



**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR
PRE-QUALIFICATION OF BIDDERS**

FOR

**2024 ASPHALT BASALT CHIP
AND FOG SEAL PROJECT**

April 2024

Prepared By:

**NOTICE OF ADVERTISEMENT PRE-QUALIFICATIONS FOR
2024 ASPHALT BASALT CHIP AND
FOG SEAL
CITY OF POST FALLS**

The City of Post Falls is seeking to pre-qualify general contractors for the 2024 Asphalt Basalt Chip and Fog Seal in the City of Post Falls, pursuant to Idaho Code 67-2805, "Procurement of Public Works Construction". Pre-qualification applications will be received at the office of the City Clerk (Shannon Howard), City of Post Falls, located at City Hall, 408 N. Spokane Street, Post Falls, Idaho 83854 until 10:00 a.m. local time, Tuesday, April 23rd, 2024.

Work associated with the proposed project is generally described as follows:

The work includes the application of bituminous material followed by the application of a both ¼" and 3/8" basalt chip seal and fog seal on selected City of Post Falls streets.

The Contractor shall provide the necessary equipment, labor and materials to complete the basalt chip sealing and fog coat of those roadways described in the Contract Documents, in accordance with the Specifications, as directed by the Project Manager. All work shall be in accordance with the applicable latest sections of the Idaho Department of Transportation (ITD) Standard Specifications for Road and Bridge Construction, supplemental Specifications, and all recent revisions to the same.

All responses must be signed and the proposing companies must have a current, valid Idaho Public Works Contractor license for the work under consideration in order to submit. Upon receipt of SOQs, the City will evaluate and determine which Contractors are qualified to bid. If the City proceeds with bidding the project, all contractors deemed qualified by the City will be invited to submit formal bids for the project as delineated in the Bidding Documents, which will be made available to pre-qualified bidders.

The City, in accordance with Title VI of the Civil Rights Act of 1964, 78 stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to the advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Any protest of determination of qualifications or bidding procedures will be handled in accordance with procedures delineated in Idaho Code 67-2805.

Contractors will be responsible for all costs (including site visits, if any) incurred in preparing or responding to this Request for Qualifications.

Prequalification of contractors will be conducted according to Idaho Code Section 67- 2805.

The City of Post Falls anticipates the 2024 Asphalt Basalt Chip and Fog Seal to be advertised for construction bids in the spring of 2024.

Interested contractors may obtain the pre-qualifications package at the City's website: www.postfalls.gov Electronic documents in PDF format may be downloaded for no cost. Any addenda will be posted to the same website as the pre-qualification package at least three (3) days prior to the application deadline. DOCUMENTS will be made available after 12 p.m., Thursday, April 23rd, 2024.

All questions shall be directed in writing or by email to:

Ross Junkin
Maintenance Manager - City of Post Falls
800 N. Public Works Way
Post Falls, ID 83854
rojunkin@postfalls.gov

PUBLICATION DATES:
Tuesday, April 9th, 2024
Tuesday, April 16th, 2024

City of Post Falls

2024 Asphalt Basalt Chip and Fog Seal

INSTRUCTIONS FOR PRE-QUALIFICATION OF BIDDERS

It is mandatory that all General Contractors who intend to submit bids for 2024 Asphalt Basalt Chip and Fog Seal project in the City of Post Falls fully complete the Pre-Qualification Application, provide all materials requested herein, and be determined by the City of Post Falls (City) to be qualified to be on the final Bidders list. No bid will be accepted from a General Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on a project as a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately pre-qualified to bid.

Answers to all information and questions contained in the Pre-qualification Application are required. The Application asks that contractors provide information in the sections listed below.

