



RESOLUTION 2004-088

A RESOLUTION OF THE SHERWOOD CITY COUNCIL, ACTING IN ITS CAPACITY AS THE CITY'S LOCAL CONTRACT REVIEW BOARD (PURSUANT TO THE TERMS OF ORS 279.039) IMPOSING A REQUIREMENT FOR MANDATORY PREQUALIFICATION FOR ALL PERSONS DESIRING TO BID ON THE CONTRACT FOR ACTING AS GENERAL CONTRACTOR FOR BUILDING THE CITY'S CIVIC BUILDING.

WHEREAS, the City Council has the authority under the terms of ORS 279.039(1) to require mandatory prequalification for all persons desiring to bid for public contracts that are to be let by the City;

WHEREAS, the City intends to put out to bid a contract for the building of the City's Civic Building, an approximately 31,000 square foot structure designed to house the City Library, City Hall and retail space;

WHEREAS, Council believes based on the size, cost, complexity and need to work with a design team that a mandatory prequalification process is appropriate for the bidding of the contract for general contractor in the building of the City's proposed Civic Building.

NOW THEREFORE, BASED ON THE FOREGOING THE SHERWOOD CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

Section 1. Mandatory prequalification of all bidders shall be required of all bidders proposing to bid on the contract for General Contractor of the Sherwood Civic Building.

Section 2. All bidders wishing to be considered in the prequalification process must have their Statement of Qualifications physically delivered to the Sherwood City Hall not later than 5:00 p.m. October 21, 2004.

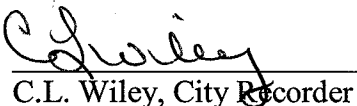
Section 3. The Request for Qualification (attached hereto as Exhibit 1) sets out the Response Format for the Statements of Qualification which format the City deems to be the "standard form application" as that phrase is used in ORS 279.039 and 279.041.

Section 4. This resolution is and shall be effective from and after its passage by the Council.

Duly passed by the City Council this 28th day of September 2004.


Keith S. Mays, Council President

ATTEST:


C.L. Wiley, City Recorder

Resolution 2004-088

September 28, 2004

Page 1 of 1 with 1 Exhibit



Request for Qualification

General Contractor
For the
Construction of the Sherwood Civic Building

September 28, 2004

Table of Contents

I.	Introduction	3
A.	Request for Qualifications	3
B.	Background.....	3
C.	Scope of Work.....	3
D.	Design Team	4
E.	Project Team.....	4
F.	Time Line	4
II.	Statement of Qualifications Instructions and Conditions	5
A.	Intention to Bid.....	5
B.	Clarification of Responses	5
C.	Submission of SOQs.....	5
D.	Public Disclosure of SOQs	5
E.	Rejection of SOQs	5
F.	Investigations.....	5
III.	Statement of Qualifications Response Format.....	6
A.	Section 1.0 Transmittal Letter	6
B.	Section 2.0 – Company Background	6
C.	Section 3.0 – General Information Questionnaire Attachment "A"	7
D.	Section 4.0 - Experience.....	7
E.	Section 5.0 – Key Personnel Resume.....	7
F.	Section 6.0 – Financial Information.....	7
G.	Section 7.0 - Project Management Methodology	8
H.	Section 8.0 - MWESB Experience.....	8
I.	Section 9.0 –Miscellaneous Information	8
IV.	Selection Process	9
A.	Selection Criteria.....	9
B.	Appeals.....	9
V.	ATTACHMENT "A" – Background Questionnaire	10
A.	Contact Information	10
B.	General Information.....	10
C.	Safety, Prevailing Wage, Disputes and Bonds	11
1.	Safety	11
2.	Prevailing Wage Provisions	11
3.	License Provisions	11
4.	Disputes	11
5.	Bonding.....	11
D.	Insurance Information.....	12

I. Introduction

A. Request for Qualifications

The City of Sherwood is soliciting Statements of Qualifications (SOQs) from qualified contractors to provide construction services for the Sherwood Oregon Civic Building Project (the Project). The City's purpose in using this process is to identify a limited pool of the most qualified contractors through an evaluation of the demonstrated ability to successfully complete projects of a similar type, complexity, size, scope, budget, and schedule. The City invites and welcomes respondents who can provide such service to submit qualifications for the project. The intention of the City of Sherwood is to identify through this process a limited number of general contractors, who are similarly qualified, to competitively bid the project.

B. Background

The City of Sherwood, Oregon, is a fast growing suburban community located at the southern end of the Portland, Oregon, metropolitan area. The City population has increased from 4,000 in 1994 to the current population of over 14,000. Population at the time of the full build-out of the existing Urban Growth Boundary is expected to be approximately 25,000.

The existing library and city hall are significantly undersized for the current population. In fall of 2002 the City Council approved the construction of a civic building that includes the library and city hall.

