

CITY OF NORFOLK
DEPARTMENT OF UTILITIES
ANNUAL CONSTRUCTION CONTRACT
FOR SEWER REPLACEMENT FY10

CONTRACTOR'S APPLICATION
FOR
PRE-QUALIFICATION TO BID

SUBMITTED BY

FIRM NAME:

FIRM ADDRESS:

DIVISION OF WORK:

DEADLINE FOR APPLICATIONS:

Applications must be received no later than 3:00 p.m. EST on August 11, 2009 in the office of the Department of Utilities located at 400 Granby Street, 2nd Floor, Norfolk, VA 23510, Attn: Mr. Rick B. Dempsey.

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INVITATION TO PRE-QUALIFY TO BID
City of Norfolk
Department of Utilities

ANNUAL CONSTRUCTION CONTRACT FOR SEWER REPLACEMENT
FY10

General Contractors are invited to submit an Application and Statement of Qualifications to Bid for the Annual Construction Contract for Sewer Replacement FY10 located in the City of Norfolk, Virginia.

In order to be considered for qualification, the Applicant must meet the requirements outlined herein and be licensed in Virginia as required by, Title 54.1, Subtitle II, Chapter 11, Code of Virginia and possess experience comparable to the size and complexity of the project. Only those General Contractors who submit a complete application and statement of qualifications to bid and are prequalified for bidding may submit a bid.

The project consists of replacement and repair of an indefinite amount of existing water and sanitary sewer items, including materials, equipment, and labor for the City of Norfolk water and sewer system.

Application and Statement of Qualifications to Bid documents for the above work may be obtained from the Department of Utilities, City of Norfolk, 400 Granby Street, 2nd Floor, Norfolk, Virginia 23510, ATTN: Rick B. Dempsey, telephone (757) 664-6719.

Any questions or comments concerning the provisions of the Application and Statement of Qualifications to Bid must be submitted in writing to Rick B. Dempsey, Civil Engineer, no later than seven (7) days prior to the date for submission of applications.

Contractor's Applications and Statement of Qualifications to Bid Forms will be accepted until 3:00 p.m., local time, Tuesday, August 11, 2009, in the office of the Department of Utilities, 400 Granby Street, 2nd floor, Norfolk, Virginia 23510.

Kenneth R. Turner, P.E.
Engineering Manager

Virginian Pilot
Demand Star

INSTRUCTIONS AND GENERAL PROJECT INFORMATION

Pre-Qualification to Bid: All General Contractors shall be pre-qualified for bidding as provided by § 2.2-4317 of the Code of Virginia and § 33.1-44 of the Norfolk City Code. Because of the complexity and time sensitivity of the work of this Project, those prospective bidders who wish to receive consideration for pre-qualification to bid the work of the Project shall submit to the Owner a “Contractor’s Application and Statement of Qualifications to Bid.”

Pre-qualification Documents: Pre-qualification Documents include the Invitation to Pre-qualify to bid (the “Invitation”), the Instructions and General Project Information (the “Instructions”), and the Contractor’s Application and Statement of Qualifications to Bid (the “Application”). An electronic version of the documents can be obtained through the City’s website at www.norfolk.gov/utilities.

Prequalification Procedures:

Form of Application: The Application shall be submitted on forms identical to the “Contractor’s Application and Statement of Qualifications to Bid” included in the Pre-qualification Documents.

Submission of Applications: Submit three (3) copies of the completed and signed Application to the Department of Utilities, City of Norfolk. The Applications shall be deposited at the designated location on or before the time specified in the Invitation.

In accordance with, Title 54.1, Subtitle II, Chapter 11 of the Code of Virginia, Bidders will be required to possess a Commonwealth of Virginia Class A Contractor’s License before bids are received and considered.

Applications received after the time specified in the Invitation (or any authorized extension thereof), at the City’s option, shall not receive consideration.

The City reserves the right to waive any informalities or irregularities in the Application and to request additional information from any Applicant.

If, in the opinion of the City, the response to the pre-qualification process does not create a sufficient number of prospective bidders to ensure competitive bidding, the City reserves the right to waive the prequalification requirements prior to the advertisement to bid.

The requirements for pre-qualification shall be indicated in the advertisement to bid for General Contractors.

Evaluation: Applications will be evaluated on the basis of the information provided in the Applications using the evaluation criteria outlined in the Instructions. Applications will be reviewed by a panel of Engineers from the Department of Utilities. Approval by the majority of panel members is required for pre-qualification.

Notification: All prospective bidders who submit Applications will be notified of their acceptance or rejection a minimum of ten (10) days prior to the Project being advertised for bid.