- PART I. GENERAL INFORMATION

- PART II. DEMONSTRATED TECHNICAL COMPETENCE AND EXPERIENCE CONSTRUCTING SIMILAR FACILITIES

- PART III. INTERVIEW QUESTIONS FOR REFERENCE PROJECTS

- PREQUALIFICATION APPLICATION INFORMATION CERTIFICATION

The City will use the information provided in response to the Pre-qualification Application, including supporting information provided by prospective bidders, for evaluation of bidder responsibility to determine General Contractors qualified to bid the 2024 Asphalt Basalt Chip and Fog Seal project. The City will ask specific questions to each reference project listed. The City's decision will be based on evaluation criteria outlined in the Pre-qualification Application.

Each application must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the prospective bidder on whose behalf that person is signing. If any information provided by a prospective bidder becomes inaccurate, the prospective bidder must immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

The City reserves the right to waive minor irregularities and omissions in the information contained in the Pre-Qualification Application submitted, to make all final determinations, and to determine at any time that it is in the best interest of the City to abandon the prequalification process and advertise the project for competitive bid as set forth by Title 67, Chapter 28, Subsection 3, Category A of Idaho Code.

The City will conduct a formal review of the applications and will determine the list of qualified bidders who are eligible for bidding. All applicants will be formally notified if they have been prequalified by email. Any Idaho licensed public works contractor that does not meet the prequalification standards, will be provided with email statement of the reason or reasons why they failed to meet the prequalification standards.

Written objections to the prequalification procedures must be received by the City at least three (3) business days before the date and time upon which prequalification statements are due.

Qualification responses shall be considered a public record and will be available for inspection and copying by any person after the approval of qualified applicants to the extent allowed by Idaho law.

Any protest of the requirements, standards, specifications, or process outlined in this Request for Prequalification of Bidders shall be handled in strict accordance with procedures outlined in Idaho Code 67-2085(3)(b) The Owner reserves the right to reject any and all responses and to waive any irregularities in the responses received.

A prospective bidder who has submitted a completed application form, and who receives a rating of "not qualified" from the City may appeal that determination as allowed by Idaho Code 67-2805 (b) (iv).

END OF SECTION

PRIME CONTRACTOR PREQUALIFICATION APPLICATION

SUBMIT APPLICATION TO OWNER:

**CITY OF POST FALLS
408 N. SPOKANE STREET
POST FALLS, IDAHO 83854**

The undersigned, as prospective bidding Contractor, certifies that we have received and examined the Pre-qualification package for the City of Post Falls 2024 Asphalt Basalt Chip and Fog Seal project, that we are regularly engaged in the general class and type of work called for, and that we have the appropriate knowledge, skills, experience, resources, and licenses to successfully complete the work. The undersigned further acknowledges that we are aware that there are certain peculiar and inherent conditions existent in the construction or installation of the work which may create unusual or peculiar unsafe conditions hazardous to persons and property and that we have the skills and experience to foresee and to adopt protective measures to perform the work adequately and safely with respect to such hazards.

We acknowledge that addenda number _____ through _____ have been received and have been examined as part of the Pre-qualification Questionnaire package.

The Contractor shall provide complete and accurate information to the following requests. Use additional sheets, signed and numbered to correspond with the question being answered, if necessary.

PART I. GENERAL INFORMATION (ALL INFORMATION MUST BE PROVIDED)

1. Contractor Name _____

2. Business Address _____

3. Telephone _____

4. Email _____

5. Does the company have a current Idaho Public Works Contractor's License?

___ Yes ___ No

If " yes," list the Idaho contractor license numbers, classifications, type, category, and expiration dates.

6. Business Structure (Check One):

- Corporation
- Partnership
- Joint Venture
- Individual
- Other _____

7. Number of years Applicant has been in business under the business name _____

List any prior name or assumed name and years in business _____

8. Name of person completing application _____

Telephone _____

Email _____

9. Name of person to appear on Plan-holders List _____

Telephone _____

Email _____

10. If Applicant is:

A Corporation

(Corporation Name)

(State of Incorporation)

By _____
(Signature of Person Authorized to Sign)

(Name and Title of Person Authorized to Sign)

Attest _____
(Secretary)

Business Address _____

Telephone _____

A Joint Venture

By _____
(Signature)

(Name)

(Address)

By _____
(Signature)

(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above.)

