

BOARD OF WATER COMMISSIONERS
1600 WEST 12TH AVENUE
DENVER, COLORADO 80204

CONTRACTOR QUALIFICATION APPLICATION

for

Cat Pump Station and Miller Reservoir Ventilation Systems

- General Contractor
- Electrical Contractor
- HVAC Contractor

Contractor's Name: _____

Business Address: _____

_____ Phone No.: _____

E-Mail Address: _____ Fax No.: _____

Request is hereby made for qualification to perform the stated contract work for the Board of the Water Commissioners

By: _____

Title: _____

Date: _____

CONTRACT 13797A

INSTRUCTION FOR FILING APPLICATION
STATEMENT OF EXPERIENCE, FINANCIAL CONDITION, AND EQUIPMENT

1. The qualification form must be completely filled out and returned to the Denver Water Department, 1600 West 12th Avenue, Denver, CO 80204, Attn: Engineering Administration – Mail Code 531, by 4:00 PM, Local Time, Tuesday, November 29, 2011.
2. **A Certified Financial Statement is required** which must be prepared by a certified public accountant as of a date no earlier than fifteen (15) months prior to bid opening. The Board may require that the certified financial statement be updated at any time prior to bid opening.
3. **Subcontractors are not required to submit a bonding letter or certificates of insurance.**
4. **Incomplete Qualification Applications or other incomplete requested information will not be reviewed or acted on. Contractors or Subcontractors are solely responsible to submit complete Prequalification Applications, including all requested information.**
5. Questions concerning the qualification process should be referred to Stacy Hyde, telephone (303) 628-6684 or via email at: stacy.hyde@denverwater.org. Project specific questions should be referred to Nathan Smith, telephone (303) 628-7035 or via email at: nathan.smith@denverwater.org.

QUALIFICATION INFORMATION
(Cont.)

7. Have you ever failed to complete any work awarded to you? _____

If so, explain: _____

8. What percentage of the work does your firm perform with own employees? _____

9. What type of work do you normally subcontract? _____

10. Have you ever been refused surety, bond, or liability insurance? _____

If so, explain: _____

11. Company bonding capacity information:

- Attach letter from Bond Company (no older than 6 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, Subparagraph 5.3.6. of the General Conditions.

12. Company insurance information:

- Provide proof of Insurance Company's A.M. Best Rating (A-, Class VII or better), per Article 5 - Bonds and Insurance, Subparagraph 5.1. of the General Conditions.
- Attach Certificate of Insurance which states insurance limits for:
 - General Liability (Aggregate)
 - Automobile Liability
 - Worker's Compensation
 - Builder's Risk – All Projects

13. In what other business does your company actively participate? _____

QUALIFICATION INFORMATION
(Cont.)

14. Describe major projects of a **similar nature** your organization has completed during the last 5 years.

15. **Resumes are required** and should include all applicable experiences for all foreman, superintendents, and principals of the company.

Also submit a copy of your company's Table of Organization.

16. For which governmental agencies have you performed work? _____

17. Name 3 projects that you have completed that required an MWBE goal to be met: _____

What was the goal? What percentage of participation did you meet? _____

18. Do you maintain a permanent safety program within your company? _____

If not state why. _____

19. List the major equipment you own: _____

20. List the major items of equipment, which you normally lease. _____

AFFIDAVIT FOR CORPORATION

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is _____ of the _____, the corporation submitting the attached statement of experience and financial condition; that he has read the same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20____.

Officer must sign here

Notary Public

Address:

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is _____ of the _____, the corporation submitting the attached statement of experience and financial condition; that he has read the same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20____.

General Partner must sign here

Notary Public

Address:

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____

ss.

County of _____

_____, being duly sworn, deposes and says: that he is
_____ of the _____, the
corporation submitting the attached statement of experience and financial condition; that he has read the
same, and that the same is true and correct.

Sworn to before me this _____ day of _____, 20_____.

