

**CONTRACTOR PREQUALIFICATION
REQUIREMENTS
FOR THE
Wastewater Treatment Plant Upgrades**



City of Covington
711 W. Park Street
Covington, Virginia 24426

August 2021

GENERAL

Pursuant to § 2.2-4317 of the Code of Virginia, the City of Covington (Owner) invites interested contractors to submit prequalification proposals for the Wastewater Treatment Plant EQ Basin, Pump Station, Generator and Plant Modifications Project. This document lists the requirements for contractor prequalification, provides specific instruction for submittal of contractor prequalification proposals, and describes the evaluation criteria to be used by the Owner in the evaluation of submitted proposals.

PURPOSE

The purpose of the prequalification process is to select only those contractors that the Owner deems to be qualified and capable of completing the Project in conformance with the Contract Documents (i.e. plans, specifications, Project addenda, etc.) Only prequalified contractors will be allowed to submit a bid.

Subcontractors, specialty trades, suppliers and manufacturers do not require formal prequalification at this time. However, contractors may be required to submit, together with their bid, documentation demonstrating adherence to certain minimum qualification and/or experience requirements as may be required by the Contract Documents. The contractor shall not accept quotes, proposals, or sub-bids from any subcontractors, specialty trades, suppliers, or manufacturers that are not qualified to provide the service or supplies required in accordance with the Contract Documents. The contractor is encouraged to inform any prospective subcontractors, specialty trades, suppliers, or manufacturers about the proper execution of the work. Failure to provide documentation showing compliance with minimum qualifications and/or experience may result in the contractor's bid being considered nonresponsive and rejected by the owner.

Selection as a prequalified contractor does not imply Owner's acceptance or approval of the contractor's specific personnel, equipment or methods, whether or not these items are described in the contractor's prequalification proposal, nor does it ensure that the contractor's bid will be considered responsive or responsible.

PROJECT DESCRIPTION

The project consists of constructing a 2.5MG Equalization Tank, installing a wet weather pump station and completing upgrades at the wastewater treatment plant consisting of:

- Headworks Channel Modifications
- Clarifier Effluent Box Improvements
- New UV Channel
- Replace Generator Pad, Generator and Transfer Switch
- Electrical for Headworks Building Panel Modifications
- Electrical for Headworks Modifications to the Actuated Weir Gate
- Magnetic Flow Meter
- SCADA Improvements

All work shall be complete and operational, including all testing, training, warranty and start-up services and all other work necessary to complete the work in accordance with the Contract Documents. The estimated construction cost range is \$ 5 Million.

Prequalification will not exempt a contractor from meeting any of the requirements of the Contract Documents. The contractor’s prequalification proposal is not the part of the Contract Documents or part of the contractor’s bid.

The Project is located at: 711 W. Park Street, Covington Virginia, 24426.

SUBMITTAL PROCEDURE

Prequalification proposals will be received at the offices of the Thompson & Litton, 1105 Mercer Street, P.O. Box 5427, Princeton, WV 24740 until 2PM, October 7, 2021. Eight sealed (8) copies of the contractor’s proposal must be submitted in a package marked “CWWTP Prequalification Proposal”. Any proposal omitting any of the requested information in the requested format shall be considered unresponsive and rejected.

Information contained in the proposals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All proposals will become and remain the property of the Owner.

The Owner reserves the right to request a contractor to clarify any part of its 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.

TENTATIVE PROJECT SCHEDULE

The tentative Project schedule is as follows:

Bid Solicitation.....	October 14, 2021
Pre-Bid Meeting.....	October 28, 2021
Last Day for Questions:.....	November 8, 2021
Bids Due.....	November 18, 2021
City Awards Contract to Lowest Bidder/Issues Notice to Proceed.....	December 27,2021

This schedule is preliminary and is subject to change at the Owner’s discretion. Owner reserves the right to cancel, delay or postpone bidding and award of Project pending funding availability or for any other reason that the Owner deems necessary and in its best interest.

CONTENT OF PROPOSAL

The prequalification proposal shall include the information requested below. The organization of the proposal shall generally follow the outline below:

- 1. Title Page

2. Contractor Prequalification Information Form
3. Personnel and Contractor Qualifications
4. Previous Project Experience
5. Financial Information

Title Page

The title page shall identify the document as a prequalification proposal and shall include the name of the Owner, the name of the Project, and the name of the contractor submitting the proposal. The contractor's name shall be the complete, legal name as it would appear on the Contract.

Contractor Prequalification Information Form

The contractor shall complete and sign the attached Contractor Prequalification Information Form and include it with the proposal.

Personnel and Contractor Qualifications

Present information which will identify key personnel who will be assigned to the Project, such as Project manager, Project superintendent, office support personnel, etc.

Describe the background and experience of each of these individuals. Provide detailed resumes for the proposed Project manager and proposed Project superintendent.

Describe the approach to scheduling and accomplishing the work. Identify which major trade work (i.e., structural, pipelines, mechanical, electrical, earthwork) will be completed by the contractor's forces and which will be performed by subcontractors.

