



RENEWABLE WATER RESOURCES

**Purchasing Department
561 Mauldin Road
Greenville, South Carolina 29607**

**REQUEST FOR QUALIFICATION
For
Indefinite Delivery Contract Services
For
Facility Improvements**

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1. General Information

Renewable Water Resources (ReWa) is soliciting qualification packages from eligible Contractors with the required experience interested in providing facility improvements. The successful Contractors must have the local capability, including staff and equipment, to perform the work and must have demonstrated experience performing this level of work as a regular part of their business.

Contractors may submit a Statement of Qualifications (SOQ) for consideration for one or more categories listed below; however, only a single qualification package is required regardless of the number of categories for which the Contractor is applying. Each SOQ must apply to only one company; no "teaming" of companies is permitted. Contractors will be selected based on an assessment of the submitted SOQ's and ReWa's projected/anticipated needs. ReWa may select up to three Contractors for each of the listed categories. At ReWa's discretion, interviews may be required as part of the selection process.

Each selected Contractor may potentially contract for up to three category-specific Indefinite Delivery Contract(s) (IDC) for Services and will be eligible to provide work within their selected category(s) in support of ReWa's initiatives and projects on an as-needed basis. Each category-specific Indefinite Delivery Contract shall be limited to a total expenditure of up to Five Hundred Thousand (\$500,000) Dollars for a 3-year period with individual project expenditures not to exceed One Hundred Fifty Thousand (\$150,000) Dollars. The term of each Contract will be three (3) years with an option to renew up to an additional four (1) one-year terms. A copy of the Indefinite Delivery Contract for Services can be found on www.rewaonline.org as a part of this Request for Qualifications.

Those Contractors asked to enter into an Indefinite Delivery Contract with ReWa will be required to provide a schedule of fees to be included with the contract. ReWa at its discretion may choose to utilize the fee schedule and/or obtain bids from prequalified Indefinite Delivery Contractors and will consider the lowest responsive and responsible Contractor for the project. Although the purpose of this Request for Qualifications is to establish a list of qualified IDC Contractors, ReWa, at its own discretion, may elect to competitively procure similar work through other Contracting methods if it is believed that it's in the best interest of the Agency. There shall be no guaranteed amount of work under this solicitation; no guarantees are made that projects will be constructed in parts or in whole.

ReWa reserves the right to allocate work following ReWa Procurement Code, considering factors that promote efficient use of public resources and do not discourage competition. These factors may include, but are not limited to, experience in specific fields relevant to the project, previous work with ReWa, and previous work on similar projects.

2. Categories

HVAC

ReWa anticipates qualified Contractors to be engaged in maintenance, replacement, modification, condition assessment, and repair of HVAC systems and components thereof at all ReWa facilities.

Electrical

ReWa anticipates qualified Contractors to be engaged in maintenance, replacement, modification, condition assessment, and repair of Electrical Systems at all ReWa facilities.

Instrumentation/Control Systems

ReWa anticipates qualified Contractors to be engaged in maintenance, replacement, modification, condition assessment, and repair of Instrumentation/Control Systems at all ReWa facilities.

Mechanical

ReWa anticipates qualified Contractors to be engaged in maintenance, replacement, modification, condition assessment, and repair of Mechanical systems at all ReWa facilities.

Roofing

ReWa anticipates qualified Contractors to be engaged in maintenance, replacement, modification, condition assessment, and repair of Roofing systems at all ReWa facilities.

Environmental

ReWa anticipates qualified Contractors to be engaged in cleaning, remediation, dewatering, waste management, emergency response, and transportation support at all ReWa facilities.

Collection System:

ReWa anticipates qualified Contractors to be engaged in replacement, modification, condition assessment, and repair of gravity sewers.

3. Qualification Package

Please refer and strictly adhere to the sections below for detailed information on the package submittal requirements and due dates.

- A. If your Company specializes in more than one of the categories listed previously, please clearly state the categories that your Company desires to be considered for prequalification. The qualification package shall include relevant information for the category of work to be considered.
- B. Contractor Qualifications: See form *Qualification Application Form* outlining the proper format to provide below information:
 - i. Provide a general description of the services provided by the Contractor.
 - ii. Provide Contractor's name (as shown on IRS form W9) postal address, state of incorporation. Provide year the Contractor was established, years the Contractor has operated under the current name and years the Contractor has been providing services.
 - iii. Provide copy of State and City Business License.
 - iv. Provide payment and performance bonding/surety company information and Contractor's rating.
 - v. Provide the Contractor's South Carolina General Contractor license to include applicable classification numbers.
 - vi. Provide documentation verifying that the Contractor has an acceptable safety record. This documentation includes an outline of the Contractor's written safety program and a list of any adversely resolved or pending citations, lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health Administration (OSHA) concerning project safety practices of the Company in the last 5 years.
 - vii. Provide Contractor's history, including present ownership and key management individuals. Describe any anticipated or existing changes in overall corporate management ownership. If the Contractor is involved in any bankruptcy or reorganization proceedings, include bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued. Applicant must have been in existence for a minimum of five (5) years under its current company name. Changes in company name during the experience period are acceptable if the continuity of the company structure can be demonstrated.
 - viii. List Contact person from company including name, title, telephone number, fax number and email address.
 - ix. List any pending litigation and the nature of litigation for the past five (5) years including any environmental fines.
 - x. List all events within the last five (5) years where the Contractor has defaulted on a contract/subcontract. Identify by year of the incident, project owner, owner contact information, project name, and the basis for the action. This includes all Liquidated Damage claims, loan defaults, bonding claims/payments, bonding refusal and failure to complete a project.
 - xi. Potential project values may vary up to one hundred-fifty thousand (150,000) dollars per project. Provide letter from the Contractor's surety company as proof of Contractor's bonding capabilities showing highest bonding capability amount. **A statement in the qualification package in lieu of surety company letter on Contractor's bonding capabilities shall NOT be considered acceptable proof.** The qualified lowest

responsive responsible bidder for a specific project in excess of fifty thousand (\$50,000) dollars shall be required to bond 100% required amounts delivering the following bonds or security to the Agency which shall become binding on the parties upon the execution of the project:

- a. performance bond satisfactory to the Agency, executed by a surety company authorized to do business in this State, or otherwise secured in a manner satisfactory to the Agency in an amount equal to 100% of the price specified in the project; and,
 - b. a payment bond satisfactory to the Agency, executed by a surety company authorized to do business in this State, or otherwise secured in a manner satisfactory to the Agency, for the protection of all persons supplying labor and materials to the contractor or its subcontractors for the performance of the work provided for in the project. The bond shall be in an amount equal to 100% of the price specified in the contract.
- xii. Attach a copy or outline of the Contractor's written substance abuse policy.
- xiii. Attach a copy or outline of the Contractor's Written Quality Assurance Program.
- xiv. Locality: Please provide the approximate distance (miles) from ReWa's Administration Building (561 Mauldin Road, Greenville 29607) to the Contractor's local office or place of business. Provide information if the Contractor has an office location or full-time employee geographically located such that they can be onsite within 2-hours' notice by automobile to ReWa's Administration Building located at 561 Mauldin Rd, Greenville, SC 29607.
- C. Related Project Experience: All of the project references must meet below listed criteria.
- i. Describe five (5) successful projects of similar type and size defined for each project category that the Contractor wishes to be considered with at least one (1) project having a value of at least \$150,000 and two (2) projects having a value of at least \$50,000 completed within the last five (5) years.
 - ii. All provided project information – see form *Project Reference Form* outlining the proper format to provide below mandatory information:
 - Project Name
 - Project Location
 - Project Description including scope of work
 - Owner: (Address, Phone, Contact Person)
 - Original Contract Amount:
 - Contract Type: (i.e., Lump Sum, GMP, etc.)
 - Final Cost/Actual Cost:
 - Anticipated Project Duration:
 - Actual Project Duration
- D. Project Approach: Describe the general tasks required to fulfill a project of this type and magnitude as well as the Contractor's approach to completing those tasks in a timely and efficient manner. The approach must be specific to the project categories being considered for qualification.
- E. Key Personnel:
- i. List the key personnel proposed for the project and include short resumes for each.
 - ii. See form *Project Manager Experience Form* outlining the proper format to provide the following information – identify the Project Manager and include a description of his/her related project experience, education, and pertinent training and certifications. The Project Manager must have experience in supervising/managing at least three (3) projects within the last five (5) years for similar types of projects with two (2) of those projects having a constructed value of at least \$50,000. A primary and alternative Project Manager must be prequalified by each Contractor. Attach a resume for each.
 - iii. See form *Superintendent Experience Form* outlining the proper format to provide the following information – identify the *Superintendent* and include a description of his/her

related project experience, education, and pertinent training and certifications. The *Superintendent* must have experience in supervising/managing at least three (3) projects within the last five (5) years for similar types of projects with two (2) of those projects having a constructed value of at least \$50,000. A primary and alternative *Superintendent* must be prequalified by each Contractor. Attach a resume for each.

F. Statement of Intent to Bid

G. Previous Work with ReWa

Please provide information on your previous work awarded and/or completed in the past five (5) years, in an excel spreadsheet stating:

- i. Project name
- ii. Date awarded
- iii. Date completed (if applicable)
- vi. Project Value

4. Insurance Requirements

ReWa shall be named as additional insured for its interest on all policies of insurance except Worker's Compensation as regards ongoing operations, products and completed operations and this shall be noted on the face of the Certificate of Insurance.

Certificates for all such policies shall be provided by the contractors' insurance agent or broker to ReWa within 15 (fifteen) working days from the date of award. Contractors will provide Owner a minimum of 30 days advance notice in the event of the insurance policies or insurance policy is canceled. Subcontractors approved by Owner to perform work on this project are subject to all of the requirements in this section.

Contractors agree to maintain and keep in force during the life of this Agreement, with a company or companies authorized to do business in South Carolina for the following insurance policies:

Worker's Compensation – State of South Carolina Statutory

Employers Liability – \$500k/\$500k

Automobile Liability

\$ 1,000,000 Per Accident - Combined Single Limit

Coverage shall include bodily injury and property damage and cover all vehicles including owned, non-owned and hired.

Commercial General Liability

\$ 1,000,000 Per Occurrence

(Including products and completed operations liability)

Umbrella Liability

\$1,000,000

5. Selection Criteria

Qualifications will be evaluated using criteria as listed below in order of relative importance:

- a. past performance;
- b. experience of professional personnel to be assigned to the project;
- c. related experience on similar projects;
- d. demonstrated ability to meet time and budget requirements;
- e. creativity and insight related to the project;
- f. current, and projected work-loads of the Company;
- g. locality
- h. previous work with ReWa

6. Submittals and Inquiries

Excluding the project reference forms, the qualification package should be no more than thirty (30) pages in length. Up to five (5) additional pages may be included for each additional category the Contractor wishes to be considered and shall not exceed fifty-five (55) pages if submitting on all three categories. Pages shall be 8.5"x11" with the exception of charts, photos, and exhibits which may utilize 11"x17" folded to 8.5"x11". Pages shall use standard text no smaller than 10 point. To be considered, packages should include one (1) original and five (5) copies including one (1) CD mailed or delivered to:

ReWa
Purchasing Department
561 Mauldin Road
Greenville, South Carolina 29607
Re: **RFQ#416-08/23/2018 Facility Improvements Services IDC**

7. Due Dates and Inquiries

Qualification packages must be received no later than **September 25, 2018 at 2:00pm** local time at the address shown above.

Questions should be directed to Stephanie Selman at 864-299-4000 ext. 274 or via e-mail at stephanies@re-wa.org no later than **September 17, 2018 at 5:00pm** local time. No others are to be contacted regarding this solicitation. ReWa will not be responsible for or bound by any oral instructions made by an employee(s) of ReWa regarding this solicitation.

8. Terms and Conditions

All aspects of this solicitation shall be governed by the Procurement Code adopted by ReWa.

INSTRUCTIONS TO RESPONDENTS

1. All aspects of this solicitation shall be governed by the Procurement Code adopted by ReWa.
2. Response amendments thereto or withdrawal requests received after the time advertised for opening will be void regardless of when they were mailed.
3. Attach complete specifications for and permitted substitutions offered, or when amplification is desirable or necessary.
4. If specifications or descriptive papers are submitted with the response, enter respondents name thereon.
5. If applicable, unit prices shall govern over extended prices, and written out prices shall govern over numeric prices, unless otherwise stated in notice.
6. Responses must be based upon payment 30 EOM. Discounts for payment in less than thirty (30) days will not be considered in making award.
7. In case of Respondent's default ReWa reserves the right to purchase any or all items/services in default on open market, charging Respondent with any excessive costs.
8. The right is reserved to reject any response in which the delivery time indicated is considered sufficient to delay the operation for which the goods/services are intended.

In compliance with solicitation, and subject to all conditions, thereof, the undersigned offers and agrees to, if this response is accepted.

Below listed Addenda (if applicable) is hereby acknowledged:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Company Name:

Phone:

Fax:

Address:

Response signed in writing by

Signature:

Printed Name:

Title:

Response Date:

Qualification Application Form

a. Applicant:

Contractor Name (as it appears on w-9): _____

Address: _____

State of Incorporation: _____

Contact Person:

Name: _____

Title or _____ Position: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Provide payment and performance bonding/surety company information below. To be acceptable, a surety shall have an A.M. Best Rating of "A-" or higher.

Name: _____

Address: _____

Point of Contact: _____

Surety A.M. Best Rating: _____

List the Contractor's South Carolina General Contractor's license number.

SC GC License No: _____

SC WL License No: _____

Provide documentation verifying that the Contractor has an acceptable safety record. An acceptable safety record is defined as attainment and, maintenance of an Experience Rate Modifier (ERM) of 1.0 or less for at least two of the last three years and no more than 1.2 in any one year of the last three.

2011 ERM: _____

2012 ERM: _____

2013 ERM: _____

Contractor's history, including present ownership and key management individuals.

Describe any anticipated or existing changes in overall corporate management ownership.

Number of Years in Business under current company name: _____

(Note: Applicant must have been in existence for a minimum of five (5) years under its current company name. Changes in company name during the experience period are acceptable if the continuity of the company structure can be demonstrated. Attach separate documentation, if applicable.)

1. Does the Contractor have an office location or full-time employee geographically located such that they can be onsite within 3-hour notice by automobile?

Yes No

2. Enclose with the prequalification application a separate written description of the proposed project approach. This shall include a description of the general tasks required to fulfill a project of this type and magnitude as well as the Contractor's approach to completing those tasks in a timely and efficient manner.

b. If Contractor answers "YES" for **ANY** of the following questions 1 – 5, Applicant must attach additional information as indicated.

1. Has the Contractor ever defaulted on a contract or subcontract?

Yes No

If "yes," please explain on a separate signed page. Identify by year of the incident, project owner, owner contact information, project name, and the basis for the action.

2. Is the Contractor involved in any bankruptcy or reorganization proceedings?

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Note: Questions 3 and 4 refer only to disputes between you and a project Owner. You need not include information about disputes between you and a supplier, another contractor or subcontractor in the past five (5) years. You may omit reference to all disputes regarding amounts less than \$25,000.

3. In the past five years, has any claim against the Contractor concerning the Contractor's work on a construction project been filed in court or submitted for mediation or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, claimant name, a brief description of the nature of the claim, the court in which the case was filed, details of the arbitration or mediation, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

4. In the past five years, has the Contractor made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or requested mediation or arbitration?

Yes No

If "yes," on a separate signed page, provide the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a description of the nature of the claim, the court in which the case was filed, and a description of the status of the claim (pending, or if resolved, a brief description of the resolution).

5. In the past five years, has a surety company made payments on Contractor's behalf as a result of default, to satisfy any claims made against a performance or payment bond issued on the Contractor's behalf, in connection with a public or private construction project?

Yes No

If "yes," please explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

Project Reference Form

Describe five (5) successful projects of similar type and size defined for each project category that the Contractor wishes to be considered with at least two (2) projects having a value of at least \$150,000 completed within the last five (5) years.

Project Name and Location: _____

Project	Owner	(Name,	Contact	Telephone	No.,	Email	Address):
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Provide a brief description of the project scope of work:

Scheduled Duration: _____

Actual Duration: _____

Date Completed: _____

Project Cost: \$ _____

Cost overrun: Yes: \$ _____ No: _____

Cost or schedule overrun explain reason briefly: _____

Project Reference meets the Qualifications listed above in Section 2. Provide supporting documentation that substantiates meeting these qualifications.

Please also include examples of previous project opportunities that enhanced the Contractor's creativity and insight.

