|  |  |  |  |
| --- | --- | --- | --- |
| Colorado State Seal | **ADVERTISEMENT FOR BIDS** **This is a two step AFB with prequalification required.** **State of Colorado** **Red Rocks Community College**  **Notice Number: RRCC 16-11-IFB03 Electrical Sub** | | |
| Project No: | | **C14A0007** | |
| Project Title: | | **Campus Recreation Center**  **Electrical Subcontractor Pre-qualification** | |
| Estimated Construction Cost: | | | **$12,320,000.00** | |

**Project Description**

**Location:** Red Rocks Community College, 13300 W. Sixth Avenue, Lakewood, CO 80228

**New Construction:** This project includes the construction of a new 36,000 gsf Student Recreation Center addition to the main building at the Lakewood Campus plus approximately 3,000 gsf of renovation in the existing building. The two story building will include a gym, climbing wall, exercise studios, cardio/strength equipment spaces, meeting rooms, offices and student gathering areas. Site work will include grading/earthwork for the structure, upgrades to the existing athletic field, drainage, utilities, and landscaping, while maintaining access and services to the existing buildings. Construction is estimated to begin in January, 2016 and to be completed within eleven months.

**Renovation of Existing Building:** Approximately 3,000 gsf which currently houses the Fitness Center will be demolished and renovated. Renovation area will be available for construction upon completion of Fall Semester on December 12, 2016. The renovation will provide meeting spaces and a small catering kitchen and is estimated to be completed by Feb. 10, 2017.

Electrical work will include (not limited to): switchgear, power for mechanical equipment, convenience power, interior, exterior and site lighting, fire alarm, and pathways for security and data.

**Project Information:** The College is employing a two-step Advertisement for Bid process in order to pre-qualify Electrical contractors. A separate prequalification process for General Contractors and Mechanical subcontractors will take place concurrently. The specific requirements for the pre-qualification submittals are attached, along with the evaluation criteria which will be applied to the submittals. After pre-qualification is completed, the pre-qualified contractors will be invited to bid the project conventionally, with the intent of awarding to the lowest responsible bidder based on the apparent low bid of the entire project. **Prequalified Electrical Subcontractors will be required to submit bids for electrical work to the prequalified General Contractors being selected in a separate solicitation**.

A non-mandatory pre-submittal information session will be held at the site on Tuesday, September 22, 2015 at 3:00 p.m. in the Red Fox Room # 1105 (located at the east end of the Lakewood Campus) for interested contractors. For campus map and directions, please visit <http://www.rrcc.edu/campus-maps>.

**Qualifications Due**

|  |  |  |  |
| --- | --- | --- | --- |
| Date & Time:  Address | **Tuesday, September 29, 2015 before 5:00 pm**   |  |  | | --- | --- | | Red Rocks Community College  13300 West Sixth Avenue, Room 1172  Lakewood, CO 80228  Attn: Renee Archuleta, Procurement Manager |  | |

**Point of Contact**

|  |  |
| --- | --- |
| Name: | Renee Archuleta |
| Email: | [renee.archuleta@rrcc.edu](mailto:renee.archuleta@rrcc.edu)  Media of Publication: The Daily Journal/ Publication Dates: 9/16/2015 and 9/18/2015 |

**Advertisement for Bid, Project No.C14A007**

Electrical Subcontractor Prequalification Requirements

Table of Contents

Table of Contents Page 1

# Section A: Introduction

Item I: Intent Page 2

Item II: Project Description Page 2

Item III: The Pre-qualification Process Page 3

Item IV: Schedule Page 3

# Section B: Submittal Requirements

Item I: General Introduction Page 4

Item II: Location Page 4

Item III: General Contracting Experience Page 4

Item IV: Qualifications of Key Personnel Page 4-5

Item V: Project Management Page 5

Item VI: Schedule Control Page 5

Item VII: Safety Program……………………………………………………………………………………………………… Page 5

Item VIII: Successful Project Completion Page 5

Item IX: Bonding Capacity and Insurance………………………………………………………………………………….. Page 5

Item X: Current Workload/Capacity to Complete Project ……………………………………………………………….. Page 5

