

REQUEST FOR STATEMENTS OF QUALIFICATIONS

FROM INTERESTED CONTRACTORS
(GENERAL AND SINGLE TRADE)

FOR

CONSTRUCTION PROJECTS COSTING UP TO \$2,500,000

AT DISTRICT OWNED AND/OR OPERATED FACILITIES



CENTRAL UTAH WATER
CONSERVANCY DISTRICT

Central Utah Water Conservancy District

July 2019

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR CONSTRUCTION PROJECTS COSTING UP TO \$2,500,000 AT DISTRICT OWNED AND/OR OPERATED FACILITIES

The Central Utah Water Conservancy District (the “District”) is seeking Statements of Qualifications (SOQ) from qualified contractors (general and single trade) to provide construction services for future projects costing up to \$2,500,000. The result of this request will be to create an approved prequalified vendor list from which the District may choose to procure various construction services by: 1) direct award to an individual contractor when the project is under \$50,000; or 2) by inviting as few as two contractors on the list to provide competitive bids or quotes for jobs between \$50,000 and \$100,000; or 3) inviting as few as three contractors to provide competitive bids or quotes for projects between \$100,000 and \$2,500,000; and then awarding the project to the contractor providing the lowest bid, in these last two cases. Projects costing over \$2,500,000 will continue to be bid competitively following a public notice process for each individual project.

BACKGROUND

The Central Utah Water Conservancy District has been in existence for over 50 years and constructs, operates and maintains many facilities located throughout the eight counties it serves. As a political subdivision subject to the procurement laws of the State of Utah, the District follows guidelines for securing construction services found in the District Purchasing Policy and the Utah Procurement Code. For larger projects with a construction value in excess of \$2,500,000, a public notice process is followed for each individual project, and competitive bids and proposals are received. For smaller construction projects costing less than \$2,500,000, a direct award to contractors that are listed on an approved vendor list is permitted, provided other requirements are met as described in this document.

Due to the length of time that the District has operated, some of its facilities are aging and are in need of repair or replacement. Because many of these projects are smaller, they often fit into the category of construction projects costing less than \$2,500,000. In order to simplify acquiring construction services for these projects, the District can utilize a procurement process outlined under its Small Purchases Vendor Prequalification clause for obtaining such services by creating an approved vendor list. While aimed at smaller improvement, repair or replacement projects, the approved vendor list may also be used for new construction, provided that the cost falls within the guidelines defined herein.

DESCRIPTION AND OBJECTIVES

Approved Vendor List: As outlined in the District Purchasing Policy, the procurement process for construction projects up to \$2,500,000 may include the direct award of a contract to a contractor that has prequalified for inclusion on an approved vendor list. The approved vendor list is created through following a defined process which includes: advertising for and requesting a statement of qualifications from interested contractors; indicating the type of work to be procured and the type of vendor that is sought; outlining the minimum mandatory requirements and the evaluation criteria to be used to select vendors to be included on the list; and indicating the type of vendor list (“open-ended” or “closed-ended”) being created. Once produced, the District may restrict participation in a procurement process to vendors on the approved vendor list.

The District is creating an “open-ended approved vendor list” which means: there is an indeterminate period of time that vendors may be added to the list; vendors will be added to the list throughout the term of the list; and vendors will have to re-submit their statement of qualifications for evaluation every 18 months to be renewed as an approved vendor on the list.

Types of Projects: The District is seeking contractors to be included on the list who are qualified to perform services for construction projects which are less than \$2,500,000 for direct construction costs, including design and allowable equipment costs.

Projects up to \$50,000: The District may procure construction services up to a maximum of \$50,000 by direct award to a contractor on the approved vendor list without seeking competitive bids or quotes, after documenting that all of the related requirements will be met and the awarded contractor can certify that their organization is capable of meeting the specifications of the project.

