

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

December 2017

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 at District facilities. 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 direct award to an individual contractor (when the project is under \$75,000) or by inviting as few as three contractors to provide bids or quotes for somewhat larger projects (between \$75,000 and \$2,500,000) and awarding the project to the contractor providing the lowest bid.

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. Many of its construction projects are considered large (over \$2,500,000) and, as such, the District follows its Purchasing Policy and Procedures as based on the Utah Procurement Code which requires public notice and competitive bids and proposals. However, the District’s procurement code permits, for construction projects costing up to \$2,500,000, a direct award to contractors that are listed on an approved vendor list, 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 the repair or replacement of these facilities, the District desires to utilize the procurement process outlined in its administrative code for these construction projects by creating an approved vendor list. The approved vendor list may also be used for new construction, provided that the cost falls within the guidelines defined herein.

APPROVED VENDOR LIST DESCRIPTION AND OBJECTIVES

Approved Vendor List: As outlined in the District Purchasing Policy and Procedures, 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; indicating the type of vendor list being created; and restricting participation in this type of 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 (although there is a deadline by which a vendor must submit a statement of qualifications to be considered for the initial approved vendor 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 \$75,000: The District may procure construction projects up to a maximum of \$75,000 by direct award, 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 \$75,000 and \$2,500,000: The District may invite at least three contractors from the approved vendor list to submit quotes or bids for construction projects between \$75,000 and \$2,500,000, after documenting that all of the related requirements will be met. The District may award the work to the contractor with the lowest, qualified, responsive, responsible quote or bid that can certify that their organization is capable of meeting 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, but will have 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 are able to participate in the selection process for the construction service indicated.

Management of the Approved Vendor List: The District will retain and keep on file the submitted SOQs for those contractors who are on the approved vendor list and make them available to project engineers when considering contractors to fulfill the need for services on projects meeting the criteria indicated above. This retention period will last 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 approved to provide services.

Because this is an "open ended approved vendor list" process, the District will continue to advertise and include instructions for interested contractors to submit an SOQ to prequalify to be on the approved vendor list. The 18-month retention period for these additional contractors 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. 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.

SCHEDULE

Advertise for Construction Firm Online SOQ Submission.....	December 17 & 24, 2017
Online SOQ Submission Available.....	Monday, December 18, 2017
Online SOQ Due for Initial Approved Vendor List Inclusion	4:00 PM, Friday, December 29, 2017
Posting of Initial Approved Vendor List	Monday, January 8, 2018

STATEMENT OF QUALIFICATIONS

Each contractor's Statement of Qualifications must be submitted using the online submission process (<https://soq.cuwcd.com>) brought up in Google Chrome or Mozilla Firefox (*Internet Explorer is not supported*). Opportunity to provide limited pertinent supplemental information (i.e., cover letter, personal resumes) 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 and submit 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) 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. Because at the present time there is only a Construction SOQ available, you simply confirm that you are submitting a Construction SOQ.

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 section which allows the uploading of two types of documents: 1) a business confidentiality claim, in case there is anything in your 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, proficiency and contribution to the project; you can also upload a resume for each person. You then associate one or more areas of expertise for which the company is seeking prequalified status and that were demonstrated in conjunction with the indicated project. Finally, 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.

Finally, at the top of the Construction SOQ screen is a Status section, indicating whether or not your SOQ is submitted. 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 or when the approved status for the SOQ has expired after 18 months, you are allowed the option to edit or withdraw an existing submitted SOQ, modify it and resubmit it 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 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 :

Selection of Contractors

The District will advertise in local papers and on its website for interested contractors to submit an online Statement of Qualifications (SOQ) to provide construction services for future projects costing up to \$2,500,000 at District facilities. Because this is an "open-ended approved vendor list," after originally advertising for and completing and posting the initial approved vendor list, the District will continue to display on its website an invitation to submit SOQs by qualified contractors to become an approved vendor. In all cases, to be responsive to this request for SOQs to furnish these construction services, the interested contractors must complete the online submission process located on the website (<https://soq.cuwcd.com>).

To be considered for inclusion on the initial approved vendor list, all SOQs have to be completed *and submitted* online no later than **4:00 PM, Friday, December 29, 2017**. Those contractors who choose not to be included on the initial approved vendor list but who do want to seek later inclusion may submit their SOQ online *after* the initial approved vendor list is posted on **January 8, 2018**. Any new submissions are reviewed on a monthly basis and may not see inclusion on the list until as long as two months after the submission of their SOQ.

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 at least one area of expertise associated with that project which would be of benefit to the District.

Each SOQ will be evaluated by the District in accordance with Central Utah Water Conservancy District's Procurement Policy. The SOQs will be evaluated on the basis of the selection criteria outlined above. 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 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.