The City reserves the right to reject any or all Applications without explanation. Decisions of the City may be appealed by notification in writing within seven (7) business days of the date

of the notification letter. Appeals not received within that time period will not be considered and the decision shall be final.

Consideration of an Application for Pre-Qualification: The City shall evaluate the Application and determine whether the Applicant is qualified to bid on the Project based on the information contained in the Application, on any supplemental information provided to the City by the Applicant, and on any other relevant information known to the City. In order to be considered for qualification, the Applicant must meet the following mandatory criteria:

- a. The Contractor must meet the requirements of Title 54.1, Subtitle II, Chapter 11 of the Code of Virginia (Virginia Contractors Licensing Law).
- b. The Contractor must show proof of a bonding capacity of \$2,000,000.

Evaluation Criteria: Applicants shall establish, to the satisfaction of the City, their capability for performing the Work of this Project based upon the following criteria:

1. The capability of the Contractor to perform the Work as demonstrated by the Company's experience in successfully completing water and sanitary sewer projects or projects involving water and sanitary sewer repairs and replacement as a major component. Qualified bidders will be able to demonstrate previous experience in installing a cumulative of at least 7,000 linear feet of 10 inch or greater gravity sanitary sewer pipe and installing pipe at depths greater than 10 feet.
2. The capability of the Contractor's Management Team to perform the Work as demonstrated by the Project Manager's or the Project Superintendent's experience in the same capacity in successfully completing water and sanitary sewer projects or projects involving water and sanitary sewer repairs and replacement as a major component.
3. The capability of the Contractor to perform the work within the contract time.
4. The financial resources, stability and bonding capacity of the Contractor.
5. The character, integrity and reputation of the Contractor based upon performance on prior contracts based upon references from owners and/or architects on previous similar projects.
6. Reputation for timely, high-quality, and workmanlike completion of prior contracts based upon reference from owners and/or engineers on previous similar projects.
7. Any prior construction contract experience with other City governments or agencies of the Commonwealth of Virginia.
8. Firm organization, background and resources.
9. Past claims, suits, judgments, or failure to satisfactorily complete work awarded.
10. Evaluations by previous clients.

Pre-qualified Bidders List: Contractors who are pre-qualified to bid will be listed in the Bid Documents in the "List of Pre-qualified Bidders." Bids from General Contractors not on the list will not be accepted.

A list of all approved pre-qualified bidders will be posted at the Department of Utilities, City of Norfolk, 400 Granby Street, 2nd Floor, Norfolk, VA 23510.

Questions and Interpretations: Applicants having questions regarding the pre-qualification documents should promptly notify the City in writing. If they are received seven (7) or more days before the date set for the receipt of Applications, they will be given consideration. Every interpretation by the City will be in the form of a written addendum. Neither the City nor the Engineer will be responsible for any interpretations or instructions other than those issued in written form.

Abbreviated Summary of the Project: For purposes of describing the general scope of the Project for prospective bidders, the work can be summarized as follows:

Project Title: Annual Construction Contract for Sewer Replacement FY10

Project Location: Norfolk, Virginia

Project Description:

The Project consists of replacement and repair of an indefinite amount of existing water and sanitary sewer items, including materials, equipment, and labor for the City of Norfolk water and sewer system.

The work performed under this contract is on an as needed basis for sanitary sewer system repairs, throughout the City of Norfolk. Work to be performed will occur under varying conditions and situations. As Work will occur throughout the City, work environments will vary from residential areas, to Downtown areas to major traffic artery areas. As such, traffic control and occasional public/community relations will be required. Work commencement will vary within a minimum of 12 hours and a maximum of 72 hours of a notice to proceed being issued.

This is a year round contract. Adverse weather conditions for the seasons are to be expected by the Contractor as are related challenges in resuming construction activities after passage of inclement weather.

Type of Contract: Annual Indefinite Quantity Contract.

Project Schedule:

Bidding is scheduled for advertisement in August 2009. It is anticipated that a contract will be awarded in September 2009. The work under this contract is year round and as needed. Each task under this contract will be assigned by a work order. The work orders will also serve as a notice to proceed and provide the expected time to complete.

Access Maintenance Requirements:

Contractor shall provide safety/security fencing, erosion control, dust control and other measures and equipment necessary to maintain access from public and private facilities and right of way. To "maintain access" means to provide and maintain safe, protected, clean and orderly access to appropriate locations and to minimize impact to the community.

Subcontractors:

The City reserves the right to approve all subcontractors. Any proposed subcontractor must be capable of performing the work assigned. Any proposed subcontractor shall be in good standing with the City of Norfolk and shall have a consistent record of high quality performance without delays to work on other projects.

Project Contacts:

The City: Mr. Rick B. Dempsey
and
Mr. Kenneth R. Turner, P.E.
Department of Utilities
400 Granby Street, 2nd Floor
Norfolk, VA 23510
(757) 664-6701
Email: Richard.dempsey@norfolk.gov
Kenneth.turner@norfolk.gov

Section I CONTRACTOR'S APPLICATION SIGNATURE

This Application is intended for use by general contractors in order to pre-qualify. The Application should be filled out completely and information shall be provided with respect to each division of work the Applicant intends to self-perform. Additional space for answers can be accommodated by attaching additional sheets of paper to the application.

The undersigned hereby applies and consents to the terms and conditions listed herein for pre-qualification to bid as a Contractor for the Annual Construction Contract for Sewer Replacement FY10. The undersigned certifies, under oath, the truth and correctness of all statements and answers to questions made herein.

Firm Name: _____

Firm Address: _____

Phone Number: _____

Fax Number: _____

Home Office Address: _____

Division of Work _____

License Class _____

Registered Virginia Class A Contractor No. _____

Valid Until (date) _____

Date: _____

By: _____
(Signature of Official)

(Name of Official)

Section II CONTRACTOR'S GENERAL INFORMATION

1. Contractor's current name, addresses, and telephone number.
2. Name and telephone number of Contractor's point of contact concerning this Application.
3. Current President or Chief Executive Officer, present title, his/her telephone number, and length of time in that position.
4. Current number of Contractor's permanent employees.
5. How many years has your organization been in business as a Class A Contractor?
6. How many years has your organization been in business under its present name?
7. If applicable, under what other or former names has your organization operated and what are the dates of operation under these other or former names?
8. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
9. Does your organization currently have a business license to perform work in the City of Norfolk? (Please note that prior to contract award, the general contractor and all subcontractors must have a Norfolk business license).
10. List insurance coverage and amount (or attach certificate of insurance).
11. Do you plan to subcontract any part of this work? If so, list name, address, years experience, and type and amount of work to be performed by each subcontractor.

Section III

CONTRACTOR'S BONDING

The General Contractor must be able to obtain payment and performance bonds in the amount of \$2,000,000.

1. Contractor's surety company and the current value of outstanding bonded work that company has extended to the Contractor:

2. Is the Surety Company on the U.S. Department of Treasury List?

Yes _____

No _____

3. Name, address, and telephone number of Contractor's current surety agent or underwriting contract and name of point-of-contact:

4. Contractor's current total bonding capacity with stated contract surety company for one project:

5. Have Performance or Payment Bond claims ever been made to a surety for Contractor on any of Contractor's projects, past or present? If the answer is yes, please describe the claim, provide the name and address of the company or person making the claim, and state the resolution of the claim:

6. Has any company refused to bond your organization on any project in the past five years? If the answer is yes, provide the name and address of the surety company and specify the reasons given for the refusal:

Note: Question #7 applies to your present and predecessor firm(s)

7. Has the owner terminated any construction contract to which your company has been a party?

Yes _____

No _____

8. Has your company ever terminated work on a project prior to its completion for any reason?

Yes _____

No _____

9. Has any surety which issued a performance bond on your company's behalf ever completed the work in its own name or financed such completion on your organization's behalf?

Yes _____

No _____

10. Has any surety expended monies in connection with a contract for which it furnished a bond on your company's behalf?

Yes _____

No _____

11. Are there any judgments, claims, arbitration proceedings, or law suits pending or outstanding against your company or its officers?

Yes _____

No _____

12. Has your company filed any law suits or requested arbitration with regard to construction contracts within the past five years?

Yes _____

No _____

13. Within the last five years, has any officer or principal of your company ever been an officer or principal of another company when it failed to complete a construction contract?

Yes _____

No _____

Note: if the answer to any of the above questions in items 7-14 is "yes", please furnish the details of all such occurrences including name of owner, architect or engineer, surety, and name, date and location of the project.

Section V

CONTRACTOR'S EXPERIENCE

This contract may involve construction of approximately \$1.5 million of improvements per 12 month period. The Contractor's successful experience relative to projects of a similar nature, scope, and duration, is a primary evaluation factor. Contractors submitting an application for pre-qualification must indicate experience in successfully completing construction projects having similar work constraints. List all projects that meet the descriptions below, providing project name, Owner, construction value, contact person, and a narrative description of all pertinent information for the project relative to the type of project described:

- a. At least five (5) projects completed, exclusively by the prime contractor, within the last five (5) years that included a cumulative of at least 10,000 linear feet of 8 inch or greater water pipe.