Item XI: Affidavit Page 5

# Section C: Evaluation Criteria

Item I: General Introduction Page 6

Item II: Location Page 6

Item III: General Contracting Experience Page 6

Item IV: Qualifications of Key Personnel Page 6

Item V: Project Management Page 6

Item VI: Schedule Control Page 6

Item VII: Safety Program……………………………………………………………………………………………………… Page 6

Item VIII: Successful Project Completion Page 6

Item IX: Bonding Capacity and Insurance………………………………………………………………………………….. Page 7

Item X: Current Workload/Capacity to Complete Project ……………………………………………………………….. Page 7

Item XI: Affidavit Page 7

# Section D: Miscellaneous Information

Item I: Status of Pre-qualification Page 7

Item II: Confidentiality Page 7

Item III: Number of Submittal Copies Required. Page 7

Item IV Affidavit Page 7

Affidavit Attachments Pages 8-10

**SECTION A: Introduction**

**ITEM I: Intent:**

Red Rocks Community College requests submittals for pre-qualification of electrical subcontractors for the construction project titled Campus Recreation Center. It is the intent of the College to pre-qualify these contractors for bidding this major construction project in accordance with Colorado Revised Statutes 24-92-107. Pre-qualification of all prospective electrical subcontractors will be necessary for bidding this project: all contractors wishing to bid the project must be pre-qualified as defined in this document. Separate prequalification of general contractors and mechanical subcontractors will take place concurrently.

Please note carefully that the process herein defined requires that contractors to be considered for pre-qualification must have, at a minimum:

1. Continuously maintained a Colorado office for the last five years.
2. Successfully completed within in the last seven years at least two projects similar to the project described in Section A, Item II.
3. The adjusted completed Construction Contract amount for these shall amount to at least $1,500,000.00 per project and at least one of which shall have been completed by the Project Manager and/or Superintendent proposed for this project. Enclose resumes of these and other key personnel. Documentation is required that the proposed Project Manager and Superintendent have experience with similar projects, close owner/operator coordination, and quality management experience.
4. Certified bonding capacity of $1,500,000.00 each per labor and materials payment bond and for a performance bond.

These minimum requirements to be considered for pre-qualification are further defined below.

**ITEM II: Project Description:**

New Construction: This project includes the construction of a new 36,000 gsf Student Recreation Center addition to the main building at the Lakewood Campus The two story building will include a gym, climbing wall, exercise studios, cardio/strength equipment spaces, meeting rooms, offices and student gathering areas. Site work will include grading/earthwork for the structure, upgrades to the existing athletic field, drainage, utilities, and landscaping, while maintaining access and services to the existing buildings. Construction is estimated to begin in January, 2016 and to be completed within eleven months.

Renovation of Existing Building: Approximately 3,000 gsf which currently houses the Fitness Center will be demolished and renovated. Renovation area will be available for construction upon completion of Fall Semester on December 12, 2016. The renovation will provide meeting spaces and a small catering kitchen and is estimated to be completed by Feb. 10, 2017.

Electrical work will include (not limited to): switchgear, power for mechanical equipment, convenience power, interior, exterior and site lighting, fire alarm, pathway for security and data, natural gas generator and ATS. Prequalified Electrical Subcontractors will be required to submit bids to the prequalified General Contractors.

**ITEM III: The Pre-qualification Process:**

In accordance with the schedule outlined hereafter, contractors are invited to submit their qualifications for consideration for pre-qualification to:

**Red Rocks Community College**

**13300 West Sixth Avenue, Room 1172**

**Lakewood, CO 80228**

**Attn: Renee Archuleta, Procurement Manager**

Submittal requirements are outlined in Section B of this request. General criteria used for judging the submittals are outlined in Section C. Certain minimum qualifications as described in Section C will be required of all contractors to be pre-qualified to bid this project. CONTRACTORS SHOULD READ THESE CAREFULLY. Red Rocks Community College assumes no responsibility or liability for any costs incurred by any contractor associated with this pre-qualification process. Contractors are advised to use the index of this document as a checklist; completeness is required. **Contractors’ submittals shall be assembled following the format of Section B, Items I-XI.**

Red Rocks Community College will assemble a panel of persons associated with the project and construction industry to score the submittals based upon the criteria outlined.

