



**FIRE STATION #10 CONSTRUCTION 23-113
ST. GEORGE, UTAH
REQUEST FOR QUALIFICATIONS
NEW FACILITY PROJECT**

The City of St. George, Utah, is requesting qualification proposals for the construction of the following:

1. Fire Station #10.

This facility will be constructed at 2070 East Flowers Way. St. George, Utah 84790.

OBJECTIVE

The City of St. George is seeking qualification proposals from qualified, Utah Licensed general contractors to build the following: New Construction and site work for Fire Station #10. A reduced copy of the site plan is attached hereto.

It is the intent of the City of St. George to open the request for bids for the New Operations Facility to the top five (5) pre-qualified firms outlined in the selection process of this RFQ. The City of St. George reserves the right to increase the number of pre-qualified contractors if it is deemed beneficial upon review of submitted qualification proposals.

The deadline for submitting proposals is **February 23, 2023**, at 2:00 pm MST. No bids will be accepted after the deadline.

Your firm is responsible for delivering its proposal documents before the deadline.

The request for bids will be issued on **March 16, 2023**, with an approximate construction start date of **April or May 2023**.

Services omitted from this Request for Qualifications, which are necessary for completing all work, shall be considered a requirement, although not directly specified or called for in the proposal.

MINIMUM QUALIFICATIONS

The City of St. George is looking for a Construction firm that has completed similar projects of the size and scope of the site improvements. Your firm must meet the following requirements:

1. Completion of two or more projects of similar scope, use and type during the past five (5) years;
2. Completion of five (5) or more similar, non-residential projects exceeding \$1,250,000 in construction costs during the past five (5) years.
3. Have a Project Manager/Superintendent with experience managing the above-described project;
4. Have a Project Engineer with experience administering the above-described project;
5. Have references from clients or architects on projects meeting criteria;
6. Have proven, documented ability to adhere to project budgets and schedules;
7. Have the ability to meet all St. George City bonding and insurance coverage requirements.
8. Have valid contractor's licenses and necessary certifications within the State of Utah to perform all the work associated with the construction of the facilities;
9. Have minimal litigation over projects in the previous five (5) years.

BONDING AND INSURANCE REQUIREMENTS

The following City of St. George bonding and insurance requirements will need to be met at the time of bidding if your firm is pre-qualified.

Bonding

All bid proposals shall be accompanied by a bid bond of at least five percent (5%) of the amount of the base cost proposal. A 125% performance bond and a 100% payment bond shall be furnished by the successful bidder, per the City's requirements, before construction begins.

Insurance

All insurance requirements shall apply to the contractor and any subcontractor or supplier providing work or services under the final construction contract. The contractor shall require any subcontractor, supplier, or other person providing services or materials under the construction contract to obtain before and maintain the same scope, limits, and terms of coverage running in favor of St. George City, as required of the contractor. It shall be the contractor's responsibility to ensure that each subcontractor or supplier complies with the insurance requirements. All insurance coverage shall be required to continue in full force and effect throughout the construction period and after that when the contractor may be correcting and removing defective work and during any warranty period, contract extension, or other modification of any provision of the construction contract or the obligations of the contractor, subcontractors or suppliers or other person providing services or materials.

The Contractor will be required to provide the following:

- General Liability & Automobile: \$2,000,000 per occurrence and \$4,000,000 aggregate.
- Professional Liability: \$2,000,000.
- Workers' Compensation: As required under the workers' compensation laws of the State of Utah, at least \$1,000,000 per injury.

This section shall not be deemed to limit any insurance provisions of the final construction contract.

SELECTION PROCESS

Introduction

This process has been developed to standardize the preparation of the qualification proposals for services on a project or projects. This process aims to help assure consistency in the format and content of proposals that are prepared and submitted to the City of St. George. Proposals submitted by firms that meet the minimum qualifications outlined above will only be considered.

The proposal should contain the following information in the order listed:

1. Introductory Letter
2. Project Team
3. Capability of the Contractor
4. Understanding of the Work
5. Detailed Work Plan
6. Schedule Control
7. Other Information

It is essential that the proposals submitted be clear and concise and in the recommended format so they can be evaluated objectively by the City of St. George and the Architect. The various sections in the submitted proposals should be tabbed for easy reference.

Recommended Details and Evaluation Criteria

1. Introductory Letter (1 page) – The introductory letter should be addressed to:

Carlos Robles
Facilities Services Director
The City of St. George
175 East 200 North
St. George, UT 84770

This letter should express the firm's interest in the work, a statement regarding the firm's qualifications to do the job, and any summary information on the project team or the firm that may be useful or informative to the City.

