Denver Public Schools
Facility Management / Purchasing
1617 S. Acoma St.
Denver, Colorado 80223

Date: March 4, 2014
RFQ Number: 2014 DPS Contractor RFQ
RFQ Title: RFQ Construction Services / Contractor
RFQ will be received: Construction Services Office
1617 S. Acoma St.
Denver, Colorado 80223

Obtain and complete the RFQ via the District website at http://purchasingts.dpsk12.org/bids/default.asp

Mail or hand-deliver one original hard copy of the completed RFQ form to the attention of:
Brian Swift or Mike Craig
Construction Purchasing Department
Denver Public Schools (Construction Services)
1617 S. Acoma St. Denver, CO 80223

A. Instructions to the Statement of Qualifications
1. Interested vendors are invited to submit one (1) comprehensive Request for Qualifications (RFQ) by responding to the items below. Responses must be in sufficient detail to provide for a thorough evaluation and assessment.
2. Information presented in the RFQ should conform to the following:
   a. Information submitted must be arranged in the same order in which it is requested in section B – Submittal Components.
   b. Submittals are to be bound or stapled in upper left-hand corner.
   c. Font size is not to be less than 10 point.
      A review committee will be formed to evaluate submittals and to place companies on the Districts “Pre-Qualified” list according to their capabilities and experience. A review committee made up of District employees as well as parties from outside the District will review all submitted material for each company. References are checked focusing on quality of work, maintenance of schedule and budget control. These reviews will take place at least quarterly and the intent of the District is that this will take place in February, May, August, November. Submittals received after the 25th of the final month prior to review will be reviewed during the next review session. (ie submittals received after the 25th of April will be reviewed in August) If a large volume of submittals are received prior to the quarterly review the District may elect to review submittals earlier.
      Once vendors are selected to be placed on the “Pre-Qualified” list, those vendors will be eligible to submit bids and proposals on projects solicited by the District. Projects may contain some additional requirements that are specific to the project.
      Note – Just because a vendor is on the “Pre-Qualified” list does not guarantee that they will be selected for a specific project.
   d. Vendors selected to be on the “Pre-Qualified” list will be posted on the Denver Public Schools website at this link and will be updated following each review session. Pre-Qualified vendors will remain on the Districts “Pre-Qualified” list for 3 yrs. http://fm.dpsk12.org/construction/prequal.htm
B. Submittal Components

Tab 1  Cover Page – As explained in contractor qualification sheet 1.0:
  Company name
  Company address
  State ‘Statement of Qualifications’ and the date of the submittal
  The name of the person(s) authorized to make representation for the company
  and that person's address and telephone number.
  Email address for point of contact that should receive solicitations from the District.

Tab 2  Nature of company information, including project managers and proposed staffing and organizational chart outlining duties/roles of staff. If a joint venture is proposed, indicate the type of work to be done by each company and the address of each company where it will be performed as explained in contractor qualification sheet 2.0.

Tab 3  The percentage of work self preformed, if company has ever failed to accept a contract or had a contract terminated. All bonding information. Does the company have any legal proceedings? Has the company had any OSHA violations? As explained in contractor qualification sheet 3.0, 4.0, 5.0, 6.0, 7.0, 8.0 and 9.0.

Tab 4  All work loads, Davis Bacon Act, and occupied educational facilities as explained in contractor qualification sheet 10.0. (example of relevant project sheet attached)

Tab 5  Company-wide safety program, worker’s compensation, health benefit and retirement plan, criminal background check, and a pre-hire drug test as explained in contractor qualification sheet 11.0, 12.0, 13.0, 14.0, and 15.0.

Tab 6  Diversity outreach program. As explained in contractor qualification sheet 16.0 and also the diverse business certification form. (Attached)

Tab 7  Financial statements (preferably audited statement) as explained in contractor qualification sheet 17.0.

C. Pre-Qualification Criteria

1) What are the criteria for pre-qualification?
   The District can pre-qualify a contractor if it is determined that the contractor has met all of the criteria listed in this section C. These rules require applicants to submit information including 5 year histories and lists of projects, as a means of obtaining recent and relevant information about the applicants’ qualifications.

2) Is the applicant financially capable? (Tab 8)
   The applicant must be financially capable of performing the size and type of work for which pre-qualification is sought. In evaluating financial capability, the District will consider, among other things:
   a. The amount of the applicant’s Quick Assets or Working Capital, as shown on the financial statements submitted with the application, which must be a positive amount.
   b. Whether the ratio of the applicant’s debts to its net worth is less than 4.0 (debts are not more than four times the amount of net worth)
   c. The type and size of contracts completed in a satisfactory manner by the applicant in the previous 5 years.
   d. The applicant’s bonding capacity. Applicants need only to supply what capacity they would be capable of bonding if awarded a project. It is not necessary to have a bond in place for the purposes of becoming pre-qualified with the District. (Tab 3)

3) Does the applicant have sufficient organization, staff, and key personnel? (Tab 4)
   The applicant’s performance on public and private projects during the past 5 years must have been reliable, safe, and adequate as to skill and integrity. The factors that the District may consider in evaluating the adequacy, reliability and safety of an applicant’s performance of construction work may include, but are not limited to, the following:
a. The applicant’s demonstrated ability to perform contractual obligations on previous projects, including the ability to:
   (1) Effectively prepare and meet computerized Critical Path Method (CPM) and other types of schedules.
   (2) Supervise the work
   (3) Process accurate and timely change orders, payroll submittals, and other paperwork.
   (4) Perform high quality work.
   (5) Complete and close out contracts in a manner satisfactory to the parties who contracted with the applicant.
   (6) Effectively schedule, administer and manage the work performed by its subcontractors and material suppliers.
   (7) Make timely payments to its subcontractors and suppliers.
   (8) Work effectively and cooperatively with owners, other contractors, subcontractors, construction managers, project managers, designers and other parties involved in construction projects.
   (9) Minimize claims for injury and property damage during its performance of contracts.
   (10) Pay prevailing wages – including timely and correct payroll submittals and prompt remedial payments of any deficiencies – in compliance with District policy and contract requirements or the requirements of any state or federal government agency administering prevailing wage rates.
   (11) Comply with local, state, and federal laws, rules and programs related to:
   - Small and disadvantaged business enterprises
   - Workplace safety
   - Environmental protection

b. The applicant’s history of cooperation and compliance with District requirements as a prime contractor or subcontractor on District projects, including but not limited to prompt payment of subcontractors and suppliers, programs related to small, disadvantaged, minority and women business enterprises, workplace safety and environmental protection.

c. The basis, nature, extent and outcome of the applicant’s past and pending administrative cases and litigation related to its bids or its performance of contract work.

d. The nature, classification, fine and final outcome of the applicant’s OSHA violations, other safety or regulatory violations, if any.

e. The reasons for the termination, if any, of the applicants’ contracts and the outcome of any dispute arising out of any termination. Also, any instances where the applicant failed to complete a contract and the reasons therefor.

f. Any references, written or oral evaluations obtained by the District from entities with whom the applicant has contracted, of the adequacy of its previous and current performance on construction contracts.
g. Any explanation of the circumstances under which and the reasons why applicant’s surety performed any of the work included in one of its contracts.

h. Any construction failure attributable to the applicant that occurred during the past 5 years regardless of when the work involved in the construction failure was performed.

i. The applicant’s Experience Modification Rate Factors (EMRF) from the National Council on Compensation Insurance, Inc. (NCCI), or similar regulatory body for non-NCCI states, for each of the past 5 years, as follows:

1. An average EMRF for the past 5 years of 1.5 or greater will render an applicant ineligible for pre-qualification.

2. An average EMRF for the past 5 years of 1.2 to 1.49 may be considered as a reason for denying pre-qualification or for granting pre-qualification at a lower financial level than the applicant might otherwise obtain.

3. An applicant who has not been in business for 5 years shall submit EMRF scores for each year in which it has been in business, and the average EMRF score for purposes of this section will be calculated using the number of years for which scores have been issued.

4. What is the applicant’s history of debarment or suspension? (Tab 3)

   a. The applicant must disclose whether it, or any of its owners, principals, personnel, subsidiaries, divisions or affiliates have been suspended or debarred from entering into contracts with any federal, state or local government entity during the past 5 years. Any such history will be considered in determining whether the applicant is presently qualified and capable of performing as a prime contractor on a District contract with the required level of skill and integrity.

5. Does the applicant have a history of criminal convictions? (Tab 3)

   a. The applicant must disclose whether it or any of its officers or employees, its subsidiary companies and officers thereof, or any of the applicant’s owners or affiliates or officers thereof, has been convicted of crimes related to bids, labor, taxes, wages, safety, or performance of construction contracts, within the past 5 years in any jurisdiction.

   b. “Crimes” means any offense subject to any term of imprisonment upon conviction or plea of guilty or nolo contendere, and includes petty offences, misdemeanors and felonies.

   c. Any such history will be considered in determining whether the applicant is presently qualified and capable of performing as a prime contractor on a District contract with the required level of skill and integrity. The existence of such a conviction will not be an absolute bar to pre-qualification, but the applicant must demonstrate that it has taken reasonable steps to prevent any future repetition of the conduct which lead to such criminal convictions, in order to be eligible for pre-qualification.
Denver Public Schools
Contractor Qualification Form

1.0 Name of company requesting to be qualified for further consideration:  
   (TAB 1)

   Provide company information, local office and principle office if other than local office designated:
   Contact Person for Solicitations:
   Current Legal Name:
   Street Address:
   City/State/Zip:
   Telephone Number:
   Fax Number:
   E-mail Address(s):
   Statement of Qualifications and submittal date:

   1.1 How many years has your company been in business in the state of Colorado?

2.0 Please check the appropriate box to identify the nature of your company.  
   (TAB 2)
   Corporation ☐ Partnership ☐ Joint Venture ☐
   Individual ☐ LLC ☐

   2.1 Provide an organizational chart of your company.

   2.2 Corporations: provide a copy of the most recent Annual Report
   Date the company was incorporated
   State where company is incorporated
   County where company is incorporated
   Name of President
   Name of Vice President(s)
   Name of Secretary
   Name of Chief Financial Officer

   2.3 Partnership or individual: provide the following information.
   Date the company was established
   Name and address of individual/partners (Indicate partners and whether general or limited partners).
   Name  Address

3.0 What type of work and approximately what percentage of work do you typically self perform on a project?  
   (TAB 3)
   Type  Percentage

4.0 Has your company ever failed to accept a contract award or to complete a contract awarded to you?  
   (TAB 3)

   If your response was "yes" to the previous question please, state the project(s), date, owner and reason.

4.1 Has your company ever surrendered a bid bond or a bid security?
If “yes” state the project(s), date, owner and reason.

5.0 Has your company ever had a contract terminated? (TAB 3)

If “yes”, state the project(s), date, owner and reason.

6.0 Bonding Information:  (TAB 3)
   Name of bonding company
   Phone Number
   Best Rating
   Bests Financial Rating
   Name and address of bonding company agent

   Bonding Capacity:   Maximum Bonding Capacity $
                      Current Value of bonded Projects $
                      Current open Bonding Capacity $

7.0 Has your bonding company ever been required to perform or complete work under a labor and material payment bond, or performance bond issued on your company’s behalf?  (TAB 3)

If "yes", state the project(s), date, owner and reason.

8.0 Has your current company or any predecessor organization been involved as a party in any bankruptcy, litigation, arbitration or any other legal proceedings?  (TAB 3)

If your response to the previous question was "yes", please attach a separate sheet with explanation.

