



REQUEST FOR  
QUALIFICATIONS (RFQ)

FOR  
Pre-qualification of Contractors

FOR

**Multiple-Site Carbon Monoxide Monitoring**

Documents available January 16, 2020

LAST TIME FOR QUESTIONS: January 24, 2020, 4:00 PM, MST

ADDENDUM DOCUMENTS ISSUED: January 31, 2020 at 4:00 PM, MST

RFQ AND BIDS ARE DUE: February 7, 2020 at 2:00 PM, MST to:

Provo City School District  
280 West 940 North  
Provo, UT 84604  
Attn: Tina Fluehe

## **NOTICE TO CONTRACTORS**

Provo City School District (hereafter referred to as PCSD) is requesting proposals for the following:

### **CONTRACTORS FOR THE PROVISION OF MULTIPLE-SITE CARBON MONOXIDE MONITORING SYSTEM.**

All contractors responding to this solicitation must comply with and require all of their subcontractors to comply with all licensing laws as required by the State of Utah.

When bidding on this project, pre-qualified contractors will be required to submit a Bid Bond. Contractor shall refer to 'INVITATION TO BID' document for Bid Bond requirements.

PCSD reserves the right to reject any or all submittals/bids or to waive any formality or technicality in any submittal/bid in the interest of PCSD.

## **DESCRIPTION OF WORK**

PCSD is entering into this Bidding Process to select a Contractor for the provision of carbon monoxide monitoring systems at multiple locations and associated work detailed with the Construction Documents. Contractor selection will be based on the lowest responsive and responsible bid as submitted.

**The only contractors allowed to submit bids on the provision of this CO Detection System will be contractors pre-qualified by this bid solicitation.**

Scope:

1. Installation of approved carbon monoxide detectors in all areas of each site as required by the Utah State Code.
2. Modification of the existing fire alarm panel(s) to support monitoring of the CO detectors by the existing fire alarm system. This includes addition of circuits (fire alarm, power, control, etc.) to support the necessary functions.
3. Addition of control modules/relays to shutdown gas fired equipment determined to be emitting excessive CO into the space where the detector is in alarm.
4. Installation of blue strobes in approved locations at each site.
5. All electrical power demolition, modification, and addition associated with the scope of work identified within the construction documents.
6. Installation of vape sensors as outlined in the scope of work documents.

Attachments:

- See bid documents

The pre-qualification of contractors will be based on the selection criteria outlined below.

## **1. Past Performance and Experience**

**Bidder must disclose in their submittals if there are any current judgments and/or liens against their company and include a list of those liens (if any) and the amounts.**

Bidders shall provide a list of Three (3) projects similar in scope completed in the last 10 years. Projects must demonstrate the bidder's capacity to perform successfully on similar projects. Contact information on the five projects submitted must be included and must include:

- a. Name and address of the project;
- b. Name, phone number and email of the appropriate person able to answer questions about the project (owner);
- c. Date of when the work was completed;
- d. The cost of the project and the type of project.

PCSD will take into consideration each bidders workload (work in progress) and their company's size (capacity) to handle jobs of this magnitude.

The District reserves the right to contact any other references on any other construction projects beyond these submitted.

## **2. Statements of Qualifications**

**Bidders must have a minimum of ten (10) years of experience with projects of similar scope and magnitude. The contractor shall provide statements of qualifications. The statements must be organized and labeled in the following manner and must describe:**

- a. The financial viability of the firm/team;
- b. The experience, skill level and qualifications of the firm/team including project managers/site superintendents on projects of similar magnitude;
- c. The firm's/team's areas of expertise and other special qualifications;
- d. The firm's/team's reputation and commitment to high quality workmanship; and
- g. The firm's/team's ability to comply with the bonding requirements outlined above.

### **3. Project Construction Management Approach**

Each firm/team shall provide a document describing their approach to construction projects of similar magnitude. The document must be organized and labeled in the following manner and include:

- a. The process used for managing subcontractors;
- b. A description of how the firm/team will be organized (document who is in charge with decision making authority);
- c. The method used to develop a project schedule to ensure that projects are completed on time including the process used to determine when long lead materials and equipment are ordered;
- d. The procedures in place to minimize change orders;
- e. The methodology used to ensure the accuracy of bids;
- f. The approach to site security and project safety on K-12 school projects or projects of similar magnitude;
- g. Any other information that will assist the selection committee in evaluating the firm's/team's approach to project management.
- h. Quality control procedures.

Include an organization chart of key personnel and a description of their duties. The project construction management approach document must be concise yet contain sufficient information for evaluation by the selection committee.

**4. References:** List all previous educational projects the firm has completed in the past 10 years. Include the following information for each client:

- a. Name and address of the client
- b. Name, email, and telephone number for contact person
- c. Name of the project completed
- d. Size and scope of the project completed

The District reserves the right to contact any other references on any other construction projects beyond these submitted.

