



REQUEST FOR STATEMENT OF QUALIFICATIONS

OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS FOR GENERAL/MECHANICAL/ELECTRICAL/ROOFING/ PAVING/SITE CIVIL CONTRACTORS

FY2023 PRE-QUALIFICATION RENEWAL

(Only for contractors already on the pre-qualified list)

STAGE I MULTIPLE CAPITOL IMPROVEMENT PROJECTS

May 10, 2022

Division of Facilities Construction and Management

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BUYER’S ATTACHMENTS WITHIN U3P SOLICITATION:

- PRE-QUALIFICATION RENEWAL CHECK LIST
- RENEWAL COVER SHEET
- TERMINATION AND DEBARMENT CERTIFICATE
- REGISTRATION AND CERTIFICATION RENEWAL FORM

The DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT is located at:

Taylorsville State Office Building
4315 South 2700 West, 3rd Floor
Taylorsville, Utah 84129

NOTE FROM THE UTAH DIVISION OF PURCHASING AND GENERAL SERVICES:

The Utah procurement website previously known as SciQuest has been re-branded as the **Utah Public Procurement Place**, hereby "[U3P](#)". This is the same system you have generally known as SciQuest, Jaggaer, Utah Public Procurement Place, Utah Consortium, Utah SelectSite, and Utah Supplier Portal. The intent of the re-branding is to consolidate, into a single name, all references to how the procurement system is identified. The U3P system does not change any vendor accounts, sourcing events, or system functionality.

U3P CONTACT INFORMATION:

Project Specific Questions - Refer to the Project Schedule and specified source for submission.

Technical Questions - sciquestadmin@utah.gov.

NOTICE TO CONTRACTORS

The State of Utah - Division of Facilities Construction and Management (DFCM) is requesting a statement of qualification for the following project:

**RENEWAL STAGE I - OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS FOR
GENERAL, MECHANICAL, ELECTRICAL, ROOFING AND PAVING CONTRACTORS
CAPITAL IMPROVEMENT PROJECTS FY 2023 –VARIOUS LOCATIONS, UTAH
(Projects with a construction budget of less than \$3,500,000)**

Project Description: See page 4 for project description and process.

The Stage I Pre-Qualified Bidding Process Renewal documents, including the qualification and requirements, will be available at 4:00 PM on Tuesday, May 10, 2022 on the DFCM web page at dfcm@utah.gov. For questions regarding this Stage I solicitation, please contact **Dana Edwards-Wyms, DFCM, at 801-309-9585** or dfcmcontracts@utah.gov. No others are to be contacted regarding this solicitation.

Stage I Pre-Qualified contractors will be invited to submit bids on Stage II Capital Improvement Projects as defined herein. Pre-Qualified contractors will NOT be required to bid on every project defined herein.

When bidding on each individual Stage II Open-Ended Pre-Qualified Bidding Project, Pre-Qualified Contractors will be required to submit a Bid Bond in the amount of five percent (5%) of the bid amount, made payable to the Division of Facilities Construction and Management on the AIA Document A310 – 2010 Bid Bond, or equivalent. A Bid Bond must accompany each bid. Instructions for the Stage II will be in the invitations for bids for the individual project or projects.

Any person or entity that is prequalified under Stage I Request for Statement of Qualifications, must submit a new Statement of Qualifications complying with the criteria in the solicitation, or as this solicitation may be amended by DFCM, no more than 2 years after the decision of being prequalified.

The Division of Facilities Construction and Management reserve the right to cancel or amend this solicitation, reject any or all submittals/bids or to waive any formality or technicality in any submittal/bid in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
3rd Floor, Taylorsville State Office Building
Taylorsville, Utah 84129

PROJECT DESCRIPTION AND PROCESS

Contact Information:

- **Project Specific Questions:** Refer to Project Schedule for deadline. All questions are to be submitted through the [Utah Public Procurement Place \(U3P\)](#).
- **U3P Technical/Bidding Questions:** sciquestadmin@utah.gov.

