



Stream Contractor Selection Information Sheet

Introductions

The purpose of the Pre-qualified Contractor list is to have a group of pre-qualified contractors who are experienced and capable of performing urban drainage work successfully. Urban drainage work is unique from other types of work in that the projects are located in waterways that are highly regulated by local, state, and federal agencies and are susceptible to frequent flows as well as flood conditions. Therefore, it is important to have a group of contractors who are familiar with construction in and around streams and rivers and can understand, obtain, and follow permit requirements. They also need to be able to work together with Mile High Flood District (MHFD), formerly known as Urban Drainage and Flood Control District, staff, and local officials to form an effective team. This allows staff to manage several simultaneous projects, which is necessary due to the large volume of construction activities performed each year by MHFD with a very limited full time staff.

Dates

- Statement of Qualifications (SOQs) are due on October 18, 2019 by 4:00 pm either in a sealed envelope delivered to the MHFD office or emailed to mcorkery@MHFD.org. Attached file must be smaller than 10 MB. A confirmation email will be sent.
- Evaluations completed by November 12, 2019.
- Notification sent by November 20, 2019.

Contractor Categories

Category I: General Stream Construction: Included in this classification are all aspects of heavy construction in and around streams and rivers related to stormwater management. Examples of work include, but are not limited to, concrete structures, box culverts, excavation and rock placement, drop structures, boulder walls, utility relocations, and storm sewers. As part of completing general stream construction work, a contractor must be able to obtain and correctly administer all required permits, and have the ability to correctly install and maintain erosion control, sediment control, and water control measures. Category I work also includes all work tasks in Category II below.

Category II: General Stream Management: Included in this classification are all aspects of work related to urban drainageways not involving significant heavy construction. Examples of work include, but are not limited to, revegetation, small sediment removals, trail repairs, minor bank or channel repairs, handrail and fencing, tree thinning, and weed control. As part of completing general stream management work, a contractor must be able to obtain and correctly administer all required permits and have the ability to correctly install and maintain erosion control, sediment control, and water control measures.

Alternative Approach to Project Delivery

Project Partners Delivery is an alternative project delivery method that engages sponsors, consultants, and contractors at the inception of a project through closeout, who work collaboratively to deliver agreed upon project goals. Project Partners is a unique delivery system customized for MHFD, and it is administered with the same consistency and rigor to ensure openness and fairness to consultants and contractors with the ultimate objective to deliver project goals. The Project Partners approach has been used informally and developed over time as MHFD's relationships with consultants and contractors has matured.

Project Partners is goal focused where team members use a platform of partnering to establish project goals and work collaboratively to deliver them.

The advantage to Project Partners:

- Omits the lengthy and costly consultant and contractor selection processes, because the partners are selected from the pre-qualified lists
- A collaborative team comprised of trusted engineering and construction partners
- A goal-oriented team focused on best value solutions
- Managed risk

A significant part of the Project Partners approach is the early collaboration of the entire project team, including the contractor, to understand and agree upon project goals and then using everyone's expertise to determine the best way to deliver the project.

Project Categories

Projects with Estimated Construction Costs under \$1,200,000

May be awarded to any eligible Pre-qualified Stream Contractor from either Category I: General Stream Construction or Category II: General Stream Management. It is the Stream Services Program's responsibility to ensure that any unit price and/or bid provided by the contractor is fair and reasonable, based on the bid tabulation program and specific project needs.

- Bids from one or more contractors can be obtained prior to award.
- Projects can be awarded based on time and materials, unit prices, or lump sum.
- 5% Retainage will be withheld on projects over \$500,000.
- Payment and performance bonds may be required for projects over \$500,000.
- Contractors are not guaranteed a certain number or dollar value of projects.

Projects with Estimated Construction Cost from \$1,200,000 to \$3,500,000

May be awarded to any eligible Pre-qualified Stream Contractor from Category I: General Stream Construction. It is the Project Manager's responsibility to ensure that any unit price and/or bid provided by the contractor is fair and reasonable, based on the bid tabulation program and specific project needs.

