City of Portland
100 South Russell St.
Portland, TN 37148

REQUEST FOR QUALIFICATIONS FOR CONTRACTORS
For
MISCELLANEOUS CITY OF PORTLAND PROJECTS

August 2014
REQUEST FOR QUALIFICATIONS

The City of Portland, Tennessee (Owner) is inviting Contractors to submit their qualifications for Miscellaneous Projects throughout the City of Portland operating area as described in this Request for Qualifications (RFQ).

The work to be performed (Work) comprises various small and medium water and wastewater projects including street drainage work. The Work may also include excavation, water and sewer main and service installation, backfilling, bore and jack road crossings, by pass pumping, asphalt pavement repair, all necessary appurtenances and testing as shown on the drawings, if applicable, and as set out more fully explained in section in Notice of Award. Contractor shall provide all necessary materials, if required and not furnished by Owner, labor and equipment to complete the Work. Owner expects Contractor to provide quick responses to RFP’s with small and simple scopes of work.

As a result of this RFQ, Owner will enter into contracts with those Contractors that are selected based on the criteria included with this RFQ. Once under contract, Owner will send a Request for Proposals (RFP) for each project to all selected Contractors. Contractor proposals that meet RFP requirements will be evaluated based on cost, ability to construct the job in a timely manner. The Contractor once contacted must respond within 5 days after proposal has been approved. Owner will issue a Purchase Order Number for each specific project to the Contractor that submitted the best proposal. Owner will not guarantee issuance of any Work under this contract. (If an emergency situation arises Approved Contractor’s may be contacted verbally for quotes upon Mayor’s approval.)

Submission of Qualifications

Sealed and endorsed Statements of Qualification addressed to the City of Portland Purchasing Department for Miscellaneous City of Portland Projects will be received by the City of Portland Purchasing Department until 2:30 p.m. local time on Wednesday, October 1, 2014, at City of Portland, Council Room, 100 South Russell St., Portland, TN 37148 at which time and place they will be publicly opened.

Two sets of SOQ Documents, one original and one copy, shall be submitted. Each Contractor must include with the Affidavit completed, signed and notarized Statement of Qualifications, Acknowledgement of Receipt of Contractor Safety Guidelines, Conflict of Interest Statement, Drug-Free Workplace Affidavit and Attestation Regarding Illegal Immigrants or Aliens. Contract must be able to obtain a surety up to $100,000.00 in form of a letter of credit or bond. No bid bond will be required. Failure of Contract to include these documents with the SOQ shall result in rejection of Contractor’s SOQ.
Licensing Requirements

Contractors must be licensed contractors as required by Tennessee Code Annotated (TCA) §62-6-103 and §62-6-112. Contractors are required to provide evidence of compliance with TCA Title 62, Chapter 6 before any contractor’s SOQ may be considered.

General Information

No SOQ may be withdrawn within sixty (60) consecutive days after the SOQ opening date. The City of Portland reserves the right, as its interest may require to reject any and/or all SOQs, including non-responsive and/or non-responsible SOQs, and to waive informalities herein. The City also reserves the right to reject the SOQ of any contractor who has previously failed to perform properly or complete projects of similar nature in accordance with the project schedule.

City of Portland
Mayor Ken Wilber
Instructions to Contractors

General Instructions

Contractors shall carefully examine and study the marked Information Miscellaneous City of Portland Projects and other related information.

Any questions related to this shall be directed to the City of Portland Public Works Superintendent or the City Engineer in writing. Contractors shall provide reference. To the specific sections in the SOQ Documents and other attached documentation as appropriate.

Inquires shall be directed to:

City of Portland
Attention: Thomas McCormick
100 South Russell St.
Portland, TN 37148
tmccormick@cityofportlandtn.gov or bprice@cityofportlandtn.gov

Contractors Qualifications
Contractors must be qualified to perform the Work. Owner may request written evidence from the Contractor to demonstrate qualifications; such information shall be submitted within five days of Owner’s request and may include:

- Evidence of Contractor’s authority to do business in the state where the Project is located.
- Contractor’s City of Portland business license.
- Subcontractor(s)’ state contract license number, if applicable.

Submittal Requirements
Sealed and endorsed SOQs addressed to the City of Portland shall be submitted no later than the date and time stated in the RFQ and shall be enclosed in a plainly marked envelope with the completed State Contractor License information form attached to the outside of the envelope. If SOQ is shipped or mailed, the sealed envelope containing the SOQ shall be enclosed in a separate envelope that is clearly marked on the outside stating “SOQ ENCLOSED”. No SOQ will be accepted after the stated date and time.

Two sets of SOQ documents, one original and one copy, shall be submitted. Each of the SOQ documents shall be bound in a binder with dividers. The divider tabs shall be organized as follows: (Attached forms are at the end of this document for the following)
Tab 1 – State Contractor License Information Form
Tab 2 – Affidavit
   a. Statement of Contractor’s Qualifications
   b. Acknowledgement of Receipt of Contractor Safety Guidelines
   c. Conflict of Interest Statement
   d. Drug-Free Workplace Affidavit
   e. Contractor’s Attestation Regarding Illegal Immigrants or Aliens
Tab 3 – Contractor’s Safety Plan
Tab 4 – Response time
   Mobilization (how quickly can Contractor obtain materials and be on site to commence work)
Tab 5 – Supplemental information, i.e. resumes of Contractor’s Key Personnel

All aforementioned documents listed in Tabs 1 through 5 above must be included with each SOQ. Failure of Contractor to include these documents with the SOQ shall result in rejection of Contractor’s SOQ. Contractor shall complete and, if applicable, sign and notarize documents as required. Information provided under Tabs 3 through 4 must reference the RFQ and shall be provided on Contractor’s letterhead or at a minimum clearly identify the Contractor’s name.

The Owner, prior to or after receipt of the SOQ shall have the right to research work performed by the Contractor. The Owner reserves the right to contact any and all references (including those project references not furnished by the Contractor in its SOQ) to obtain, without limitation for the purpose of evaluating the Contractor’s qualifications.

Rejection of SOQs
The Owner reserves the right to accept or reject any or all SOQs submitted. Reasons for which Contractors may be disqualified and their SOQs not considered include, but are not limited to:

- The Owner determines that the SOQ is not in the Owner’s best interest.
- Contractor is in arrears to the Owner on a debt or a contract or is a defaulter on surety
- The Contractor fails to complete the SOQ in its entirety in response to this RFQ and it therefore deemed non-responsive.
- Reasonable grounds exist for believing that any Contractor has a proprietary or pecuniary interest in more than one SOQ, or that collusion exists among the Contractors.
- Failure of the Contractor to satisfy any requirements of the RFQ.

Evaluation and Selection
SOQs will be evaluated based on Contractor’s qualifications and meeting the requirements of this RFQ. Owner shall select those Contractor’s whose performance of Work is deemed most advantageous to the Owner. The City will also require a five day response time for a scheduled project, if an emergency arises it will be based on immediate response. The City will not use any other factors or criteria in the evaluation of SOQs. Once the evaluation is complete, the Public Works Superintendent shall make the recommendation to the City Council for the approved Contractor’s List. Upon acceptance by the City Council the contractors become eligible to be on the approved contractor’s list.

**Notice of Award**

If the SOQ is acceptable to the Owner, the Owner will issue a “Notice of Award” (NOA) to the Successful Contractor(s). The accepted bid shall be in effect for three (3) years with a two year option to renew – from the date of the resolution that establishes the approved contractor’s list. Eligible projects in form of a Request for Proposal will be presented to the Contractor when projects arise. If time permits the job will be quoted by each approved contractor and the Superintendent will approve the best bid submitted (based on cost and availability). Contractor must be able to obtain a surety of project up to $100,000 either in form of a letter of credit or bond. If submitted bid is above purchasing limits of $60,000 as stated in the City’s Purchasing Policy, the city will have to bid the project. The City Council shall approve bids that are above $60,000. Once the Contractor’s bid is approved the City will issue a Purchase Order Number for the work to begin some cases the contractor may be verbally contacted when cases of emergency arise. *(Contractor may receive partial payments if requested for the projects, but the final payment will not be issued until final clean-up of the project has been completed once approved by the City).* All emergency work shall be approved by the Mayor. Work may include items such as: ditch cleaning along roadways and in drainage channels, dirt leveling, shaping or making ditches along roadways, installing drain tiles, hauling rock, hauling dirt, re-shaping gravel roads, installation of water and sewer mains, installation of water and sewer services, forming and pouring small concrete structures, sidewalks and other miscellaneous items within the scope of public works. None of the work will involve the natural gas system due to Federal DOT certifications.

Contractors must provide certificates of insurance with the City of Portland named as the certificate holder, to include, but not necessarily be limited to, the following coverage: General Liability in the amount of no less than $500,000.00; Automobile Liability, no less than $100,000; Equipment Liability, no less than $100,000.00 Workers Compensation and Employee Liability, no less than $500,000.00. Should the scope of the work warrant it, umbrella coverage may be required? The City of Portland shall have the right to require and to set the limits on said umbrella coverage.