Applicant must sign here

Notary Public

Address:

GENERAL CONTRACTOR
Prequalification Requirements

Prequalification of General Contractors will be required. General Contractors who wish to work on the Cat Pump Station and Miller Reservoir Ventilation Systems project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standings with previous work performed for Denver Water.

Minimum of 10 years experience working on industrial or utility grade projects in the Rocky Mountain Region of a similar scope and size as this Project.

General Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least 10 projects comparable to the Cat Pump Station and Miller Reservoir Ventilation Systems project which have been completed by the prospective General Contractor.

Provide Owner's name, address, telephone number and contact name.

Organization Chart: Showing organization structure for the Company and this Project.

Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart.

ELECTRICAL CONTRACTOR **Prequalification Requirements**

Prequalification of Electrical Contractors will be required. Electrical Contractors who wish to work on the Cat Pump Station and Miller Reservoir Ventilation Systems Project shall submit a prequalification request with the required information prior to the bid date, as specified in the bidding documents. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standing with previous work performed for Denver Water.

Electrical Contractors: Minimum of 5 years experience in Raw Water Storage Facilities and projects of a similar scope and size as the Cat Pump Station and Miller Reservoir Ventilation Systems Project.

Electrical Contractor's Site Representative: Minimum of 5 years experience working on projects of a similar scope and size as the Cat Pump Station and Miller Reservoir Ventilation Systems Project.

Electrical Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least 5 projects comparable to the Cat Pump Station and Miller Reservoir Ventilation Systems Project which have been furnished and placed into operation by prospective Electrical Contractor. For each system, provide following information:

1. Project
2. Engineer
3. Owner's name, address, and telephone number. Include an Owner contact and telephone number.
4. Descriptions of electrical systems including major equipment items.
5. Description of control system including major equipment items.
6. Contract amount
7. Dates when Contract was signed, equipment was delivered, and system was accepted by OWNER.

A letter describing what is considered the most difficult electrical parts of the Cat Pump Station and Miller Reservoir Ventilation Systems Project.

An audited or a reviewed financial statement—NOT A COMPILED STATEMENT—is required which must be prepared by a certified public accountant as of a date no earlier than 15 months prior to Bid Opening. The Board may require that the financial statement be updated at any time prior to Bid Opening.

Have the financial resources and bonding required.

Organization Chart: Showing organization structure for the Company and this Project. Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of supervisory, local service representative, and all key personnel shown on organization chart.

Project electrical work shall be performed or supervised by an electrical foreman who is a Colorado Licensed Journeyman or Master Electrician. The electrical foreman on the project shall not be replaced without written notice to the ENGINEER except under extraordinary circumstances. The ratio of electrical apprentices to Colorado licensed journeymen (or masters) shall be no greater than 2:1.

Submit current copies of Colorado Journeyman Electricians License, Master Electricians License or Apprentice registration information/license, for all foreman, electricians and apprentices that are proposed to work on the Cat Pump Station and Miller Reservoir Ventilation Systems Project

HVAC CONTRACTOR
Prequalification Requirements

Prequalification of HVAC Contractors will be required. HVAC Contractors who wish to work on the Cat Pump Station and Miller Reservoir Ventilation Systems Project shall submit a prequalification request and required information. ENGINEER reserves the right to accept or reject the prequalification request based on OWNER-established criteria including, but not limited to:

Be in good standings with previous work performed for Denver Water.

HVAC Contractors: Minimum of 5 years experience working on industrial or utility grade projects of a similar scope and size as this Project.

HVAC Contractor's Site Representative: Minimum of 5 years experience working on industrial or utility projects of a similar scope and size as this Project.

HVAC Contractor(s) Required Evidence of Qualifications:

Statement of Experience: List of at least 5 projects comparable to the Cat Pump Station and Miller Reservoir Ventilation Systems Project which have been completed and placed into operation by prospective HVAC Contractors.

Provide Owner's name, address, telephone number and contact name.

Organization Chart: Showing organization structure for the Company and this Project.

Identify key personnel who will be assigned to do this Project.

Qualification of Personnel:

Provide resumes giving management and technical qualifications of project manager, superintendent, project foreman and all other key personnel shown on organization chart.