

**RFQ Term: 1/1/2020 – 1/1/2024**

**Denver Water Capital Projects  
Contractor Prequalification**

**REQUEST FOR QUALIFICATIONS**

Denver Water (DW), in an effort to improve the administration and efficiency, initiated a new contractor prequalification process for DW's Capital Projects which began in January of 2016. All Contractors desiring to bid/propose on DW's Capital Improvement Projects must submit their Statement of Qualifications (SOQ) described in this document. The following Request for Qualifications (RFQ) outlines the requirements for the submission.

**NOTE: This RFQ was updated in April of 2020. If your company was previously approved and is listed on the Prequalified Contractor list (PCL), please review all areas highlighted in yellow and complete any necessary updates to remain on the PCL.**

***This RFQ is for General Contractors and Subcontractors only that are requesting to be prequalified for potential selection to bid on Denver Water's Capital Projects. It is not for professional services including consulting, testing, and other firms. This RFQ does not apply to 20" and smaller pipeline contractors that install or modify water mains for "Developers" or development projects. Projects of this scope fall under Plan Reviews; for smaller diameter piping prequalification see [Plan Reviews](#).***

***Before submitting a SOQ, please thoroughly review this RFQ, specifically the table on page 5 listing the specific Contractor disciplines. Your company must select the applicable discipline to prequalify for and must list the projects and the experience for that discipline. Only the specific disciplines for the types of projects that Denver Water performs are listed. Your company may not fit into one of the outlined disciplines and consequently we do not have projects that fit the type of work that your company performs (e.g. vertical construction, stormwater and small diameter piping). If you are unsure about your company's work experience fitting into one of the disciplines, please email or call us before completing the RFQ.***

**SECTION 1: INTRODUCTION, PROCESS DESCRIPTION**

**1.1 INTRODUCTION**

The prequalification process will require Contractors to submit one time for a four-year period, for each specific discipline of work. If approved, they will be placed on an approved Prequalified Contractor List (PCL) in which DW will select from to solicit bids for each project. At the end of the four-year period, DW may extend PCL status for one year or will advertise another prequalification RFQ. Contractors may submit at any time during the four-year period, however an early submission before specific projects are advertised is advised, as projects will be available only to those listed on the PCL.

**Beginning 1/1/2020, Denver Water extended the PCL and the approved status. To remain on the PCL and retain the approved status, please review this RFP and all sections highlighted in yellow. If your company has changes to those areas please update all applicable areas with the new information and email the changes to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org).**

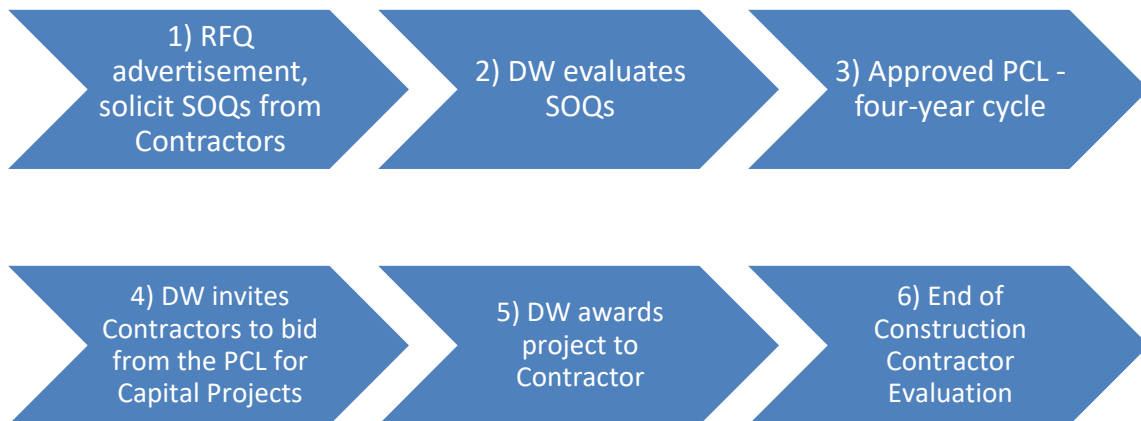
### 1.1.1 BENEFITS

The new process will benefit Contractors and DW in the following ways:

- Address contractors' concerns about multiple repetitive qualification submittals, too many bidders, and competing against unqualified contractors
- Save a great amount of cost and time by greatly reducing the number of required RFQs, SOQ submissions, evaluations, approvals, and notifications
- Ensure successful timely project delivery by matching the Contractor's capabilities with the different types of DW projects
- Allow new business partners to be evaluated for future projects at any time through the open invitation process
- Deliver a competitive selection by ensuring four qualified bidders compete for projects through the Letter of Intent (LOI) to bid process
- Allow Contractors to bid on more substantial projects by completing successful projects and submitting for qualification for higher complexity or larger projects
- Maintain an open RFQ to all interested contractors at all times

## 1.2 NEW PREQUALIFICATION PROCESS

### 1.2.1 Overview of Process Steps



### 1.2.2 Description of Process Steps

#### Step 1 – RFQ Advertisement, solicit SOQs from Contractors

DW will advertise the RFQ (this document) and solicit SOQs for Contractors and Subcontractors interested in bidding on Capital Projects. The RFQ requires a Contractor to submit their qualifications for one or more specific disciplines or categories (e.g. General Contractors, Electrical Contractors, Mechanical Contractors, etc.)

The disciplines are listed in Section 1.2.4 and Contractors submitting on more than one discipline shall follow the requirements described in Section 3.

#### Step 2 – DW Evaluation of Contractor SOQs

DW will review and evaluate Contractor SOQs as detailed in Section 3 and will document its decision accordingly.

### **Step 3 – Approved Contractors List**

All approved Contractors will be placed on the PCL and this will remain in effect for a new four-year period beginning in January 2020. During these four years, the Contractor is not required to submit a prequalification package again, until the following four-year cycle (2024). Contractors may submit to be qualified at any time during the four-year cycle.

The PCL will continually be updated on DW's Website when new Contractors have been qualified and will list the approved companies in their applicable discipline or disciplines.

(<https://www.denverwater.org/contractors/bid-and-contract-opportunities/capital-project-prequalification>).

### **Step 4 – DW invites Contractors from the PCL to Bid on Capital Projects**

For all Capital Projects, DW will solicit bids in one of two ways listed below, and will only use Prequalified Contractors approved on the PCL.

- 1) For all "Restricted" and "Highly Restricted" projects located at our secure sites, and for all "complex" projects, DW will typically select four (possibly up to six) Contractors from the PCL and invite them to bid. The number of bidders invited will depend on the project type, security, size, complexity, and other factors.
  - A LOI to bid will be requested from the invited Contractors. If interested in bidding, the Contractor is required to sign and return the LOI to DW notifying us they will commit the resources to bid the project. Upon receiving a sufficient number of LOIs, DW will no longer solicit Contractors for bidding a specific project.

**NOTE – For All Contractors desiring to bid on our Restricted and Highly Restricted Projects, for security reasons you must also submit information and sign affidavits to be qualified for accessing our Secure Projects. This process will take approximately 1 hour to fill out the necessary information. See "Bidding and Access for Restricted Projects at Denver Water's Secure Sites" at this same location on DW's website and the associated requirements (<https://www.denverwater.org/contractors/bid-and-contract-opportunities/capital-project-prequalification>)**

- 2) For other types of projects, DW will publicly advertise the specific project through DW's website and the Daily Journal. In the advertisement we will list the Contractors from the PCL that are prequalified and will only accept bids from those listed.

### **Step 5 – DW Awards Project to Contractor**

Upon receiving bids from Contractors, DW will award the project to the selected Contractor. Contract award will typically be based on the lowest responsive bidder. For projects requiring proposals, DW will make a selection based on the specified selection criteria (e.g. project approach, scheduling, project personnel, etc.).

## **Step 6 – Contractor Evaluation**

At the completion of each project, the DW project team will evaluate each Contractor on their performance. Categories of the evaluation include: the ability to manage the project, resources, problem solving, project controls, safety, schedule, execution, coordination and communication, ability to work with both internal and external project stake holders, closeout, etc. The rating will be used by DW to help select Contractors to bid on future projects and if necessary, to remove Contractors from the list or place on a probationary status as described in Section 1.2.3.

### **1.2.3 On/Off Ramp**

This Prequalification Process gives both DW and the Contractors the ability to get on the PCL (On Ramp), and to be removed (Off Ramp) from it. These factors are based on the RFQ evaluation, and the future performance of the Contractor.

