



# CENTRAL UTAH WATER CONSERVANCY DISTRICT

November 16, 2016

## CONTRACTOR PREQUALIFICATION REQUIREMENTS

SPANISH FORK SANTAQUIN PIPELINE  
Utah County, Utah

Utah Lake Drainage Basin Water Delivery System



## **CONTRACTOR PREQUALIFICATION REQUIREMENTS**

**For the**

### **SPANISH FORK SANTAQUIN PIPELINE**

**General**

The Spanish Fork Santaquin Pipeline is an approximately 17.5 mile pipeline with approximately six (6) reaches. This packet is to prequalify contractors for all six reaches which will include welded steel pipe up to 60 inches in diameter, cement lined with tape and mortar coating, major flow control structures, water delivery turnout connections to secondary systems of cities in south Utah County, two or more railroad crossings, crossings of State highways, crossing of the Spanish Fork River, street excavation and restoration, utility relocations, and appurtenant pipeline facilities. The initial reach of the Spanish Fork Santaquin Pipeline, the Spanish Fork Reach will include approximately 8,500 feet of 60-inch welded steel pipe and is planned to be bid in early 2017.

The Central Utah Water Conservancy District (District) requests contractor prequalification statements for construction of the Spanish Fork Santaquin Pipeline. This document describes the requirements for prequalification of contractors. The submittal requirements for prequalification statement and the evaluation criteria are included.

### **Purpose**

The purpose of the prequalification process is to select those contractors the District deems to be qualified and capable of completing the Project in conformance with the Contract Documents. Only those general contractors that are prequalified by the District will be allowed to submit a bid for this project.

Subcontractors (except tunneling subcontractors), trades, suppliers, and manufacturers will not require formal prequalification. However, the general contractors shall not accept quotes, proposals, or sub-bids from any subcontractors, suppliers, or manufacturers that are not qualified to provide the service or supplies proposed. General Contractors are encouraged to inform any prospective subcontractors, suppliers, or manufacturers about proper qualification procedures. Tunneling contractors used by the general contractor must be prequalified. A separate Notice of Prequalification for tunneling contractors has been issued simultaneously with this notice.

Selection as a prequalified contractor does not imply District's acceptance or approval of the contractor's specific personnel, suppliers, manufacturers, equipment or methods, whether or not these items are described in the contractor's prequalification statement.

### **Project Description**

The Spanish Fork Santaquin Pipeline is being constructed by the Central Utah Water Conservancy District as part of the Utah Lake Drainage Basin Water Delivery System (ULS) of the Central Utah Project Completion Act (CUPCA). A map attached to this prequalification packet shows the alignment of the Spanish Fork Santaquin Pipeline that will pass through the cities of Spanish Fork, Salem, Payson and Santaquin. The map shows that the 17.5 mile long pipeline may be segregated into approximately six reaches known as the Spanish Fork Reach, the South Fields Reach, the Salem Reach, the Payson Reach, the Spring Lake Reach and the Santaquin Reach.

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The construction work for the Spanish Fork Santaquin Pipeline - Spanish Fork Reach, is generally similar to the work for the remaining reaches of the Spanish Fork Santaquin Pipeline. The Spanish Fork Reach, in general, consists of furnishing and installing the Spanish Fork Santaquin Pipeline – Spanish Fork Reach consisting of approximately 8,480 feet of 60-inch steel pipeline, each with welded joints, mortar lining, and tape and mortar coating; approximately 230 feet of 72-inch jacked casings under two Union Pacific railroads, modification of existing concrete structure, asphalt paving, earthwork and other appurtenances and related work. Field construction work is expected to begin in July 2017 and is to be completed by June, 2018.

