

GOOD SHEPHERD CENTER VOLUNTARY SEISMIC RETROFIT – PHASE 1

SECTION 00 4500

SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

1.01 GENERAL

- A. This Section identifies the supplemental bidder responsibility criteria that the Bidder must meet prior to award of the Contract. The criteria outlined in this Section are in addition to any other responsibility requirements specified in Section 00 2100.

1.02 DEFINITION OF TERMS USED IN THIS SECTION

- A. “Successfully performed and completed” and “successful performance and completion” as used in the requirements in this Section mean acceptance of the work as complying with plans and specifications.
- B. “Project Manager” as used in the requirements in this Section is the person who shall be responsible for the planning, execution, and closing of the project on behalf of the Contractor.
- C. “Project Site Superintendent” as used in the requirements in this Section is the person who shall direct and coordinate the Contractor’s daily physical construction activities in the field; physically oversee, coordinate, and schedule day-to-day construction work; coordinate with utility and regulatory agencies as needed for the execution of the work; and is generally responsible for the day-to-day prosecution for the entire project.

1.03 BIDDER QUALIFICATION

- A. To be considered a qualified and responsible Bidder, the Bidder shall provide satisfactory evidence of meeting the requirements listed in Part 1.04 below.
- B. Following the opening of bids, the Owner will request documentation, on the Owner provided form (included herein as Section 00 4513), from the Bidder under consideration for award. The Owner reserves the right to also request such documentation from additional bidders.
 - 1. The form shall be completed and returned to the Owner within two (2) business days of the Owner’s request. **DO NOT SUBMIT FORM WITH BID.**
 - 2. A sample copy of the form is included at the end of this Section 00210. This form will be used to document compliance with the requirements of this Section.
- C. It shall be the Bidder’s responsibility to verify that the reference information provided (names and phone numbers) is current.
 - 1. **NOTE:** If the Owner is unable to contact the listed individuals in order to verify experience, the related experience will not be considered by the Owner in its determination of compliance with the requirements of this Section.
- D. For types of work where company experience is required, changes of company name will be evaluated on a case-by-case basis to determine compliance with the qualification requirements. Additional information may be required to supplement proof of organization or ownership structure when the company name has changed.
- E. If Owner determines that Bidder does not meet the responsibility criteria and Bidder desires to appeal determination, refer to Section 00 2100 – Instructions to Bidders, under Paragraph 17 Protest and Appeal Procedures.

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1.04 SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA

A. Prime Contractor – Completion of Similar Projects

Criterion One: The Bidder, either through self-performance or the management of subcontractors, shall have successfully completed at least three (3) projects involving the rehabilitation, renovation and/or restoration of fully occupied historic structures in the last eight (8) years of similar size and scope as required by the contract documents for this project.

Definition: For the purposes of meeting this criterion, the Owner has determined that similar in size and scope means the rehabilitation, renovation, and/or restoration of occupied historic structures or buildings with a project value of \$1M or more which includes, but is not limited to the following scopes of work: seismic retrofitting, custom steel fabrication and placement, selective interior wall and ceiling demolition and refinish, and/or interior fine carpentry.

In evaluating whether projects were successfully completed, the Owner may check owner references for the previous projects and may evaluate the owner's assessment of the Bidder performance, including but not limited to quality of project and quality control; management of safety and safety record; communication with the owner and building tenants, timeliness of performance or project schedule; use of skilled personnel; management of subcontractors; availability of and use of appropriate equipment; compliance with contract documents; and management of schedule, submittals process, change orders, and close-out.

Documentation: To demonstrate meeting this criterion, the Bidder shall submit, on the Owner provided Supplemental Bidder Responsibility Criteria Form under Part A, the following information:

List a minimum of three (3) projects in the last eight (8) years of similar size and scope to this project. The information about each project shall include:

- Project name and address;
- Contract award date and contract completion date;
- Contract award amount and final contract amount;
- Owner's name and contact information for the owner's representative;
- Architect or Engineer's name and contact information;
- Project description and demonstrating how size and scope are similar to this project

Criterion Two: The Bidder shall have complied with WMBE, DBE, Section 3 or other similar business utilization requirements or goals on at least two (2) projects with such requirements, completed by the Bidder within five (5) years of the bid submittal date for this project, unless there are extenuating circumstances acceptable to the Owner.

Documentation: To demonstrate meeting this criterion, the Bidder shall submit the following for each project that contained the utilization or goal requirements:

- A list of such projects;
- The owner and contact information for the owner's representative;
- A description of the goal or requirement for the project;
- The actual utilization of such businesses by the Bidder;
- If the Bidder failed to meet the contracts' utilization or goal, an explanation of any extenuating circumstances that contributed to the Bidder not meeting the goals.

Criterion Three:

a) The Bidder shall have completed within the last five years of the bid submittal date for this project at least two (2) projects that required compliance with state or federal prevailing wage requirements, and,

b) The Bidder shall not have a record of prevailing wage complaints filed against it within five years of the bid submittal date for this project that demonstrates a pattern of failing to pay workers prevailing wages, unless there are extenuating circumstances and such circumstances are deemed acceptable to the Owner.

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Documentation:

- a) The Bidder shall submit a list of the projects completed that required prevailing wages and, for each project, submit the owner and contact information for the owner's representative;
- b) The Bidder shall submit a list of prevailing wage complaints filed against it within five years of the bid submittal date along with an explanation of each complaint and how it was resolved. The Owner shall evaluate these explanations and the resolution of each complaint to determine whether the complaints demonstrate a pattern of failing to pay its workers prevailing wages as required. The Owner may also evaluate complaints filed within the time period specified that were not reported by the Bidder.

Definition: For purposes of this criterion, a wage complaint shall include any employee wage complaints filed with a project Owner, State of Washington Labor and Industries, HUD, or U.S. Department of Labor Office.

Criterion Four:

A. Prime Contractor Project Personnel

Criterion: The Bidder shall utilize a Project Manager and a fulltime Project Superintendent, dedicated to this project that has experience in successfully managed a minimum of three (3) projects in the last eight (8) years similar in size and scope as required by the contract documents for this project.

Documentation: To demonstrate that the Project Manager and the Project Superintendent meet this criterion, the Bidder shall provide following information:

B-1 Project Manager

- Name of Project Manager who will be assigned to this project.
- List of three (3) projects in the last eight (8) years that the Project Manager managed that are similar in size and scope to this project.
- A brief technical summary of the work and the person's roles and responsibilities involved for each project and how they are similar to this project.
- A resume may be included for the Project Manager if it contains sufficient detail to demonstrate that the project personnel have the required experience. Resumes do not replace the forms provided for this position.

B-2 Project Superintendent

- Name of Project Superintendent who will be assigned to the project fulltime
- List of three (3) projects in the last eight (8) years that the Project Superintendent managed that are similar in size and scope to this project.
- A brief technical summary of the work and the person's roles and responsibilities involved for each project and how they are similar to this project.
- A resume may be included for the Project Superintendent if it contains sufficient detail to demonstrate that the project personnel have the required experience. Resumes do not replace the forms provided for this position.

Substitutions: If at any time during the project a new Project Manager or a new Project Superintendent is required, the same requirements as above shall be met and approval given by the Owner's Project Manager prior to their starting work.

End Section 00 4500