#### **1.2.3.1 On Ramp**

Contractors who desire to be on the DW's PCL must submit their RFQ for each discipline of work they want to be prequalified for, as described herein. This process is open for submission at any time; however, Contractors are encouraged to submit their SOQ before specific projects are advertised, as contractor selections for these invitations may have already been made. If denied approval status, Contractors have the ability to appeal within thirty days and DW may grant the Contractor the ability to submit additional information that would assist with a reevaluation. These appeals will be evaluated by the designated review committee.

Contractors may not submit a second time within the four-year cycle if they were not approved, unless a substantial change in the basis for qualification has occurred within the organization (such as acquiring more relevant project experience, new qualified management and personnel, or new company or other resources).

**NOTE:** If your company was not approved prior to 2020 you may submit again during this new four-year cycle.

#### **1.2.3.2 Off Ramp**

Following project completions, performance evaluations of the associated prequalified Contractors will be completed as described above. This performance evaluation will be used to select Contractors for future projects, as well as place a Contractor on probation or remove them from the prequalified list. If a Contractor is placed on a probationary status, the Contractor must correct noted deficiencies within a period of time as determined by DW. The Contractor will be removed from the list if they perform unsatisfactorily for a second time on another project. If a Contractor has to be removed from the PCL, the Contractor will be allowed to re-apply when the current four-year cycle is up.

### **1.2.4 Contractor Disciplines (Categories)**

The following table lists all disciplines or categories for which DW will prequalify Contractors. The PCL will be divided into each of these disciplines, from which DW will select contractors according to the type of project being advertised.

**Only the specific disciplines for the types of projects that Denver Water performs are listed. Your company may not fit into one of the outlined disciplines and consequently we do not have projects that fit the type of work that your company performs (e.g. vertical construction, stormwater and small diameter piping).**

**NOTE:**

- ◆ Contractors may submit their SOQ to be prequalified for several different disciplines. Separate SOQs must be submitted for each discipline as detailed in the (Proposal (SOQ) Content and Selection Process) Section 3, with the SOQ content listing specific project experience and resources for each discipline submission.
- ◆ For each discipline listed below, DW is qualifying Contractors that will serve as a General Contractor on capital projects, unless the discipline is noted under Sub-Contractor Disciplines in the table below. If you are qualified as a General Contractor for a discipline, you will also be considered to be qualified as a sub-contractor for that discipline.
- ◆ For the Sub-Contractor Discipline category, DW may specify that only prequalified Sub-Contractors be used on certain projects. The General Contractor can only solicit bids from the sub-contractors listed for that project.

<b>Contractor</b>	<b>Contractor Discipline</b>
Civil Infrastructure	<ul style="list-style-type: none"> <li>• Civil – Pipelines (Conduits 24” and Larger, main replacements)</li> <li>• Civil – Vaults (Must be a General Contractor with multi-discipline management experience)</li> <li>• Landscaping, Fencing and Irrigation</li> <li>• Roofing</li> <li>• Structural Repair (Epoxy Grouting and crack repair, concrete repair)</li> <li>• Vertical Construction</li> <li>• Tunneling</li> </ul> <p><b>Sub-Contractor Disciplines</b></p> <ul style="list-style-type: none"> <li>• Horizontal Direction Drilling</li> <li>• Dewatering Contractors (Specializing in design and installation of dewatering systems)</li> </ul>
Treatment	<ul style="list-style-type: none"> <li>• General Contractor - Water Treatment and Pump Stations</li> </ul>
Heavy Civil (Dams, etc.)	<ul style="list-style-type: none"> <li>• Heavy Civil – (Specializing in large dam projects)</li> <li>• Geotechnical – Micropiles, MSE Walls, and Rock Stabilization</li> <li>• Earthwork (Specializing in large civil projects)</li> <li>• Slurry Walls</li> </ul>
Electrical	<ul style="list-style-type: none"> <li>• Electrical General Contractor (Specializing in large electrical projects and ability to manage subcontractors including instrumentation and control)</li> <li>• Cathodic Protection</li> <li>• Industrial Painting &amp; Polymeric Protective Coatings</li> <li>• Electrical – Commercial</li> </ul> <p><b>Sub-Contractor Disciplines</b></p> <ul style="list-style-type: none"> <li>• Electrical – Instrumentation and Control</li> <li>• Electrical – Communications</li> <li>• Electrical – Power Generation/Industrial</li> </ul>

