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.
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.
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
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 ratings 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
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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