### **Familiarity with Project**

The 95 percent draft design drawings in PDF file format are available as part of this prequalification information packet for the initial Spanish Fork Reach Pipeline and are available for review by interested contractors at the office of the Construction Manager:

Chris Hansen, P.E.  
Construction Manager  
Central Utah Water Conservancy District  
355 West University Parkway  
Orem, Utah 84058-7303  
Phone: (801) 226-7140  
FAX: (801) 226-7150  
e-mail: chrish@cuwcd.com

The 95 percent drawings are available for review on the District's webpage. A direct link to the drawings is: <http://cuwcd.com/assets/documents/Bids/spanishForkReach95Drawings.pdf>. Contractors are advised that technical and contractual changes to the preliminary concepts are anticipated prior to bidding. Prequalification will not exempt a contractor from meeting any of the requirements of the Contract Documents. The contractor's prequalification statement is not part of the Contract Documents.

A mandatory pre-bid conference for prequalified bidders and site visit for the Spanish Fork Santaquin Pipeline – Spanish Fork Reach for interested contractors is tentatively scheduled for **10:00 am on Tuesday, February 21, 2017**, in the Board Room, Central Utah Water Conservancy District, Orem, Utah. Following the pre-bid conference, a mandatory site visit will be held at the project site. Contractors should refer to the Notice Inviting Bids notice to confirm the pre-bid conference date and details.

### **Submittal Procedure**

Prequalification statements will be received at the following address, until 4:00 pm, Wednesday, December 21, 2016.

Office of the Construction Manager  
SPANISH FORK SANTAQUIN PIPELINE  
Central Utah Water Conservancy District  
355 West University Parkway  
Orem, Utah 84058-7303

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Two (2) copies of the contractor's prequalification statement shall be submitted. Any prequalification statement failing to clearly present all the requested information or failing to be in the requested format may be considered nonresponsive and rejected.

Information contained in the prequalification statement will be considered confidential and reasonable precautions will be taken to protect the security of the documents. The prequalification statement will become and remain the property of the District.

The District reserves the right to request a contractor to clarify any part of his prequalification statement. Response to such requests must be made in writing and will become part of the prequalification statement. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

### **Tentative Schedule – Spanish Fork Reach Project**

The following is a preliminary schedule for the Spanish Fork Reach Pipeline and is subject to change:

Prequalification Packets Available for Pickup: .....	Tuesday, November 15, 2016
Prequalification Packets Due to the District: .....	4:00 pm, Wednesday, December 21, 2016
Prequalified Contractors Notified: .....	Thursday, January 5, 2017
Bid Documents Available: .....	Tuesday, January 17, 2017
Pre-bid Conference and Site Visit: .....	10:00 am, Wednesday, February 1, 2017
<b>Bid Opening: .....</b>	<b>10:00 am, Tuesday, February 21, 2017</b>
Board of Trustees Approve Award: .....	Wednesday, February 22, 2017
DOI Concurrence to Award: .....	Thursday, February 23, 2017
Notice to Proceed – Materials: .....	Tuesday, March 14, 2017
Preconstruction Meeting: .....	TBD
Notice to Proceed – Field Construction: .....	Wednesday, July 12, 2017
Construction Complete: .....	Friday, June 30, 2018

### **Content of Prequalification Statement**

The prequalification statement shall include the information requested below. The organization of the prequalification statement shall generally follow the outline below:

1. Title page
2. Contractor Prequalification Statement
3. Personnel and Qualifications
4. Previous Project Experience
5. Financial Information
6. Safety Program

### **Title Page**

The title page shall identify the document as a prequalification statement and shall include the name of the Owner, the name of the Project and the name of the contractor.

### **Contractor Questionnaire**

The contractor shall complete and sign the attached Contractor Questionnaire and include it with the prequalification statement.

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### **Personnel and Qualifications**

Present information which will identify key personnel who will be assigned to the project, including project manager, project engineer, and project superintendents.

Describe the background and experience of each of these individuals. Provide detailed resumes for the project manager, project engineer, and project superintendent(s).

Describe the approach to scheduling and accomplishing the work. Identify which major trade work (i.e. structural, mechanical, electrical, earthwork) will be completed by the contractor's forces and which will be performed by subcontractors.