Contractor	Contractor Discipline
Mechanical	<ul style="list-style-type: none"> <li>• Mechanical – General (Specializing in large mechanical projects with process piping, hydro or pumping system installations)</li> <li>• Mechanical – Millwright</li> <li>• Mechanical – HVAC</li> <li>• Mechanical – Plumbing</li> </ul>

**1.2.5 Letter of Intent (LOI) to bid.**

As described in Step 4 of Section 1.2.2, DW will use a LOI to bid for “Restricted”, and most projects. Contractors are required to sign and return the LOI notifying DW they intend to bid the project and will commit project resources. DW is using the LOI and limiting bidders to typically four which is a requirement and consistent with our Security Policies; also, this will assist DW with receiving a minimum of three or four bids per project. See Appendix A – LOI. Denver Water attempts to solicit LOI’s three months in advance from project bids which is intended to give Contractors adequate notice to determine if your company is interested, and for planning purposes. Denver Water does expect if the LOI is returned and signed the company is committed to bid the project. If your company has signed the LOI and then must withdraw for certain reasons, please notify Denver Water as soon as possible so that we may obtain another LOI from another company.

Noted on Page 1 of the “Contractor’s General Information Form”, DW requires the name of the appropriate person and email address to notify Contractors of an upcoming project and to send them a LOI. Please ensure you have listed the correct person(s) to administer the form.

**NOTE:** If you are currently approved and listed on the PCL and the contact information above has changed, please submit this change as described below in Section 3.

**1.2.6 Annual Capital Project List**

DW will publish a list of our anticipated capital projects for the upcoming year and an update at mid-year. The list will provide Contractors with general information for the years anticipated projects with estimated dates, scope and costs. This list, along with the PCL will also provide MWBE and sub-contractors an opportunity to communicate with the prequalified contractors on projects that are of interest to them. Note the information is preliminary and guaranteed to change with the development of the projects, however it does provide general planning information.

**1.2.7 Specific Project Advertisements**

DW may advertise specific capital projects using a Qualifications Based Selection (QBS) method, however that will be rare and used for very large or atypical projects. For nearly all projects the PCL list will be used to solicit contractors from, and the LOI process is generally administered.

**1.3 REQUEST FOR INFORMATION**

This RFQ contains the instructions governing how your SOQs are to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met.

Any requests for clarification or additional information regarding submission of this RFQ shall be submitted via email to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org). DW will respond individually and if necessary, may modify the content of this RFQ for clarification.

## **SECTION 2: ADMINISTRATIVE REQUIREMENTS**

### **2.1 OBJECTIVE**

The objective of this RFQ is to provide sufficient information to enable qualified Contractors to submit written qualifications for review by Denver Water with the PCL. The RFQ is not a contractual offer, or a commitment that if approved and listed on the PCL, the Contractor may be invited to bid on upcoming projects.

### **2.2 NOTIFICATION**

DW will review the submitted SOQ's and update the PCL if approved within twelve business days of receipt of the SOQ. Individual letters will be mailed or emailed to each Contractor that submitted a SOQ and was not prequalified. Each Contractor submitting their SOQ can review the PCL via DW's website (<https://www.denverwater.org/contractors/bid-and-contract-opportunities/capital-project-prequalification>) to see if they were approved for prequalification. If your company's name does not appear on the list within 15 days following the SOQ submission, questions may be emailed to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org).

### **2.3 RIGHT TO REJECT SUBMISSIONS AND NEGOTIATION**

DW reserves the right to reject any and all submissions, and to waive any informalities or defects in the submissions received, to accept or reject any or all of the items in the submission, if it is in DW's best interest.

### **2.4 CONFIDENTIALITY**

Contractors acknowledge that DW may be required to disclose any or all of the documents submitted with a response, pursuant to the Colorado Open Records Act, C.R.S 24-72-200.1, et seq. Under C.R.S § 24-72-204(3)(a)(IV), DW may deny inspection of any confidential commercial information furnished to DW by an outside party. Therefore, the Contractor must clearly designate any documents submitted with its response that the Contractor deems proprietary or confidential, to aid DW in determining what should be disclosed in the event of a request for documents under the Colorado Open Records Act. SOQs submitted and terms and conditions specified in each Contractor's response shall remain the property of DW.

## **SECTION 3: PROPOSAL (SOQ) CONTENT AND SELECTION PROCESS**

### **3.1 REQUIREMENTS**

The following must be satisfied for each section of this RFQ. This information will be evaluated to select Contractors for the PCL. The PCL is the method from which DW will bid and award future capital projects.

*DW will not consider teaming arrangements or subcontracting strategies to be prequalified for a certain discipline.*

### **3.2 REQUEST FOR SOQs**

Contractors must submit:

Email one electronic copy (PDF) of the SOQ for each discipline (Category) you are proposing on.

*If you are submitting for more than one discipline one electronic copy needs to be submitted for each discipline.*

*Example: If you are a large General Contractor wanting to be approved for the Civil – Pipeline, Mechanical General, and Mechanical Plumbing disciplines, submit one individual electronic copy for Civil Pipeline, one individual electronic copy for Mechanical-General and one individual electronic copy for Mechanical Plumbing.*

Submittal Instructions:

1. All submissions should be emailed to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org). In the subject line, the title shall be as follows:  
CAPITAL PROJECTS CONTRACTOR PREQUALIFICATION
2. Submissions must be in the format noted in Section 3.3. Information must be legible and current. DW reserves the right to disqualify any response submitted incorrectly
3. The submission must contain the signature of a duly authorized officer or agent of the Contractor's company.
4. Submissions become the property of DW upon receipt. The content of submissions will be kept on file for future use if applicable.

Submissions may be withdrawn, or the Contractor may request their company be removed from the PCL at any time. This request **must** be submitted in email and specify the name of the authorized agent and contact information to verify the request. NOTE: For companies listed on the PCL prior to 2020 please review the following sections highlighted in yellow. If there have been changes from your previous submission (such as new personnel, contact information, etc.) please:

- Modify the necessary section(s) with updated information
- Save in PDF format
- Attach the updated information in an email to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org)
- Must have subject line: "Updated Information - CAPITAL PROJECTS CONTRACTOR PREQUALIFICATION".

### **3.3 SOQ FORMAT - CONTRACTOR QUALIFICATION**

- A page limit per section and an overall page limit of eleven pages (cover, dividers with section labels and back cover) are set forth below. Page limits refer to limits of text (e.g., double-sided prints will be counted as two pages).



- Contractors submitting SOQs for more than one discipline shall submit a separate SOQ for each discipline. The content shall show specific staff and project experience for each discipline the Contractor is submitting on.

*Note: Whenever possible please present information in a tabular form over narrative.*

- Font Size: The font size for text pages shall be no smaller than 10 point.
- RFQs that do not follow this format or are illegible will not be considered.

### **3.4 SOQ DETAILS FOR EACH SECTION**

The SOQ shall include the following requested information in accordance with the format listed below:

#### **SOQ Cover**

The cover of the SOQ, not the first page in the SOQ, shall include the following:

#### **“DW Prequalification Contractor List – RFQ”**

**The Discipline (category) for which the SOQ is prequalifying (from the table in Section 1.2.4)**

**Company’s Name**

**Company’s Address**

**Name of Duly Authorized Officer or Agent, Phone Number and Email Address**

**The date of submittal**

Example Cover Page of the SOQ:

*DW Prequalification Contractor List – RFQ  
SOQ Discipline: Electrical Contractor*

*Spark Electrical  
555 South Zuni, Denver CO 80112  
Joe Spark 303 888-9999 – [Jspark@comcast.net](mailto:Jspark@comcast.net)*

*October 20, 2015*

#### **Section 1 – Contractor General Information (Pages 1 – 3)**

Complete and insert the attached Contractor’s General Information Form. (See the [Contractor’s General Information Form](#)).

Contractors approved on the PCL prior to 2020 shall review their General Information Form and submit any updated information such as contact information, authorized agents or officers, etc., to Denver Water per the instructions given above.

