



Utah Division of
Facilities Construction
and Management

HOW TO CREATE A SUCCESSFUL PROPOSAL



Open-Ended Multi-Step Pre-Qualification Bidding Process General/Mechanical/Electrical/Roofing/ Paving Contractors

- Pre-Qualification will be based on the selection criteria outlined in the solicitation documents



CONTRACTORS NOT ON THE CURRENT PRE-QUALIFIED LIST

The following minimum mandatory criteria must be fully complied with in order to be considered for having the statement of qualifications scored by the selection committee:

- Cover Letter
- Termination and Debarment Certificate
- Bid Bond Letter of Recommendation
- Copy of Contractor's License
- Past Performance References
- Statement of Qualification

Cover Letter

- This form should be the first page of your firm's submittal
- Firms seeking pre-qualification for more than one discipline will need to submit a separate proposal for each discipline

COVER SHEET

This form should be the first page of your firm's submittal

SUBMITTED TO: dfcmcontracts@utah.gov

Date Submitted: _____

CHECK ONLY ONE: General
 Mechanical
 Electrical
 Roofing
 Paving

****Firms seeking pre-qualification for more than one discipline will need to submit a separate proposal for each discipline

LEGAL FIRM NAME: _____

BUSINESS ADDRESS: _____

*CONTACT PERSON: _____

PHONE: _____

E-MAIL: _____

**** SciQuest will be utilized for bidding Stage II Projects.**

DFCM FORM RFS 1 FY2019

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Termination and Debarment Certificate

- Certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any government department or agency
- Must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination



TERMINATION AND DEBARMENT CERTIFICATE

Firm Name: _____

This letter is to certify that the referenced firm or any of its principles, have not been and are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from soliciting work for any government department or agency.

This firm also certifies that neither the firm nor its principles have been terminated during the performance of a contract or have withdrawn from a contract to avoid termination.

Signature: _____ Date: _____

Title: _____



Bid Bond Letter of Recommendation

- **Verification of Bonding capability**
 - Provide a letter from your bonding agency or surety addressing the following:
 - Name of Surety (surety must be licensed in Utah, have an A.M. Best rating of A X or better, and listed in U.S. Treasury Circular 570 of acceptable sureties)
 - Name and phone number of surety underwriter (not agent)
 - Has any surety ever paid a claim or finished a project for this entity
 - Largest bid bond issued for this entity in the last three years
 - Largest performance and payment bond issued for this entity in the last three years
 - Date and amount of last performance and payment bond issued for this entity
 - Single-project and aggregate bonding capacity of this entity
 - Surety acknowledgement that they have reviewed the RFS
 - Surety letter to be signed by an Attorney-in-Fact for the surety and a copy of his Power of Attorney is attached to the bonding reference

Copy of Contractor's License

- Verification of current required licensing

STATE OF UTAH
DEPARTMENT OF COMMERCE
DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING
ACTIVE LICENSE

EFFECTIVE DATE: 10/27/2000
EXPIRATION DATE: 11/30/2015
ISSUED TO: T & M MANUFACTURING, INC.
1110 N 1000 W
PO BOX 307
TREMONTON UT 84337

REFERENCE NUMBER(S), CLASSIFICATION(S) & DETAIL(S)
1402087-5501 Contractor With LRF DBAs: None Associated
E100, S320



Form #1



Past Performance and References

- Only provide references on projects where your firm was the **PRIME CONTRACTOR** on and held the contract
- List references on at least five projects that have been completed in the last five years
- If a minimum of three DFCM past performance rating are not available, a rating will be established using any DFCM past performance ratings that are available, supplemented by non-DFCM owner references supplied by the contractor
- Required to average 4.0 out of 5.0 rating or higher, based upon scoring by DFCM or outside ratings provided by the contractor
- A rating below 4.0 on any individual non-DFCM project, a firm will have to wait six months before they can resubmit



Past Performance and References

- It is the firm's responsibility to provide adequate references in compliance with the RFS.
- For non-DFCM projects, provide the following information:
 - **Name of Project**
 - **Location of the project** – include city and state where the work was performed.
 - **Point of Contact** – Name, email and phone number of the person who will be able to answer any customer satisfaction question.
 - **Date Completed** – Date when the work was completed.
 - **Total construction cost** – Size of project in dollars
 - **Project type/Services provided** – Type of the project (i.e.: School, Offices, Warehouse, etc.)