This document consists of all the information available. Questions about this document may be addressed only via email to: renee.archuleta@rrcc.edu

Scoring will be performed on an assigned scale by item outlined in Section B. Pre-established scoring ranges will be established for each item and will be published via modification to this document on September 22, 2015. They will also be available at the Optional Site Visit/Information Session that date.

The scores of all panel members will be totaled for each submittal. Upon completion of the scoring, a list of pre-qualified contractors will be published. There will be no pre-established maximum limit to the number of contractors to be pre-qualified to bid.

**ITEM IV: Schedule:**

The Projected Schedule for Pre-qualification, Bidding and Construction is as follows (subject to change):

**AFB Step 1**, Pre-qualification Submittal Request

Posted Tuesday, September 15, 2015

Optional Site Visit/Information Session Tuesday, September 22, 2015, 3:00 p.m.

Pre-qualification submittals due: Tuesday, September 29, 2015 before 5:00 p.m.

Pre-qualified Contractors list available: Monday, October 26, 2015 by 5:00 p.m.

Posted via RRCC webpage: www.rrcc.edu/facilities/construction-projects

**AFB Step 2**, Electronic bid documents available to

Pre-qualified contractors: Monday, November 9, 2015 by 5:00 p.m.

Mandatory Pre bid meeting: Friday, November 13, 2015 at 10:00 a.m.

Bids due: Friday, December 18, 2015 at 2:00 p.m.

Notice of Award: Wednesday, December 23, 2015 by 5:00 pm

Notice to Proceed: Thursday, January 21, 2016

Dates of Substantial Completion:

Addition December 30, 2016

Renovation February 10, 2017

**SECTION B: SUBMITTAL REQUIREMENTS**

Listed below are the submittal items required for consideration to be pre-qualified to bid on the project. Most specific submittal requirements will be scored. Failure to provide any of the requested information will affect the score the contractor's submittal receives, and in the cases where minimums are required or in cases where a submittal item is required, failure to submit the required information may disqualify the submittal from further consideration. General criteria used to judge each submittal item are described in the following Section C - Evaluation Criteria. Contractors are requested to respond directly to each item separately.

**ITEM I: General Introduction:**

Provide a simple concise description of your firm, its size and capabilities. Description shall not be more than two typewritten pages. Description shall identify at a minimum:

1. Legal business name, address, **\*contact person name, email and phone number**. (If a branch office or subsidiary, provide same information for head office as well as branch or subsidiary).
2. Number of years in business.
3. Brief overview of staff.

\*Please list the person that is familiar with the project details as this individual will receive the communication regarding project updates. Firms are encouraged to list an additional contact as backup.

**ITEM II: Location:**

Provide a description of your office during the last five years, including all business addresses used in Colorado during the last five years. See also Section D notes on joint venture and/or partnership submittals.

**ITEM III: Electrical Contracting Experience:**

Provide a brief description of at least two projects similar in size and complexity to the project described in Section A, Item II that your company has successfully completed within the last five years. To pre-qualify in the capacity of **Electrical Subcontractor,** the projects must have had a construction cost of at least $1,000,000.00.

Project descriptions shall include:

(1) Gross square footage / Brief description of project

(2) Include subcontract amount and change order amount.

(3) Project owner’s name, address and current phone number

Do not include projects where the owner contact is no longer available. Inability to contact references is cause for disqualification.

