

## SECTION 00 4513

**SUPPLEMENTAL BIDDER RESPONSIBILITY CRITERIA FORM**

After bid opening and prior to award, the apparent responsive low bidder must complete, sign and submit this form with any required attachments. The form must be submitted no later than two (2) business days from the Owner's request, unless a different time and date is required by the specifications. Owner may also request this form be completed from additional bidders.

**Definition of Terms**

- 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 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.

**General Bidder Information**

Company Name			
Address			
Contact Name and Title			
Contact Phone		Contact Email	
Years in business as a Prime Contractor		Years in business under present name	
List any former company names under which the company, its Owners, and/or its principals has operated in the past 8 years.			
Explain reason for name change(s) in the past 8 years.			

A. **Prime Contractor - Completion of Similar Projects**

Criterion: 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.

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 demonstrate how size and scope are similar to this project.

Continued

**GOOD SHEPHERD CENTER VOLUNTARY SEISMIC RETROFIT – PHASE 1**

**A. Prime Contractor - Project No \_\_\_\_\_**

**Important:** Prime Contractor must provide three (3) renovation project examples completed within the last 8 years in order to meet this particular section.

Does this project meet the stated criteria? If the project does not meet all these criteria, do not submit as a reference. It will not be considered for meeting the supplemental bidder criteria.

[illegible]

**Copy form as needed to satisfy the supplemental bidder criteria**

**GOOD SHEPHERD CENTER VOLUNTARY SEISMIC RETROFIT – PHASE 1**

### Prime Contractor –Completion of Similar Projects Continued

**Criterion Two:** The Bidder shall have complied with Women and Minority Business Enterprise (WMBE), Disadvantaged Business Enterprise (DBE), HUD Section 3 Business, 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.

**Important:** Does this project meet the stated criteria? If the project does not meet all these criteria, do not submit as a reference. It will not be considered for meeting the supplemental bidder criteria.

[illegible]

**Copy form as needed to satisfy the supplemental bidder criteria**

**Prime Contractor –Completion of Similar Projects Continued****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 of a similar size as this project 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.

**Important:** Does this project meet the stated criteria? If the project does not meet all these criteria, do not submit as a reference. It will not be considered for meeting the supplemental bidder criteria.

Project Name			
Project Address			
Type of Prevailing Wage Requirement Federal or State			
Contract Award Date		Contract Completion Date	
Contract Award Amount		Final Contract Amount	
Prime Contractor			
Contact Person		Contact's Phone	
Owner's Name			
Contact Person		Contact's Phone	
<b>Record of prevailing wage complaints within five years of bid date? Y / N</b>			
If yes, provide list of complaints (see definition in Section 00210) and how complaints were resolved and any narrative explanation for any extenuating circumstances for Owner consideration:			

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**Prime Contractor –Completion of Similar Projects Continued**

**Criterion Four**

**A. Prime Contractor Project Personnel**

Criterion: The Bidder shall utilize a Project Manager and one fulltime Project Superintendent dedicated to this project who 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.

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.

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.

continued

**B-1 Project Manager Information for Good Shepherd Center Seismic Retrofit project**

- Project Manager's Name: \_\_\_\_\_
- Identify a minimum 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 and include a brief technical summary of the work and this person's role and responsibilities involved for each project and how it is similar to this project.

**Important:** Does this project meet the stated criteria? If the project does not meet all these criteria, do not submit as a reference. It will not be considered for meeting the supplemental bidder criteria.

Project Name					
Project Address					
Contract Award Date			Contract Completion Date		
Contract Award Amount			Final Contract Amount		
Owner's Name					
Contact Person			Contact's Phone		
Brief technical summary of work:					
Person's roles and responsibilities and how they are similar to this project:					

**Copy form as needed to satisfy the supplemental bidder criteria**

**GOOD SHEPHERD CENTER VOLUNTARY SEISMIC RETROFIT – PHASE 1**

**B-2 Project Superintendent Information for the Good Shepherd Center Seismic Retrofit project**

- Project Superintendent's Name: \_\_\_\_\_
- Identify a minimum 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 in occupied buildings and include brief technical summary of the work and this person's roles and responsibilities involved for each project and how it is similar to this project.

**Important:** Does this project meet the stated criteria? If the project does not meet all these criteria, do not submit as a reference. It will not be considered for meeting the supplemental bidder criteria.

[illegible]

**Copy form as needed to satisfy the supplemental bidder criteria**

Resumes may be included for the Project Manager and Project Superintendent if they contain sufficient detail to demonstrate that the project personnel have the required experience. **Forms for B-1 and B-2 are required.**



**GOOD SHEPHERD CENTER VOLUNTARY SEISMIC RETROFIT – PHASE 1**

The undersigned certifies that the information and data contained herein is correct and complete. Failure to disclose information or submitting false or misleading information may result in determining the Bidder as not responsible and the rejection of its bid.

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Signature of Authorized Representative of Bidder

Date

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Printed Name of Authorized Representative of Bidder

Date

End of Supplemental Bidder Responsibility Criteria Form