Previous Project Experience

Present information on similar Projects completed by the contractor as required under Item #21 of the attached Contractor Prequalification Information Form. Projects listed shall demonstrate experience in the construction of wastewater treatment plants, including the construction of concrete water retaining structures, installation of mechanical equipment similar to that included in this Project, and SCADA systems. Include the following information for each Project listed:

- Name of Project
- Description of the Project, including Size and Capacity, Location, Overall Description, etc.
- Owner (include reference and phone number)
- Engineer (include reference and phone number)
- Year Completed
- Dollar Value of Work Performed
- Completed Within Time Allowed? (If no, explain)
- Were any Claims or Disputes Filed? (If yes, explain)

Financial Information

Submit a certified financial statement for the contractor's most recent accounting period. Submit a letter from contractor's surety company specifying contractor's total bonding capacity and current

unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit and appraisal of contractor's current financial condition.

EVALUATION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

- Personnel and qualifications
- Previous Project experience
- Financial condition

Qualified contractors must meet the following minimum criteria:

- Contractor shall have sufficient financial ability to perform the Project in conformance with the Contract Documents.
- Contractors shall have a minimum available bonding capacity equal to 1.25 times the estimated Project construction cost. If a range is provided for the construction cost estimate, use the highest estimate provided (i.e., estimated cost is \$ 5 million, available bonding capacity shall be \$ 5 million x 1.25=\$ 6.2 million)
- Contractor shall have significant experience in the construction of wastewater treatment plants including, but not limited to, construction of reinforced concrete water retaining structures, installation of mechanical equipment similar to that included in this Project and SCADA systems.
- Contractor's superintendent shall have at least 10 years' experience and shall have been superintendent on the construction of at least one (1) wastewater treatment plant project of similar size and capacity.
- The contractor or any officer, director, or owner shall not have had any judgements entered against them within the past ten years for the breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management.
- The contractor shall have been in substantial compliance with the terms and conditions of prior construction contracts with public bodies.
- The contractor or any officer, director, owner, Project manager, procurement manager, or chief financial official thereof shall not have been convicted within the past 10 years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to violation of (i) Article 6 (Section 2.2-4367 et seq.) of the Code of Virginia, (ii) the Virginia Governmental Frauds Act (Section 18.2-498.1 et seq.), (iii) Chapter 4.2 (Section 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state.

- The contractor or any officer, director, or owner thereof shall not currently be debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government.
- Contractor shall hold a current contractor's license in a classification appropriate to this Project.
- Contractor shall demonstrate the ability to meet the tentative Project schedule.
- Contractor shall provide to the public body in a timely manner any information requested by the public body relevant to aforementioned criteria.

The Owner shall be entitled to contact each, and every reference listed by the contractor. The contractor, by submitting a prequalification proposal, expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the Owner.

NOTIFICATION OF PREQUALIFIED CONTRACTORS

All contractors submitting prequalification proposals will be notified in writing if they did or did not prequalify. A brief explanation of reasons for not prequalifying will be provided to unsuccessful contractors. Only contractors which are prequalified will be invited to bid. The Owner's decision will be final, unless appealed pursuant to Section 2.2-4357 of the Code of Virginia.

In the event no more than two qualified contractors submit proposals, Owner reserves the right to issue a second advertisement and solicit additional proposals from qualified contractors. In such event the contractors who submitted qualifications in response to the first advertisement and were found qualified will not be required to resubmit proposals and shall be deemed qualified to bid on the project.

CONTRACTOR PREQUALIFICATION INFORMATION FORM

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

1. Contractor's Name: _____
2. Business Address: _____

3. Telephone Number: _____
4. Fax Number: _____
5. Email Address: _____
6. Firm Type: _____ Corporation _____ Partnership _____ Individual _____ Joint Venture
7. Date Company Organized: _____
8. List the names and titles of all owners, directors, members, or other key individuals and/or officers of the firm:

9. Number of permanent office and support employees: _____
10. How long has company been doing work similar to proposed project: _____
11. Contractor's License:
 Primary Trade Classification: _____
 License No. & Expiration Date: _____
 State(s) Licensed: _____
 Name on License (if different than Contractor Name): _____

12. Contractor's Surety (Name, address, telephone number & contact person): _____

13. Contractor's Bank/Financial Institution (Name, address, telephone number & contact person):

14. Contractor's Insurance Company (Name, address, telephone number & contact person):

15. Has the contractor or any officer, director or owner thereof had any judgments entered against them within the last ten years for the breach of construction contracts, including but not limited to, project management or design build contracts? _____

16. 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 separate page.

17. 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 and details on separate page.

18. Has the Contractor ever failed to complete any work that it was awarded? _____ If yes, give Owner's name and details on separate page.

19. Does the Contractor maintain a Permanent Safety Program? _____ If yes, provide a brief summary or outline of the program on separate page.

20. Does the Contractor have a formal Quality Assurance Program? _____ If yes, provide a brief summary or outline of the program on separate page.

21. List your experience in the last 10 years with the construction of wastewater treatment plants of similar size and complexity. Contractor must have completed a minimum of two (2) similar projects in the indicated time period, each with a construction value of at least \$3 million. The experience descriptions shall include all of the requested project information described in the prequalification requirements and shall be provided on separate page.

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

By: _____

Title: _____

Date: _____