

Ogden City Corporation

REQUEST FOR QUALIFICATIONS TO BID

Fire Station # 4 Remodel

Ogden City Corporation ("City") is requesting sealed responses to this Request for Qualifications (RFQ) from qualified contractors interested in bidding on the remodel of Ogden City Fire Station #4 at 730 W 24th Street in Ogden City, Utah.

RFQ packets are available and may be obtained from Ogden City Purchasing, 2549 Washington Blvd., Suite 510, Ogden, Utah, or by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>. Bidders are responsible for securing any and all addenda issued.

Responses shall be submitted to the Office of the City Purchasing Agent, 2549 Washington Blvd., Suite 510 (5th Floor) Ogden, UT, no later than 3PM on December 11, 2019. LATE PROPOSALS WILL NOT BE ACCEPTED.

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes bids from women and minority owned business.

Any firm wishing to limit access to proprietary information and content within the submitted proposal may complete and submit a Business Confidentiality Claim form along with the proposal. The form can be accessed through the Records webpage at <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

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FIRE STATION #4 REMODEL - REQUEST FOR QUALIFICATIONS



11/13/2019

Fire Station #4 Remodel

Ogden City Corporation is accepting sealed Applications to Prequalify to Bid from qualified contractors that are interested in remodeling the Ogden City Fire Station #4.

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FACILITIES MANAGER

OGDEN CITY CORPORATION

Fire Station #4 Remodel - Request for Qualifications

OGDEN CITY CORPORATION

I. INTRODUCTION

Ogden City Facilities Division and Ogden City Fire Department are currently prequalifying qualified contractors to remodel Ogden City Fire Station #4 at 730 W 24th Street in Ogden City, Utah. Architectural and Engineering Design work has been completed through the competitive bidding process with Sanders and Associates Architects being awarded the work.

The contractor selected from the prequalification process must have a project lead with expert experience and knowledge of building remodeling which includes seismic improvements as well as electrical, HVAC and plumbing. General Contractors are the only contractors required to prequalify to bid for the project. Subcontractors will not be required to prequalify. Only those contractors who prequalify to bid in accordance with the Ogden City Prequalification process will be eligible to submit a construction bid for the project listed herein. Each contractor's submitted Request for Qualifications shall contain all of the following required information. Failure to comply with this requirement will render the contractor's information to be non-responsive and will cause its rejection.

Upon evaluation of the submitted Requests for Qualifications to bid, qualified contractors will be invited to bid on the remodel of the Fire Station #4 project for the City. The list of prequalified contractors associated with this prequalification process shall remain in effect for a period of 18 months (beginning from the time the prequalification list is made public). Prequalification of a contractor to bid on one (1) project does not necessarily prequalify that contractor to bid on a different project or mean that the contractor will necessarily be deemed to be a responsible bidder for a different project.

Neither this Prequalification process nor its implementation by the City shall be deemed to create any contract right. All prospective contractors shall be responsible for their own expenses in applying for prequalification and the City shall have no liability for any such expenses. Ogden City will not be responsible for any costs associated with consultants assembling and submitting any portion of this Request for Qualifications.

Ogden City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of a written Addendum.

Contractors wishing to prequalify to bid for this project must submit completed applications by filling out both the **General Contractor Prequalification Form** and the **Project Reference Form**.

Contractors shall submit the following:

- a. Six (6) sealed copies of their proposal to the Request For Qualifications for Ogden City Fire Station #4 Remodel.

Applications must be submitted prior to the Deadline for Submittals as described in the Invitation or they shall not be considered. Applications which are incomplete or illegible, may be rejected at the discretion of the City. The City reserves the right to request additional information from contractors, at its discretion.

By submitting an application to prequalify to bid on this project, the contractor agrees that the City and/or its representative(s) may research and/or verify the information provided and contract third-parties regarding such information, at its discretion.

