



**General Contractor Pre-Qualification Packet**

**Name of Project: Hallett Bathroom Renovations  
PR 006756 / HSG 10602**

**Name of Project: Stearns East Private Bathroom Renovations  
PR 006781 / HSG 10607**

**Name of Project: Darley North Bathroom Renovations  
PR 006780 / HSG 10606**

**Notice No. 12-04**

**Issued by:**

**Department of Housing & Dining Services**

**Delivery address:**

**3500 Marine Street  
Room 122  
Boulder, CO 80309**

**Attention: Jon C. Keiser**

**Mailing address: Campus Box 451 UCB, Boulder, CO 80309-0451**

**January 30, 2012**

**General Contractor Prequalification**

The Public Advertisement is available on the web at: ..... Page 2-3  
 Pre-qualification Brief ..... Page 4

**Section A: Introduction**

Item I: Intent..... Page 5  
 Item II: Project Description..... Page 6  
 Item III: Project Financing..... Page 6  
 Item IV: The Pre-qualification Process ..... Page 6  
 Item V: Schedule..... Page 7  
 Item VI: Notes for Subcontractors Qualifications ..... Page 7

**Section B: Submittal Requirements**

Item I: General Introduction ..... Page 8  
 Item II: Location ..... Page 8  
 Item III: General Firm Experience ..... Page 8  
 Item IV: Successful Project Completion ..... Page 8  
 Item V: Bonding Capacity..... Page 8  
 Item VI: Financial Condition – NOT USED ..... Page 9  
 Item VII: Qualifications of Key Personnel ..... Page 9  
 Item VIII: Schedule Control ..... Page 9  
 Item IX: Current Workload/Capacity to Complete This Project ..... Page 9  
 Item X: ~~Estimated Construction Period~~ – NOT USED ..... Page 9  
 Item XI: Project Management ..... Page 9  
 Item XII: Performance Following Pre-qualification ..... Page 10  
 Item XIII: Percentage of Local Subcontractor Involvement ..... Page 10  
 Item XIV: Affidavit..... Page 10

**Section C: Evaluation Criteria**

Item I: General Introduction ..... Page 11  
 Item II: Location ..... Page 11  
 Item III: General Firm Experience ..... Page 11  
 Item IV: Successful Project Completion ..... Page 11  
 Item V: Bonding Capacity & Insurance..... Page 11  
 Item VI: Financial Condition – NOT USED ..... Page 11  
 Item VII: Qualifications of Key Personnel ..... Page 11  
 Item VIII: Schedule Control ..... Page 12  
 Item IX: Current Workload/Capacity to Complete This Project ..... Page 12  
 Item X: ~~Estimated Construction Period~~ – NOT USED ..... Page 12  
 Item XI: Project Management ..... Page 12  
 Item XII: Performance Following Pre-qualification ..... Page 12  
 Item XIII: Percentage of Local Subcontractor Involvement ..... Page 12  
 Item XIV: Affidavit ..... Page 12

**Section D: Miscellaneous Information**

Item I: Status of Pre-qualification ..... Page 13  
 Item II: Confidentiality ..... Page 13  
 Item III: Affidavit..... Page 13  
 Item IV: Number of Submittal Copies Required ..... Page 13  
 Affidavit Attachments..... Page 14-16  
 Insurance Requirements Website..... 17



## ADVERTISEMENT FOR BIDS

This is a two step AFB with prequalification required.

State of Colorado

University of Colorado Boulder

Notice Number: 12-04

Project No.: PR 006756 / HSG 10602  
Project Name: Hallett Bathroom Renovations  
Estimated Construction Cost: \$525,000

Project No.: PR 006781 / HSG 10607  
Project Name: Stearns East Private Bathroom Renovations  
Estimated Construction Cost: \$840,000

Project No.: PR 006780 / HSG 10606  
Project Name: Darley North Bathroom Renovations  
Estimated Construction Cost: \$1,400,000

### Project Description

Hallett Bathroom Renovations: Renovate five sets of community bathrooms.

Stearns East Private Bathroom Renovations: Refurbish 40 individual use bathrooms and fixtures (including new piping to mains).

Darley North Bathroom Renovations: Refurbish 14 community bathrooms and fixtures (including new piping to mains).

### Project Information

To be considered for pre-qualification to bid this project obtain a pre-qualification packet from the web site: <http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

### Qualifications Due

Date & Time: **2:00 PM, Wednesday, February 8, 2012**  
Address: **University of Colorado - Boulder  
Department of Housing & Dining Services  
3500 Marine Street, Room 122  
Boulder, CO 80309**

Comments: **Submittals through U.S. Postal Mail should use campus box number:  
Campus Box 451 UCB, rather than street address.**

### Point of Contact

Name: **Jon C. Keiser**  
Agency: **University of Colorado - Boulder**  
Phone: **303-735-3707**  
Fax: **303-735-0375**  
Email: [Jon.keiser@colorado.edu](mailto:Jon.keiser@colorado.edu)

**This Notice is also available on the web at [www.colorado.gov/dpa/dfp/sbrep](http://www.colorado.gov/dpa/dfp/sbrep)**

Media of Publication(s): The Daily Journal

Publication Dates: January 30,2012

Name of project: **Housing & Dining Services 2012 Bathroom Renovation Projects**

Notice is hereby given to General Contractors that the University of Colorado - Boulder will pre-qualify bidders to bid these projects.

Note carefully, this pre-qualification is unique to this group of projects, any other previous pre-qualification with the University of Colorado - Boulder or State Buildings Programs is insufficient to pre-qualify to bid this project.

To be considered for pre-qualification to bid this project, General Contractors must pick up the pre-qualification documents detailing submittal requirements from

<http://www.colorado.edu/facilitiesmanagement/pdc/construction/open.html>

Prequalification packets will be accepted at the above office no later than 2:00 PM on Wednesday, February 8, 2012.

The pre-qualification documents detail specific submittal requirements. The documents further detail minimum experience and other requirements of General Contractors to be considered for pre-qualification.

**BRIEFLY, THE MINIMUM REQUIREMENTS ARE:**

- a. Has continuously maintained a Colorado office for the last five years.
- b. Successful completion within in the last five years, in the capacity of General Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$1,400,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Certified bonding capacity of \$1,400,000 each per labor and materials payment bond and performance bond. Capability of obtaining insurance as described in the attachment in Section D.

**SECTION A: Introduction**

ITEM I: Intent:

The Regents of the University of Colorado - Boulder requests submittals for pre-qualification of General Contractors for the Construction Projects titled:

Project No.: PR 00006756 / HSG 10602  
Project Name: Hallett Bathroom Renovations

Project No.: PR 006781 / HSG 10607  
Project Name: Stearns East Private Bathroom Renovations

Project No.: PR 006780 / HSG 10606  
Project Name: Darley North Bathroom Renovations

It is the intent of the Department of Housing & Dining Services to pre-qualify General Contractors for bidding these major construction projects in accordance with Colorado Revised Statutes 24-92-107, 24-103-402, and 24-30-1303 (1) (Q) and in accordance with Section 3-402.01 of the Colorado Procurement Rules. Pre-qualification will be necessary for bidding these projects. This pre-qualification process is unique to this project and notwithstanding other pre-qualification by the State Buildings Division and the University of Colorado Boulder, all contractors wishing to bid each project must be pre-qualified as defined in this document.

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

- a. Has continuously maintained a Colorado office for the last five years.
- b. Successful completion within in the last five years, in the capacity of General Contractor, of at least three projects similar to the project described in Section A, Item II for public or quasi-public.
- c. The adjusted completed Construction Contract amount for these projects shall amount to at least \$1,400,000 per project and at least one of which shall have been completed by the Project Manager and Superintendent proposed for this project. Enclose resumes of these and other key personnel. Demonstrate that the Project Manager and or Superintendent has experience with similar projects, close owner/operator coordination, and quality management experience.
- d. Certified bonding capacity of \$1,400,000 each per labor and materials payment bond and for a performance bond. Capability of obtaining insurance as described in the attachment in Section D.

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

It is further the intent of the University of Colorado - Boulder that after pre-qualification of General Contractors for these projects, the pre-qualified contractors will be invited to bid each project conventionally with the intent of awarding to the lowest responsible bidder based on the apparent low bid of the each project.

ITEM II: Project Description:

Hallett Bathroom Renovations: Renovate five sets of community bathrooms.

Stearns East Private Bathroom Renovations: Refurbish 40 individual use bathrooms and fixtures (including new piping to mains).

Darley North Bathroom Renovations: Refurbish 14 community bathrooms and fixtures (including new piping to mains).

ITEM III: Project Financing:

University of Colorado Boulder appropriations.

ITEM IV: The Pre-qualification Process:

In accordance with the schedule outlined hereafter, contractors are invited to submit their qualifications for consideration for pre-qualification to **Jon C. Keiser, Department of Housing & Dining Services, University of Colorado - Boulder, Delivery address: 3500 Marine St., Room 122, Boulder, CO 80309. Mailing address: Campus Box 451 UCB, Boulder, Colorado 80309-0451.** 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 these projects. **CONTRACTORS SHOULD READ THESE CAREFULLY.** The University of Colorado - Boulder 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 follow the format of Index, Section B.