### **Previous Project Experience**

1. Describe past experience showing satisfactory completion or progress on work of similar complexity and comparable in scope to that described with regard to both pipeline and valve vault construction. Demonstrate ten years recent experience in pipeline construction projects. Demonstrate ten years of recent experience and the completion of three similar construction projects using welded steel pipe at least 48 inches in diameter with cement mortar linings and dielectric coatings. Demonstrate experience with at least two flow control vaults completed in the last ten years with at least 75 cfs flow capacity and valves 24 inches or greater in diameter. Provide the following information: Project name, contract award date and completion date, Owner's name with contact and phone number, bid amount, final amount, number or change orders, prime contractor/subcontractor status and approximate amount of involvement, geologic conditions, pipeline type, length, diameter, and method of excavation and equipment used. (see Attachment A for suggested format).
2. The proposed project manager assigned to the project should demonstrate at least ten (10) years of experience in the construction of welded steel pipelines. Submit the name and resume of the project manager who will be assigned to the project. The resume should provide a detailed experience summary including the following: the name of each project, description of project, position held, employer, responsibilities, and a reference and phone number of all pipeline construction assignments in the last five years. Submit the name, resume, and experience summary of an alternate project manager who will be assigned to the project in the event the proposed project manager becomes unavailable for this assignment. The alternate project manager must satisfy the above experience requirements. Submit similar information on the following individuals: Project Engineer (min. five years experience), and Pipeline Superintendent (min. five years experience). These individuals will be evaluated on the basis of technical experience, managerial experience, and education.
3. The contract documents will require the use of a slide rail shoring system for pipeline excavation. Please submit a detailed and thorough discussion of method(s) previously used for supporting pipeline trench excavations on past pipeline projects.
4. Present a detailed and thorough discussion of methods previously used for handling water infiltration during excavation, prior to and during installation of pipelines and concrete structures addressing (1) Water control during excavation; (2) Water control during pipe laying operations; and (3) Water control given a sudden increase in flow. Provide details on methods used on other projects for treating effluent from pipeline trench excavations to meet state water quality standards.

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5. List any work awarded within the past ten years but not completed and the reasons for not completing the work.
6. Submit a bonding record or show proof of adequate bonding ability. Prospective bidders should demonstrate bonding ability for five consecutive years prior to submission of this prequalification statement. Indicate whether the contractor has been refused surety, bond, or liability insurance within the past ten (10) years and explain.

### **Financial Information**

Submit a certified financial statement for the contractor's most recent accounting period. Submit a letter from contractor's surety company specifying contractor's total bonding capacity and current unused bonding capacity. Submit additional references and information sufficiently comprehensive to permit an appraisal of contractor's current financial condition.

### **Listing of Contractor and Company Principals**

Submit as part of the Prequalification Statement a listing of the contractor's name and Utah contractor's license number, together with a complete list of all company principals and addresses.

### **Safety Program**

Submit a summary and describe the Contractors safety program and performance for the last 4 years. Include the Proposer's Experience Modification Rate (EMR) and the U.S. Occupational Safety and Health Administration (OSHA) reportable accident rate for the last 4 years, and the most recent OSHA Form 300.

### **Evaluation of Prequalification statements**

Prequalification statements will be evaluated based on the following criteria:

- Personnel and qualifications
- Previous project experience
- Financial condition
- Safety Program

Qualified contractors must meet the following minimum criteria:

- Contractor shall hold a current contractor's license in the State of Utah in a classification appropriate to this Project.
- Contractor shall have \$20 million available bonding capacity.
- Contractor shall have significant experience in the construction of welded steel pipelines 48 inches and greater in diameter.
- Contractor's pipeline superintendent(s) shall have at least 5 years experience and shall have been superintendent on the construction of at least one large welded steel pipeline project.

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Meeting the minimum criteria above does not automatically qualify the Contractor. The District will evaluate all proposals and reserves the right to select the most qualified Contractors. The District shall be entitled to contact each and every reference listed by the contractor. The contractor, by submitting a prequalification statement, expressly agrees that any information concerning the contractor in possession of said entities and references may be made available to the District.