In the spring of 2003 Thomas Hacker Architects, Inc. was hired to design the Sherwood Civic Building. After a series of public meetings, staff and City Council input, the design was approved in July 2004.

C. Scope of Work

The scope of work includes the construction of a new 2-story public building with a gross area of approximately 31,000 square feet. The civic building combines a library, city hall and a retail space. The new civic building will be constructed in reinforced concrete masonry block with a brick masonry veneer, with aluminum framed window and entrance systems, metal panels, cast stone panels incorporating artwork, roof monitors and membrane roofing systems. Architecturally exposed structural steel occurs throughout the interior, along with exposed ground face concrete block walls and wood ceiling systems. The mechanical system is located on the second floor with a chiller located on the roof. A raised access floor is used on both levels. The work for the Project includes, but is not limited to Civil, Landscape, Structural, Mechanical, Electrical, Plumbing, Lighting, Audio-visual, Security and Fire Protection and fixed furniture. While not seeking LEEDTM certification, the building will incorporate sustainable strategies including construction waste recycling.

The site for the Project is located at the intersection of North Pine Street and Northeast Oregon Street; in Sherwood, Oregon. The site is just over one acre in area. It is bounded to the east by the Pacific Western Railroad, to the south by North Pine Street, to the west by Northeast Oregon Street and to the north by a property in private ownership. The site has recently been cleared and is owned by the City of Sherwood.

D. Design Team

The design team consists of Thomas Hacker Architects, Inc., Degenkolb Consulting Engineers, (structural), PAE Consulting Engineers, Inc. (mechanical, plumbing and electrical), Walker Macy (landscape architects), Harper Houf Peterson Righellis Inc. (civil), Interface Engineering (low-voltage) Architectural Lighting Design, and Listen Acoustics, Inc (acoustical).

E. Project Team

The project team will consist of the contractor, and its subcontractors, representatives of the City and the design team.

F. Time Line

The tentative project schedule milestones are listed below. The City of Sherwood reserves the right to alter the schedule at any time by notice to all those on the SOQ-holder list:

Task	Due Date
City Council authorization of RFQ Issuance	09-28-2004
Notice of RFQ Advertised	09-29-2004
RFQ Responses Due	10-19-2004
Contractors selected	10-26-2004
Bid Documents issued	11-01-2004
Bids Due	11-23-2004
Interviews of Project Teams	11-30-2004
Contractor Selection	12-01-2004
Construction Contract Awarded	12-14-2004
Construction Begins	01-03-2005

II. Statement of Qualifications Instructions and Conditions

A. Intention to Bid

It is anticipated that the construction contract, if awarded, will be awarded December 14, 2004. A Contractor must state in the SOQ their intention to bid on the construction contract for the Sherwood Civic Building in order to be deemed responsive.

B. Clarification of Responses

The City reserves the right to request clarification of any item in a firm's SOQ or to request additional information necessary to properly evaluate particular qualifications. All requests for clarification and responses shall be in writing.

C. Submission of SOQs

SOQs must be received by 5:00PM October 19, 2004. Six copies of the SOQ must be delivered to the following address in sealed envelopes clearly marked:

Attn: Jenni Lipscomb
Statement of Qualifications
Sherwood Civic Building Project
20 NW Washington Street
Sherwood, OR 97140

Contractors are responsible for ensuring that SOQs are received by the above office prior to the deadline. The City may, at its sole discretion, decline to consider late submissions.

D. Public Disclosure of SOQs

Any information provided to the City pursuant to this RFQ may be subject to disclosure under Oregon's public records law (ORS 192.410 to 192.508). Any information deemed by the Contractor to be privileged, confidential or otherwise exempt from disclosure should be plainly marked as such and separated from the remainder of the SOQ in a separate envelope .

E. Rejection of SOQs

The City of Sherwood reserves the right to reject all submissions and not select any contractor on this RFQ.

F. Investigations

The City of Sherwood may make such independent investigation as deemed necessary to determine the responsiveness and/or ability of any respondent to perform the work, and the respondent shall furnish to the City of Sherwood all such information and data for this purpose as the City of Sherwood may request.

III. Statement of Qualifications Response Format

In order to facilitate the analysis of responses to this RFQ, Contractors are required to prepare their SOQs in accordance with the instructions outlined in this section. At the sole discretion of the City of Sherwood, contractors whose SOQs deviate from these instructions may be considered non-responsive and may be removed from consideration.