Projects between \$50,000 and \$100,000: The District may invite as few as two contractors from the approved vendor list to submit quotes or bids for construction services between \$50,000 and \$100,000, after documenting that all related requirements will be met. The District may directly award the work to the contractor with the lowest, qualified, responsive, responsible quote or bid that can certify that their organization can meet the specifications of the project.

Projects between \$100,000 and \$2,500,000: The District may invite as few as three contractors from the approved vendor list to submit quotes or bids for construction services between \$100,000 and \$2,500,000, after documenting that all related requirements will be met. The District may directly award the work to the contractor with the lowest, qualified, responsive, responsible quote or bid that can certify that their organization can meet the specifications of the project.

The approved vendor list, in this case, is being created for future construction services that are not specifically and fully defined at this time. However, these future services will include specifications that clearly describe the District's requirements and the functional and performance criteria for the service at the time that the service will be contracted.

When this type of procurement process is allowed and designated, only vendors who are on the approved vendor list can participate in the selection process for the construction service indicated.

Management of the Approved Vendor List: The District will retain and electronically keep on file the submitted SOQs for those contractors who are on the approved vendor list, such that they can be reviewed when considering contractors to fill the need for services on projects meeting the criteria indicated above. The retention period of a submitted SOQ will be 18 months, unless the contractor desires to withdraw inclusion or no longer qualifies to be on the approved vendor list. Renewal for inclusion on the list will occur any time a contractor replaces their previous SOQ with an updated SOQ and is again approved by the District to provide services.

Because this is an "open-ended approved vendor list" process, the District will continue to advertise and include instructions on its website for interested contractors to submit a SOQ to prequalify to be on the approved vendor list. The 18-month retention period for these additional contractors who qualify will begin from the time that their submitted SOQ is approved.

The use of an approved vendor list does not preclude the District from using a competitive bid process, should such action be in the best interest of the District, even for a smaller project. However, in many cases, using the approved vendor list will help the District meet its objective of utilizing a simplified evaluation, selection and fee negotiation process for completing smaller construction projects.

SUBMISSION OF STATEMENT OF QUALIFICATIONS

Each contractor's Statement of Qualifications must be submitted using the online submission process (<https://soq.cuwcd.com>). (Note: *Internet Explorer is not supported. Please use Apple Safari, Google Chrome or Mozilla Firefox.*) Opportunity to provide limited pertinent supplemental information (e.g., cover letter, personal résumé) is included in the online form. The Statement of Qualifications online submission process is organized in the following way:

Registration Screen

This screen requires an initial registration (a valid e-mail address and a secure password), resulting in a confirmation e-mail being sent out to the indicated account to verify the e-mail address.

Once the e-mail address is verified by clicking on the confirmation link, the registration process is completed and you may log in and start the Statement of Qualifications submission process.

Note: The registered user becomes the representative of a particular contractor and is the one who then has access to complete, modify, submit and renew a Statement of Qualifications for that contractor.

Initial Setup Screen

On the Initial Setup screen, you will be asked to provide your Company Information and a Primary Contact Person. You are asked to type in both *required information* (Legal Company Name, Street Address, City, State, Zip Code, Date Company was Formed and Average Number of Employees), as well as *additional information* (Doing Business As, Website address) when that applies. You are also asked to provide the First Name, Last Name, Email address and Phone number of the Primary Contact Person.

After filling out this form, you will be asked to save your company information. However, it can be edited later, if you need to do so.

SOQ Setup Screen

This screen allows you to indicate the type of SOQ you wish to fill out. In this case, you would choose *Construction* as the type of SOQ and confirm your choice.

Construction SOQ Screen

This screen is divided into a few sections, allowing you to provide pertinent information about your company. First there is a **Welcome** section consisting of a paragraph or two that gives a brief explanation of the purpose of a Construction SOQ.

Next there is a **Documents** section which allows you to upload two types of documents: 1) a business confidentiality claim, in case there is anything in the SOQ that you would like excluded from becoming a public record and, 2) a cover letter, which introduces your company and its team. While uploading these documents is optional, it does allow you the occasion to provide this information when it seems applicable.

In the ***Project Experience*** section, you are given the opportunity to provide the bulk of information about your company's expertise. Here you list one or more projects *in detail* that highlight your company's qualifications, based on experience shown through jobs completed within the past 10 years. Additionally, you add key project personnel and highlight their qualifications, aptitude and contribution to the project; you can also upload a résumé for each person you add to a project or you can upload one later using the Company Dashboard screen, as explained below. You then include one or more Associated Areas of Expertise for which the company is seeking prequalified status, as demonstrated in conjunction with the indicated project. (***Note: You must list at least one area of expertise for the SOQ to be approved. However, many areas of expertise can be associated with a single project. It is preferable to have multiple competencies applicable to the project listed, as this increases exposure during a search for expertise.***) If there is additional information or a certain uniqueness about a project not captured by the account given above, you can upload a file that provides further explanation.

At the top of the Construction SOQ screen is a ***Status*** section, indicating whether your SOQ is submitted and approved. Here you have the opportunity to submit your completed SOQ to the District for its approval to have your company included on the approved vendor list. Additionally, when information about the company has changed and it needs to be updated, you can withdraw an existing submitted SOQ, modify it and resubmit it for District approval. Furthermore, when the approved status for the SOQ has expired after the retention period of 18 months, you are allowed the option to edit the SOQ, if desired, and resubmit it here for District approval.

Company Dashboard Screen

After your company information has been entered in, you have the option to go to the Company Dashboard screen. Here you can edit your Company Information, add additional Key Personnel, submit a résumé for those Key Personnel listed and/or record the address of another Office Location, should your company operate out of more than one site. Once you have put in your initial company information, this is also the screen to which you are immediately directed when you log in at a future time.

SELECTION PROCESS

The following paragraphs describe the process that will be followed in selecting a contractor to be included on the approved vendor list:

Solicitation of Contractors

The District will advertise on its website <http://cuwcd.com> for interested contractors to submit an online Statement of Qualifications (SOQ) to provide construction services for future projects. Because this is an "open-ended approved vendor list," the District will continue to display this invitation for qualified companies to submit SOQs to become an approved vendor. To be responsive to this request for SOQs, qualified contractors must complete the online submission process located on the website (<https://soq.cuwcd.com>). New submissions are reviewed on a monthly basis but may not see inclusion on the list until as long as two months after the submission of their SOQ, based on the timing of the monthly review.

Statement of Qualifications Evaluation

The District will evaluate the Statement of Qualifications using the selection criteria set forth below:

1. The Statement of Qualifications form is complete and submitted online.
2. The contractor has at least one project listed that was completed within the last 10 years.
3. The contractor has demonstrated competence in and indicated at least one area of expertise associated with that project which would be of benefit to the District.

Each SOQ will be evaluated based on the selection criteria outlined above, which is in accordance to Central Utah Water Conservancy District's Purchasing Policy and applicable State Procurement Code. Non-responsive SOQs may be eliminated from consideration. The contractor bears sole responsibility for the items and information included, or not included, in the SOQ submitted by that contractor. The District reserves the right to disqualify any SOQ that includes significant deviations or exceptions to the terms, conditions and/or specifications outlined above. Upon completion of the initial evaluation, the District may elect to have further discussions with responsible individuals for the purpose of assuring a full understanding of the SOQ.

When a contractor is selected from the approved vendor list to complete a construction project, the District will enter into contract negotiations with the selected contractor to complete the scope of work.

Business Confidentiality

In accordance with State Law, SOQs are a public record and are subject to public review upon request. However, a contractor may request any part of the SOQ be a protected record and not available for public release by complying with Utah Code 63G-2-309(1). To do this, the contractor must provide the District with a written claim of business confidentiality indicating what part of the SOQ it would like to be held as confidential and a concise statement of reasons supporting the claim of business confidentiality. This information must be presented at the time of submission of the online SOQ by following the directions to upload the claim as defined on the Construction SOQ Screen.

All SOQs will become and remain the property of CUWCD.