#### **Section 2 - Contractor and Project Experience (Two-page limit)**

List relevant project experience related to your discipline/category, with DW projects listed first. Include a maximum of eight relevant projects that have been completed during the past eight years by the Contractor. *Most relevant projects are to be tied to the Respondent’s proposed local team rather than projects by the firm in general.*

The format for listing the relevant experience is to complete a matrix on 11” x 17” tri-fold page with the following headings across the top of the page:

**Project/Client/Location - Reference - Key Team Members – Completion – Contract \$/Sub-cont \$ - Description**

Then list the projects in rows that extend down the page. Fill in each cell for that project according to the heading and details below.

- For the "Project/Client/Location" cell, list the project name, client name and the location of the project.
- For the "Reference" cell, list the Owner/Client PM (or reference) and their phone number.
- For the "Key Team Members" cell, list supervisors' names from your Company such as the PM, Superintendent, that are currently employed with your company and will be listed with your Personnel or Team Section.
- For the "Completion" cell list the completion date and duration of the project.
- For the "Contract \$/Sub-cont \$" cell list the total contract amount and the final contract amount with changes. If you were a subcontractor list your contract amount in addition to the total cost of the project.
- For the "Description" cell list a brief project description and the capacity that your company served. State if this was an Alternative Delivery Project and the type of project. List the MWBE goal if applicable and final MWBE contribution.

*DW intends to contact some or all client references.*

(See the [Project Experience Template](#))

*This form is in Microsoft Word, however you may choose to put this in your own format or software.*

**Section 3 - Team Qualifications (Three-page limit)**

Page 1: Submit your company's Table of Organization for the local office who will be performing the work, and the Company's upper management team if applicable.

Pages 2 and 3: In the attached tabular format – See the [Team Qualification Template](#).

Fill in the cells describing the qualifications and experience of key staff in the execution of projects. The personnel listed should match up with those listed in the "Key personnel" cell from the Team Qualification Template described above. Key personnel should include the relevant Managers, proposed Project Manager(s) for a particular discipline, and proposed Superintendents. Also discipline-specific technical staff (such as equipment start-up, tunneling expertise, Quality Assurance/Quality Control managers or supervisors, etc.).

**Contractors approved on the PCL prior to 2020 shall review their prior Table of Organization and Key Personnel, and if needed submit the updated information to Denver Water per the instructions given above.**

**Section 4 –Contractor-Demonstrated Abilities (Two-page limit)**

Open format: Describe your company's demonstrated abilities regarding project controls and safety. In addition, any other abilities that the company may want to highlight for evaluation purposes.

Example - project controls [budgeting and scheduling (Primavera Resources)] and a safety program.

Other possible examples - software and expertise, quality assurance/quality control structure or procedures, project management summary approach, other capabilities.

## Section 5 – Supplemental information (Not included in page limit)

1. Company bonding capacity information:
  - Attach letter from Bond Company (no older than six months) stating company single/aggregate construction project bonding capacity.
  - Provide proof of Bonding Company’s A.M. Best Rating (A- or better), per Article 5 - Bonds and Insurance of DW’s General Conditions [located in the Capital Projects Construction Standards (CPCS)].
2. Company information:
  - Painting Contractors only - provide SSPC-QP1 Certificate if applicable
  - MWBE and or SBE certification
  - Plumbing Contractors need to submit copies of the Colorado Master Plumber License along with Journeyman or Apprentice registration information/license for all proposed team members

Contractors approved on the PCL prior to 2020 shall review this section from their prior submission, and if needed submit the updated information to Denver Water per the instructions given above.

**Contractors are not required to submit a bonding letter or certificates of insurance for this submission, but they will be required when submitting a bid.**

## Section 6 – Resumes (Not included in page limit)

1. **Resumes are required** - detailing applicable experience to assist with the evaluation of the Contractor’s qualification on any “relevant” foreman, superintendent, and/or principal of the company that will be managing projects.

### 3.5 PREQUALIFIED SELECTION PROCESS

DW will review and evaluate Contractor SOQs based on criterion identified in the table below. Each criterion can be given a maximum score as identified in the table below with an overall SOQ total of 105 points which includes 5 bonus points.

Criteria	Max. Points (100 pts) (5pt MWBE)
Relevant Project Experience	35
MWBE (5 bonus points for certified MWBEs)	5
Key Personnel qualifications	20
References	10
Proposal delivery, organization, and clarity	5
Project controls and scheduling capabilities	20
Safety program and EMR	10

**Note:** Only Contractors on the PCL may be invited to bid on Capital Projects however it does not guarantee this, as invitations to bid on specific projects will be based on other engineering-related criteria.