Project Manager/Site Superintendent Experience Form

List the Contractor’s primary and alternate Project Managers and Site Superintendents that would be assigned to projects executed as part of this RFQ process. For each person listed, provide reference project information to include three (3) projects completed within the last five (5) years, with at least two (2) having a constructed value of at least \$150,000. If any listed reference project was performed while individual was employed with another Company or entity, include the Company or entity with the reference project information. Attach a resume for each Project Manager and Site Superintendent.

1. Project Manager #1 (Primary)

Name: _____ Year Employment Started with Contractor: _____

Location: _____

Project #1: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner’s Representative: _____

Phone Number: _____

Project #2: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner’s Representative: _____

Phone Number: _____

Project #3: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner’s Representative: _____

Phone Number: _____

2. Project Manager #2 (Alternative)

Name: _____ Year Employment Started with Contractor: _____

Location: _____

Project #1: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #2: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #3: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

3. Site Superintendent #1 (Primary)

Name: _____ Year Employment Started with Contractor: _____

Location: _____

Project #1: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #2: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #3: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

4. Site Superintendent #2 (Alternative)

Name: _____ Year Employment Started with Contractor: _____

Location: _____

Project #1: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #2: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Project #3: Name: _____ Year Completed: _____

Contract Amount: _____

Name of Owner: _____

Name of Owner's Representative: _____

Phone Number: _____

Applicant's Statement of Intent to Bid

As Applicant for General Contracting Services prequalification for Renewable Water Resources Facility Improvements On-Call Repair and Construction Services solicitation, I hereby give notice of the Applicant's intent to submit a bid on an as needed basis if prequalified:

Type of legal entity: _____

Applicant:

Contractor: _____

By: _____

Title or Position: _____

Signature: _____

SCORED EVALUATION ELEMENTS
(To be completed by ReWa)

Scored Element		Available Points			
		0	1	3	5
1a	Project #1 meets Criteria	No	Yes (meets some criteria)	Yes (meets most criteria)	Yes (meets all criteria)
1b	Project #2 meets Criteria	No	Yes (meets some criteria)	Yes (meets most criteria)	Yes (meets all criteria)
1c	Project #3 meets Criteria	No	Yes (meets some criteria)	Yes (meets most criteria)	Yes (meets all criteria)
1d	Project #4 meets Criteria	No	Yes (meets some criteria)	Yes (meets most criteria)	Yes (meets all criteria)
1e	Project #5 meets Criteria	No	Yes (meets some criteria)	Yes (meets most criteria)	Yes (meets all criteria)
2a	Project Manager #1: All Projects meet Criteria	No	Yes (none w/ Contractor)	Yes (some w/ Contractor)	Yes (all w/ Contractor)
2b	Project Manager #2: All Projects meet Criteria	No	Yes (none w/ Contractor)	Yes (some w/ Contractor)	Yes (all w/ Contractor)
2c	Site Superintendent #1: All Projects meet Criteria	No	Yes (none w/ Contractor)	Yes (some w/ Contractor)	Yes (all w/ contractor)
2d	Site Superintendent #2: All Projects meet Criteria	No	Yes (none w/ Contractor)	Yes (some w/ Contractor)	Yes (all w/ contractor)
3	Locality	> 100 mi	< 100 mi	< 50 mi	< 25 mi
4	Previous Work with ReWa	No	Yes (marginal)	Yes (satisfactory)	
5	Bankruptcies within Last 5 Years	≥ 1			None
6	Liquidated Damages Claims within Last 5 Years	≥ 3	2	1	None
7	Loan Defaults within Last 5 Years	≥ 1			None
8	Bonding Claims / Payments within Last 5 Years	≥ 1			None
9	Bonding Refusal within Last 5 Years	≥ 1			None
10	Failure to Complete Project within Last 5 Years	Yes			No
11	Written Safety Program	No		Yes	
12	OSHA Citations within Last 10 Years	≥ 3	2	1	None

13	Written Quality Assurance Program	No		Yes	
14	Written Substance Abuse Policy	No		Yes	
15	Construction Related Lawsuits in Last 10 Years	≥ 3	2	1	None
16	Environmental, etc. Fines within Last 10 Years	≥ 3	2	1	None
POINT TOTAL		[Score Range]			