DFCM is entering into an Open-Ended Multi-Step Pre-Qualified Bidding Process for General, Mechanical, Electrical, Roofing, Paving and Site/Civil Contractors for DFCM Capital Improvement Projects (projects with a construction budget of less than \$3.5 million Utah Code 63A-104 (1) (b)). These projects are in various locations throughout the State of Utah. The projects shall include both state funded and non-state funded projects. Pre-Qualification of contractors will be based on the selection criteria outlined in the solicitation documents contained herein. Stage I Pre-Qualified Contractors will be invited to submit bids on Stage II Capital Improvement Projects as defined herein. The final contractor selection will be based on the lowest responsive and responsible bid as provided in the bidding documents. Pre-qualified contractors will NOT be required to bid on every project defined herein. **Only contractors listed on the DFCM website as “Open-Ended Multi-Step Pre-Qualified Bidding Contractors” will be allowed to bid on Stage II projects.** Instructions for Stage II will be in the invitation for bids for the individual project or projects.

Pre-Qualified Contractors are **ONLY** authorized to bid on projects within the discipline for which they were originally pre-qualified. For example, a pre-qualified mechanical contractor is not authorized to bid on general contractor work unless they go through the process and are pre-qualified as a general contractor.

Individual contractors or alliances between two or more contractors are allowed in this process to form a team. However, one contractor or entity MUST be declared as the lead entity representing the team. If the team is pre-qualified through this process, the state will only enter into contracts with the lead contractor or entity. The lead contractor or entity must be licensed by the State of Utah and comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.

No more than 2 years after the decision of being prequalified, any person or entity that was pre-qualified under this Stage I Request for Statement of Qualifications, must submit all required documents outlines in the solicitation, or as this solicitation may be amended by DFCM.

INSTRUCTION FOR PRE-QUALIFIED CONTRACTORS ON THE CURRENT LIST IN GOOD STANDING

Pre-qualified firms **currently on the list** do not need to resubmit a full statement of qualifications.

Only need to provide the following documents.

- **Registration and Certification Renewal Certificate (form provided)**
- **Termination and Debarment Certificate (form provided)**
- **Bid bond letter of recommendation from Bonding Agency or Surety**
- **Copy of current applicable contractor's license**

*Email all required documents to dfcmcontracts@utah.gov at least **ONE MONTH** prior to your firm's expiration date.*

IT IS THE FIRMS RESPONSIBILITY TO KEEP TRACK OF THEIR EXPIRATION DATE

LINK TO CURRENT LIST OF PRE-QUALIFIED CONTRACTORS:

<https://dfcm.utah.gov/construction-management/pre-qualified-contractor/#six>

OPEN ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS

Request for Statement of Qualifications

FOR DFCM CAPITAL IMPROVEMENT PROJECTS

The pre-qualification of contractors will be based on the selection criteria outlined in this document.

1. Open Ended Pre-Qualified Bidding Process Documents

The Open-Ended Multi-Step Pre-Qualified bidding process documents consist of all of the information contained in this solicitation and all documents listed in the Table of Contents. All said documents are incorporated in this document by reference.

2. Availability of Documents

The Open-Ended Multi-Step Pre-Qualified Renewal process documents are available on the DFCM website at www.dfc.utah.gov.

3. Questions and Requests for Information

All requests for information regarding this solicitation and questions must be submitted via Utah Public Procurement Place (U3P) no later than the time and date listed on the Schedule. No one else at the State is to be contacted regarding this process. In order to maintain the fair and equitable treatment of everyone, contractors shall not unduly contact or offer gifts or gratuities to owners, users, or evaluation committee members in an effort to influence the evaluation process or in a manner that gives the appearance of influencing the evaluation process. This prohibition applies upon your being aware of this solicitation and extends through the award of a contract in Stage II for a particular project(s). Contractors should be aware that the evaluation committee members will be required to certify that they have not been contacted by any of the contractors in an attempt to influence the selection process.

4. Schedule

The Schedule lists the important events, dates and times and locations of meetings and submittals that must be met by the contractor.

5. Submittal Due

All required renewal documents must be submitted **via email to dfcmcontracts@utah.gov** at least one (1) month prior to your firms' expiration date. Contractors are solely responsible for meeting the deadlines. **Renewal documents received after the contractors expiration date has expired will not be accepted.**

6. Addenda

Responses to questions/clarifications will be in writing and issued as addenda to this solicitation. The addenda will be posted on Utah Public Procurement Place (U3P). Contractors are responsible for obtaining information contained in the addenda from the web site.

