

REQUEST FOR STATEMENT OF QUALIFICATIONS COTTONWOOD IMPROVEMENT DISTRICT (CID) INTERIOR REMODEL AND SECURITY UPGRADE PROJECT

Cottonwood Improvement District (the “Owner”) is seeking a **STATEMENT OF QUALIFICATIONS** from General Contractors (the “Vendor”) that would like to pre-qualify for Stage II to submit price proposals for the scope of work to include, but not limited to, the following work items:

1. Remodel of interior lobby space. Including security upgrades to transaction counter.
2. Security entries to office areas.
3. Demo and Replacement of movable partition to Board Room.
4. Demo of existing finishes in public spaces including tile in lobby.
5. Replacement of finishes in public spaces on main level. All carpet and paint updated on lower level.
6. Division of office in lower level to create IT room.
7. New lighting throughout public spaces – lobby, open office, and board room.
8. New drinking fountain in lobby for public use.
9. Redistribution of HVAC diffusers and returns.

A **mandatory** pre-submittal information meeting will only be held with the selected qualified General Contractors. At that time, they shall extend invitation, and encourage participation, to Mechanical and Electrical sub-contractors.

The qualifying Vendor must:

- 1) Show a minimum of 5-years of relevant experience building public works complexes and facilities, and/or similar facilities (please include a list of all projects where your company was the prime contractor)
- 2) Document completion of at least three (3) separate projects which include interior remodeling with up to 15,000 SF, with an average cost of \$700,000. Please summarize change orders in detail identifying cost associated with Owner Directed Changes, Unknown/ Unforeseen Conditions, and Omissions.
- 3) Demonstrate experience with phased construction activities while maintaining facility existing operations and critical building systems. The Owner will maintain use of the facility and site during construction activities.
- 4) Have a local office and be licensed as a General Contractor (B-100) in the State of Utah.
- 5) Provide a minimum of three (3) references showing satisfactory performance in the projects

your company was the prime contractor (references must be from the owners of the projects and must be in letter format).

- 6) Provide evidence of your company's ability to meet the OWNER'S bonding requirements.
- 7) Provide evidence in a GANT chart that your company can take the additional work and has the resources: List of current projects including estimated schedule and a list of staff and equipment that will be made available to complete the project.
- 8) Demonstrate financial stability. This information will be held as "proprietary" and will not be released.
- 9) Complete required background checks and clearances for all staff, subcontractors, and vendors in compliance with Owner's requirements. E-Verify Certification is also required by CID. See Attachment C.

SCOPE OF SERVICES

The General Contractor services shall provide, at a minimum, the following:

Develop and maintain (CPM) Project Schedule

General Contractor shall be expected to obtain and award sub-contractor bids and construct the project per the contract documents and approved modifications.

Construction must comply with all applicable building codes and licensing regulations.

Applicant must provide complete construction services utilizing professional constructors licensed in the state of Utah. Arrange for permits and inspections from all applicable public agencies. Cost of Impact Fees (if any) Plan Check and Building Permits will be paid by the Owner.

Guarantee the work for at least one (1) year and correct deficiencies discovered during this warranty period from the date of Substantial Completion.

FORMAT OF PROPOSAL

Selection will be based upon several factors, including, but not limited to, experience, qualifications, project superintendent, project manager, approach to the project, schedule, project references, and financial stability. SOQ's submitted in response to this RFP will be reviewed and considered by a Selection Committee. Statements of Qualifications should include the following:

Completion of Attachment A.

Completion of Attachment B.

TERMS OF CONTRACT

Owner Contractor agreement will be executed utilizing AIA A101.

It is anticipated that the project will be bid in September 2024 with selection in October 2024 and the construction beginning at the end October 2024. Permit has already been obtained.

The approved Vendor list will include firms that submit a responsive SOQ and meet mandatory requirements identified, including evaluation criteria and applicable scoring thresholds. Only Contractors who are approved by the Owner will be allowed to participate in Stage II.

STATEMENT OF QUALIFICATIONS is due to the Owner on or before **2:00 pm local time Thursday, September 05, 2024.**

Submit each STATEMENT OF QUALIFICATIONS through a secure email with attachment or link with all files. Any submissions sent through other means will not be accepted. The Owner will not accept any submissions after the deadline.

To submit a proposal, email **annettecoleman@gallowayus.com**. All documents shall be labeled and uploaded as separate files.

Contact Annette Coleman at Galloway if you have questions on how to submit a STATEMENT OF QUALIFICATIONS.

Do not contact the Owner directly with questions. All questions must be asked and will only be answered through the above email. The deadline for questions is **3:00 pm local time Thursday, August 22, 2024.** Responses will be returned by **Thursday, August 29, 2024.**

The information provided will be sent to the Owner's appointed Selection Committee for evaluation. Only those contractors that are selected by the Selection Committee will be sent a Request for Price Proposals.

