

# Attachment A

## **Application for Pre-qualification of General Contractors, Trade Subcontractors and Related Construction Service Providers**

---

# **Application for Pre-Qualification:**

**Solicitation No. DCAM-16-CS-0092**

## **Contents of Pre-Qualification Package**

1. General Instructions and Information
  - a. General Information
  - b. Data Required
2. Application for Pre-Qualification [documents to submit]
  - ☐ Part I – Bidder-Offeror Certification Form
  - ☐ Part II – Organization’s Statement of Experience and Recent Construction Projects Completed
  - ☐ Part III – Organization’s Surety and Bonding Requirements, and Insurance Requirements
  - ☐ Part IV – Attachments Required (in addition to Part I)

## **1. GENERAL INSTRUCTIONS AND INFORMATION**

### **a. General Information**

- i. If applicable, a current District contractor license is required to bid on projects pursuant to this RFQ.
- ii. Prequalification by the Department shall remain valid until all contracts set-aside, pursuant to this special pilot procurement, have been awarded, or until responding offeror's have been notified in writing by the Department in the unexpected event that an award is not made.
- iii. It is mandatory that all Offerors who intend to respond fully complete the pre-qualification questionnaire, provide all materials requested, and be approved by the Department to be on the final qualified list of eligible awardees.
- iv. No bid will be accepted from an Offeror that has failed to comply with these requirements.
- v. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.
- vi. Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statements from a surety approved to operate in the District, and any accompanying notes and supplemental information are required. The Department will use these documents as the basis of rating Offerors with respect to the size and scope of contracts upon which each Offeror is qualified.
- vii. The Department reserves the right to check other sources available. The Department's decision will be based on objective evaluation criteria and may adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information.

### **b. Data Required**

- i. All portions of the Application for Prequalification Parts I through IV should be completed, with additional information attached if the space provided does not suffice.
- ii. Failure to include the information requested may result in disqualification. It is essential that construction or construction-related experience of the Offeror can be demonstrated, as such experience is considered in pre-qualification ratings and rankings.
- iii. Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Offeror on whose behalf that person is signing.
- iv. If any information provided by an Offeror becomes inaccurate, the Offeror must immediately notify the Department and provide updated accurate information in writing, under penalty of perjury.
- v. The Department reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

## **2. Application for Pre-Qualification**

*Continue to the next page.*

**PART I. Bidder-Offeror Certification Form**

---

Name of Organization (Name must correspond exactly with Contractor's Business License)

**Exchange this page for the completed Bidder-Offeror Certification Form**

## **PART II. Organization's Statement of Experience and Relevant Projects Completed.**

---

Name of Organization

(Name must correspond exactly with Contractor's Business License)

### **1. Relevant Projects**

Submit at least three (3) examples of your organization's relevant projects with values ranging from \$10,000 to \$5MM completed within the last six (6) years, including at least one (1) project which is a public works project in the District. Relevant projects shall include as many of the following components and construction types, as applicable:

- ☐ Municipal facilities, including holding cell/security rated wall construction.
- ☐ Projects involving intermediate owner milestone construction schedules. Include strategies employed to accomplish early mobilization, close scheduling of trades, coordination with owner vendors, etc.
- ☐ Moment Frame structure.
- ☐ Rain Screen exterior envelope.
- ☐ Projects with complex interrelated building systems such as security monitoring and alarm, building and energy management, telecommunications, data distribution and other related sub-systems
- ☐ Custom millwork and casework.
- ☐ Coordination and timing in the start-up of IT infrastructure and network systems, including coordination with telephone and local internet providers, for the testing/commissioning of AV, telecommunications, security and building automation systems well before substantial completion.
- ☐ Photovoltaic roof-mounted panels.
- ☐ Green roofs.
- ☐ LEED Silver NC, 2.1 or better.

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. Label responses consistent to the categories listed above. List each project by name, location, year of completion, construction value, and owner's name, owner's project manager's name and current contact information including phone number. Include a description of the construction type, project schedule, and the construction value of the work performed. Photos and other graphic materials would be helpful to delineate each project. A Sample Format is included following this listing of categories.

### **2. Project Management Expertise**

Provide a summary of the following key indicators of project management expertise:

- ☐ Indicate how your organization has managed, directed or participated in the projects submitted under Section 1 above.
- ☐ Indicate your organization's management structure, lines of authority and hierarchy.
- ☐ Provide information on how schedules, costs, and quality are maintained throughout a project. Indicate how communications between the various stakeholders (owner, project design consultants, tenants and inspectors) and the general contractor are managed to ensure all project requirements are addressed and met. This should include both on-site personnel and home office staff.
- ☐ Provide specific detail concerning subcontracting practices.

- ❑ Outline how your organization will work with the local community to address concerns over noise, duct, traffic impacts of construction, etc.

### **3. Quality Control & Technology**

Describe your organization's philosophy for producing quality buildings and your approach to quality control. Provide information on how you handle minimizing warranty callbacks and typical response time for warranty callbacks. (Typical response time is from initial request by Owner to final resolution of issue to Owner's established requirements.) Describe how coordination has been achieved and communicated to subcontractors and other tradespersons on projects of similar size, scope and complexity. Outline/describe your organization's use and application of technology for coordination, including clash detection, trade coordination and the shop drawing/fabrication process. Outline your approach regarding the use/application of mock-ups and provision of samples for key interior and exterior building finishes.