9.0 Within the past two (5) years has your company or predecessors’ company received an OSHA violation and/or non-compliance notice from any local municipality, state or federal agency?  (TAB 3)

If your response to the previous question was "yes", please attach a separate sheet with explanation and were there any fines amounts if imposed.

10.0 Current Work load:  On a separate page (attached) list the projects your company has currently in progress, stating the name of the owner and telephone number, name of project, brief project description, the name of the architect and telephone number, location of project, original contract amount, current contract amount, percentage of completion and scheduled completion date.  (Limit five (5) for each type of work).  If any DPS projects are included in this list please list them first.  (TAB 4)

   10.1 Work Load Capacity:  On a separate page (attached) list the projects your company has completed in the past five years, stating the name of the owner and telephone number, name of project, brief project description, the name of the architect and telephone number, location of project, original contract amount, final contract amount and completion date.  (Limit five (5) for each type of work).  If any DPS projects are included in this list please list them first.

   For each selection of work for consideration provide examples of projects for each type of work to be pre-qualified for.

   10.2 List projects your company has completed under the rules and regulations under the Davis Bacon Act.

   10.3 Does your company have experience constructing projects for occupied facilities?  Please list two (2) projects.
11.0 Does your company have a companywide safety program? (TAB 6)
   11.1 Is a copy of the safety program available to DPS for examination?
   11.2 Attach a sample site specific safety plan.
   11.3 Does your company have a safety officer? If so, attach a resume.

12.0 What is your current experience modification rate (EMR) for worker’s compensation? (TAB 6)

13.0 Does your company provide a bona fide health benefit & retirement plan for your employees? (TAB 6)
   13.1 What percentage of your current employees is covered by your plan?
   13.2 Is a copy of your health benefit and retirement plan available to DPS for examination?

14.0 Does your company have a pre-hire criminal background check program? (TAB 6)
   14.1 Please provide specifics about this process, CBI etc.

15.0 Does your company have a pre-hire drug-testing program? (TAB 6)
   15.1 Does your company require that subcontractors working on your project have a pre-hire drug-testing program?
   15.2 Does your company have a policy to insure a drug free work place?
   15.3 Please provide a copy of the procedure to enforce this policy.

16.0 Does your company have a diversity outreach program? (TAB 7)
   16.1 Attach a copy of the diversity outreach program to DPS for examination.

17.0 Attach a financial statement, preferably an audited statement, including your company’s latest balance sheet and income statement showing the following items: (TAB 8)
   1 Current assets, net fixed assets, other assets, current liabilities, other liabilities
   2 Name of company preparing financial statement and date prepared.

17.1 Bank References; name and contact information.

17.2 Trade and / or vendor references; name and contact information
I hereby certify that the information provided in this statement is true and correct.

______________________________  By  __________________________

Print Name  Title __________________________

______________________________

Date

State of Colorado

County of _______________________

The foregoing statement was acknowledged before me this _______ day _______ of, 20______

by ____________________________________ of __________________ my commission expires.

Witness by hand of official seal ______________________ Notary.
## Diverse Business Certification Form

In order to be classified as a Business Diversity vendor with the Denver Public Schools, **vendor must attach a copy of its applicable certification.** (TAB 7)

Check the box (any and all) which pertains to your enterprise:

- □ Disadvantaged Business Enterprise
- □ 8A Certified
- □ Emerging Small Business Enterprise
- □ Woman owned and controlled (WBE)
- □ Minority Business Enterprise (MBE)
- □ Small Business Enterprise
- □ Service Disabled Veteran
- □ Veteran Owned
- □ Minority/Women Business Enterprise (MWBE)

<table>
<thead>
<tr>
<th>Owner(s) name(s)</th>
<th>Percent of ownership</th>
<th>Male/Female</th>
<th>Title/Position</th>
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<tbody>
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Ethnicity of Business - check the box(s) which are applicable (if any).