Attest _____
(Secretary)

Business Address _____

Telephone _____

A Partnership

(Firm Name)

(Signature of General Partner)

(Name of General Partner)

Business address _____

Telephone _____

Attest _____
(Secretary)

Business Address _____

Telephone _____

An Individual

By _____
(Signature of Individual)

By _____
(Individual's Name)

Doing business as _____

Business address _____

Telephone _____

Attest _____
(Secretary)

Business address _____

Telephone _____

PART II. DEMONSTRATED TECHNICAL COMPETENCE AND EXPERIENCE CONSTRUCTING AND MANAGING PUBLIC WORKS PROJECTS

This part includes several yes or no questions regarding the contractor's company experience and performance that must be answered by marking yes or no. Contractors may claim company experience if their company performed the work elements listed below on a project either:

- as the prime contractor, or
- as a subcontractor, or
- as the prime contractor and a subcontractor

To be prequalified as a bidder for this project, the prime contractor's company must be able to:

- Answer **NO** to all the questions in Part II.A, and
- Complete Part II.B as described for each request in Part II.B and score a minimum average score of 3 or higher.

PART II.A OVERALL PERFORMANCE HISTORY

1. Has Applicant firm ever failed to complete any publicly financed project or had a contract terminated for cause due to insufficient performance or has any officer, partner, member or principal listed in item 10 Part I. above been an officer, partner, member, or principal of another firm that has failed to complete any publicly-financed project in the last 10 years?
 YES NO
2. At any time during the past five years, has any surety company made any payments to satisfy any claims made against a performance or payment bond, or completed a project, or paid for completion on your firm's behalf as a result of a default in connection with a construction project, either public or private?
 YES NO
3. Is Applicant firm presently debarred or suspended as a contractor or subcontractor by any municipality or agency?
 YES NO
4. Has your firm's contractor license been revoked or suspended at any time in the last five years?
 YES NO
5. Has your firm ever failed to reach substantial completion on any current or past projects within 30 days of the substantial completion date identified in the contract including adjustment to contract times as the result of fully executed Change Orders?
 YES NO

PART II.B DEMONSTRATED TECHNICAL COMPETENCE AND EXPERIENCE CONSTRUCTING SIMILAR PROJECTS

List at least three completed public works chip-seal projects with final contract amount greater than \$300,000.00. If Applicant does not have the relevant public works chip-seal projects with contract amounts greater than \$300,000 list at least three completed public works chip-seal projects of any amount. List only projects completed by the Applicant from the location listed in Part I, item 2 above.

Project Number 1. (Attach additional sheets, if necessary.)

Project title _____

Classes of work performed:

Dollar value/Percentage of work:

Location _____

Owner _____

Owner's Representative _____

Telephone _____

Engineer _____

Engineer's Representative _____

Telephone _____

Original contract amount \$ _____ Original completion date _____

Final contract amount \$ _____ Final completion date _____

Percentage of work completed with own forces _____

Value of work completed with own forces \$ _____

Detailed scope of work _____

Project Number 2. (Attach additional sheets, if necessary.)

Project title _____

Classes of work performed:

Dollar value/Percentage of work:

Location _____

Owner _____

Owner's Representative _

Telephone _____

Engineer _____

Engineer's Representative _

Telephone _____

Original contract amount \$ _____ Original completion date _____

Final contract amount \$ _____ Final completion date _____

Percentage of work completed with own forces _____

Value of work completed with own forces \$ _____

Detailed scope of work _____

Project Number 3. (Attach additional sheets, if necessary.)