(4) Project Architects’ name, address and current phone number

(5) Approximate start and substantial completion dates;

(6) Construction project manager and superintendent

**Projects that have been constructed for State of Colorado agencies, higher education campus projects, and projects that have been constructed by the proposed project manager/superintendent team are of particular interest.** Projects completed out of state with personnel who are not part of the proposed team for this project are not of great value.

**ITEM IV: Qualifications of Key Personnel:**

Provide information on the below key personnel you propose to assign to this project:

a. Project Manager

(1) Resume

(2) Experience: List of projects of similar size, type and systems

(3) References with current phone numbers, outside your company to verify experience

(4) Will this person be available uninterrupted through the completion of the project?

b. Project Superintendent

(1) Resume

(2) Experience: List of projects of similar size, type and systems

(3) References with current phone numbers, outside your company to verify experience

(4) Will this person be available uninterrupted through the completion of the project?

**ITEM V: Project Management:**

Describe your firm’s proposed project management system for this project.

Include the following topics:

1. General Organization
2. Staffing Roles
3. Commitment of key personnel and resources including a description of scope self-performed by your organization as well as scopes which will be awarded to second tier subcontractors
4. Plan for management and control of subcontractors
5. Provide samples of management tools such as submittal logs, request for information formats, etc.

**ITEM VI: Schedule Control:**

Discuss your firm’s experience in constructing a project of this type in 12 or fewer months.

**ITEM VII: Safety Program:**

1. Provide a copy of your firm’s Safety Program (This may be provided on a flash drive, please provide the same number of flash drives as written copies of proposals.)
2. Provide evidence of your firm’s EMR.

**ITEM VIII: Successful Project Completion:**

For all projects completed within the last 5 years, where applicable, identify separately:

(1) Contracts your company failed to complete

(2) Liquidated damages paid

(3) Projects involved in litigation

**ITEM IX: Bonding Capacity and Insurance**

Submit evidence from, or attested by, your bonding company that indicates how long they’ve done business with your firm and verifies your firm will have bonding capacity, if this project cost of approximately $1,500,000.00 is added to your current and anticipated workload. Bonding will be required of the bid and if awarded the contract, 100% Performance and 100% Labor and Material Payment Bonds will be required

**ITEM X: Current Workload/Capacity to Complete this Project:**

1. List current projects, dollar volume by project, and anticipated completion dates.
2. For projects within five years, indicate the following for the largest amount at any one time:
   1. Total number of projects.
   2. Total dollar amount of all projects.
3. Provide a statement regarding your firm’s ability to staff this project to support the schedule

**ITEM XI: Affidavit:**

Complete and sign the appropriate affidavit found in Section D.

**SECTION C: EVALUATION**

Listed below, corresponding to the Item numbers in Section B (Submittal Requirements), are the general criteria to be used to judge and score the submittals for pre-qualification. Other pre-established information (such as the weight established for the value of a given score and such as required minimum scores for a given item number) will be used by the pre-qualification panel, but will not be available to contractors.

**ITEM I: General Introduction:**

Scoring of this item will be based on the extent to which description criteria are addressed. Submittals which do not include the requested information will be given no further consideration.

**ITEM II: Location:**

It is a minimum requirement to have continuously maintained a Colorado office for the last five years. No scoring will be done with regard to this item. However, submittals which do not include the requested information will be given no further consideration.

**ITEM III: Electrical Contracting Experience**:

It is a minimum requirement for pre-qualification that the **Electrical Subcontractor’s office** shall have successfully completed two projects of not less than $1,500,000.00 per project of similar complexity as defined in Section A, Items I and II. Scoring will be based upon the number of projects in this category and upon the extent that the projects match the minimum requirements of size and complexity. Projects for State of Colorado agencies and higher education entities are of particular interest. Local projects of similar scope accomplished with members of the proposed team for this project are of particular interest.

**ITEM IV: Qualification of Key Personnel:**

a & b) Scoring will be based upon the documented ability of the key personnel, based on experience, to successfully manage and supervise the project. Failure to supply this information may disqualify the submittal from further consideration.