- □ African American
- □ Asian American
- □ Native American
- □ Hispanic

Name of Company: ____________________________________________  Fax: ___________
Address: ____________________________ City/State: ________________  Zip: ___________
Contact Person: ______________________ Title: ___________________  Phone: ___________
Authorized Representative’s Signature: ________________________ Phone: ___________
Printed Name: ______________________ Title: ____________________  Date: ___________
Email Address: _______________________

If you are a certified diverse business and would like your company name to appear in the Denver Public School’s Diverse Business Directory, please check the box below.

- □ Yes, please add my company’s name to the directory.

Contact the DPS Business Diversity Outreach Program (BDOP) Manager at 720-423-4227 if you wish to discuss the BDOP program and/or specific ways in which to involve Diverse Businesses in your project.

Notice to contractors: In section 10.1 for each selection of work for consideration provide examples of projects for each type of work to be pre-qualified for.
Please check appropriate box or boxes for type of work for consideration. (TAB 4)

- Air & Water Balancing
- Artificial Play Surface
- Asbestos Abatement
- Asphalt/Asphalt Striping
- Bleachers
- Boiler/Chiller replacement
- Carpet/resilient flooring
- Commissioning Agents
- Construction cleaning contractor
- Construction Manager/General Contractor
- Electrical contractor
- Emergency restoration
- Environmental
- Fencing
- Fire protection / Fire detection
- General Contractor <$500,000
- General Contractor <$1 Million
- General Contractor >$1 Million
- Hazardous material removal contractor
- Insulation
- Landscaping/learning landscape contractor
- Lighting retrofit contractor
- Lockers
- Masonry
- Mechanical contractor
- Modular Buildings
- Paint/plaster/drywall
- Paving Contractor
- Playground equipment
- Playground surfaces
- Plumbing contractor
- Roofing contractor
- Sealant contractor
- Sewer cleaning
- Signage
- Site concrete
- Stage Curtains
- Storm water management contractor
- Temperature controls
- Tree trimming
- Water treatment
- Misc / Other Service (please list)
EXAMPLES OF RELEVANT PROJECTS (Tab 4)
Provide minimum of 5 examples of projects in the last 5 years for each category.

Provide examples of projects in each of the following categories: Largest completed projects, Projects in Process, Completed District Projects, District Projects in progress, Contracts you failed to complete.

<table>
<thead>
<tr>
<th>General Project Information</th>
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<tbody>
<tr>
<td>Project Name and Location:</td>
</tr>
<tr>
<td>Owner/Client, Contact name and telephone #:</td>
</tr>
<tr>
<td>Contractor of Record, contact name and telephone #:</td>
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<td>Architect:</td>
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<table>
<thead>
<tr>
<th>Facility Information</th>
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<tbody>
<tr>
<td>Type of Facility:</td>
</tr>
<tr>
<td>Project Description:</td>
</tr>
</tbody>
</table>

- (☐) Renovation  (☐) Addition  (☐) New Building
- Square Ft Add’n / New
- Square Ft. of Renovation:

<table>
<thead>
<tr>
<th>Schedule Information</th>
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<tbody>
<tr>
<td>Construction Start Date:</td>
</tr>
<tr>
<td>Planned Substantial Completion Date:</td>
</tr>
<tr>
<td>Actual Substantial Completion Date:</td>
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<tr>
<td>Planned Construction Completion Date:</td>
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<tr>
<td>Actual Construction Completion Date:</td>
</tr>
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<thead>
<tr>
<th>Cost Information</th>
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</thead>
<tbody>
<tr>
<td>Construction Budget</td>
</tr>
<tr>
<td>Low Bid or Award Amount</td>
</tr>
<tr>
<td>Final Construction Cost</td>
</tr>
<tr>
<td>Percentage of requested changes (dollar of change / total contract) %</td>
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</tbody>
</table>