7. Pre-Qualification Renewal

Each entity is required to submit the following information for review prior to the firm's expiration date listed in this RFS, to be considered for pre-qualification renewal. Each entity seeking pre-qualification renewal is required to provide 1 electronic copy (PDF) of their renewal documents **emailed to dfcmcontracts@utah.gov** for each contractor category (general, mechanical, electrical, roofing, paving and civil contractor) they are applying for.

- a) Cover sheet (form provided)
- b) Registration and Certification Certificate (form provided)
- c) Termination and Debarment Certificate (form provided)
- d) Bid bond letter of recommendation from Bonding Agent or Surety
- e) Copy of current contractor license

8. Pre-Qualified Contractors – Stage II

During Stage II, the final contractor selection for each project will be based on the lowest responsive and responsible bid that meets the requirements of the Stage II solicitation documents. Each Stage II solicitation will be posted on the DFCM web site and will be bid through Utah Public Procurement Place (U3P).

The only contractors allowed to bid on the projects listed as Stage II Open-Ended Multi-Step Pre-Qualified Bidding Process is contractors that are pre-qualified in Stage I of the multi-step process for the particular prequalified category (i.e. general contractor, mechanical, electrical, roofing, paving or civil). Prequalified contractors shall remain on DFCM's list of prequalified contractors for a period of two (2) calendar years unless the entity submits a new statement of qualifications and is prequalified under a new solicitation by DFCM, provided:

- (a) they receive a performance rating of 4.0 or greater on each DFCM project. *If a rating less than 4.0 is received on any single DFCM project, the contractor may be removed from the pre-qualified list and may not be eligible to re-apply for a minimum of 12 months.*
- (b) they are not suspended for poor performance or failure to comply with the requirements of their contract
- (c) the entity has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.). to a degree such that the entity no longer meets the pre-qualification requirements outlined in this document
- (d) the financial viability of the entity has not significantly changed
- (e) the entity is not otherwise disqualified by DFCM

Pre-qualified contractors are ONLY authorized to bid on projects within the discipline under which they were originally pre-qualified. For example, a pre-qualified mechanical contractor is not authorized to bid on general contractor work unless they go through the Stage I process and are pre-qualified by a selection committee as a general contractor.

9. Additional Applications Periods for Statement of Qualifications, Renewals/Re-Applications

An entity may submit a statement for qualifications in response to further issued requests for statements of qualifications issued by DFCM, which may be issued once a year. There may be updated requirements in the issued statement of qualifications. **Any entity applying for renewal must have attended at least three mandatory project pre-bid meetings during the expiring period.** The entity shall provide the date and project name of the mandatory meeting they attended, along with all other required approval information. The entity shall also be required to include the name and project number of **at least one project the entity has successfully received a contract for in the expiring period.**

10. Trade Secrets or Confidential Matters

Any submitter may designate those portions of the submittals which contain trade secrets or other confidential matters that the Governmental Records and Access Management Act (GRAMA) would allow to be a protected record. Any disclosure of submittals or portions thereof shall be in accordance with GRAMA and State law.



SCHEDULE
OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS
FOR GENERAL/MECHANICAL/ELECTRICAL/ROOFING/PAVING CONTRACTORS
STAGE I
U3P SOURCING EVENT DW-FY2023 RENEWAL

**STAGE I – OPEN-ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS FOR
 GENERAL, MECHANICAL, ELECTRICAL, ROOFING AND PAVING CONTRACTORS
 CAPITAL IMPROVEMENT PROJECTS FY2023 – VARIOUS LOCATIONS, UTAH**

EVENT	DATE	TIME	PLACE
STAGE I DOCUMENTS POSTED	Tuesday, May 10, 2022	4:00 PM	DFCM Web Site* Utah Public Procurement Place (U3P) **
<p style="text-align: center;">QUESTIONS CAN BE SUBMITTED AT ANY TIME</p>			Utah Public Procurement Place (U3P) ** Or Emailed to: dfcmcontracts@utah.gov
REGISTRATION AND CERTIFICATION CERTIFICATE, TERMINATION AND DEBAREMENT CERTIFICATE, BID BOND LETTER OF RECOMMENDATION, AND CONTRACTOR LICENSE DUE	<p style="text-align: center;">ONE MONTH PRIOR TO YOUR FIRM'S EXPIRATION DATE</p>		Emailed to: dfcmcontracts@utah.gov DO NOT SUBMIT VIA U3P
ANNOUNCEMENT OF PRE-QUALIFIED CONTRACTORS LIST	MONTHLY		DFCM Web Site*

*Click here to access the [DFCM website](#)

**Click here to access the [Utah Public Procurement Place \(U3P\)](#)

PRE-QUALIFICATION RENEWAL CHECKLIST

PRE-QUALIFIED CONTRACTORS CURRENTLY ON THE LIST

- Registration and Certification Certificate (form provided)
- Termination and Debarment Certificate (form provided)
- Bid bond letter of recommendation from Bonding Agent or Surety
- Copy of current contractor license

Email all required documents to dfcmcontracts@utah.gov at least **ONE MONTH** prior to your firm's expiration date

IT IS THE FIRMS RESPONSIBILITY TO KEEP TRACK OF THEIR EXPIRATION DATE

LINK TO CURRENT LIST OF PRE-QUALIFIED CONTRACTORS:

<https://dfcm.utah.gov/construction-management/pre-qualified-contractor/#six>



RENEWAL 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** - Projects that have a variety of scope and will include multiple trades will be bid under this area
- Mechanical** - Primary Scope of project is upgrades to Mechanical equipment, ductwork and plumbing
- Electrical** - Primary scope of projects is upgrades to electrical equipment including service upgrades, wiring and lighting upgrades
- Roofing** - Roof replacements and major repairs
- Paving** - Projects that include new and/or replacement asphalt and other paving maintenance
- Site/Civil** - Projects that include mainly earthwork and excavation type projects (firms that are currently prequalified under General can re-certify under this discipline)

General Contractors and Paving Contractors that are on the current approved list and can certify that they can self-perform the majority of work that would be done on site/civil projects, will be added in the category as long as they certify on their registration and certification form that they can self-perform this type of work.

****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: _____

**** Utah Public Procurement Place (U3P) will be utilized for bidding Stage II Projects.**



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: _____



REGISTRATION AND CERTIFICATION RENEWAL FORM
ONLY REQUIRED IF YOUR FIRM IS CURRENTLY ON THE LIST

**Open-Ended Multi-Step Pre-Qualification Bidding Process for
Previously Pre-Qualified General, Mechanical, Electrical, Roofing, Paving and Site/Civil
Contractors for DFCM Capital Improvement Projects
(projects less than \$3.5 million dollars Utah Code 63A-104 (1) (b))**

Contractors previously pre-qualified through the Open Ended Multi-Step Pre-Qualified Bidding Process Stage I for **General, Mechanical, Electrical, Roofing, Paving and Site/Civil Contractors (see attached contractor lists)** must respond to this RFS by completing and submitting this Registration and Certification Form and all other required documents by the deadline shown on the Stage I Schedule in order to be invited to bid on projects in Stage II. The only contractors allowed to bid on the projects listed in this Multi-Step procurement process will be (1) contractors currently on DFCM’s list of Open-Ended Multi-Step Pre-Qualified Contractors that complete and submit this Registration and Certification Form and (2) contractors pre-qualified by the selection committee in Stage I of the Multi-Step process. Contractors on DFCM’s list of Open-Ended Multi-Step Pre-Qualified contractors are only authorized to submit bids on projects within the discipline that they were originally qualified under. DFCM reserves the right to require any or all contractors/firms on the Open-Ended Multi-Step Pre-Qualified list to resubmit their performance ratings/references, statement of qualifications and management approach document for review by a selection committee to determine if they will remain on the pre-qualified list.

CONTRACTOR/FIRM: _____
Registered to bid on Stage II Capital Improvement Projects

SPECIFY ONE: ___General ___Mechanical ___Electrical ___Roofing ___Paving ___Site/Civil Contractor

BUSINESS ADDRESS: _____

CONTACT PERSON: _____

PHONE: _____ **EMAIL:** _____

- (a) The contractor/firm has attended at least three mandatory meetings during the previous 24 months. Provide the date and project number of three mandatory meeting and at least one project the entity has successfully received a contract for in the expiring period in the space provided below;
- (b) Bid bond letter of recommendation from Bonding Agent of Surety
- (c) The contractor/firm has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.) to a degree such that the firm no longer meets the pre-qualification requirements outlined in Stage I of this RFS;
- (d) The financial viability of the firm has not significantly changed; and
- (e) The firm is not otherwise disqualified by DFCM.
- (f) The contractor/firm has received a performance rating of 4.0 or greater on each completed DFCM project.
- (g) The contractor/firm has not been suspended from DFCM’s list of pre-qualified contractors for failure to comply with requirements of their contract;

Date and Project Number of Mandatory Meetings attended (total of three required).

Mandatory 1: Date _____ **Project Number** _____

Mandatory 2: Date _____ **Project Number** _____

Mandatory 3: Date _____ **Project Number** _____

Contract Received:

Name of Project

Project Number

My statements on this Registration and Certification Form are made with an understanding of the penalty of perjury and that the representations provided herewith can be verified by any reasonable audit.

Signature and Title

Date

Please type/print name clearly

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 20____, personally appeared before me _____, whose identity is personally known to me or proved to me on the basis of satisfactory evidence, and who, being by me duly sworn and did say that he/she is duly authorized to execute the same.

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires: _____

Resides at: _____

APPROVED AS TO FORM:
July 10, 2017
By Michael J. Kelley, Asst. Attorney General

NOTARY PUBLIC
(Seal)

REGISTRATION AND CERTIFICATION FORM
PAGE NO. 2

STAGE II – OPEN ENDED MULTI-STEP PRE-QUALIFIED BIDDING PROCESS

Only entities on DFCM’s “Open-Ended Multi-Step Pre-Qualified List”
of Contractors are allowed to participate in Stage II

1. Invitational Bid Procedures

DFCM will notify each pre-qualified entity via U3P when a project is ready for construction services to invite them to bid on the project;

- A description of the work and a set of plans/specifications will be available at <http://dfcm.utah.gov> with a link to U3P.
- A schedule will be provided in the documents showing critical dates including site meetings (if mandatory), questions/answer period, addenda, bid submittal deadline, subcontractor list submittal, etc.
- Entities failing to attend a pre-bid site meeting labeled “Mandatory” will not be allowed to bid on that project.

Pre-qualified contractors shall remain on DFCM’s list of pre-qualified contractors provided:

- (a) they receive a performance rating of 4.0 or greater on each DFCM project. *. If a rating less than 4.0 is received on any single DFCM project, the contractor may be removed from the pre-qualified list and may not be eligible to re-apply for a minimum of 12 months.*
- (b) they are not suspended for poor performance or failure to comply with the requirements of their contract
- (c) the entity has not undergone a significant reorganization involving the loss of key personnel (site superintendents, project managers, owners, etc.) to a degree such that the entity no longer meets the pre-qualification requirements outlined in this document
- (d) the financial viability of the entity has not significantly changed
- (e) the entity is not otherwise disqualified by DFCM

2. Award of Contract

The State of Utah will enter into a contract with the entity submitting the lowest responsive and responsible bid meeting the requirements of the Stage II solicitation documents, provided the entity meets all other DFCM and state procurement requirements pertaining to the invitational bid process.

3. Contract and Bond

The Contractor’s Agreement will be described in the Stage II solicitation document. The selected contractor, simultaneously with the execution of the Contract Agreement, will be required to furnish a performance bond and a payment bond on the AIA Document A312 - 2010 Performance and Payment Bond, or equivalent. These fully executed/signed bonds are to be emailed to dfcmcontracts@utah.gov. The performance and payment bonds shall be for an amount equal to one hundred percent (100%) of the contract sum and secured from a company that meets the requirements specified Utah Code Ann. §63G-6a-1103 in the requisite forms. Any bonding requirements for subcontractors will be specified in the Stage II solicitation documents.

4. Licensure

The contractor shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Utah.