(No evaluation points are assigned to this section.)

2. Project Team (2 Pages) – The evaluation will consider how well the qualifications, experience, and time allocation of the members of your project team relate to the specific project.

- Identify the project manager and list their qualifications and experience relating to the project(s), along with contact information for references for each project the project manager has managed over the past (3) years.
- Identify the project engineer and list their qualifications and experience relating to the project(s), along with contact information for references for each project the project engineer worked on over the past (3) years.
- Identify other key individuals, including their qualifications and experience relating to the project(s).
- Express the expected amount of involvement and time commitment for critical individuals.
- Include experience on similar or related projects for key individuals, along with contact information for references for each project.
- A list of any litigation in which the company has been involved over the past five (5) years.

NOTE: The City must approve any change in key personnel after the award of the contract before the change is made.

(A maximum of ten (10 out of 75) points is available for this section.)

3. Capability of the Contractor (2 pages) – The evaluation will consider the firm's capability to perform the work, including internal quality and cost control procedures.

- *Include AIA Form A305 in this section.* (Pages of the form shall not be included in the total number of pages of this RFQ.)
- Describe your capability to perform the work related to the project or projects defined in this RFQ.
- List types, locations, and sizes (dollar amount) of similar work performed within the last five (5) years that best characterized your experience, quality and cost control. For each project, provide the name of the project manager and contact information for the project owner.
- Give names and telephone numbers of at least five (5) references. References must be principles that your firm performed work on behalf of.
- Describe company resources, policies and procedures that will ensure project quality and cost control.
- Describe any project(s) of a like nature completed by the firm.
- Provide proof of ability to bond and obtain insurance as required in the RFQ.

(A maximum of twenty (20 out of 75) points is available for this section)

4. Understanding of the Project (1 page) – The evaluation will be based on your demonstrated knowledge of the required work.

Describe your basic understanding of the project based on the following:

- Information available in the RFQ
- A site visit where applicable
- The local community involvement in this project
- Explain how federal, state or city laws, regulations, or requirements will apply to the work.

(A maximum of fifteen (15 out of 75) points is available for this section.)

5. Work Plan (1 page) – The evaluation will consider your work plan based on the objectives in this RFQ. The work plan may become part of a negotiated contract.

- Describe how you would develop a work plan to do the project.
- Develop a proposed timeline for construction and a completion date.
- Describe how you will utilize/incorporate local trades and subcontractors.

(A maximum of fifteen (15 out of 75) points is available for this section.)

6. Schedule Control (1 page) – The evaluation will be based on the internal measures you use to ensure timely completion, along with the demonstrated reputation of the internal standards.

- Identify internal methods that will be used for schedule control.
- List five references that confirm your ability for timely project completion.

(A maximum of ten (10 out of 75) points is available for this section.)

7. Other Information (1 page) – The evaluation will consider any other information you deem helpful to the selection committee in evaluating your qualifications.

(A maximum of five (5 out of 75) points is available for this section.)

Summary

The Qualification Proposal should be clear and concise and provide the city with an understanding of your firm's ability to undertake and complete the proposed project or projects in a thorough and timely manner. It must not exceed the nine-page limit.

Selection Committee

Qualifications will be reviewed by the selection committee, including City staff members and the Architect. The top five (5) scoring contractors will be invited to participate in a

request for bids that shall be available on **March 16, 2023**. The City reserves the right to increase the number of pre-qualified contractors if deemed beneficial upon review of submitted qualification proposals.

NUMBER OF QUALIFICATION PROPOSALS TO SUBMIT

It is required that each prospective firm includes at least three (3) copies of their proposals.

Proposals should be at most nine pages in length.

INSTRUCTIONS FOR SUBMITTING QUALIFICATION PROPOSALS

Proposals should be submitted to the following:

Carlos Robles
Facilities Services Director
The City of St. George
175 East 200 North
St. George, UT 84770

The deadline for submitting proposals is February 23, 2023, at 2:00 pm MST. No bids will be accepted after the deadline. Your firm is responsible for delivering its proposal documents before the deadline.

All proposals become the property of The City of St. George. The City reserves the right to reject any or all proposals and select proposals deemed in the utility's best interest. The City reserves the right to negotiate in determining the firm or individual's choice to do the necessary work.

QUESTIONS

Any questions associated with this Request for Qualifications must be received in writing or email to the following individual by **February 21, 2023, 2:00 pm MST**.

Carlos Robles
Facilities Services Director
The City of St. George
175 East 200 North
St. George, UT 84770
Phone: 435-627-4126
Email: carlos.robles@sgcity.org