and hour set for receipt of Submittals. Each Submittal of Prequalification shall be submitted electronically as a PDF files as follows:
  - a. Bidder's Prequalification Statement for The Academy School Addition & Renovation.
  - b. **Prospective Bidder's Name.**
  - c. **Prospective Bidder's Address.**
  - d. Date and Time for Submittal.
2. Include a completed copy of the Prequalification Checklist as an attachment to the electronic Submittal.
3. It is the sole responsibility of the Prospective Bidder to ensure that its submittal is received by the submittal date and time. No submittal submitted after the time fixed for receiving submittals will be considered.
4. Owner reserves the right to waive any informality and to request additional information from Prospective Bidders, at Owner's discretion.

D. Attachments:

1. Prospective Bidders shall complete all required forms and attachments described in the Prequalification Documents, entering "Not Applicable" where information does not apply. Absence of any of the forms included in the Prequalification Documents will be reason for possible disqualification.

E. Status of Prospective Bidders:

1. Proprietors submitting bids shall indicate their status as proprietors.

2. Prospective Bidders submitting qualifications for partnerships shall indicate their status as partners and shall submit a certified copy of the power of attorney authorizing the executor of the submittal to bind the partnership.
3. Prospective Bidders submitting qualifications for corporations shall indicate their status as corporations and shall submit a certified copy of the board of directors' authorization for the Prospective Bidder to bind the corporation and shall affix the corporate seal on the submittal.
4. Prospective Bidders shall provide the following:
  - a. Names and addresses of proprietors, of all members of a partnership, or of the corporation's officers.
  - b. Name of jurisdiction where the partnership is registered or where the corporation is incorporated. Corporations must be licensed to do business in Project state at the time of executing the Contract.

1.5 WITHDRAWAL

- A. A Qualification Statement may be withdrawn on personal request received from the Prospective Bidder.

1.6 PREQUALIFICATION CRITERIA

- A. Prospective Bidders must demonstrate the following to the satisfaction of Owner:
  1. Proper license under the laws and regulations governing their respective trade(s).
  2. Capacity to provide Performance Bond, Labor and Material Payment Bond, and Insurance in a form acceptable to Owner in amounts adequate to bond the Work based on the scope indicated in the Advertisement for Prequalification.
  3. Applicable experience of firm as described in the Contractor's Qualification Statement, including the following:
    - a. Experience of Firm: The firm in its current organization shall have successfully completed a minimum of five projects of similar type, quality, and scope, within the last five years. The firm shall have a record of project completion, credit record, record of judgment claims, arbitration proceedings, and suits pending or outstanding acceptable to Owner.
    - b. Experience of Project and Field Management Staff to Be Committed by the Prospective Bidder to Carry Out the Work: The assigned project manager and field superintendent must have successfully completed minimum of three projects of similar type, quality, and scope.
    - c. For purposes of this submittal, reference to "key individuals" as described in the Contractor's Qualification Statement shall be understood to mean the principal in charge, the project manager(s), and the project field superintendent(s) committed by the Prospective Bidder to carry out the Work of this Project. Prospective Bidder by submitting qualifications of key individuals agrees that Owner reserves the right to approve or reject subsequent reassignment of key individuals.
    - d. For purposes of this submittal, "successful completion" shall be understood to mean execution and completion of project within project schedule and budget.

Provide additional information indicating reasons why any referenced project did not meet project schedule or project budget.

- e. For purposes of this Qualification, "similar project" shall be understood to include the following project elements:

- 1) Renovation/addition work on occupied buildings.
- 2) Installation of mechanical systems in existing buildings.
- 3) Projects involving academic facilities
- 4) Excellent thermal performance, including levels of insulation and air tightness that meet or exceed the 2020 Vermont Commercial Building Energy Standards
- 5) Projects using low-emitting coatings, sealants, and adhesives to protect the health of building occupants and construction workers.

4. Adequate financial resources, including ability to secure materials and labor necessary for completion of the Work and other work in hand, within the anticipated contract times, and reflecting the anticipated retainage from progress payments.
5. Work-in-hand capacity, such that the Prospective Bidder demonstrates adequate work under contract to continue its business operations at least at their current level, at the same time indicating the capability to carry out Owner's proposed work.
6. Adequate organization to complete work of the scope anticipated, including firm management, project management, field superintendence, and field engineering and quality control.
7. Acceptable past performance as indicated by firm's references, including ability to meet contract time and to monitor, manage, and communicate interim scheduling requirements, to carry out required quality-control activities, to properly prepare interim and final payment requests, and to successfully complete project closeout requirements.

- B. Consideration of qualifications may be withheld if the Qualification Statement shows any unexplained erasures, omissions, alterations of form, additions not called for, added restrictions or qualifying conditions, or other irregularities of any kind.