Any firm wishing to limit access to proprietary information and content within the submitted application must complete and submit a Business Confidentiality Claim form along with Application. (See Attachments)

II. PREQUALIFICATION APPLICATION CONTENT

Qualified Contractors Minimum Criteria

1. Demonstrate a minimum of ten years work experience in public projects that include building rehabilitation and remodeling as well as, but not limited to seismic, electrical, HVAC and plumbing updates.
2. List all of the professional contractor associations that you are actively involved in or a member of.
3. Contractor must have current General Contractors License within the State of Utah.
4. Show past commercial and/or municipal remodel projects that include seismic upgrades.
5. Company, parent company, or any subsidiary may not have filed for bankruptcy within the last 5 years.
6. Company cannot have failed to complete any work awarded.
7. Firm must have a safety program.
8. The contractor shall be able to bond for a minimum of four million dollars (\$4,000,000) single project and ten million dollars (\$10,000,000) aggregate as a corporation. A letter from contractor's Bonding company shall be submitted with the application verifying these minimum requirements.
9. Completely fill out the two included forms and submit in accordance with the notice inviting prequalification of general contractors.
10. Contractor shall submit four (4) reference projects completed within the last three years on the form supplied or answering all the information requested on the reference form attached. Maximum two (2) pages to submit four (4) reference projects.

Each Application must include, as a minimum, the following information:

1. List of Qualifications;
2. Name, address, email and telephone number of company submitting the proposal;
 - a. Include the name and contact information of the person designated as the firm's representative for the selection process.
3. Evidence of Insurability as required by Ogden City;
4. Additional highlights of submitting firm
5. Acknowledgment of receipt of addenda (if any).
6. Listing of projects with similar requirements and use of materials performed by the firm.
7. Investigations, arbitrations, litigations or claims that are pending, settled or otherwise disposed of within the last three years.
8. Provide a statement that company has not failed to complete any work awarded, signed by an officer of the company who is authorized to bind the firm.
9. Provide a copy of safety program.
10. Additional information at the discretion of the submitter
11. Bid Schedule

Prequalification Proposals are to be no longer than seven (7) pages. Double-sided pages count as two (2) pages. Bonding letter and/or Business Confidentiality Claim Form can be in addition to the seven (7) pages.

III. EVALUATION OF PREQUALIFICATIONS TO BID

A team consisting of five (5) or more representatives from Ogden City will perform evaluations of the Requests for Qualifications. The following criteria will be used to evaluate the proposals:

Performance Rating Criteria

1. Personnel qualifications;
2. Experience on projects using similar materials and construction techniques.
3. Ability to provide timely project completion.
4. Availability of material;
5. Familiarity with Ogden Staff, Projects, and Standards;
6. Past experience in commercial remodel projects;
7. Additional highlights that company offers as part of their service;
8. Risk Assessment
9. Bid Schedule

Successful contractors will be selected through a qualifications based selection process. A Selection Committee will evaluate each submitted Request for Qualifications according to the criteria set forth above. The Selection Committee will select contractors based on the proposals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to select a contractor whose submittal does not meet the above stated submittal requirements. The City reserves the right, and intends, to award the contract to at

least one qualified applicant. The City may perform a due diligence process on the contractors receiving the highest evaluations scores.

Incorrect information or reference will be taken into consideration when proposals are scored.

IV. GOVERNING INSTRUCTIONS

This Request For Qualifications will constitute the governing document for submitting qualifications to bid, and will take precedent over any oral representations.

V. CONTACT PERSON

For discussion of this RFQ, please contact the office of the Purchasing Division:

2549 Washington Boulevard, Suite 510, Ogden, UT 84401 at (801) 629-8742 or
Purchasing@OgdenCity.com

**Please submit questions in writing to the location or email listed above.*
The question and answer period ends at 3PM on December 6, 2019.*

VI. SUBMISSION OF PREQUALIFICATIONS TO BID

Contractors shall submit six (6) copies of their proposal to the Request for Qualifications in a sealed envelope, with the project title "FIRE STATION #4 REMODEL" written on the outside of the envelope, to the office of the City Purchasing Agent, 2549 Washington Boulevard, Suite 510, Ogden, UT 84401 or deliver the packages to the 2nd floor counter listed at the same address **no later than 3PM on December 11, 2019.**

LATE PROPOSALS WILL NOT BE ACCEPTED. No facsimile transmittals will be accepted. All submittals must either be hand carried or delivered by the mail or other delivery service. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: <https://www.ogdencity.com/DocumentCenter/View/7004/Busiiness-Confidentiality-Claim-form>