### 3.6 PROCESS SCHEDULE

Denver Water's Contractor Prequalification Began	1/1/2016
New PCL Four-Year Term Began	1/1/2020
Current PCL Four-Year Term ends	1/1/2024
Potential 1-year extension through	1/1/2025

### 3.7 FINAL SOQ SUBMISSION CHECKLIST

On the following page is a checklist for the SOQ that summarizes the requirements for submission. Please use this as a reference to assist in the submission process.

## FINAL SOQ SUBMISSION CHECKLIST

- Formatting:**
  - One discipline selected per submission (see sections 1.2.4 and 3.2)
  - Overall page limit: 11 pages (exclusive of resumes, cover page, supplemental information)
  - Font Size: no smaller than 10pt
  
- Cover Page** - with the following information (no page limit - see example in section 3.4):
  - “DW Prequalification Contractor List – RFQ”
  - Discipline (chosen from table in section 1.2.4)
  - Company’s Name
  - Company’s Address
  - Name of Duly Authorized Officer/Agent
  - Phone Number of Duly Authorized Officer/Agent
  - Email Address of Duly Authorized Officer/Agent
  - Date of Submittal
  
- 1. Contractor General Information** - (see the [Contractor’s General Information Form](#)). Page Limit: 1 – 3 pages
  
- 2. Contractor and Project Experience** - maximum of eight relevant projects. Page Limit: 2 pages. Formatting Requirements:
  - Page Size: 11”x17”
  - Page Format: Tri-fold
  - Font Size: no smaller than 10pt
  - Template: See the [Project Experience Template](#) (template is in Microsoft Word format, you may choose to put this in your preferred format/software)
  - In top row; column headings as follows:
    - Project/Client/Location
    - Reference
    - Key Team Members
    - Completion
    - Contract\$/Sub-Cont\$
    - Description
  
- 3. Team Qualifications** - detailed below. Page Limit: 3 pages.
  - Page 1: Company’s table of organization
  - Pages 2-3: Team Qualification template - See the [Team Qualification Template](#).
  
- 4. Contractor-Demonstrated Abilities** - open format. Page Limit: 2 pages.
  
- 5. Supplemental Information** - no page limit but must include:
  - Company Bonding Capacity (bonding letters/certificates of insurance are **not** required for this submission; only required when submitting a bid)
  - Company Information (see section 5 within section 3.4)
  
- 6. Resumes** – required for all relevant team members that would manage projects; no page limit.

### **Additional Submission Requirements**

- Submit** by emailing to [Amy.Guire@denverwater.org](mailto:Amy.Guire@denverwater.org)
- Email Subject Line:** “CAPITAL PROJECTS CONTRACTOR PREQUALIFICATION”
- Signature** of company’s duly authorized officer/agent must be included.

**APPENDIX A**

**LOI**



Letter of Intent to Bid/Propose

Contract Number: \_\_\_\_\_ Required Due Date: \_\_\_\_\_
Project Title: \_\_\_\_\_
Design Project Manager: \_\_\_\_\_ DPM Contact No: \_\_\_\_\_
Estimated Project Cost: \_\_\_\_\_ No. of prequalified bidders/proposers: \_\_\_\_\_

Project Description:

Large empty rectangular box for project description, overlaid with a large diagonal 'EXAMPLE' watermark.

Anticipated Project Advertisement (Bid Docs Available): \_\_\_\_\_
Anticipated Due Date: \_\_\_\_\_ Anticipated Notice to Proceed: \_\_\_\_\_

Contractor to Fill Out

Name of Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Commitment to Bid

(Please denote if your company will commit resources to bid/propose on this project and complete the scope of work if awarded the project.)

- Yes (By signing this Letter of Intent – you intend to bid this specific project and will commit your company and resources to the project.)
No (Unable to commit and will not be bidding this project.)

Signature of Authorized Representative of Bidder/Proposer

Date

Title

Please provide the following items:
(1) Current safety record (ERM)
(2) List of projects in the last two years

\*Note: Denver Water requests that the signatory on this letter be an executive level manager of the company.