

## **REQUEST FOR QUALIFICATIONS**

### **Ogden Airport Terminal Remodel**

Ogden City Airport and Ogden City are currently prequalifying qualified contractors to **remodel Ogden Airport Terminal** at 3909 Airport Road in Ogden City, Utah

Interested firms may obtain the RFQ packets by downloading from the Ogden City website at <https://www.ogdencity.com/264/Purchasing.>

Firms are responsible for securing any and all addenda issued.

Contractors wishing to prequalify to bid for this project must submit completed applications that address the Prequalification Applicant Content in Section II of this RFP.

**Sealed responses** shall be submitted to the Purchasing Office, c/o **2<sup>nd</sup> Floor Information / Constable Desk** located at 2549 Washington Blvd. Ogden, UT, **no later than 1 PM, August 29, 2023.**

#### **LATE SUBMITTALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City. The City reserves the right to issue contracts to multiple vendors.

Ogden City encourages and welcomes proposals from local, small, women and minority owned businesses and other disadvantaged business enterprises.

**Ad Published:** August 5 & 12, 2023



## OGDEN AIRPORT TERMINAL REMODEL - REQUEST FOR QUALIFICATIONS



8/4/2023

### Airport Terminal Remodel

Ogden City Corporation is accepting sealed Applications to Prequalify to Bid from qualified contractors that are interested in remodeling the Ogden Airport Terminal.

**PREPARED BY:** LYNN HINRICHES, PROJECT COORDINATOR

OGDEN CITY CORPORATION

# OGDEN AIRPORT TERMINAL Remodel - Request for Qualifications

## OGDEN CITY CORPORATION

### I. INTRODUCTION

Ogden City Airport and Ogden City are currently prequalifying qualified contractors to remodel Ogden Airport Terminal at 3909 Airport Road in Ogden City, Utah. Architectural and Engineering Design work has been completed through the competitive bidding process with Sanders and Associates Architects being awarded the work.

The contractor selected from the prequalification process must have a project lead with expert experience and knowledge of building remodeling which includes seismic improvements as well as electrical, HVAC and plumbing. General Contractors are the only contractors required to prequalify to bid for the project. Subcontractors will not be required to prequalify. Only those contractors who prequalify to bid in accordance with the Ogden City Prequalification process will be eligible to submit a construction bid for the project listed herein. Each contractor's submitted Request for Qualifications shall contain all of the following required information. Failure to comply with this requirement will render the contractor's information to be non-responsive and will cause its rejection.

Upon evaluation of the submitted Requests for Qualifications to bid, qualified contractors will be invited to bid on the remodel of the Airport Terminal project for the City. The list of prequalified contractors associated with this prequalification process shall remain in effect for a period of 18 months (beginning from the time the prequalification list is made public). Prequalification of a contractor to bid on one (1) project does not necessarily prequalify that contractor to bid on a different project or mean that the contractor will necessarily be deemed to be a responsible bidder for a different project.

Neither this Prequalification process nor its implementation by the City shall be deemed to create any contract right. All prospective contractors shall be responsible for their own expenses in applying for prequalification and the City shall have no liability for any such expenses. Ogden City will not be responsible for any costs associated with consultants assembling and submitting any portion of this Request for Qualifications.

All provisions of the agreement must follow established State and Local laws and ordinances of the State of Utah and its political subdivisions. Additionally, Federal rules and regulations will apply to this contract as explained herein.

Federal Requirements:

The project may include federal Davis Bacon wage requirements, compliance with the Buy American Preference, Disadvantaged Business Enterprise, Certification regarding debarment, Fair Labor Standards Act.

**Disadvantaged Business Enterprise:** The requirements of 49 CFR part 26 apply to this contract. It is the policy of the Ogden City Corporation to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

Federal Davis-Bacon wages are applicable for this project. In as much as the Contractor will be held responsible for paying the prevailing wages, it is imperative that all Contractors familiarize themselves with the current wage rates before submitting Bids based on these specifications. All Certified Payrolls must be received within 10 days of the payroll date for each week in which work was performed. For those weeks where no work was performed a No Work Performed (NWP) notice must be received within 10 days of the week ending. Payments will not be made unless all Certified Payrolls or NWP have been received from the Contractor and subcontractors and an Intent to Pay Prevailing Wage has been filed and approved.

A determination as to portions of the project that these requirements apply to will be provided at a later time

Ogden City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of a written Addendum.

Contractors wishing to prequalify to bid for this project must submit completed applications that address the **Prequalification Applicant Content** in Section II of this RFP.

Contractors shall submit the following:

- a. Five (5) sealed copies of their proposal to the Request For Qualifications for Airport Terminal Remodel.

Applications must be submitted prior to the Deadline for Submittals as described in the Invitation or they shall not be considered. Applications which are incomplete or illegible, may be rejected at the discretion of the City. The City reserves the right to request additional information from contractors, at its discretion.

By submitting an application to prequalify to bid on this project, the contractor agrees that the City and/or its representative(s) may research and/or verify the information provided and contract third-parties regarding such information, at its discretion.

Any firm wishing to limit access to proprietary information and content within the submitted application must complete and submit a Business Confidentiality Claim form along with Application - [https://www.ogdencity.com/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim\\_revised](https://www.ogdencity.com/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised)

## II. PREQUALIFICATION APPLICATION CONTENT

### **Qualified Contractors Minimum Criteria**

1. Demonstrate a minimum of ten years work experience in public projects that include building rehabilitation and remodeling as well as, but not limited to seismic, electrical, HVAC and plumbing updates.
2. List all of the professional contractor associations that you are actively involved in or a member of.
3. Contractor must have current General Contractors License within the State of Utah.
4. Show past commercial and/or municipal remodel projects that include seismic upgrades.
5. Company, parent company, or any subsidiary may not have filed for bankruptcy within the last 5 years.
6. Company cannot have failed to complete any work awarded.
7. Firm must have a safety program.
8. The contractor shall be able to bond for a minimum of six million dollars (\$6,000,000) single project and twenty million dollars (\$20,000,000) aggregate as a corporation. A letter from contractor's Bonding company shall be submitted with the application verifying these minimum requirements.
9. Completely fill out the two included forms and submit in accordance with the notice inviting prequalification of general contractors.
10. Contractor shall submit two (2) reference projects completed within the last three years on the form supplied or answering all the information requested on the reference form attached. Maximum two (2) pages to submit two (2) reference projects.

Each Application must include, as a minimum, the following information:

1. List of Qualifications;
2. Name, address, email and telephone number of company submitting the proposal;
  - a. Include the name and contact information of the person designated as the firm's representative for the selection process.
3. Evidence of Insurability (Certificate of Insurance – COI) as required by Ogden City;
4. Additional highlights of submitting firm
5. Acknowledgment of receipt of addenda (if any).
6. Listing of projects with similar requirements and use of materials performed by the firm.
7. Investigations, arbitrations, litigations or claims that are pending, settled or otherwise disposed of within the last three years.

8. Provide a statement that company has not failed to complete any work awarded, signed by an officer of the company who is authorized to bind the firm.
9. Provide a copy of safety program.
10. Additional information at the discretion of the submitter
11. Bid Schedule

**Prequalification Proposals are to be no longer than ten (10) pages. Double-sided pages count as two (2) pages. Cover letter, Bonding letter, COI, and/or Business Confidentiality Claim Form will be excluded from the page limit.**

### **III. EVALUATION OF PREQUALIFICATIONS TO BID**

A team consisting of three (3) or more representatives from Ogden City will perform evaluations of the Requests for Qualifications. The following criteria will be used to evaluate the proposals:

#### **Performance Rating Criteria**

1. Personnel qualifications;
2. Experience on projects using similar materials and construction techniques.
3. Ability to provide timely project completion.
4. Availability of material;
5. Quality of work;
6. Past experience in commercial remodel projects;
7. Additional highlights that company offers as part of their service;
8. Risk Assessment

Successful contractors will be selected through a qualifications based selection process. A Selection Committee will evaluate each submitted Request for Qualifications according to the criteria set forth above. The Selection Committee will select contractors based on the proposals received; no formal interviews are anticipated; however, the Selection Committee reserves the right to ask for interviews as needed. The City reserves the right to select a contractor whose submittal does not meet the above stated submittal requirements. The City reserves the right, and intends, to award the contract to at least one qualified applicant. The City may perform a due diligence process on the contractors receiving the highest evaluations scores.

Incorrect information or reference will be taken into consideration when proposals are scored.

### **IV. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

- a. The amount of insurance shall not be less than:

- i) Commercial General Liability: Minimum of \$4,000,000 in general aggregate with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
- ii) Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
- iii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

b. Each insurance policy required by this Agreement shall contain the following clauses:

- i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
- ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

- i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."

d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.

e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received by the City before work begins on the premises.

f. City reserves the right to require complete, certified copies of all required insurance policies at any time.

- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

i. Under the "**Certificate Holder**" section, list the following information:

Ogden City Corporation  
2549 Washington Blvd.  
Ogden, UT 84401

## V. GOVERNING INSTRUCTIONS

This Request For Qualifications will constitute the governing document for submitting qualifications to bid, and will take precedent over any oral representations.

## VI. CONTACT INFORMATION

For discussion of this RFQ, please contact the office of the Purchasing Division via phone (801) 629-8742 or [Purchasing@OgdenCity.com](mailto:Purchasing@OgdenCity.com)

*\*Please submit questions in writing to the email listed above.\**

*The question and answer period ends at 3PM on August 23, 2023.*

## VII. SUBMISSION OF PREQUALIFICATIONS TO BID

No later than 1 PM, August 29, 2023; Contractors shall submit five (5) copies of their proposal to the Request for Qualifications in a sealed envelope, with the project title "AIRPORT TERMINAL REMODEL" written on the outside of the envelope.

**Submit to:**  
**Purchasing Office**  
**c/o 2<sup>nd</sup> Floor Information / Constable Desk**  
**ATTN: Airport Terminal Remodel RFQ**  
**2549 Washington Blvd.**  
**Ogden, UT 84401**

**LATE SUBMITTALS WILL NOT BE ACCEPTED.**

No facsimile transmittals will be accepted. All submittals must either be hand carried or delivered by the mail or other delivery service. It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

The City reserves the right to accept or reject any submittal as it best serves its convenience and/or is found to be in the best interest of the City. This can include submittals from interested parties that may have ongoing contractual disputes with the City.

Ogden City encourages and welcomes bids from women and minority owned businesses.

Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Recorders Office at the time of bid submission. The form can be accessed through the Recorder's webpage at: <https://www.ogdencity.com/DocumentCenter/View/7004/Busiiness-Confidentiality-Claim-form>

## VIII. ADDITIONAL INFORMATION

Equal Opportunity - Ogden City Corporation will make every effort to ensure all respondents are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Submittals - All costs related to the preparation of the SOQ and any related activities are the sole responsibility of the respondent. Ogden City assumes no liability for any costs incurred by respondents throughout the entire selection process.

Submittal Ownership – Submittals including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the respondent.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The respondent guarantees the proposal is not a product of collusion with any other respondent and no effort has been made to fix the proposal price or any respondent or to fix any overhead, profit or cost estimate of any proposed price.