Or a modified public bid process among Category I: General Stream Construction contractors may be used. No bid bond will be required.

- Follow bid processes, either Modified Public Bid or Best Value Selection Process as laid out in Specific Project Contract Documents
- 5% Retainage will be withheld on projects.

- Payment and performance bonds may be required for projects.
- Contractors are not guaranteed a certain number or dollar value of projects.

Projects with Estimated Construction Cost over \$3,500,000

Best Value Selection Process among Category I: General Stream Construction contractors using the Project Partners process. Selection evaluated based on five categories; Capability to Perform Work (Experience doing similar projects), Experience of Team, Ability to Identify and Mitigate Risks, Value Engineering Approach, and Unit Costs.

- Follow process for Best Value Selection Process, as laid out in Specific Project Contract Documents
- No bid bond will be required
- 5% Retainage will be withheld on projects
- Payment and performance bonds may be required for projects
- Contractors are not guaranteed a certain number or dollar value of projects
- OR, projects may be publicly bid, and contractors welcome to participate in the public process.

Request for Statement of Qualifications

Statement of Qualification in four pages and needs to include:

1. General information about the contractor and company.
2. The work classification, either Category I: General Stream Construction or Category II: General Stream Management, the contractor wishes to be considered for based on their qualifications. Category I: General Stream Construction also qualifies the contractor to do Category II: General Stream Management work.
3. Information on the personnel that will be working on the projects. At a minimum, information on one superintendent and one foreman and their experience working on MHFD sponsored projects or drainage projects completed for a municipality within MHFD boundaries over the last two years must be provided.
4. Information detailing at least two MHFD sponsored projects, or drainage projects completed for a municipality within MHFD boundaries, constructed by the contractor in the past two years that demonstrates their qualification for the classification(s) for which they want to be considered. Projects where the contractor was a sub-contractor for drainageway work may also be considered.
 - a. The names of MHFD staff in the Stream Services Program that are familiar with the project or the project manager for the municipality where work was completed must be provided by the contractor for each project listed.
 - b. MHFD reserves the right to review any and all projects the contractor has constructed for MHFD over the past two years, including projects that may not have been listed in the SOQ.
5. A labor and equipment rate schedule to be used for time and materials work. Add as an attachment.
 - a. All equipment to be used on drainageway projects must be included on this list. Rental equipment can be billed at direct cost plus 15% overhead.

- b. This rate schedule must be valid for one year and will become a part of the contract documents.

Contract Documents

Each specific project awarded to a Pre-qualified Stream Contractor will have its own set of Contract Documents. The technical specifications (Division 1-33) are standard for all projects, unless noted otherwise and can be found on our website at www.MHFD.org under Resources, Specifications. Work will potentially be in all seven counties. Work done in Denver is regulated by prevailing wage, and you should ensure that your rate schedule accounts for that labor rate.

Evaluation Process

Both experience and performance will be rated equally.

Experience involves actual field work in the construction and restoration of streams and rivers, and related structures. For a satisfactory in this category, a contractor must have completed at least two projects MHFD sponsored or drainage projects completed for a municipality within MHFD boundaries within the past two years.

The contractor must also have at least two personnel on staff, preferably one superintendent and one foreman, who have managed at least two MHFD sponsored projects or drainage projects completed for a municipality within MHFD boundaries within the past two years.

Performance involves an endorsement from MHFD staff in the Stream Services Program or by the municipality for which the contractor has completed work. The following is the list of criteria along with specific skills for which each contractor will be evaluated. The purpose of the criteria is to emphasize the importance and need for each MHFD contractor to possess the listed skills. Drainage work is unique from other types of work in that the projects are in waterways; which are highly regulated by local, state, and Federal agencies and are susceptible to frequent flows as well as flood conditions.

➤ Project Management

- Availability and willingness to work together.
- A good understanding of MHFD's needs associated with cost-effective performance and with working for a public entity.
- Responsiveness to solicitation for bids or proposals for work.
- Ability to communicate and follow a schedule.
- Understanding of pay estimates and accuracy of filling them out.
- Commitment to short response time for unscheduled work, not just emergencies.

➤ Work Product

- A good understanding of the function and characteristics of streams and rivers.
- Willingness to do labor-intensive work.
- A good range of well-maintained medium-sized equipment capable and available for working efficiently in drainageways.
- Work with low flow channels, bank shaping, riprap and boulder installation, grouting, and concrete structures.

- Work with revegetation of natural streams including installation of erosion control products, plants and seeding/mulching; and maintenance activities, including proper watering and weed control.
- Consistently meets industry standards and MHFD's expectations.
- Water Control
 - A good understanding and performance record in establishing, conducting, and maintaining appropriate water control and best management practices in and around drainage projects.
- Permits
 - An established record of obtaining, understanding, and complying with all special permit conditions including 404 permits, CDPHE 401 and 402 permits, and other local government permits.
- Conflict Resolution
 - Working with residents to communicate schedules, address construction disturbance concerns, access issues, and construction progress.
 - Foresee and communicate discrepancies between plans and site conditions, conflict in details, or sequencing before it becomes a bigger problem.
 - Ability to work with and communicate with MHFD staff to maximize their field time and limit trips to site.
 - Finding resolution to problems by working with MHFD staff and local governments in a professional and productive manor when changes arise.

Either a satisfactory or an unsatisfactory shall be given for each performance criteria listed above for each contractor being considered. Any project in the last two years will be considered during the process but only one performance evaluation will be filled out per contractor. The Stream Services program will meet as a group, along with a local government representative from each county, to discuss and reach a consensus on the performance of each contractor.

If the Stream Services program does not have firsthand knowledge of a contractor who has submitted an SOQ, then the municipalities where the contractor has done drainage work will be contacted. The local government project manager will be given a copy of the above criteria and asked to either give a satisfactory or unsatisfactory for each category.

A contractor who has indicated they wish to be considered as a Category I Contractor has to have met the experience requirements as well as received a satisfactory in each of the five performance evaluation criteria. Category II Contractors will have to have also met the experience requirements as well as received a satisfactory in at least three of the performance criteria.

Labor and equipment costs will not be officially scored or rated during this evaluation, but MHFD reserves the right to generally consider these rates as part of the contractor's performance.

MHFD reserves the right to evaluate any and all projects the contractor has constructed for MHFD over the past two years, including projects that may have not been included in the SOQ.

Renewal

Contractors that are pre-qualified as Stream Contractors may be renewed annually for an additional three years. Renewal of the contract is not guaranteed and is based on annual evaluations.

- MHFD will initiate the process to renew current Pre-qualified Stream Contractors. MHFD staff and local government partners will evaluate the contractors based on the same criteria above for their performance and experience over the previous year.

- Contractors whose performance over the previous year does not meet the qualifications for Category I or Category II will be considered ineligible for a contract renewal. Such contractors may reapply when the next Request for Qualifications (RFQ) is advertised.
- Contractors who meet the qualifications will be offered a Category I or Category II renewal Letter. There could be potential shifting up or down based on the evaluation process. For example, a Category I Contractor after a year of work may not get a satisfactory in all five of the performance criteria. As long as they receive satisfactory rankings in three of the criteria, their renewal will be as a Category II Contractor. Likewise, if a Category II Contractor receives all five satisfactory rankings for their performance, they will be offered a Category I renewal.
- MHFD will notify each current Pre-qualified Stream Contractor of the renewal process and whether they are considered eligible for renewal or not.
- After four years as a Pre-qualified Stream Contractor, each contractor must submit updated qualifications in order to re-qualify as a MHFD contractor.