



CITY OF ARANSAS PASS

To: All Prospective Contractors
From: Tom Ginter, City Manager
Date: August 23, 2007
Subject: Request for Qualifications
New Civic Center Project

Please find attached the Statement of Qualifications Package for the above referenced project. The package shall include the following:

- Letter of Interest
- Company Questionnaire
- Certificate of Insurance

The following instructions shall apply:

Interested Contractors shall provide five (5) copies of the Qualification Package to the City of Aransas Pass by no later than September 17, 2:00 PM to the following address:

For USPS delivery:

City of Aransas Pass
Attn: City Manager
PO Box 2000
Aransas Pass TX 78335

For physical (UPS, FEDEX, etc.)

City of Aransas Pass
Attn: City Manager
600 W. Cleveland Blvd.
Aransas Pass TX 78336

The packages shall be marked "New Civic Center Project, City of Aransas Pass."
Any packages received after the time and date above shall be returned unopened.

For questions relating to the Statement of Qualification Package, please contact Tom Ginter, City Manager at 361-758-2908 or by email at tginter@aransaspasstx.gov.

**REQUEST FOR QUALIFICATIONS
FOR
NEW CIVIC CENTER PROJECT
CITY OF ARANSAS PASS, TEXAS**

I. Purpose

The City of Aransas Pass is seeking Qualifications Statements from General Contractors for the New Civic Center Project. The Project will involve construction of an approximately 30,000 square foot Civic Center and associate parking.

II. General Provisions

A. The Letter of Interest shall include the following information:

1. Identify the Contractor and any main subcontractors by category (Electrical, Mechanical, Metal Building, etc.)
2. Identify the names, titles, telephone, and fax numbers of individuals who are available to be contacted by the City concerning the Statement and for any additional information.
3. The Qualifications Statement must be signed by an individual, identified by name and title, whom is authorized to bind the Contractor to a contract.

B. The City of Aransas Pass reserves the right to:

1. Waive any defect, irregularity, or informality in RFQ procedures or in any response to the RFQ.
2. Reject any or all submittals
3. Cancel any portion or the entire RFQ at any time.
4. Re-issue the RFQ
5. Extend the submission deadline

C. Questions concerning this RFQ may be submitted to Tom Ginter, City Manager at 361-758-2908. Written questions may be submitted by fax to 361-758-8188 or email tginter@aransaspasstx.gov. Questions must be submitted with sufficient time allowed for a reply to reach each Contractor before the Qualification Statement submission deadline.

III. Evaluation and Selection Criteria

The following procedures will be utilized for the selection of the proposed Contractors:

- Step 1 Responsiveness and Clarity of the Statement. The City will verify that the Contractor has provided the information specified in this RFQ.
- Step 2 Evaluating the Statements according to the following criteria that are listed here with percentages for each.

45%

A. Qualifications and Experience. Evaluations will be based on the information provided about the contractor (Attachment "A" – Company Profile Questionnaire) and the experience performing similar projects.

40%

B. Capabilities. Contractor's capacity to perform the work on schedule in relation to their overall workload.

15%

C. Past Performances in terms of quality of work and compliance with performance schedules.

100%

Step 3

The City of Aransas Pass Municipal Development District will review the acceptability of the evaluations.

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format.

1. Firm Information:

Name of Firm:

Address of principal's office:

Phone, Fax:

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, other?):

Year Founded:

Primary Individual or Contact:

2. Organization:

2.1 How many years has your organization been in business as a Contractor?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of Incorporation, State of Incorporation, President's Name, Vice President's Name(s), Secretary's Name, and Treasurer's Name.

2.4 If your organization is a partnership, answer the following: Date of Organization, type of partnership (if applicable), names of General Partner(s).

2.5 If your organization is individually owned, answer the following: Date of Organization, name of Owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Licensing:

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

4. Experience:

4.1 List the categories of work that your organization normally performs with its own forces.

4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.

4.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).

4.3.1 Has your organization ever failed to complete any work awarded to it?

4.3.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

4.3.3 Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last 5 years?

4.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

4.5 Current Work:

List the major construction projects your organization has in progress, giving the name and location of project, the nature of your selection for the project and the service you are providing (general contractor with bid selection, construction manager with qualification selection and GMP, etc.), owner, Engineer/Architect, contract amount, percent complete and scheduled completion date.

4.6 Work over the last five (5) years:

List major projects constructed by your organization over the past five (5) years. For each project, provide the name, nature of the project/ function of the building, size (SF), location, cost, scheduled and actual completion date, owner, architect, and the manner in which your organization was selected (bid, RFP or other method).

5. Financial / Insurance Information:

5.1 Define your company's capacity for bonding.

5.2 Provide Certificate of Insurance.

6. Experience with Concepts for working as a Contractor

6.1 Describe your organization's concepts for working in a team relationship with the Owner and Engineer/Architect during the design and construction of major projects. Describe your organization's methods for estimating costs, and for scheduling during the design/documents phases. Which (one or more) of those projects listed above best exemplify these concepts and experience.

6.1.1 Cost Estimating

Attach a sample conceptual cost estimate prepared during the design phase of a project, and a sample of the final cost estimate/breakdown used to fix the contract amount for the construction of the same project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided.)

6.1.2 Savings

Describe your organization's concept for the disposition of savings realized during construction. Is the full amount returned to the Owner?

6.1.3 Contingencies

Describe your organization's concept for cost contingencies during design and during construction. What is your organization's concept for the disposition of contingency funds after the completion of the project?

6.1.4 Does your organization make all cost information during design and construction available to the Owner and Engineer/Architect?

6.1.5 Describe your organization's system for the selection, award and management of subcontractors and suppliers.

- 6.1.6 Describe your organization's methods, tools, and/or procedures that will be used to schedule the work contemplated under this proposal. Time of completion of the contract is critical to the Owner and will be a factor in the consideration of the award of the contract.

7. Personnel

Given the scope and schedule of the project, identify the specific Project Manager and Project Superintendent who would be assigned full-time and on site, to this project. Provide a resume with qualifications for each individual and a proposed project organizational chart/structure.

8. Offeror's Contractors:

Name any contractors which are included as part of the proposed team. Describe each contractor's proposed role in the project and its related experience.

9. Owner/Contractor Agreement

We propose to use City of Aransas Pass forms OWNER AND CONTRACTOR AGREEMENT and THE CITY OF ARANSAS PASS UNIFORM GENERAL CONDITIONS FOR BUILDING CONSTRUCTION CONTRACTS

10. References

For five (5) of the projects listed in paragraph 4.6 of this questionnaire, identify a representative of the Owner and the Architect (provide name, phone and fax numbers) whom we could contact as references regarding the Offeror's services. Ideally some of the references should be related to civic centers.