**ITEM V: Project Management:**

a thru e) Scoring will be based upon the indicated ability of the management system to successfully complete this project at a high level of quality. The failure to supply this information may disqualify the submittal from further consideration.

**ITEM VI: Schedule Control:**

Scoring will be based upon the indicated adequacy of the discussion as it relates to this project. Failure to submit the requested information may disqualify the submittal from further consideration.

**ITEM VII: Safety Program**

a & b) Scoring will be based upon the indicated adequacy of the proposed plan for this project and documented past performance within industry standards. Failure to supply this information may disqualify the submittal from further consideration.

**ITEM VIII: Successful Project Completion:**

These items have no minimum requirements. Scoring will be based upon the extent that judgments and the extent of damages paid indicate the ability to successfully complete projects. Failure to supply this information will disqualify the submittal from further consideration.

**ITEM IX: Bonding Capacity and Insurance**

It is a minimum requirement for pre-qualification that a Electrical Subcontractor provide evidence that it can bond a single project at $1,500,000.00 and have excess bonding capacity available. No scoring will be done with regard to this item, however, failure to submit the requested information may disqualify the submittal from further consideration.

**ITEM X: Current Workload/Capacity to Complete this Project:**

a, b & c) This item has no minimum requirement. Scoring will be based upon the indicated ability to successfully add this project to current workload based on information requested. Failure to supply this information may disqualify the submittal from further consideration.

**ITEM XI: Affidavit:**

This item will not be scored. However, failure to supply this information may disqualify the submittal from further consideration.

**SECTION D: MISCELLANEOUS INFORMATION:**

**ITEM I: Status of Pre-Qualification:**

Red Rocks Community College reserves the right to reconsider the pre-qualification status of any contractor at any time in accordance with the conditions of the affidavit submittal.

**ITEM II: Confidentiality:**

References will be kept confidential in the event of a challenge to the process outcome. The submittals will not be returned.

**ITEM III: Number of Submittal Copies Required:**

Contractors shall submit five copies of the pre-qualification submittal document.

**ITEM IV: Affidavit:**

Complete as instructed in Section B. Item XI, the appropriate sections on the attached pages.

AFFIDAVIT FOR INDIVIDUAL/SOLE PROPRIETOR

, doing business as

(Name of individual) (Name of Firm)

certifies and says: That he is the person submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply Red Rocks Community College with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Subscribed on at , State of

(date) (city) (county)

(Applicant must sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFFIDAVIT FOR CORPORATION

certifies and says: That he is

(Name of Officer)

of the ,

(Official Capacity) (Name of firm)

corporation submitting this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply Red Rocks Community College with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Subscribed on at , State of

(date) (city) (county)

Note: Use full corporate name and

Attach corporate seal here.

(Officer must sign here) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CORPORATION

If a corporation, answer this:

When incorporated

In what State

President's name

Vice President's name

Secretary's name

Treasurer's name

AFFIDAVIT FOR COPARTNERSHIP

certifies and says: That he is a

(Name of Officer)

partner of the partnership of ,

(Name of firm)

that said partnership submitted this statement of experience and financial condition; that he has read the same and that the same is true of his own knowledge; that the statement is for the purpose of pre-qualifying to bid this project, and that any depository, vendor or other agency therein named is hereby authorized to supply Red Rocks Community College with any information necessary to verify the statement; and that furthermore, should this statement at any time prior to **the bid date** cease to properly and truly represent the condition of said firm in any substantial respect, they will immediately submit appropriate revision for additional consideration understanding that any substantial changes may be grounds for reconsideration of pre-qualification status.

I certify and declare under penalty of perjury that the foregoing is true and correct.

Subscribed on at , State of \_\_\_\_\_\_\_\_\_\_\_\_ (date) (city) (county)

The foregoing statement and affidavit are hereby affirmed.

(Member of firm must sign here)

(Name of firm)

(Remaining member of firm sign here)

### CO-PARTNERSHIP

If a co-partnership, answer this:

Date of organization

State whether partnership is general, limited or association:

Name and address of each partner: