

UTAH COUNTY



REQUEST FOR STATEMENT OF QUALIFICATIONS

for

Utah County

Various NRCS Emergency Watershed Protection (EWP) Projects

Contractor Provided Design Assistance and Construction
Services

Issue Date:

December 19th, 2019

Schedule (subject to change)	
Issue Request for Qualifications	December 19 th , 2019
Request for clarifications to the RFQ (no later than 4:00pm)	January 10 th , 2020
Addendum to RFQ (if needed, no later than EOD)	January 13 th , 2020
Statements of Qualifications Due by 4:00pm	January 15 th , 2020
Review Statements of Qualifications	January 15 th , - January 22 nd , 2020
Notify Short-listed Contractors	January 27 th , 2020
Anticipated Issue Bid Documents	February 10 th , 2020
Anticipated Bids Due	March 2 nd , 2020
Anticipated Begin Construction	April 2020
Anticipated Substantial Completion	August 2020

Submit Responses to the Utah County Purchasing Manager, Robert Baxter at:
RobertB@utahcounty.gov

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NOTICE TO CONTRACTORS
CONTRACTOR PROVIDED DESIGN ASSISTANCE AND
CONSTRUCTION SERVICES
REQUEST FOR STATEMENT OF QUALIFICATIONS

The governmental entity of Utah County (Project Sponsor) is seeking CONTRACTOR Statement of Qualifications (SOQ) for the NRCS Emergency Watershed Protection (EWP) Projects. These projects are funded by the Natural Resources Conservation Service (NRCS) as the result of Pole Creek and Bald Mountain fires. Five co-sponsor municipalities are included in the NRCS funded projects as given below. The projects for each co-sponsor that may be included in individual bid schedules available to pre-qualified CONTRACTORS are as follows:

Santaquin City (DSR-1) – This schedule may include the excavation of approximately 150,000 CY of accumulated debris in Santaquin Debris Basin and East Side Park as well as placement of sediment and debris fences and installation of a debris/rockfall barrier system. At this point, project opinion of probable construction cost is \$2,800,000. This estimate may be adjusted in the anticipated bid documents.

Payson City (DSR-2) - This schedule consists of re-establishment of approximately 14,000 feet of channel. Placement of streambank protection to include rip rap and fabric. Placement of sediment and debris fences and installation of a debris/rockfall barrier system. At this point, project opinion of probable construction cost is \$1,650,000. This estimate may be adjusted in the anticipated bid documents.

Elk Ridge City (DSR-3) - This schedule consists of re-establishing the drainage channel in several areas, with an estimated length of 4,800 feet. Stabilization using rip rap, sediment and debris fencing and other means is included in work. At this point, project opinion of probable construction cost is \$1,000,000. This estimate may be adjusted in the anticipated bid documents.

Woodland Hills City (DSR-6) – This schedule consists of restoring approximately 4,500 feet of existing drainage channel. Portions of the channel will require armoring with rip rap for spring bank protection and installation of a debris/rockfall barrier system (GeoBrugg or similar). At this point, project opinion of probable construction cost is \$450,000. This estimate may be adjusted in the anticipated bid documents.

Utah County (DSR-7) - This schedule consists of scour mitigation efforts at an existing historic bridge by using rip rap and biological bank stabilization techniques, bank stabilization of existing stream channels using rip rap, bio-engineering techniques such as root wads and tree trunks, stream channel controls such as barbs, vanes and weirs using rip rap and woody debris. Placement of sediment and debris fences and installation of a debris/rockfall barrier system is also included. At this point, project opinion of probable construction cost is \$4,000,000. This estimate may be adjusted in the anticipated bid documents.

NOTE: CONTRACTORS may bid on multiple bid schedules or a single bid schedule. However, bidding on multiple bid schedules does not guarantee the CONTRACTOR will be awarded all bid schedules if one is successful and should be prepared to accept only those that are successful based on the best interest of the sponsor, co-sponsors, and project funding.

Construction agreements will be executed individually with each co-sponsor.

The Statement of Qualification will be used to create a shortlist of prequalified contractors who will be eligible to submit bids.

The detailed requirements for the SOQ will be available December 19th, 2019, and electronic copies may be downloaded from SciQuest (U3P). The deadline for submitting the Statement of Qualifications is 4:00 p.m. on January 15th, 2020.

Division 1 – General

1.0 Security

All information submitted will be considered confidential and proprietary and will be treated accordingly. Security measures will be taken to protect the confidentiality and security of all Statements of Qualifications (hereafter referred to as SOQs) submitted to Utah County.

1.1 Ownership and Retention after Creation of Short-List

After a list of pre-qualified contractors has been created, one copy of the SOQ from each CONTRACTOR will be retained in the project files. All other copies will be destroyed.

1.2 Partnering with Project Team

Utah County and J-U-B Engineers Inc. (J-U-B) and Jones & DeMille Engineering (JDE) (ENGINEERS) encourages active partnering during the course of all projects. Utah County and the ENGINEERS believe that partnering facilitates attainment of its goals and the goals of the CONTRACTOR and other stakeholders, and fosters the trust, commitment, cooperation, and synergy necessary for successful completion of the Project.

1.4 Applicable Federal and State Regulations

The CONTRACTOR shall conform to all applicable state and federal regulations and recognized industry, safety, environmental, and design standards.

1.5 Addenda and Clarifications

Utah County and the Engineer will issue written addenda to this RFQ as needed. Any addenda and clarifications will be available on SciQuest. It is the responsibility of each CONTRACTOR to verify whether addenda or clarifications have been issued, and to acknowledge receipt of addenda or clarifications on form AF of this RFQ.

Division 2 – RFQ/SOQ Process

The objective of the RFQ phase of the procurement is to create a short list of CONTRACTORS with the capability to successfully construct and manage all aspects of the Project construction.

2.0 Rules Applying to Submittal of SOQ

2.0.1 Ability of CONTRACTOR Teams

Only prospective CONTRACTORS who are capable of reaching substantial completion of this Project in its entirety by the date indicated on the cover of this RFQ, may submit SOQs.

2.0.2 CONTRACTOR Team Continuity

It is the desire of Utah County that CONTRACTOR organizations - including key personnel - established for the SOQ assessment remain intact for the duration of the Project design and construction period. Requests for changes must be made in writing. Approval of requests for changes will not be automatic and will only be approved if it is determined by Utah County that the change does not decrease the CONTRACTORS evaluation factors listed in Division 6 and does not otherwise adversely affect the Project.

2.1 Inquiries and Clarifications Requested by CONTRACTOR Teams

CONTRACTORS may request clarification of the requirements contained in this RFQ by submitting questions through Sciquest.

Requests for clarification will not be accepted after the date and time indicated on the cover page of this RFQ. No requests for additional information or clarification may be directed to anyone other than through SciQuest. Utah County will not be responsible for any responses that may come from other sources.

2.2 Requests for Clarification of SOQ Information

It is the responsibility of the CONTRACTOR to provide accurate and complete information to Utah County. Utah County may, at its sole discretion, request clarifications and/or supplemental information from the CONTRACTOR during the SOQ evaluation.

All Utah County requests will be in writing and will be addressed to the designated Single Point of Contact for each CONTRACTOR. Responses shall be limited to answering the specific information requested by Utah County.

2.3 Submittal of Qualifications and Acknowledgments

Each CONTRACTOR shall submit their Statement of Qualifications electronically to the Utah County Purchasing Manager, Robert Baxter, on or before the due date:

RobertB@utahcounty.gov

If any SOQ is not received by the date and time indicated on the cover of this RFQ, the CONTRACTOR's SOQ will not be considered or evaluated. CONTRACTORS shall be responsible for obtaining appropriate means of delivery verification at the time of delivery of their SOQ.

2.4 Determination of the Short-List

Utah County will establish a short-list of qualified CONTRACTORS using the following procedure:

- (1) SOQ's will be evaluated using the procedure described in Divisions 5 and 6 of this RFQ.
- (2) CONTRACTORS receiving a rating of "Not Qualified" in any of the Qualified/Not Qualified categories will be eliminated.
- (3) CONTRACTORS receiving a rating below the "minimum acceptable qualifications" in any category will be eliminated.
- (4) Teams not eliminated will be deemed "Qualified".

Utah County may waive technical irregularities in the SOQ of a CONTRACTOR that do not alter the quality or quantity of the services offered.

2.5 Notification of Selection of Short-Listed CONTRACTORS

Upon completion of the evaluation and selection process, the list of CONTRACTORS that are short-listed will be transmitted to all CONTRACTORS that submitted a SOQ. Each CONTRACTOR on the short-list will be eligible to provide bids. Bids will only be accepted from CONTRACTORS on the short-list.

Division 3 – Project Information/Scope of Work

3.0 Project Overview

The Project consists of restoring portions of drainage channels which have been impacted by upstream forest fires. Work also includes placement of debris/rockfall barrier systems, rip rap, and other erosion control materials at several locations throughout southern Utah County.

3.2 Project Scope

The following project scope is provided to prospective CONTRACTORS to assist in understanding the project objectives and requirements. Funds for construction have been awarded to Utah County for each schedule of this project. However, contracts will be executed with individual co-sponsors. In the case of the Utah County Project, contract will be made between CONTRACTOR and Utah County.

The CONTRACTOR will be responsible for providing equipment, materials, and labor for repairing, restoring and removing debris from existing drainage channels and/or streams placement of rip rap, fabric, silt and/or debris fences, bio engineering bank stabilization or debris/rockfall barrier systems. Improvements are intended to prevent or reduce the amount of water and debris runoff into channels to protect downstream infrastructure.

The design by the ENGINEERS will be approved by the NRCS, and all work must conform to NRCS requirements and standards. The scope of work noted herein may or may not reflect the final scope of work in the anticipated Bid Documents.

Division 4 – Required Format of SOQ

4.0 General

SOQ's shall be formatted as shown in Divisions 4 and 6 of this SOQ. Forms are attached to this RFQ for most of the required information. Additional copies of the forms shall be made to meet the requirements of Division 6. Formatting adjustments (e.g. orientation, borders, column width, row

height, etc.) are permissible to all forms to better fit information as long as margin, font, and other parameters of Division 4.1 are generally met and the organization of the forms is not altered. In response to questions where no form has been provided, the format should meet the requirements of Divisions 4 and 7, and the page limit requirements.

4.1 Formats and Presentation

- **Type Font.** All narrative text shall be in a type font that is a regular Times Roman, Calibri, or Arial style and a minimum of eleven points in size, and single-spaced. The type style and size of headings and figures are not prescribed. All text shall be in black and white.
- **Pages.** Pages shall be 8-1/2 by 11-inch white paper. Pages shall be printed on one side only.
- **Page Margins.** No text, tables, figures, or other content generated by the CONTRACTOR may be printed within 0.75 inches of any page edge.
- **Page Numbering.** Every page shall be numbered consecutively, 1, 2, 3, ... 23, 24, 25, ... The first piece of paper inside the binder shall be page one. Dividers shall be page numbered. Do not restart numbering within each Division, i.e., DO NOT use 1-1, 1-2. . . , 2-1, 2-2 . . . , etc.
- **Page Limit.** The number of pages of the SOQ are limited by the forms and page limits established for the evaluation factors and will vary according to the number of participants on any CONTRACTOR team. The CONTRACTOR shall submit only the information required by this RFQ. No other information will be considered in the evaluation of the SOQs.
- **Dividers.** Division and appendix dividers shall contain the Division number or appendix letter, plus title and page number.

Division 5 – Scoring and Evaluation of SOQ

5.0 Evaluation Factors for the SOQ

This Division outlines the scoring methodology for the RFQ phase of the procurement. Evaluations will be based on how well the SOQ responds to the requirements described in Division 7. If the information provided is not complete, the CONTRACTOR may be eliminated from further consideration.

The evaluation factors are "Qualified/Not Qualified". Determination of the Qualified/Not Qualified for each evaluation factor is described below.

5.0.1 Qualified/Not Qualified Evaluation Factors

The Qualified/Not Qualified evaluation factors are:

- Section 1: Cover letter
- Section 2: Legal
- Section 3: Financial
- Section 4: Corporate Experience
- Section 5: Corporate Performance
- Section 6: Personnel
- Section 7: Acknowledgements

Table 5.1 shows the evaluation factors and sub-evaluation factors for each Section.

Table 5.1

1	COVER LETTER
	Name, address, phone, fax, email of single Point of Contact
	Signed by authorized representative
	If not yet a Joint Venture (JV) etc, signed by all Participants
2	LEGAL
	Form L Complete
	Notarized POA(s) regarding signature authority
	If JV or Partnership: Legal Details
	If JV or Partnership: agreement of joint and several liability
	Listing of Proposed Major Sub-Contractors
3	FINANCIAL
	Bonding Letter(s)
4	CORPORATE EXPERIENCE
	Corporate Resume Included
	Form CE Complete for all required firms
	Experience in the construction of emergency watershed protection projects
	Experience in partnering for projects
	Experience in construction in mountainous areas
5	CORPORATE PERFORMANCE
	Form PP-1 Complete
	Liquidated Damages
	Termination
	Disciplinary Action
	Form S Complete
	Safety Rating
	Partnering
6	PERSONNEL
	Organizational Chart Complete
	Personnel Matrix Complete (Form PM)
	All required Resume's included (Form R)
	Project Manager
	Project Superintendent
	Project Estimator
7	ACKNOWLEDGEMENTS
	Form AF Complete

Division 6 – Required Contents of SOQ

6.0 Content of SOQ

This Division describes the specific information that must be included in the SOQ. The requirements for each evaluation factor and the information to be submitted are listed and described in detail below. CONTRACTORS shall be guided by the objectives listed in this Division.

CONTRACTORS shall provide brief, concise information that addresses the objectives and the requirements of the RFQ, consistent with the evaluation factors described in this Division.

Required forms for the SOQ are attached to this SOQ.

6.1 Section Headings and Evaluation Factors: The SOQs shall have seven Sections, numbered and titled as follows:

- Section 1: Cover letter
- Section 2: Legal
- Section 3: Financial
- Section 4: Corporate Experience
- Section 5: Corporate Performance
- Section 6: Personnel
- Section 7: Acknowledgements

6.2 (Section 1: Cover Letter)

6.2.1 Objective: To identify CONTRACTORS who desire to enter into contracts with Utah County or the individual Co-Sponsors noted to perform the construction of the one or all of the bid schedules of the Project. Also, to identify a single point of contact for the CONTRACTOR.

6.2.2 Requirements and information to be submitted: The CONTRACTOR shall provide a one-page letter identifying the official names and roles of all PARTICIPANTS and identifying a single point of contact for the CONTRACTOR and the address, telephone and fax numbers, and email address where questions should be directed. The letter shall be signed by authorized representatives of the CONTRACTOR's organization. If the CONTRACTOR is not yet a legal entity or is a joint venture or partnership, authorized representatives of all PARTICIPANTS shall sign the letter.

6.2.3 Scoring: A QUALIFYING score will be given for submitting a one-page cover letter meeting the requirements above.

6.3 (Section 2: Legal)

6.3.1 Objective: To identify legally constituted CONTRACTORS able to submit Bids and provide construction services for the Project.

6.3.2 Requirements and information to be submitted:

6.3.2.1 Submit Form L for the CONTRACTOR'S legal organization.

If a joint venture or partnership:

- a. Identity of the Lead PARTICIPANT of the proposed project, if any (Form L), AND
- b. Indicate the percent share of each member, if known AND
- c. Provide an express agreement of joint and several liability of each of the joint venture partners.

- d. Identify proposed major sub-contractors.

6.3.3 Scoring: CONTRACTORS that fully complete Form L for all required firms and details of joint venture or partnership agreement with all the requirements described above, will receive a QUALIFYING score for the legal requirement.

6.4 (Section 3: Financial)

6.4.1 Objective: To identify CONTRACTORS with demonstrated capability to undertake the financial responsibilities associated with similar projects, including bonding.

6.4.2 Requirements and information to be submitted: The minimum bonding/security capacity levels for acceptance are as listed below in table 6.1.

Table 6.1	
Payment Bond/Security	Performance Bond/Security
\$3,000,000	\$3,000,000
100% of Proposal Amount	100% of Proposal Amount

1. Provide a letter from a surety company indicating that the CONTRACTOR is capable of obtaining Payment and Performance Bonds covering designated Co-Sponsor and/or Utah Country Project at least to the dollar amounts stated above.
2. The surety or insurance company submitting such letter must be from a surety company or companies licensed by the state of Utah and listed in the current United States Department of the Treasury Circular 570 as acceptable sureties for the bond amount on Federal Bonds.
3. Letters indicating “unlimited” bonding/security capability are not acceptable.

6.4.3 Scoring: CONTRACTORS that provide a letter from a surety company meeting the requirements described above, that states the surety company’s commitment to issue bonds in the required amounts (table 6.1), will receive a QUALIFYING score for the financial requirement.

6.5 (Section 4: Corporate Experience)

Guidance: If the CONTRACTOR’s corporation is divided into areas, divisions, regions, districts, etc. then submit information that covers the area(s), division(s), region(s), district(s), etc. that will be utilized to complete the project.

6.5.1 Objective: To identify CONTRACTORS with the best experience in projects with comparable scope and nature to that anticipated for the Project in the following areas:

1. Experience in excavation, debris removal, the restoration or construction of drainage channels, installing rip rap, wire fabric or debris/rock fall barrier
2. Experience with NRCS Emergency Watershed Protection (EWP) Program is preferred

6.5.2 Requirements and information to be submitted:

- Provide corporate resume, up to two pages in length, providing general corporate information and experience relevant to the objective listed above.
- Using Form CE, provide project descriptions, highlighting experience that most closely meet the criteria listed above under objective and defined below under Minimum

Qualifications. Describe those projects with levels of scope, and of a nature comparable to that anticipated for the Project. Highlight experience on County, State, and Federal government projects. Limit to one Form CE, one page in length, per project. One project may be used to demonstrate the minimum qualifications in multiple categories as long as it is clearly defined.

6.5.3 Minimum Qualifications:

- Experience in the channel reconstruction/construction:
 - o Two projects with a combined total of 1,000 linear feet within the last 7 years demonstration experience.
 - o Two projects that included rip rap installation (may be the same projects)
- Experience in constructing in remote and steep terrain:
 - o Two projects within the last 7 years demonstrating experience constructing work on hill or mountainsides without losses of life or equipment.
- Experience with debris fencing or debris/rock barriers:
 - o Projects within the last 7 years performing installation of debris fencing
 - o Projects within the last 7 years performing installation of debris/rock barriers. May be sub-contractor with debris/rock barriers experience with projects within the last 7 years or provide information that a certified debris/rock barrier system (GeoBrugg or similar) supplier or contractor will provide system installation oversight.

6.6 (Section 5: Corporate Performance)

6.6.1 Objective:

1. To identify CONTRACTORS with a good record of completing contracts on time and within budget;
2. To identify CONTRACTORS with records of managing contracts to minimize delays and litigation/arbitration;
3. To avoid CONTRACTORS with firms or personnel with a history of legal and financial problems that could adversely impact the Project generally;
4. To identify CONTRACTORS with good safety records;
5. To identify CONTRACTORS with a history of good partnering practices.

6.6.2 Requirements and information to be submitted:

(Guidance: If the CONTRACTOR's corporation is divided into areas, divisions, regions, districts, etc. then submit information that covers the area(s), division(s), region(s), district(s), etc. that will be utilized to complete the project.)

1. Using Form PP-1 (one for each firm that is a PARTICIPANT), provide the information requested below. If the CONTRACTOR has no information relative to a category enter "N/A" on Form PP-1. Attach additional sheets to Form PP-1 as necessary. For each instance of litigation, arbitration, assessment of liquidated damages, or termination for cause, provide the owner's name and the name of its current representative including current phone numbers, and who can be contacted for additional information:
 - a. Liquidated Damages: Describe any contract that resulted in assessment of liquidated damages against any PARTICIPANT over the past 5 years. Describe

- the causes of the delays and the amounts assessed. Describe any outstanding damage claims by, or damages due and owing to any owner/agency;
- b. Termination for Cause: Describe the conditions surrounding any contract (or portion thereof) entered into by any PARTICIPANT, or Individual over the past 5 years that has been terminated for cause, or which required completion by another party. Describe the reasons for termination and the amounts involved; and
 - c. Disciplinary Action: Indicate any disciplinary action taken against any PARTICIPANT within the past 5 years, including suspension from the right to propose/bid or removal from any CONTRACTOR/bid list;
2. Safety: Submit Form S, Safety Questionnaire.
 3. Using Form PU, submit up to 2 examples of positive partnering with owners during the past 7 years. Describe the specific problem or challenges and how they were overcome to the benefit of the owner, contractor, and the end user.

6.6.3 Scoring:

- Liquidated Damages: If any PARTICIPANT has been assessed liquidated damages in the last 5 years and it is determined that the liquidated damages were justified and it represents a significant risk on the part of Utah County to award to such a CONTRACTOR, the CONTRACTOR shall receive a NOT QUALIFIED for this item. Utah County reserves the right to research the circumstances for the liquidated damages. A QUALIFYING score will be given to CONTRACTORS who have not been assessed liquidated damages on any contract in the last 7 years or who, in the opinion of Utah County, the termination was not justified or does not represent a significant risk on part of Utah County.
- Termination for Cause: If any PARTICIPANT has been terminated for cause in the last 5 years and it is determined that the termination was justified and it represents a significant risk on the part of Utah County to award to such a CONTRACTOR, the CONTRACTOR shall receive a NOT QUALIFIED for this item. Utah County reserves the right to research the circumstances for the termination. A QUALIFYING score will be given to CONTRACTORS who have not been terminated for cause on any contract in the last five years or who, in the opinion of Utah County, the termination was not justified or does not represent a significant risk on part of Utah County.
- Disciplinary Action: If disciplinary action has been taken against any CONTRACTOR by any city, county, state, or federal government, for any project in the last 5 years, and it is determined that the disciplinary action was justified and it represents a significant risk on the part of Utah County to award to such a CONTRACTOR, the CONTRACTOR shall receive a NOT QUALIFIED for this item. Utah County reserves the right to research the circumstances for the disciplinary action. A QUALIFYING score will be given to CONTRACTORS who have not been disciplinary action on any contract in the last five years or who, in the opinion of Utah County, the disciplinary action was not justified or does not represent a significant risk on part of the Utah County.
- Safety: A QUALIFIED score will be awarded to the CONTRACTORS who have an acceptable safety program. CONTRACTORS whose Total Cases Injury Incident Rates are 10 or greater will receive a NOT QUALIFIED and may be removed from further consideration.

- Partnering: The reviewing team will evaluate all CONTRACTOR'S responses and check project references, and a QUALIFIED will be awarded to the CONTRACTOR demonstrating a good track record for positive partnering. CONTRACTORS who cannot demonstrate a consistent track record for partnering over the past 5 years, will receive a NOT QUALIFIED.

6.7 (Section 6: Personnel)

Guidance: If the CONTRACTOR's corporation is divided into areas, divisions, regions, districts, etc. then submit information that covers the area(s), division(s), region(s), district(s), etc. that will be utilized to complete the project.

6.7.1 Objective: To identify CONTRACTORS that will provide personnel to fill the key personnel positions that have the technical and management experience and expertise to successfully construct the Project.

6.7.2 Requirements and information to be submitted:

1. Submit an organizational chart showing all of the key personnel who will be in the positions listed below and the organizational relationship between each position. The organizational chart should represent the Contractor's intent on how a project will be managed.
 - a. Project Manager
 - b. Project Superintendent
 - c. Project Estimator
2. Submit Form PM. If more than one key position is filled by the same person, so indicate. Provide at least two references for the Project Manager nominee and at least one reference for all other key personnel. Indicate the name, position, company or agency and current phone number for each reference. References shall be owners or clients for whom the key personnel have worked within the past 5 years and shall not be current or past employers of the key personnel; and
3. Submit a one-page resume outlining key personnel experience and qualifications. Form R may be used as a guideline. Resumes should highlight the following information:
 - a. Proposed role on Project and experience in area of responsibility;
 - b. Experience in the management, design and/or construction of projects similar to this Project.
4. Minimum qualifications for key personnel (positions):
 - Project Manager:
 - Two projects requiring value engineering, channel construction or reconstruction, excavation and debris removal, placement of rip rap, fabric, silt or debris fencing and associated earthwork.
 - Project Superintendent:
 - Two projects requiring value engineering, channel construction or reconstruction, excavation and debris removal, placement of rip rap, fabric, bio engineering, silt or debris fencing and associated earthwork and working in remote or steep terrain.
 - Project Estimator:

- o Experience preparing estimates for two projects similar in nature.

6.7.3 Scoring: A QUALIFIED will be awarded for individuals who are deemed to meet the minimum qualifications as outlined in the previous Division. A NOT QUALIFIED will be awarded for personnel deemed by designated city or Utah County to not meet the minimum qualifications.

6.8 (Section 7: Acknowledgements)

6.8.1 Objective: To identify CONTRACTORS who have all the required information to prepare their SOQ.

6.8.2 Acknowledgement requirement: CONTRACTOR shall attach the Acknowledgment Form AF acknowledging receipt of the RFQ and any addendum and/or clarification notice issued by JDE and Utah County.

6.8.3 Scoring: The scoring of the acknowledgements will be based on the acknowledgement form. CONTRACTORS who submit the Acknowledgement form acknowledging all clarifications and addendums published prior to the SOQ due date will receive a QUALIFYING score. Any CONTRACTOR that does not acknowledge all clarifications and addendum will receive a score of Not Qualified, and will not be considered for the short list.

Form L - Contractor's Organization Information

CONTRACTOR NAME: (Indicate Individual Firm / Joint Venture / Partnership / LLP or other entity that will hold the contract with Utah County and any of the co-sponsors as applicable)

Name of Entity:

Address:

Contact Name:

Title:

Telephone No.:

Fax No.:

E-mail:

State of Incorporation:

LOCAL CONTACT

Name:

Title:

Address:

Telephone No.:

Fax No.:

E-Mail:

NAME(S) OF TEAM MEMBER(S) – (If joint venture or partnership)

Company Name

Address/Phone & Fax No.

State of
Incorporation

Percent Share

Lead Principal Participant

Principal Participant(s)

List of Major Proposed
Sub-Contractors

Form CE - Corporate Experience

Name of CONTRACTOR:

Project Name, Location, Description, and Nature of Work for Which Company was responsible:					
Name of Client (Owner/Agency, Contractor, etc):					
Address:					
Contact Name:				Telephone:	Fax No:
Owner's Project or Contract No:				Percent of Total Work Performed:	
Contract Value (US\$):				Final Value (US\$):	
Owner Initiated Changes (US\$):				Contractor Initiated Changes (US\$):	
Start Date:		Planned Completion Date:		Actual Completion Date:	
Owner Initiated Changes (Days):				Contractor Initiated Changes (Days):	
Any Litigation?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Form PP-1 - Past Performance

Name of Contractor:

Firm Name:

Liquidated Damages

Project Name	Cause of Delay(s)	Amount Assessed	Describe Outstanding Damage Claims by Any Owner	Current Owner, Contact Name & Phone

Termination for Cause

Project Name	Describe Reason for Termination	\$ Amount Involved	Current Owner, Contact Name & Phone

Disciplinary Action

Project Name	Describe Action Taken	Current Owner, Contact Name & Phone

Form S - Safety

Contractor's Name _____

Firm Name: _____

1. Provide the following information:

Item	2017
Employee hours worked (Do not include non-work time, even though paid)	
OSHA Total Cases Injury Incident Rate (per 200,000 mh)	
Experience Modification Rate on Workers Comp.	
Number of fatalities	

2. DO YOU HOLD SITE MEETINGS FOR SUPERVISORS: Yes ☐ No ☐

How Often?

Weekly ☐ Bi-Weekly ☐ Monthly ☐ Less often, as needed ☐

3. Do you conduct Project Safety Inspections: Yes ☐ No ☐

By Whom: _____

How Often:

Weekly ☐ Bi-Weekly ☐ Monthly ☐

4. Does the firm have a written Safety Program? Yes ☐ No ☐

5. Does the firm hold safety meetings which extend to the laborer level?

Yes ☐ No ☐

6. For CONTRACTORS indicate the safety record on the last Project to which the indicated key personnel were assigned:

Key person	Total Hours worked by all employees on Project	Number of lost workday cases on Project	Number of restricted workday cases on Project	Number of cases with medical attention only on Project	Number of fatalities on Project
Project Manager					
Project Superintendent					

Form PU - Partnering

1. List the Project name and number if any:
2. List the name of the Owner

List the name of the Owner's point of contact name, address, phone, and email
3. address:
4. Describe the partnering format. Was it a formal or informal partnering process?
5. Describe the specific challenge(s) or problem(s) on the project.
6. Describe how the challenges were overcome or the problems were solved.
7. Describe the benefit of the solution to the Owner, the Contractor and the end user.

Note: Form may be expanded as necessary up to 2 pages total.

Form PM - Personnel Matrix

Position	Name	Percent of Time Committed to this Project	Education/Registration/Certifications	Length of Time with Current Employer	References
Project Manager					
Project Superintendant					
Design Assistance Manager					
Estimator					

FORM R - Resume

NAME

POSITION

RELEVANT EXPERIENCE:

FORM AF – Acknowledgement Form

ACKNOWLEDGEMENT OF RECEIPT
OF
RFQ, ADDENDA AND CLARIFICATION NOTICES
(To be attached to SOQ Cover Letter)

(Name of Contractor Provided Design Assistance and Construction Services Team)

We hereby acknowledge receipt of the NRCS Emergency Watershed Protection (EWP) Projects Request for Qualification, and subsequent data and clarification notices, issued by the Utah County Public Works.

Addendum No.

Date Issued

Clarification Notice No.

Date Issued

(Signed)

(Date)

(Printed or Typed Name)

(Title)