ATTACHMENT A

**QUESTIONNAIRE & STATEMENT OF
QUALIFICATIONS**

1. General Company Information:

Company Name: _____

Type of Corporation: _____

Incorporated in the State of: _____

Company Owner or CEO: _____

Main Business Contact: _____

Business Address: _____

Business Phone Numbers (general & FAX lines): _____

E-mail Address: _____

Number of Years in the General Construction Business: _____

2. Contractor License Information:

Primary Classification: _____

Utah Number: _____ Date of Issue: _____

License Holder: _____

Type of License: _____

Supplemental Classifications held, if any: _____

Please state and explain any disciplinary actions taken by the State of Utah to revoke or suspend the above license or attempts to investigate the license holder for business or construction related reasons (include on a separate and attached sheet of paper).

3. Names and titles of Principal Officers of Contractor's firm:

Name _____

Title _____

Name _____

Title _____

Name _____

Title _____

4. Name, Address, and telephone number of surety company and agent who will provide the required bonds on this Contract:

5. Contractor's maximum bonding amount: _____

*Please use additional pages to provide the requested information for items 6 - 11 below. Limit your additional pages to five (5) pages, double sided.

6. Financial Stability:

Provide a current balance sheet for the firm and a profit and loss statement for the past calendar year. This information will be held as "proprietary" and will not be released.

7. Similar Project Work Experience:

List three (3) separate projects which include interior remodeling with up to 15,000 SF, with an average cost of \$600-700,000. Please summarize change orders in detail identifying cost associated with Owner Directed Changes, Unknown/ Unforeseen Conditions, and Omissions.

Include a complete accounting of:

- 1) Total construction cost.
- 2) Total of change order allowances.
- 3) Name and phone number of project engineer.
- 4) Name and phone number of project owner/client.
- 5) Calendar days to complete from notice to proceed to closeout.
- 6) Name of each project manager or superintendent.
- 7) Dates of individual project completion.

8. Current Projects

List the projects that your company currently has under contract including anticipated beginning and end dates. List the staff that will be available for this project (i.e. project manager, project foreman, # of crews, etc.).

9. Project Team

Provide an organizational chart of all major participants of your firm's proposed project team. Include resumes only of those principals, project manager, superintendent, and other primary representatives who will be directly involved in the overall effort.

10. Proposed Approach

Describe how your firm will approach the scheduling and specific construction phasing aspects of the Project. Describe your firm's overall construction philosophy and how it will be applied to this project. Discuss how you will work with the Owner's staff, Architect and Engineers to ensure that the Owner's needs are adequately met. Outline practices and procedures your firm utilizes to ensure the quality of the final project

11. References

Using the attached forms, provide a minimum of three (3) references for whom the Contractor has provided work on similar projects and is familiar with the Contractor's abilities. This Information must be provided on the attached reference sheets.

Contractor's Signature

Contractor's Printed Name

Date

ATTACHMENT B

REFERENCES

CONTRACTOR REFERENCE NO. 1

| | |
|---|--|
| Name of Contractor: | |
| Date: | |
| Name of Reference: | |
| Title of Reference: | |
| Company: | |
| Telephone Number: | |
| Name of Project: | |
| Cost of Project: | |
| Include a brief description of the project below: | |
| | |

CONTRACTOR REFERENCE NO. 2

| | |
|---|--|
| Name of Contractor: | |
| Date: | |
| Name of Reference: | |
| Title of Reference: | |
| Company: | |
| Telephone Number: | |
| Name of Project: | |
| Cost of Project: | |
| Include a brief description of the project below: | |
| | |

CONTRACTOR REFERENCE NO. 3

| | |
|---|--|
| Name of Contractor: | |
| Date: | |
| Name of Reference: | |
| Title of Reference: | |
| Company: | |
| Telephone Number: | |
| Name of Project: | |
| Cost of Project: | |
| Include a brief description of the project below: | |
| | |

ATTACHMENT C
E-VERIFY COMPLIANCE

**AFFIDAVIT
OF
E-VERIFY COMPLIANCE**

This Affidavit is executed and delivered at the request of Cottonwood Improvement District to confirm that the undersigned Contractor ("Contractor") is in compliance with the E-Verify legal requirements for contractors under Utah State law.

The undersigned Contractor being first duly sworn deposes under oath and says as follows:

1. This statement is executed and delivered by the Contractor to verify compliance by the Contractor with Utah State law requiring use by the Contractor of the Status Verification System for employees and subcontractors as required by Title 63G, Chapter 11 of the *Utah Code*.

2. The Contractor states that it is registered and participates in the Status Verification System to verify the work eligibility status of the Contractor's new employees as required by Utah law and the Contractor's subcontractors.

Dated this _____ day of _____, 20_____.

CONTRACTOR:

(Signature)

(Printed Name)

STATE OF UTAH)
)ss.
COUNTY OF _____)

On the _____ day of _____, 20____, personally
appeared before me _____ who stated to me that the
statements in this Affidavit are true and correct.

NOTARY PUBLIC

My Commission Expires:
