

CITY OF SOUTHFIELD
CONTRACTOR QUALIFICATIONS
2024-2027 INFRASTRUCTURE IMPROVEMENT PROJECTS
January 30, 2024

The City of Southfield, Oakland County, Michigan will receive Contractor Qualifications for various capital projects within the City. The qualification packages shall be submitted no later than the date specified within the project advertisement (generally 15 days prior to the bid date) for a project where in which the prospective contractor wishes to bid. Packets are to be emailed to PurchasingDept@cityofsouthfield.com subject title “Request for Qualifications – Infrastructure Improvements”.

Questions regarding the procedures for submitting qualifications should be directed in writing to Nicole Humphries at nhumphries@cityofsouthfield.com or Leigh Schultz, City Engineer at lschultz@cityofsouthfield.com.

- A. **GENERAL:** The intent of this Request for Qualifications (RFQ) is to assemble basic technical and financial information associated with contractors interested in performing utility replacement, pavement improvements, grading/drainage improvements and associated restoration within the City of Southfield for the 2024-2027 construction seasons. This pre-qualification process is intended to uniformly document key performance qualifications (i.e., expertise, experience, personnel, and financial capabilities) amongst prospective contractors.

The City is seeking qualification statements from companies that:

1. Have completed projects similar in nature,
 2. Can demonstrate expertise and experience,
 3. Have not been found to have defaulted on a contract,
 4. Have not received serious OSHA/MiOSHA citations.
- B. **SCOPE OF WORK:** The City of Southfield intends to execute an annual construction program estimated around 10 million. The upcoming construction program is expected to include:
1. Water main replacement – open cut trench and directional drilling,
 2. Water main replacement – pipe bursting,
 3. Gravity sewer replacement,
 4. Concrete roadway reconstruction and patching,
 5. Asphalt roadway reconstruction/rehabilitation,

All of the above items also include lawn, driveway, landscape restoration, and potential ditch line regrading related to the work. The proposed work will be released via several bid opportunities throughout the 2024-2027 seasons.

- C. **PREQUALIFICATION CATEGORIES:** To differentiate amongst types of work on projects, a list of categories has been established. A prequalification package may be submitted based on the type of work which a contractor wishes to conduct. These categories include:

- Water Main Replacement Prequalification – Open Cut Trench and Directional Drilling
- Water Main Replacement Prequalification – Pipe Bursting
- Gravity Sewer Replacement Prequalification
- Concrete Paving Prequalification
- Asphalt Paving Prequalification
- Roadway Reconstruction Prequalification

- D. **TERM OF CONTRACTOR PREQUALIFICATION:** Prequalified Contractors will be eligible to bid on infrastructure work within the City beginning February 1, 2024, and continuing in perpetuity. The City maintains the right to request new financial, safety and litigation information from any pre-qualified contractor every three years. The City also reserves the right to revoke pre-qualification status from any pre-qualification status due their actions, or due to issues documented during the execution of any contracts with the City.
- E. **PREQUALIFIED CONTRACTOR BIDDING:** Project bidding is expected to occur at various times throughout the construction season beginning in February of 2024. Qualified bidders will be notified in advance of the meeting. Separate advertisements and bid document releases will occur for each project which will specify a prequalification category. Contractors shall submit prequalification packages no later than fifteen (15) days prior to a pre-bid meeting. Only prime contractors prequalified to the designated category may submit a bid.
- F. **LIVING WAGE REQUIREMENTS:** All projects will adhere to the City of Southfield’s Living Wage Ordinance. Under this ordinance the Contractor shall pay its “covered employees” (a person employed full-time to perform services in connection with the Contractor’s contract(s) with the City, including related subcontracts) and at least 90% of all the employees working on behalf of the Contractor in connection with a contract with the City, no less than a “Living Wage”.
- G. **EVALUATIONS:** Qualified bidders will be determined by evaluation of the Request for Qualifications (RFQ) submittal package. A committee of individuals who have a clear understanding of the project and contract documents as determined by the City will evaluate each RFQ submittal. The City reserves the right to verify any and all material submitted, including contacting references. The City also reserves the right to use itself as a reference from prior projects.

Qualified bidders will be determined at the sole discretion of the City based on the listed categories below. It is the City’s intent to have a minimum of three (3) companies pre-qualified to submit bids per work category. Only those prequalified firms will be invited to bid on the Project. The intent is to invite all Prequalified Contractors per Category to submit a Proposal, of which at least 50% of the Contract value must be completed by the Prime Contractor. No Contractor will be allowed to assume the duties of a General Contractor and not self-perform the work himself.

- H. **NOTICE OF PREQUALIFICATION:** Contractors found to satisfy the prequalification requirements will be provided written notice as well as an invitation to submit a bid on projects, no later than 1 day prior to the pre-bid meeting. **The invitation will include notice of a mandatory pre-bid meeting. Prequalified Contractors will be provided one (1) weeks' notice for additional pre-bid meetings via electronic mail.**
- I. **PROPOSAL FORMAT AND CONTENT:** Interested companies must submit their proposal to the City of Southfield's Request for Qualifications solicitation located on the Bidnet Direct website. Respondents are advised that the City's ability to assemble a complete list and conduct a timely review of submittals is dependent upon the respondent's ability and willingness to submit complete responses, which are well-ordered, detailed, comprehensive and readable. All portions of the qualification package shall be in portable document format (PDF). Respondent proposals shall not exceed fifteen pages (excluding financial statements).

The RFQ submittal package shall include documentation on the following:

1. General Information and Financial Statement
 - a. Organization: State legal title of organization, business address, and if a corporation, where incorporated. Give names of principal officers and capitalization, number of and positions held by supervisory employees and number of employees regularly employed.
 - b. Financial Resources: Furnish complete audited financial statement for each of two (2) successive two-year periods. Provide an indication of the bidder's bonding capacity.
 - c. Equipment Owned: Give manufacturer's name, description, size and/or capacity and age of each piece or article of major equipment.
 - d. Sub-Contracted work: Indicate what work on the project would not be self-performed, and where subcontractors will be used. Where possible, please indicate the names of proposed sub-contractors. The Prime Contractor is advised that all subcontractors shall adhere to the same level of service requested of prime contractors (items 3, 4 & 5 in this section)
 - e. Bankruptcy or Reorganization: Indicate if any owner of the company has undergone a bankruptcy or been part of reorganization in the last five years.
 - f. Requested Prequalification: The contractor shall complete the prequalification worksheet and designate their desired prequalification(s).
2. Construction Qualifications
 - a. Potential Bidder shall provide documentation to show at least five (5) years of experience completing projects similar in nature to the work outlined in the project supplement.
 - b. Potential Bidder shall submit a minimum of six (6) references from Municipalities regarding work performed of a similar nature to this project. The references must include the most recent three (3) projects completed with a

construction value of at least \$500,000. Referenced projects shall contain information to support evaluation categories 2 thru 6.

- c. Potential Bidder shall list experience as it relates to current ADA standards, and knowledge regarding work within City, County and MDOT ROW.
- d. The Contractor shall provide copies of pertinent MDOT prequalification categories.
- e. Potential Bidder shall submit evidence of experience and capabilities for desired prequalification category:
 - 1. Water Main Installation Prequalification – Open Cut Trench and Directional Drilling
 - a. Potential Bidder shall have a minimum of 30,000 feet of open cut trench 8” to 12” PVC water main installation experience in the past five (5) Years.
 - b. Potential Bidder shall have a minimum of 15,000 feet of directional drilling 8” to 12” PVC pipe experience in the past five (5) Years.
 - c. Potential Bidder shall have experience with the installation of a minimum of 1,000 copper water services (size ¾” to 2”) on 8” and 12” PVC pipe in the past five (5) years.
 - 2. Water Main Installation Prequalification – Pipe Bursting
 - a. Potential Bidder shall have documented experience with the installation of a minimum of five years and 50,000 linear feet of pipe bursting with any material and a minimum of 10,000 linear feet of successful pipe bursting with fusible PVC water main system installations in the U.S.
 - b. Bidder shall submit certification by the pipe bursting equipment manufacturer that such company is fully trained in the use of the pipe bursting system.
 - c. Documentation listing project name, owner and engineer with contact information, type of installation, type of pipe, date, size(s) and footage must be submitted.
 - 3. Gravity Sewer Prequalification
 - a. Potential Bidder shall have a minimum of 15,000 feet of open cut, 8” to 48” gravity sewer installation experience while always maintaining sewer service, in the past five (5) Years.
 - b. Potential Bidder shall demonstrate the methods used to maintain sanitary service, i.e., gravity bypass, bypass pumping during sanitary sewer construction.
 - 4. Concrete Paving Prequalification
 - a. The Concrete contractor shall have references for a minimum of two projects that had over seven hundred fifty thousand dollars in concrete work in the last five years where they were the prime contractor, or were the subcontractor that performed the work.
 - 5. Asphalt Paving Prequalification

- a. The Asphalt contractor shall have references for a minimum of two projects that have had at least 10,000 tons of asphalt work in the last five years that they were the prime contractor, or were the subcontractor that performed the work.
 6. Roadway Reconstruction Prequalification
 - a. The Roadway Reconstruction contractor shall have references for a minimum of five concrete or asphalt paving projects that they have self-performed at least \$500,000 worth of grading and removals work in the last five years in which they were the prime contractor.
 - b. Sub-contracted road paving (concrete or asphalt) shall be performed by pre-qualified contractors. Note that bids not satisfying this condition will be subject to disqualification.
3. Prior Project Claim History
 - a. The referenced projects provided by the Potential Bidder shall include information regarding prior claim history, change order history, and include original and final contract amounts.
 - b. Potential bidder shall provide a history of any pending/ongoing litigation, claims and/or legal action with a public entity within the last five (5) years.
 - c. Potential bidder shall provide a list of any projects on which the Contractor was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default.
4. Project Management
 - a. Statement from Potential Bidder demonstrating the ability to provide, update and follow a detailed schedule. Reference projects shall include original contract completion dates and final completion dates with statement related to time extensions if required.
 - b. Statement and references from Potential Bidder demonstrating willingness and ability to provide documentation related to but not limited to request for information, change orders, claims, shop drawings, etc.
 - c. Statement from Potential Bidder demonstrating willingness and availability to respond to clean up and restoration of work areas, OWNER requests, resolve resident complaints, etc.
 - d. Statement from the Potential Bidder identifying the project management staff and their willingness and availability to meet the Engineer on a daily basis to discuss the details of the ongoing work, planning the next steps of the project as well as reviewing work completed onsite.
5. Quality of Safety Program
 - a. Documentation regarding company Safety Program, including but not limited to training certificates, description of training program and success/failure.

- b. Provide documentation of OSHA/MiOSHA citations.
- c. The name of the proposed Construction Project Superintendent and a resume for this individual.

6. Proximity to Project

- a. Potential Bidder must provide a statement regarding the proximity of their headquarters to the City of Southfield.

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2024-2027 INFRASTRUCTURE PROJECTS**

**PREQUALIFICATION WORKSHEET
(INCLUDE AS PAGE 1 OF THE DIGITAL SUBMITTAL)**

Company Name: _____

Contact: _____

Address:

Phone: _____

E-mail: _____

Desired Prequalification (Check all that apply):

Work Category

Water Main – Open Cut Trench and Directional Drilling

Water Main – Pipe Bursting

Gravity Sewer

Concrete Paving

Asphalt Paving

Road Reconstruction