

Request for Qualifications

SYRACUSE CITY CENTENNIAL PARK SPLASH PAD AND PAVILLION PROJECT

GENERAL

Syracuse City (Owner) requests design/build team prequalification proposals for design and construction of the Centennial Park Splash Pad and Pavilion (Project) and this document describes the requirements for their prequalification. The submittal requirements for prequalification purposes and the evaluation criteria are as defined herein. Questions regarding prequalification can be directed to Kresta Robinson, Parks and Recreation Director, Syracuse City; krobinson@syracuseut.com. All questions must be submitted in writing.

PURPOSE

The purpose of the prequalification process is to select a design build team that Syracuse City deems to be qualified and capable of completing a design and construction of the Project on schedule, and in conformance with Contract Documents that would be drafted to support the project. Only those firms that are prequalified by the Owner will be allowed to submit a Bid on the Project.

PROJECT DESCRIPTION

The project consists of designing and constructing a splash pad with natural features, a restroom, and two pavilions in Centennial Park which is located at approximately 1800 South 2000 West.

SUBMITTAL PROCEDURE

Prequalification proposals will be received at the Community Center, 1912 W 1900 S, Syracuse, Utah, 84075 until 10:00 a.m. September 11, 2017. No Late Proposals will be accepted. Any proposal failing to clearly present all the requested information or failing to be in the requested format may be considered non-responsive and rejected. Those who submit a prequalification proposal will be notified of prequalification by September 30, 2017. All proposals will become and remain the property of Syracuse City.

Syracuse City reserves the right to request clarification on any part of a submitted proposal. Response to such requests must be made in writing and will become part of the proposal. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

TENTATIVE PREQUALIFICATION SCHEDULE

The tentative prequalification schedule is as follows:

- Contract documents available August 27, 2017
- Prequalification proposals due (3 copies) 10:00 a.m. September 11, 2017
- Notice of Pre-qualification September 30, 2017

CONTENT OF PROPOSAL

The design/build prequalification proposal shall include the information requested below. All information shall be bound with indices separating the sections. The organization of the proposal shall be as follows:

- Title page
- Section 1 Prequalification Information Form
- Section 2 Key Personnel and Qualifications
- Section 3 Work Approach
- Section 4 Previous Project Experience and References
- Section 5 Financial Information

Title Page

The title page shall identify the document as a prequalification proposal and shall include the name of the owner as Syracuse City, the name of the project and the name of the design/build team submitting the proposal.

Section 1 Prequalification Information Form

The design/build team leader shall complete and sign the attached Prequalification Information Form.

Section 2 Key Personnel and Qualifications

Provide information that will identify key personnel who will be assigned to the Project, including project manager, project superintendent and project scheduler. Provide detailed resumes for these individuals.

Section 3 Work Approach and Scheduling

Describe your general approach and scheduling process for the following:

- Create three concept layout options that the city could consider,
- Create a design based upon one of the selected layouts, and
- Construct the project based upon the approved design.

Section 4 Previous Project Experience and References

- A. List all projects of \$100,000 construction cost or larger accomplished in the past two (2) years that involve a custom-built splash pad. Include the following:
- Name of project
 - Description of project

- Owner (include reference and phone number)
- Engineer
- Year completed
- Dollar value of work performed

Provide references from projects listed. Note that references will be contacted for submittals that meet all other requirements. Responses from references will be considered in determining qualification.

B. Provide the following information:

- Experience resume of the person who will be designated chief construction superintendent

Section 5 Financial Information

Submit a certified financial statement for the contractor's most recent accounting period. Submit a letter from the contractor's surety company specifying the contractor's total bonding capacity and current unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit an appraisal of the contractor's current financial status.

Syracuse City shall be entitled to contact each reference listed by the design build team. The design/build team, by submitting a prequalification proposal, expressly agrees that any information concerning the design/build team in possession of said entities and references may be made available to Syracuse City. Information requested, but not supplied by said entities and references may be grounds for adversely considering a prequalification proposal.

EVALUATION OF PROPOSALS

Prequalification of prospective design/build teams will be determined by the application of the following information submitted by applicants.