- C. Owner may make such investigations as it deems necessary to determine the ability of the Prospective Bidder to perform the Work, and the Prospective Bidder shall furnish to Owner all such information for this purpose as Owner may request. Owner reserves the right to withhold qualification if the evidence submitted by or investigation of such Prospective Bidder fails to satisfy Owner that such Prospective Bidder is properly qualified to carry out the obligations of the proposed Project. The determination of which bidders are prequalified is not protest-able, except as allowed by law.

- D. Prequalification Submittal and data contained therein is considered privileged and confidential and will not be disclosed to any outside party except as required by law.

## 1.7 BONDS AND INSURANCE

- A. The Prospective Bidder shall provide as part of the Submittal of Qualifications evidence of its ability to furnish below:

1. Performance Bond, a Payment Bond, and a Labor and Material Bond, each in the amount of 100 percent of the Contract Sum, with a corporate surety authorized to transact business in Project's jurisdiction.

- 2. Satisfactory certificates of insurance in the amount and types required by statute, but not less than the following:
  - a. Workers' Compensation insurance provisions: statutory limits.
  - b. Commercial General Liability insurance provisions: at limits established by Owner in Project Contract Documents and including below:
    - 1) General aggregate \$2,000,000
    - 2) Products & completed operations aggregate \$1,000,000
    - 3) Person injury \$1,000,000
    - 4) Each occurrence \$1,000,000
    - 5) Fire damage (any one fire) \$100,000
    - 6) Medical expenses (any one person) \$5,000

1.8 ACCEPTANCE OF QUALIFICATIONS

- A. Prospective bidders will be notified of Owner's determination, within 22 days from the date of submission.
- B. Evaluations will be confidential. Notifications will be publicly available information.
- C. Owner may deny prequalification if it finds one or more of the following:
  - 1. The Prospective Bidder does not have sufficient financial capacity to perform the Work.
  - 2. The Prospective Bidder does not have the appropriate experience to perform the Work, including, but not limited to, having met the experience criteria set forth herein.
  - 3. The Prospective Bidder or any officer, director, or owner thereof has had judgments entered against him within the past five years for the breach of contracts for governmental or nongovernmental construction work including, but not limited to, design-build or construction management contracts.
  - 4. The Prospective Bidder has been in substantial noncompliance with the terms and conditions of prior construction with Owner, or in documented substantial noncompliance with the terms and conditions of prior construction with another public body without good cause.
  - 5. The Prospective Bidder or any officer, director, owner, or chief financial official thereof has been convicted within the past 10 years of a crime related to governmental or nongovernmental construction or contracting.
  - 6. The Prospective Bidder or any officer, director, or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the Federal Government.
  - 7. The Prospective Bidder failed to provide to the Owner in a timely manner any information required by the Owner relevant to the six preceding subparagraphs.
  - 8. The Prospective Bidder provides false, nonresponsive, misleading, or incomplete information for items required herein.
- D. The acceptance of a Prospective Bidder's qualifications will be a Notice of Prequalification, signed by a duly authorized representative of Owner; no other act by Owner or its agents shall constitute the acceptance of qualifications. The acceptance of a Prospective Bidder's qualifications by Owner does not constitute a contract or promise to award a contract to the Prospective Bidder.

1.9 PROSPECTIVE BIDDER'S CHECKLIST

- A. In an effort to assist the Prospective Bidder in properly completing all documentation required, the following checklist is provided for the Prospective Bidder's convenience. The Prospective Bidder is solely responsible for verifying compliance with prequalification requirements.
  
- B. Attach this completed checklist to your email Submittal.
  - 1. Reviewed the Prequalification Documents, including the Advertisement for Prequalification and Requirements for Prequalification, prior to preparing this submittal.
  - 2. Prepared AIA Document A305-2020, "Contractor's Qualification Statement," as required by the document instructions and by the Requirements for Prequalification, including all attachments and data required as part of the Qualification Statement, properly notarized.
  - 3. Prepared Exhibit 1A 'Contractors Statement of Experience with Building Energy Standards and Sustainability Practice' as required by the information requested therein.
  - 4. Attached: Copy of applicable Contractor's license(s).
  - 5. Attached: Resumes of key individuals.
  - 6. Attached: Other attachments as necessary to provide information required.
  - 7. Email transmittal shows name and address of the Prospective Bidder.
  - 8. Email transmittal shows the Prospective Bidder's Contractor's License No.
  - 9. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide executed Performance Bond and Labor and Material Bond meeting requirements given in the Requirements for Prequalification.
  - 10. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide Certificates of Insurance in the amounts indicated in the Requirements for Prequalification.

END OF DOCUMENT 00 1153