Project title _____

Classes of work performed:

Dollar value/Percentage of work:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Location _____

Owner _____

Owner's Representative _____

Telephone _____

Engineer _____

Engineer's Representative _____

Telephone _____

Original contract amount \$ _____ Original completion date _____

Final contract amount \$ _____ Final completion date _____

Percentage of work completed with own forces _____

Value of work completed with own forces \$ _____

Detailed scope of work _____

PART II.C PRIOR EXPERIENCE WITH THE CITY OF POST FALLS

The City of Post Falls will grade each contractor based on past project experience in the last 5 years. Below is a list of the categories/questions each contractor will be graded on, if applicable. The scoring system is rated from 0-4, with 0 being the worst possible score and 4 the best. The contractor must have an average score of 3 to be considered pre-qualified. If the contractor scores 2 or less on more than two questions they will be disqualified. If a contractor does not have prior experience with the City of Post Falls within the last 5 years, this section will not be counted.

1. Did the contractor provide adequate personnel for the project?

2. Did the contractor provide adequate supervision for the project on-site?

3. Did the Contractor provide adequate construction equipment for the work?

4. Did the contractor adhere to the Owner-approved project schedule?

5. Did the contractor provide timely and cost-effective submissions of cost and time estimates for change order work?

6. Was the contractor successful in applying chip and fog seals without significant re-work or touch-up required?

7. Does the contractor have any outstanding or unresolved work remaining with the City?

8. Did the contractor communicate with the City satisfactorily throughout the contract?

Below is a list of categories and questions that each contractor may be graded on.

PART III INTERVIEW QUESTIONS FOR REFERENCE PROJECTS

This part includes a series of interview questions that may be asked regarding the reference projects listed in Part II.B. and Part II.C Owner Staff or a designated representative may conduct interviews for any or all reference projects for any or all contractors submitting an SOQ. Interviews, if they are performed, will be conducted within six (6) weeks after qualification statements are submitted. The interviewer (City of Post Falls) will score the contractor on a scale of 0 to 4 in increments of 1 for all questions listed below. The scoring system is rated from 0-4, with 0 being the worst possible score and 4 the best. The interviewee (i.e., the reference person for the reference projects listed in Part II.B & II.C) must score the contractor an average of three (3) or more on the interview questions for a contractor to

be eligible for qualification. The Contractor is encouraged to inform the Owner and/or Engineer for their reference projects that they have been listed as a reference and provide copies of the questions below for their review. If a Project Owner or Engineer cannot or will not provide an answer for an interview question, the question will not receive a point designation and will not count towards the contractor's total number of points. Score Contractor on a scale of 0 to 4 in increments of 1 for all questions listed below. The scoring system is rated from 0-4, with 0 being the worst possible score and 4 the best.

1. Did the contractor provide adequate personnel for the project?

2. Did the contractor provide adequate supervision for the project on-site?

3. Did the Contractor provide adequate construction equipment for the work?

4. Did the contractor adhere to the Owner-approved project schedule?

5. Did the contractor provide timely and cost-effective submissions of cost and time estimates for change order work?

6. In your opinion, were the number and types of claims filed by the contractor typical given the nature of the project (i.e., were they unusually high?) and were they able to resolve them without unusual difficulty?

PRE-QUALIFICATION APPLICATION INFORMATION CERTIFICATION

I, the undersigned, certify and declare that I have read all the foregoing answers to this pre-qualification questionnaire and know their contents and that I have authority to bind and act on behalf of the firm submitting this prequalification questionnaire. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of Idaho that the foregoing is correct and understand that if it is found that I have falsified any of the information contained within this document my firm will be immediately disqualified from further participation in the bidding process and I hereby waive any and all claims, including appeal rights, either I or my firm may have against the City of Post Falls arising out of the City's determination to disqualify my firm based on disqualifying my firm for falsely answering any question contained in this questionnaire. I further agree to personally indemnify, defend (at the City's sole option) and hold the City harmless from any claim from my firm that I was not authorized to act on the firm's behalf in executing this questionnaire.

SIGNED this _____ day of _____, 2024.

Name of Company

Signature of Certifying

Official Name of Certifying

Official Title

END OF SECTION