



**REQUEST FOR**

**STATEMENT OF QUALIFICATIONS**

***FOR GENERAL CONTRACTORS for***

**1450/1460 Park Avenue Housing Project**

***Park City, Utah***

Issued: July 6, 2016

Date Due: July 29, 2016

**1450/1460 Park Avenue Housing  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
For GENERAL CONTRACTORS**

**I. INTRODUCTION**

Park City Municipal Corporation is soliciting statements of qualifications from General Contractors to be pre-qualified to bid on the rehabilitation, relocation and upgrading of two historically significant miner era homes and the construction of six (6) additional single family homes located at 1450 & 1460 Park Avenue, Park City.

**II. THE PROJECT**

The project entails the movement, placement and rehabilitation of two historic homes identified as 1450 and 1460 Park Avenue. Six (6) new homes will be developed on the same building lot immediately to the east of the two historic homes. Primary access will be from Sullivan Road, which is east of Park Avenue. Infrastructure will be required from both Park Avenue and Sullivan Road. The new homes will consist of the items described below, and will tie into the existing utilities and roadway.

**The scope of the project consists of the following:**

1. The historic homes have already been remediated from contaminates and will initially require additional structural stabilization prior to demolishing the non-historic portions, and then relocation to allow for footings and foundation to be prepared. The homes will then need to be placed on their new foundation, rehabilitated, and expanded to modern standards.
2. All necessary infra-structure – to accommodate both the historic homes and the new housing – will need to be coordinated and accounted for in the project schedule and sequencing.
3. Six (6) new homes will be constructed on the lot between the historic properties and Sullivan Road. The completed structures will range from 700 to 1,300 square feet.
4. Parking area construction with lighting.
5. Associated landscaping upgrades.

A tentative schedule is outlined below:

Publicize RFQ	July 6, 2016
Deadline for Questions	July 13, 2016, 5pm MDT
Pre-qualification proposal meeting	July 13, 2016, 1pm MDT
CUP Approval	July 13, 2016
RFQ submittal deadline	July 29, 2016
Issuance of pre-qualification statements	August 8, 2016
Release CD's for bidding	August 8, 2016

Cost estimates/ value engineering	August 15, 2016
Review of estimates	August 17, 2016
Bidding Period	August 19 – Sept 5, 2016
Bid opening	Sept 6, 2016
Council direction/Bid Award	Sept 22, 2016
Mobilize for Construction	Sept 26, 2016
Construction	Sept 26-May/June 2017

### III. PRE-QUALIFICATION PROCESS

Park City Municipal Corporation (PCMC or Owner) has hired Caddis from Boulder, Colorado as the project Architect. The drawings are in final design development and the entitlement process will be complete in July, 2016.

This request for statement of qualifications (RFQ) has been advertised and is open to all licensed, qualified general contractors. A selection committee will review all prequalification information provided by contractors.

All firms will then be notified in writing whether the firm met or did not meet the prequalification requirements within fourteen (14) days of the submittal deadline. Firms making an appeal of the decision may submit a request in writing to the City Council within five (5) business days of receipt of notification of prequalification status. The appeal must clearly state in detail the basis of the appeal and include sufficient detail to permit evaluation. An appeal will be denied if it includes materials and information which was missing from the original proposal. The City Council will review the appeal and appellant will be notified of its decision.

Being listed as a prequalified contractor does not imply automatic qualification of any specific service, equipment or personnel, whether or not these items were mentioned in the prequalification proposal. If a firm qualifies, a written statement will inform the firm of any other conditions that may be imposed on the qualification. If PCMC discovers that a prequalified firm is no longer qualified, it may revoke the pre-qualification by sending a notification that states the reason for revocation and inform the person that revocation will be effective immediately.

All prequalified contractors will be notified to submit bids on the project as required by PCMC. The contract award will be to the lowest responsive and responsible bidder consistent with the City's procurement policies; however the award of the contract will be subject to the approval of the Park City Council. PCMC reserves the right to reject any and all proposals for any reason.

The form of contract will be the Park City Construction Agreement (Attachment #3). The contract will be between PCMC and the successful prequalified contractor.

Park City reserves the right to:

- A. Disqualify incomplete submittals.
- B. Waive minor defects in the submittals.
- C. Request additional information from respondents.
- D. Change the nature or scope of the project without penalty.
- E. Take any steps deemed necessary to act in the City's best interest.