### **4. Key Personnel**

Provide proposed key personnel's qualifications, experience, length of employment with company, and training to competently manage this project. Key personnel shall include principal(s), or officer(s) having overall project responsibility, as well as on-site project manager(s), superintendent(s), project controls engineer(s), schedule manager(s), and all others involved in the management of the project.

Provide an overview of how your organization intends to structure on-site management operations and interface with the home office, owner, specialty subcontractors and Department representatives during a construction project.

### **5. Safety Program**

The Department is committed to the safety of all employees, the existing staff on-site, the surrounding community, visitors and the environment. While the Department has the responsibility for conducting our business in a manner that strives to prevent accidents, a general contractor will have primary responsibility for the safety at the project site.

Describe your organization's Safety Management Plan and identify how your organization's safety program is implemented, including the lines of authority and communication.

## **SAMPLE FORMAT**

### **Example Project Description and Information**

Names and references must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Construction Manager (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_

\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

**NOTE: Include information to address all the previously listed categories; Relevant Projects, Project Management Expertise, Quality Control & Technology, Key Personnel and Safety Program.**



**PART III. Organization's Surety and Bonding Requirements**

---

Name of Organization \_\_\_\_\_ (Name must correspond exactly with Contractor's License)

**Surety and Bonding Requirements**

- A. Attach a notarized statement from the bonding company your firm proposes to use indicating their commitment to provide a Performance and Payment Bond for the full amount of the contract.
- B. List the names of the Bonding firms utilized by your organization in the last five (5) years, for projects over \$1,000,000.00

**Name of Bonding Company No. 1** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 2** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

**Name of Bonding Company No. 3** \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Bonded: \_\_\_\_\_ % Completed \_\_\_\_\_

#### **PART IV. ORGANIZATION'S INSURANCE REQUIREMENTS**

\_\_\_\_\_  
Organization (Name must correspond exactly with Contractor's License) Name of

##### **Insurance History**

List the workers compensation and commercial general liability insurance companies that have provided your firm with insurance over the past five (5) years.

##### **Workers Compensation of Insurance Company No. 1**

\_\_\_\_\_  
Address:\_\_\_\_\_

Contact Name:\_\_\_\_\_Telephone:\_\_\_\_\_Fax:\_\_\_\_\_

Best's Rating:\_\_\_\_\_

##### **Commercial General Liability Insurance Company No. 1**

\_\_\_\_\_  
Address:\_\_\_\_\_

Contact Name:\_\_\_\_\_Telephone:\_\_\_\_\_Fax:\_\_\_\_\_

Best's Rating:\_\_\_\_\_

##### **Workers Compensation of Insurance Company No. 2**

\_\_\_\_\_  
Address:\_\_\_\_\_

Contact Name:\_\_\_\_\_Telephone:\_\_\_\_\_Fax:\_\_\_\_\_

Best's Rating:\_\_\_\_\_

##### **Commercial General Liability Insurance Company No. 2**

\_\_\_\_\_  
Address:\_\_\_\_\_

Contact Name:\_\_\_\_\_Telephone:\_\_\_\_\_Fax:\_\_\_\_\_

Best's Rating:\_\_\_\_\_

**PART V. ATTACHMENTS REQUIRED**

\_\_\_\_\_  
Organization (Name must correspond exactly with Contractor's License) Name of

The following documents, Attachments 1 through 6, are to be provided to the Department by the Organization requesting Prequalification, for the aforementioned project.

Provide all of the attachments listed below

- ☐ **Attachment 1** – Notarized Statement from Bonding Company
- ☐ **Attachment 2** – Notarized Statement from Worker's Compensation Insurance Carrier
- ☐ **Attachment 3** – Current Copy of Organization's District License(s)
- ☐ **Attachment 4** – Certification declaring that the applying Organization has not has a surety company finish work on any project within the last five (5) years.

**Attachment 1 – Notarized Statement from the Bonding Company**

**Exchange this page for a notarized statement from the bonding company that your organization proposes to use, indicating their commitment to provide Performance and Payment bonds for the full amount of the contract.**

**Attachment 2 – Notarized Statement from the Worker's Compensation Carrier**

**Exchange this page for a notarized statement from the Worker's Compensation carrier that your organization proposes to use, specifying Contractor's current Experience Modification Rating for Workers' Compensation for the District.**

**Attachment 3 – Current Copy Organization’s District Contractor’s License(s)**

**Exchange this page for a current copy of your organization’s District Contractor License(s).**

**Attachment 4 – Certification Declaring Applying Organization Has Not Had Surety  
Finish Work on any Project within last Five Years**

**Exchange this page for a certification declaring that the applying organization has not had a surety company finish work on any project within the last five (5) years.**

*Sample Declaration*

I, \_\_\_\_\_, authorized agent of \_\_\_\_\_  
(Name of Organization)

hereby certify, under penalty of perjury under the laws of the State of District, that the organization has not has surety company finish work on any project within the last five (5) years.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_