**Notification of Prequalified Contractors**

All contractors submitting prequalification statements will be notified in writing if they did or did not prequalify. A brief explanation of reasons for not prequalifying will be provided to the unsuccessful contractors. Only contractors who are prequalified will be allowed to bid. **The District's decision will be final.**

**CONTRACTOR QUESTIONNAIRE**  
**SPANISH FORK SANTAQUIN PIPELINE**

Complete the following information and submit this form with the prequalification statement.

1. Contractor's name:  
\_\_\_\_\_
2. Business address:  
\_\_\_\_\_
3. Phone number: \_\_\_\_\_ 4. Fax number: \_\_\_\_\_
4. Firm type:     Corporation     Partnership     Individual     Joint Venture
5. Number of years the organization has been in business as a contractor under present business name (10 year minimum required):
6. List the full names, titles and addresses of key individuals and/or officers of the firm:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Number of permanent office and support employees \_\_\_\_\_  
Number of permanent field employees \_\_\_\_\_
8. How long has company been doing work similar to proposed project? \_\_\_\_\_
9. Contractor License(s).  
List on a separate page: the status or trade categories in which your organization is legally qualified to do business, including applicable contractor license number, expiration date, state(s) in which licensed, name on license.
10. Contractor's Bonding Company (agent's name, address, telephone number):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Contractor's Bank or Financial Institution (name, address, telephone number and contact-person):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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12. Contractor's Insurance Company (agent's name, address, telephone number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Has the contractor, or any of its parents or subsidiaries, ever had a bankruptcy petition filed in its name, voluntarily or involuntarily? \_\_\_\_\_  
If yes, specify date, circumstances, resolution and other details on a separate page.

14. Are there any unresolved claims or disputes on any work awarded to the contractor during the past five years? \_\_\_\_\_  
If yes, give owner's name and details on a separate page.

15. Has any officer or partner in the contractor's organization ever been an officer or partner of some other organization, or in any way undertaken a construction contract that was not completed? \_\_\_\_\_ If yes, state the name of the individual, the project, the owner's name and reasons it was not completed, on a separate page.

16. Does the contractor maintain a permanent safety program? \_\_\_\_\_  
If yes, attach a copy of the program. Submit the contractor's EMR and OSHA reportable accident rate for the last 4 years, and the most recent OSHA Form 300.

17. Does the contractor have a formal quality assurance program? \_\_\_\_\_  
If yes, attach a copy of the program.

18. Is the contractor familiar with the National Environmental Policy Act? \_\_\_\_\_

19. Is the contractor or any of its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any program or project which is 100% or partially funded with federal funds? \_\_\_\_\_

I hereby warrant that the information presented in this prequalification statement is true; accurate and complete.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A

### Project Experience summary

Project name, location, and description:

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Pipeline or structure length, finished diameter and valve sizes:

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Pipeline/structure excavation methods and equipment utilized:

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Geologic conditions:

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Pipeline trench support methods:

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Type of pipeline lining:

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Percent Work Performed by Prime: \_\_\_\_\_ Number of Change Orders: \_\_\_\_\_

Date bid: \_\_\_\_\_ Date completed: \_\_\_\_\_

Contract bid price: \_\_\_\_\_ Contract final price: \_\_\_\_\_

Contract duration at bid: \_\_\_\_\_ Contract duration at acceptance: \_\_\_\_\_

Name and telephone number of the Owner's Contact Person:

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### Attachment B

### Contractor References

Project Name	Owner/Agency	Contact Person and Telephone No.	Pipeline Diameter and Length	Structure Dimensions, Valve Sizes, & Pressure	Contractor's Project Manager	Date Completed	Litigation or Unresolved Claims* (Yes or No)
1.							
2.							
3.							
4.							
5.							

\* If yes, provide explanation on separate page.