- License
- Completion of work by surety
- Bonding capacity
- Key staff experience
- Project experience
- Schedule performance
- Qualification of proposed subcontractors
- Quality of References
- Demonstrated ability to work well as a design/build team to the satisfaction of the project owner.

To be considered for pre-qualification design/build team must meet the following minimum criteria:

- Hold a current Utah General Engineering Contractor License.
- Have no project completed by a surety in the past five (5) years.
- Have \$1 million minimum available bonding capacity.
- Have significant experience in the construction of a custom-build splash pad.
- Have a project manager with a minimum of five (5) years experience as a project

- manager.
- The project manager shall have served on one of the projects specifically listed in the general contractor's Prequalification Information Form.
 - Have an experienced construction superintendent with at least five (5) years experience as a construction superintendent, serving as superintendent on the construction of at least one similar project, which is listed in the general contractor's Prequalification Information Form.
 - Have a project scheduler with a minimum of two years' experience in scheduling.
 - The evaluation is solely for the purpose of determining which contractors (together with their proposed subcontractors) are deemed most qualified for successful on-time performance of the type of work included in this project.

NOTIFICATION OF PREQUALIFIED CONTRACTORS

Syracuse City reserves the right to reject any and all prequalification proposals. Syracuse City will select an undetermined number of contractors to be pre-qualified for this project based on the criteria outlined above. Syracuse City's decision of prequalified contractors will be final. All design/build teams submitting prequalification proposals will be notified via email with a follow up phone call. Only prequalified design/build teams will be invited to bid on this design/build project.

PREQUALIFICATION INFORMATION FORM
(Complete one for each firm of the design/build team)

CENTENNIAL PARK SPLASH PAD AND PAVILIONS

Complete the following information and submit this form with the proposal.

1. Contractor's name: _____
2. Business address: _____
3. Telephone and Fax number: _____
4. Email Address: _____
5. Firm Type: ____ Corporation; ____ Partnership; ____ Individual; ____ Joint Venture
6. Date company was organized: _____
7. Name of current president or CEO: _____
Number of years in that position: _____
8. Number of permanent office and support employees: _____
Number of permanent field employees: _____
9. How long has company been doing work similar to proposed Project: _____
10. Contractor's license: _____
Primary trade classification: _____
Utah License No. and expiration date: _____
Other states in which licensed: _____
Name on Utah license (if different that contractor name): _____

11. Contractor's surety (name, address, telephone number and contact person):

12. Contractor's bank or financial institution (name, address, telephone number and contact person):

13. Contractor's insurance company (name, address, telephone number and contact person):

14. Has the contractor, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? _____ If yes, specify date, circumstances, resolution, and other details on a separate page.

15. Are there any unresolved claims or disputes on any work awarded to the contractor during the past five years? _____ If yes, give owner's name, address, and details on a separate page.

16. Has the contractor ever failed to complete any work that it was awarded? _____ If yes, give owner's name, address, and details on a separate page.

17. If awarded the contract, would you accomplish the Project work with your own forces? _____. If no, provide prequalification submittals for the subcontractor(s) that you would propose to use.

I hereby warrant and represent that the information presented in this proposal is true, accurate and complete.

By: _____

Title: _____

CONTRACTOR PREQUALIFICATION - PROJECT REFERENCE FORM

Project _____

Project Description _____

Contractor's Project Manager _____

Contractor's On-site Superintendent _____

Indicate Work Subcontracted and value of subcontracted work. (List separately all subcontracts greater than 2% of the construction value.)

Subcontractor	Value of Subcontract
_____	_____
_____	_____
_____	_____
_____	_____

Owner _____

Contact _____ Phone _____

Engineer _____

Contact _____ Phone _____

Resident Engineer for CMS _____ Phone _____

Construction Value \$ _____ Change Order Amount \$ _____

Required Completion Date _____ Actual Completion Date _____

Liquidated Damages Assessed? Yes _____ No _____ Amount \$ _____

Describe: _____

Any Claims on Project? Yes _____ No _____ Amount \$ _____

Describe: _____

Attach Construction Project Schedule.