**5. Insurance:** Provide proof of liability insurance and other insurance coverage currently maintained by the firm.

# **REQUEST FOR QUALIFICATIONS**

## **REQUEST FOR QUALIFICATIONS SUBMITTAL**

Three (3) copies of Request For Qualifications (RFQ) must be received by the posted due date and time. RFQ's received after the deadline will be late and ineligible for consideration. Submittals should be concise and address the five (5) items listed in the Request for Qualifications. Submittals shall be limited to one (1) cover page/letter and maximum of 20 single sided pages. Submit Statements of Interest and Qualifications in 8 ½" x 11" page size. Spiral bound or three ring binders are acceptable with a divider tab numbered for each item of information requested. Divider tabs must be numbered and labeled in the same order as listed in the RFQ. Proposals that are more than 20 pages or are not submitted in the format described may be disqualified as non-responsive. Minimum font shall be 12 point.

## **QUESTIONS**

Any questions regarding this solicitation are to be directed to Jeff DuBois, Spectrum Engineers, at [jdd@spectrum-engineers.com](mailto:jdd@spectrum-engineers.com). All questions asked will be answered by addendum. The final day for questions is January 24, 2020 at 4:00 P.M. MST. This will allow an addendum to be issued, if necessary, allowing all those requesting the RFQ to receive the answer to all questions asked and all answers given. During the solicitation process contractors shall not contact the customer (District and/or School Administration and/or District Staff other than those listed in this solicitation). Contact of this nature may result in the rejection of your submission.

## **APPOXIMATE RFQ TIMELINE**

January 16, 2020 RFQ Available

January 24, 2020 4:00 P.M. Final questions submitted

January 31, 2020 4:00 P.M. Addendum answering questions issued

February 7, 2020 2:00 P.M. RFQ's and Bids are due to:

Provo City School District  
280 West 940 North  
Provo, UT 84604  
Attn: Tina Fluehe

**REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS (SOIQ)**  
**INSTRUCTIONS AND GENERAL PROVISIONS**

**1. AUTHORITY:** This procurement process is being conducted as authorized by Provo City School District Board of Education pursuant to the authority set forth in 63G, Utah Code Annotated, 1953, as amended. No Provo City School District Board Member or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your proposal.

**2. SUBMITTING THE RFQ:** All RFQ's shall be submitted to Provo City School District 280 West 940 North, Provo, Utah 84604, on or before the date and time listed in the advertisement of the Request for Statement of Interest and Qualifications. RFQ's shall be labeled with the "Due Date and Time" and signed in ink by the offeror. RFQ's, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-209. Facsimile transmission of RFQ's to Provo City School District will not be considered.

**3. RFQ PREPARATION:** The delivery time of services is critical and shall be adhered to as specified. By submitting the RFQ, the offeror certifies that all of the information provided is accurate and that they are able to provide the service(s) specified within the time frame listed in the RFQ. The RFQ may not be withdrawn for a period of 60 days from the due date.

**4. SOLICITATION AMENDMENTS:** All changes to this solicitation will be made through written addendum only. Answers to questions submitted to the designated representative of Provo City School District will be answered by written addendum and distributed to all prospective offerors. Offerors are cautioned not to consider verbal modifications.

**5. PROTECTED INFORMATION:** Suppliers are required to mark any specific information contained in their offer which they are claiming as "protected" and not to be disclosed to the public or used for purpose other than the evaluation of the offer. Each request for non-disclosure must be made by written request explaining why the information is to be protected. All material submitted becomes the property of Provo City School District and may be returned only at the option of Provo City School District. Only items legally deemed protected will not become public information.

**6. ACCEPTANCE OF RFQ:** Provo City School District can reject any or all RFQs, and can waive any informality, or technicality in any RFQ received, if Provo City School District believes it would serve the best interest of Provo City School District. The names of the offerors of the RFQ will become public information immediately following the "Due Date and Time". During the evaluation process, only those chosen as members of the selection committee will be allowed to see the information contained in the RFQs. Following the award decision, all RFQs become public information except for protected information.

**7. BOARD OF EDUCATION APPROVAL:** Contracts and/or services procured as a result of this procurement process shall not be legally binding without the approval of the Provo City School District Board of Education.

**8. DEBARMENT:** By submitting the RFQ, the offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or are voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the offeror cannot certify this statement, attach a written explanation for review by Provo City School District.

**9. GOVERNING LAWS AND REGULATIONS:** All Provo City School District purchases are subject to the Utah Procurement Code, Title 63G, as amended and current Provo City School District procurement policies.

**10. EMPLOYEE STATUS VERIFICATION:** by submitting the RFQ, offerors certify that they are in compliance with Utah Code 63-99a-103 which requires those entering contracts with public agencies to certify they are using the status verification system (e-verify) for employees hired on or after July 1, 2009.