- b. At least five (5) projects completed, exclusively by the prime contractor, within the last five (5) years that included a cumulative of at least 7,000 linear feet of 10 inch or greater gravity sanitary sewer pipe at a depth of 10 feet or greater.

- c. At least two (2) projects involving at least 5,000 linear feet of water or sewer pipe installation that, within the last five (5) years, were successfully completed to meet a fixed-date requirement or were completed on time or ahead of schedule to meet a final completion milestone. Successful completion shall not include any projects for which the Owner paid for acceleration or other related costs.

- d. At least two (2) projects involving at least 5,000 linear feet of water or sewer pipe installation that, were completed within the last five (5) years and successfully maintained access to adjacent residents or businesses during construction.

Section VI **CONTRACTOR'S MANAGEMENT TEAM EXPERIENCE**

A primary evaluation factor is the capability of the Contractor's Management Team to manage and execute the Work. List the Project Manager's or the Project Superintendent's experience in the same capacity in successfully completing water and sanitary sewer repair and replacement projects, or projects which included water and sanitary sewer repair or replacement as a major component, providing project name, Owner, construction value, contact person, and a narrative description of all pertinent information for the project relative to the type of project described. Project information listed above may be referenced, however all additional relevant information of the Management Team must be included here:

- a. Projects completed within the last five (5) years that involved the installation of at least 10,000 linear feet of 8 inch or greater water pipe.

- b. Projects completed within the last five (5) years that involved the installation of at least 7,000 linear feet of 10 inch or greater gravity sanitary sewer pipe at a depth of 10 feet or greater.

- c. Projects involving the installation of at least 5,000 linear feet of water or sewer pipe, within the last five (5) years, that was successfully completed to meet a fixed-date requirement or was completed on time or ahead of schedule to meet a final completion milestone. Successful completion shall not include any projects for which the Owner paid for acceleration or other related costs.

- d. Projects involving the installation of at least 5,000 linear feet of water or sewer pipe within the last five (5) years, that successfully maintained access to adjacent residents or businesses during construction.

Section VII

CONTRACTOR'S CURRENT WORKLOAD

1. List the construction projects in progress as of this date. For each project, state the Owner's name and telephone number, Engineer's name and telephone number, contract amount, percent complete, scheduled completion, and percentage and category of work being completed by your company's forces.

2. State the total dollar value of all work in progress and under contract.

3. List all projects completed in the last five (5) years. For each project, state the project name, Owner's name and telephone number, Engineer's name and telephone number, contract amount and completion date.

Section VIII **CONTRACTOR' PROPOSED PROJECT PERSONNEL**

The experience of the Proposed Project Personnel in successfully completing projects of a similar nature, scope and function is a primary evaluation factor.

1. Organizational Structure

Provide a description of the typical project team organization structure for projects of this scope and complexity.

2. Project Manager

Attach a resume for the individual(s) from your organization who is anticipated to be assigned as the Project Manager for the Project. Include the individual's name, qualifications, the names and addresses of companies with which he/she has been associated in the past five (5) years, state how long he/she has been with your company, describe the projects of reasonable similar nature, scope and duration that the proposed Project Manager has managed or supervised in the last five (5) years for the General Contractor, or for any other company, and state whether the projects were completed on time or the amount of time that the completion was late. Project Manager's experience with similar projects is a primary evaluation factor.

3. Project Construction Superintendent & Assistant Superintendents, if applicable

Attach a resume(s) for the individual(s) from your organization to be assigned as the Project Construction Superintendent for the Project. Include the individual's name, qualifications, the names and addresses of companies with which he/she has been associated in the past five (5) years, state how long he/she has been with your company, describe the projects of reasonably similar nature, scope and duration that the proposed Project Construction Superintendent has managed or supervised in the last five (5) years for the General Contractor, or for any other company, and state whether the projects were completed on time or the amount of time that the completion was late. Project Construction Superintendent's experience with similar projects is a primary evaluation factor.

Annual Construction Contract for Sewer Replacement FY10, City of Norfolk, Dept. of Utilities
Contractor Pre-Qualification

7. Submit a completed Contractor's Application for Pre-Qualification to Bid for each joint venture partner who is or may be associated with this Project. If applicable, state the type and scope of work to be performed by the joint venture partner(s).

8. List any additional information that you believe will assist the City in evaluating your company's qualifications for this Project:

Section XI

NOTORIZATION

By:

Title:

Being duly sworn, _____deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____ 20_____

NOTARY PUBLIC:

My Commission Expires: _____