SOQs shall be prepared as simply as possible and provide a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of the RFQ. Expensive bindings, color displays, promotional material, etc., are not necessary or desired. EMPHASIS SHOULD BE ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT. All parts, pages, figures, and tables should be numbered and clearly labeled. The SOQ shall be organized into the following major sections:

Section	Title
1.0	Transmittal Letter
2.0	Company Background
3.0	General Information Questionnaire – Attachment A
4.0	Experience
5.0	Key Personnel Resumes
6.0	Financial Information
7.0	Project Management Methodology
8.0	MWESB Experience
9.0	Miscellaneous

A. Section 1.0 Transmittal Letter

The SOQ shall contain a cover letter on corporate letterhead. The Contractor's name, address, and signature of an authorized corporate officer should be clear and legible.

The cover letter shall contain a statement that the contractor intends to bid on the construction contract for the Sherwood Civic Building.

B. Section 2.0 – Company Background

In order for the City Of Sherwood to evaluate the Contractor's stability and ability to support the commitments set forth in the response to the RFQ, the Contractor must provide the following information about their company.

The Contractor shall provide an outline of the company, including age/number of years in continuous operation, your annual gross dollar volume of work for each of the last three years, anticipated volume of work for this year, current company construction capabilities (types of work in which company specializes, preferred range of job size, etc), names of persons with ownership interest in the company and an organizational chart for the company.

C. Section 3.0 – General Information Questionnaire Attachment "A"

The contractor must complete Attachment: "A" – Background Questionnaire

D. Section 4.0 - Experience

In order to determine the experience of both the Contractor and key staff assigned, the Contractor must provide evidence of current and past experience acting as a general contractor in general and specifically for a minimum of three public or institutional building projects in Oregon with a construction value of \$4 million or more in the last five years. Please emphasize any specific similarities of the example projects with the Project, including, if applicable, similar program(s), installation of raised floor with displacement ventilation system, use of masonry veneer and large pre-cast panels, use of exposed architectural steel and/or glue-lam structure and incorporation of sustainable strategies into building construction.

In addition to the above, the contractor may submit evidence of up to three projects that they have constructed using the CM/GC contracting method. (Note: The City of Sherwood is not contemplating a CM/GC delivery method, but regards experience as a CM/GC as an indication of the Contractor's ability to work in partnership with the Owner and the Architect.)

For each project, please provide the following information

- Project Name
- Construction Cost (Initial bid and final cost)
- Change Order History
- Date Project Completed
- Delivery method (competitive bid, Negotiated bid, CMGC)
- Project Manager
- Project Superintendent
- General description, siting similar element(s)
- Reference for Owner (name and phone number)
- Reference for Architect (firm name, individual name and phone number)

E. Section 5.0 – Key Personnel Resume

Identify the project manager and field superintendent(s) who would be assigned to this project. Provide their resumes related to their construction project experience with projects of this type. List current and anticipated projects for these individuals with their scheduled start and finish dates. Indicate which personnel will be on the Sherwood Civic Building site full time. Include a commitment that the staff identified in this section will be assigned to the project as described should the Contractor be a successful candidate.

F. Section 6.0 – Financial Information

The Contractor's financial information shall be included in this section. Financial information must include:

- Balance sheets for the last 3 years
- Income statements for the last 3 years
- If the most recent year end was more than 6 months ago, a balance sheet and income statement for the current year to date
- The most recent Dun and Bradstreet report

- If the financial statements do not demonstrate sufficient working capital to pay expenses, a letter from the firm's bank verifying the ability to borrow (for example, on a current letter of credit)

G. Section 7.0 - Project Management Methodology

Describe any special expertise you will bring in terms of project scheduling and coordination. Describe what special hardware, software and/or other tools you typically utilize in controlling schedules and the sequencing of the work for projects. Give a relevant example of a similar project and what you were able to do.

H. Section 8.0 - MWESB Experience

Describe any of your company's M/W/ESB outreach and Utilization Plan. Describe the actions and strategies your firm will take regarding minority, women and emerging small business utilization on this project. Describe your company's technical assistance available to subcontractors on this project.

I. Section 9.0 - Miscellaneous Information

Any miscellaneous proposal information the Contractor would like to include in the response to the RFQ shall also be included in this section.

IV. Selection Process

A. Selection Criteria

A five to seven member selection committee will evaluate all SOQs received and score each submission of qualifications, weighted as noted below. Each evaluator shall independently assign a score to each evaluation criterion as noted in the table below based on the SOQs. Scores will be summed and the most qualified contractors will be invited to bid on the construction contract for the Project.

Criteria	Weight
Contractor Experience/Record of Performance	40
Key Personnel Experience/Availability	25
Financial Information	15
Background Questionnaire – Attachment A	10
Project Administration Methodology	5
MWESB Experience	5

Note: It is the intention of this process to identify a limited pool of the most qualified contractors to bid on the Project. It is not the goal to identify minimum qualifications. Rejection of a contractor for either the shortlist or the bid does not imply that a particular contractor is not qualified for the project, only that their qualifications ranked below the threshold for bidding the project as determined by the selection committee.