Past Performance and References

Past Performance Evaluation Rating Form

Firms will be rating in accordance to the following rating guidelines:

- Quality of Product or Services
- Cost Control
- Timeliness of Performance
- Business Relations

STATE OF UTAH - DEPARTMENT OF ADMINISTRATIVE SERVICES Clear Form

DAS Utah Division of Facilities Construction and Management
 4110 State Office Building
 Salt Lake City, Utah 84114
 Phone (801) 538-3018
 Website: <http://dfcm.utah.gov/>

PAST PERFORMANCE RATING EVALUATION

Today's Date Firm Name 0

Firm Contact Firm Address

Firm Contact Title City, State & Zip Code

E-mail Address Phone Number

DFCM Project No. Project Name / Title

Name of Evaluator / Title Evaluator Contact (phone / email) Project Completion Date

Service Provided (e.g. design work, construction services, study, commissioning, etc.) Contract Amount \$

Use the Rating Guidelines provided as guidance in making the evaluation. Assign each area a rating of 1 (Unsatisfactory), 2 (Below Average), 3 (Average), 4 (Above Average), or 5 (Exceptional). Summarize by providing comments on firm's performance in any of the four categories if the firm has demonstrated an above average performance level, or an below average performance level.

Rating Guideline	QUALITY OF PRODUCT OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
5 - Exceptional	Contractor/AE has demonstrated an exceptional performance level in any of the above four categories that justifies adding a point to the score. Contractor performance clearly exceeds the performance levels described as "Very Good"	Contractor/AE is effective in managing costs and submits correct, accurate, and complete billings	Contractor/AE is effective in meeting milestones and delivery schedules	Response to inquiries, technical/service/administrative issues is effective
4 - Above Average	Contractor/AE is in compliance with contract requirements and/or delivers quality performance	Contractor/AE is usually effective in managing cost	Contractor/AE is usually effective in meeting milestones and delivery schedules	Response to inquiries, technical/service/administrative issues is somewhat effective
3 - Average	Minor inefficiencies/errors have been identified	Contractor/AE is having major difficulty managing cost effectively	Contractor/AE is having major difficulty meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is marginally effective
2 - Below Average	Major problems have been encountered	Contractor/AE is not in compliance and is jeopardizing achievement of contract objectives	Contractor/AE is unable to manage costs effectively	Contractor/AE delays are jeopardizing performance of contract objectives
1 - Unsatisfactory	Contractor/AE is not in compliance and is jeopardizing achievement of contract objectives	Contractor/AE is unable to manage costs effectively	Contractor/AE delays are jeopardizing performance of contract objectives	Response to inquiries, technical/service/administrative issues is not effective

RATE THE FOLLOWING **COMMENTS**

Quality of Product or Services

Cost Control

Timeliness of Performance

Business Relations

Overall Rating 0



Statement of Qualifications / Management Plan

- A concise document that indicates experience and qualification of:
 - a) Both the Entity and their key individuals
 - b) Information on type of projects that have been completed by the Entity and their key individuals
 - c) List projects – indicate the type of projects, dates, size and the responsibility of the key individuals on the projects
 - d) Experience and special qualifications of the entity that are applicable to this pre-qualification
 - e) How subcontractors and vendors are selected and managed
 - f) Entity's safety policy and job site management



Proposal – putting it all together

- Font – no smaller than 12
- Use tabs in your proposal to identify requested criteria in the solicitation
- Pay close attention to the following:
 - Project Schedule – Deadlines for submission
 - Detailed requirements that are requested in the Statement of Qualifications/Management Plan
 - Page limits



Proposal - Do's & Don't

Do:

- Be concise
- Play up your strengths
- Explain what processes you will employ to be successful
- Be clear about levels of authority

Don't:

- Don't provide irrelevant information
- Substance is better
- Don't assign unqualified personnel



DFCM Contact Information

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