The Department of Housing & Dining Services of the University of Colorado - Boulder 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 in writing to:

Jon C. Keiser, Project Manager  
University of Colorado  
Department of Housing & Dining Services  
3500 Marine St., Room 122  
Campus Box 451 UCB  
Boulder, Colorado 80309-0451  
**Or e-mail to: jon.keiser@colorado.edu**

No telephone communication regarding the pre-qualification will be answered. Contact shall be made only in writing to the above individual. The University of Colorado Boulder, the Principal Representative and the Architect will not be responsible for the accuracy or validity of information received later than 2:00 PM local time Friday, February 3, 2012.

Scoring will be performed on an assigned scale by item outlined in Section B. Pre-established weights (not available to contractors during the process) will be assigned to the score for each submittal item.

The scores of all panel members will be totaled for each submittal. A pre-established score total will automatically pre-qualify the contractor's submittal assuming that the contractor's submittal meets the minimums outlined in Section C.

There will be no pre-established maximum limit to the number of contractors to be pre-qualified to bid. In the event, however, that the scores result in a list of pre-qualified bidders of less than four bidders, the score required to pre-qualify may be lowered by a pre-established amount until a list of pre-qualified bidders greater than three is established.

ITEM V: Schedule:

The Schedule for Pre-qualification and Bidding is as follows:

Pre Qualification submittals due:	no later than 2:00 PM, Wednesday, February 8, 2012
Pre Qualified Contractors list available:	Wednesday, February 15, 2012
Projected Date for Drawings and Specs available:	Spring 2012
Projected Mandatory Pre bid meeting:	Spring 2012
Projected Bids due:	Spring 2012
Projected Work to start:	May 2012

ITEM VI: Notes for Subcontractors Qualifications:

- a. Subcontractors will be required to meet certain minimum requirements to be contained in the project specifications of the Contract Documents.
- b. The Contract Documents will require that the successful contractor submit the qualifications of subcontractors listed in item VII A above within 72 hours of the opening and bids for approval by the Architect and the Department of Facilities Management, University of Colorado - Boulder. A list of proposed subcontractors will need to be submitted with a bid proposal.

## SECTION B: SUBMITTAL REQUIREMENTS

Listed below are the submittal items required for consideration to be pre-qualified to bid on these projects. 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. Description shall not be more than two typewritten pages. It may be supplemented by brochures. Description shall identify at a minimum:

- a. Legal business name, address, contact person name, phone number. (If a branch office or subsidiary, provide same information for head office as well as branch or subsidiary).
- b. Number of Years in business.
- c. Brief overview of staff.

### ITEM II: Location:

- a. 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: General Firm Experience:

- a. Provide a brief description of at least three projects similar in size and complexity to the project described in Section A. Item II for a construction cost of at least \$1,000,000, and successfully completed within the last five years in the capacity as a General Contractor.

Projects' descriptions shall include:

- (1) Functional use
- (2) Gross square footage / Brief description of project
- (3) Approximate construction cost
- (4) Project owner's name, address and current phone number
- (5) Project architect's or engineer's name and address and current phone number
- (6) Approximate start and substantial completion dates
- (7) Construction project manager and superintendent

### ITEM IV: Successful Project Completion:

- a. Indicate the number and dollar amounts of all delay claims, court, or arbitration judgements for and against your firm in the last five years.
- b. For all projects completed within the last 10 years, where applicable, identify separately:
  - (1) Dollar amount of liquidated damages paid and project involved.
  - (2) Dollar amount of bonus received for early completion and project involved.

### ITEM V: Bonding Capacity and Insurance:

Submit evidence from, or attested by, your bonding company that verifies your firm will have bonding capacity, if this project cost of approximately \$1,400,000 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. Also verify that your company can meet the insurance requirements shown in the attachment in Section D.

ITEM VI: Financial Condition:

Not used.

ITEM VII: Qualifications of Key Personnel:

Provide information on the below key personnel you propose and intend for this project. If more than one person is proposed for this project, provide information on each.

- 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 VIII: Schedule Control:

- a. Describe your firm's schedule management system.
- b. Provide samples of:
  - (1) Schedule from a previous similar project.

ITEM IX: Current Workload/Capacity to Complete this Project:

- a. List current projects, dollar volume by project, and anticipated completion dates of current projects.
- b. 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.
- c. Estimate your anticipated largest dollar volume if this project is added to your current and anticipated volume. Estimate this project for this item at \$1,000,000.

ITEM X: Estimated Construction Period - Not Used.

ITEM XI: Project Management:

Describe your proposed project management system for this project.

Include the following topics:

- a. General Organization.
- b. Staffing Roles.
- c. Commitment of key personnel and resources including a description of trades provided internally to your organization.
- d. Responsibilities.
- e. Plan for management and control of subcontractors.
- f. Reporting systems to Owner and Architect:
  - (1) General communications.
  - (2) Actual progress.
  - (3) Problems resolution.
  - (4) Costs.

- g. Quality Control.
- h. Project Closeout.

ITEM XII: Performance Following Pre-qualification:

Provide a separate list of building projects for which your firm has been selected for a pre-qualification process similar to this. Project list shall identify the client, project size, approximate dollar value, bid date, projected completion date, and whether you provided a qualified bid after pre-qualifications. List must include all projects for which you have been pre-qualified within the last five years.

ITEM XIII: Percentage of Local Subcontractor Involvement:

Provide an estimate percentage of local subcontractor involvement that you anticipate can be accomplished and certified as part of the bid. Local involvement shall be defined as any subcontractors within a 75 mile radius of the building site. If pre-qualified, contractors will be required to equal or exceed the percentage proposed.

ITEM XIV: Affidavit:

Complete and sign the sample affidavit found in Section D.

## **SECTION C: EVALUATION CRITERIA**

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 give item number) will be used by the pre-qualification panel, but will not be available to contractors.

### ITEM I: General Introduction:

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 II: Location:

- a. It is a minimum requirements to have continuously maintained a Colorado office for the last five years, preference will be given to those Contractors with home offices located in Colorado.

### ITEM III: General Firm Experience:

- a. It is a minimum requirement for pre-qualification that the General Contractor's office shall have successfully completed three projects of not less than \$1,000,000 per project of similar complexity as defined in Section A-I b & c. Meeting this requirement will suffice. However, scoring will occur on this item based on the number of projects in this category and based upon the extent that the projects match the minimum requirements of size and complexity.

### ITEM IV: Successful Project Completion:

a) & b) This item has no minimum requirement. Scoring will be based upon the extent that judgements, and the extent of damages paid or bonuses received indicate the ability to successfully complete projects. Failure to supply this information will disqualify the submittal from further consideration.

### ITEM V: Bonding Capacity and Insurance:

It is a minimum requirement for pre-qualification that a General Contractor provide evidence that it can bond a single project at \$1,000,000 and have excess bonding capacity available. Also verify that the company can meet the insurance requirements outlined in Section D.

### ITEM VI: Financial Condition:

Not used.

### ITEM VII: Qualification of Key Personnel:

a) & b) Scoring will be based upon the indicated 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 VIII: Schedule Control:

a) & b) This item has no minimum requirement. However, scoring will be based upon the indicated adequacy of the proposed system for this project. Failure to submit the requested information may disqualify the submittal from further consideration.

ITEM IX: Current Workload/Capacity to Complete this Project:

a, b & c) This item has no minimum requirement. However, 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 X: Estimated Construction Period - Not Used

ITEM XI: Project Management:

a thru h) It is a minimum requirement that the General Contractor have a total quality management or an established quality control program in place. 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 XII: Performance Following Pre-qualification:

Scoring will be based on the number of projects your firm has been pre-qualified for and upon the extent that your firm has completed bid submittals following pre-qualification.

ITEM XIII: Percentage of Local Subcontractor Involvement:

This item has no minimum requirement. However, scoring will be based upon the indicated ability to involve local subcontractors to successfully complete this project. Failure to supply this information may disqualify the submittal from further consideration.

ITEM XIV: 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:

The University of Colorado - Boulder 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:

All submitted materials will be kept confidential. The submittals will not, however, be returned.

ITEM III: Affidavit:

Complete as instructed in Section B. Item XV the appropriate sections on the following pages.

ITEM IV: Number of Submittal Copies Required:

General Contractors shall submit **two** copies of the pre-qualification submittal document.

AFFIDAVIT FOR INDIVIDUAL

\_\_\_\_\_, 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 the University of Colorado - Boulder 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 the University of Colorado - Boulder 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)

partnership 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 the University of Colorado - Boulder 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Insurance Requirements

To view the most current Construction Insurance Requirements, click at the following website:

<https://www.cu.edu/content/insurance> - Construction Contracts

END