B. Appeals

Contractors may appeal only deviations from laws, rules, regulations or procedures. Disagreement with the scoring by evaluators may not be appealed.

All appeals must be in writing and physically received by City of Sherwood Project Manager no later than 5:00PM October 29, 2004. Address appeals to:

APPEAL OF DISQUALIFICATION
ATTN: Jenni Lipscomb, Project Manager
City of Sherwood
20 NW Washington Street
Sherwood, OR 97140

Appeals must specify the grounds for the appeal including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The judgment used in scoring by individual evaluators is not grounds for appeal.

Appeals not filed within the time specified in the paragraph above, or which fail to cite the specific law, rule, regulation or procedure upon which the appeal is based shall be dismissed.

V. ATTACHMENT "A" – Background Questionnaire

Contractors shall complete the entire Background Questionnaire. Failure to complete the questionnaire or inclusion of any false statement is grounds for immediate disqualification. The City reserves the right to waive minor irregularities, inconsequential deviations and to make all final determinations. The City will evaluate the information contained in each applicant's questionnaire and responses received in reference checks. The sole and discretionary judgment of the City will determine if the Contractor is deemed qualified.

A. Contactor Information

Company Name: _____

Owner of Company: _____

Contact Person: _____

Company Address: _____

Phone: _____ Fax: _____

B. General Information

Complete Part B before proceeding to Part C.

1. Contractor possesses a valid and current Oregon Contractor's license for the work proposed. Yes____ No____
2. Contractor has a minimum of \$1,000,000 liability insurance coverage. Yes____ No____
3. Contractor's license has been revoked at any time in the last five (5) years. Yes____ No____
4. Contractor has been "default terminated" by an owner (other than for convenience), or a Surety has completed a contract for the Contractor within the last five (5) years. Yes____ No____
5. Contractor has been cited more than twice for failure to pay prevailing wages in the last five (5) years. Yes____ No____

Contractor will be immediately disqualified if any answer to questions 1 or 2 is no.
Contractor will be immediately disqualified if any answer to questions 3, 4, or 5 is yes.

C. Safety, Prevailing Wage, Disputes and Bonds

1. Safety

A. Has OR OSHA, Federal OSHA, the EPA, or any Air Quality Management District cited your firm in the past five (5) years? Yes ___ No ___ If yes, attach description of each citation.

B. How often do you require documented safety meetings be held for:
Supervisors Weekly ___ Bi-weekly ___ Monthly ___ Less than monthly ___
Employees Weekly ___ Bi-weekly ___ Monthly ___ Less than monthly ___
New Hires Weekly ___ Bi-weekly ___ Monthly ___ Less than monthly ___
Subcontractors
Weekly ___ Bi-weekly ___ Monthly ___ Less than monthly ___

C. How often do you conduct documented safety inspections?
Quarterly ___ Semi-annually ___ Annually ___

D. Do you have home office safety representatives who visit/audit the job site?
Quarterly ___ Semi-annually ___ Annually ___

E. What is your average Interstate Experience Modification Rate for the last three years?
(A rating in excess of 1.0 will constitute grounds for disqualification as non-responsible.)

2001 _____
2002 _____
2003 _____
Average _____

2. Prevailing Wage Provisions

Has your firm been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision? Yes ___ No ___ If yes, attach description of each fine/penalty.

3. License Provisions

Has your company changed names or license numbers in the past 10 years? Yes ___
Yes ___ No ___ If yes, attach reason for change.

4. Disputes

Has your firm had any claims, litigation, or disputes ending in mediation or arbitration, or termination for cause associated with any project in the past 10 years? Yes ___ No ___
If yes, attach description of each such instance including details of total claim amount, settlement amount, and owner's name and phone number.

5. Bonding

Provide documentation for the following:

Name of bonding company/surety: _____

Name of Surety Agent: _____

Surety Agent address: _____

Surety Agent phone number: _____

Is surety an Oregon admitted surety? Yes ____ No ____

Is surety listed in the current edition of The Oregon Department of Treasury's listing of approved sureties? Yes ____ No ____

List surety's A.M. Best rating _____

What is your firm's total bonding capacity? _____

What percentage rate do you pay for bonds? _____

D. Insurance Information

1. Have you ever had insurance terminated by a carrier? Yes ____ No ____

If yes, please explain on separate piece of paper.

2. Please provide the following information for your general liability insurance:

Agency Name: _____

Contact Name: _____

Phone Number _____

Carrier _____

A.M. Best Rating _____

How long have you had this carrier? _____

3. Please provide information below for your Worker Compensation Insurance:

Agency Name: _____

Contact Name: _____

Phone Number: _____

Carrier: _____

A.M. Best Rating: _____

Contractor shall sign under penalty of perjury that all the information provided in this questionnaire is true and correct.

Signature

Date

Title