#### **IV. STATEMENT OF QUALIFICATIONS SUBMISSION REQUIREMENTS**

Use the form in Addendum 2, pages 1 & 2 as the cover for the submission packet. Additional narrative should address topics A-G as follows:

- A. *Financial Qualifications*: Applicant must demonstrate stable financial operations for a minimum of the past five years.
  - 1. A description of any arbitration and/or litigation in which your company is currently engaged or which was resolved within the five (5) years preceding the date on which you submit your proposal.
  - 2. A statement of whether your company, or any of your proposed sub-contractors, ever filed for reorganization or bankruptcy. If so, please provide dates and resolution.
  - 3. Indicate whether the contractor has been refused surety, bond, or liability insurance within the past ten (10) years and explain.
  - 4. Compliance with National Green Building Standards will be required.
- B. *Project Team*: Applicant must be able to demonstrate that the project team is experienced in building small residential units on infill lots, working with municipal governments and successful experience with rehabilitating historic structures. Please submit resumes of principals, project managers and key people involved in the project. Members of your team should have proven experience working in the Park City area. Provide an organizational chart showing the level of organizational responsibility for all major participants of your firm's proposed project team. For each person listed on the chart, provide the percentage of time the person is expected to work on this project. By listing the individuals in the proposal, the firm is making a commitment that, barring unforeseen circumstances, they are the personnel who will be assigned to the project. The owner must approve any changes to the personnel indicated. Changes to personnel originally submitted can result in the forfeiture of the contract.
- C. *Relevant Experience*: As noted in Item B. above, applicant must be able to demonstrate experience with similar projects. Response to this Item C. will include filling in a form as well as providing some additional narrative addressing items 2-5 below.

1. Use the form in Addendum 3 to provide detailed information about a minimum of five (5) similar projects.
  2. List any work awarded within the past ten (10) years but not completed by contractor and the reasons for not completing the work.
  3. Experience with the rehabilitation of historic homes and the construction of similar housing projects will be considered. Provide your experience for municipal government and non profit projects. Experience and demonstrated success in construction in Park City for similar projects as well as existing relationships with municipal building authorities will be considered particularly if completed within the past five (5) years.
  4. Also include any Energy Star compliance and /or green building experience.
  5. A list of all contracts in excess of Five Million Dollars (\$5,000,000) completed within the past three (3) years. For each listed contract provide the information requested above. Describe past experience showing satisfactory completion or progress on work of similar complexity and comparable in scope to that described.
- D. Project Schedule: Applicant must demonstrate the ability to complete projects within original scheduled timeframe. Provide a project schedule outlining critical path timelines for completion with an emphasis on start dates and any perceived issues relating to winter construction. Also include start and completion track records for your last three (3) projects as well as current projects under construction.
- E. Construction Mitigation Plan: Applicant must demonstrate that they have experience developing and adhering to a detailed construction mitigation plan. Describe past experience with development and modification of a plan that was successful in maintaining relationships with the project owner as well as the neighborhood. Please note the following restrictions for construction sites in Park City: Hours of operation shall be from 7:00 am to 9:00 pm Monday through Saturday and 9:00am to 5:00pm Sunday. This will include start up of heavy equipment, delivery of materials and other potentially high noise activities. Attempts to minimize disturbance adjacent to residential units must be observed. Emergency and complaint contact information will need to be posted on site.
- F. Safety: Applicant must demonstrate a clean safety record. Please describe any injuries or safety issues on past sites and how they were resolved. Indicate your current workers compensation experience modification rate. Briefly describe your firm's safety philosophy and program and how you would approach this project.
- G. References: List five (5) references with phone numbers for recent projects. At least two of these references should be architects who have designed structures built by your firm.

- H. **Submittals:** Five (5) copies of your firm's statement of qualifications are due to **Rhoda Stauffer, Housing Program Manager, Community Development Department, Park City Municipal Corporation, 445 Marsac Ave Park City, Utah (in Sustainability Offices on third floor), no later than 4:00 p.m. Friday, July 29, 2016.**

All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA § 63G-2-309, as amended.

Information contained in the proposals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All data submitted will become the property of the Owner and will not be returned.

The Owner reserves the right to require a proposer to clarify any portion of his proposal. Response to such requests must be made in writing and shall become part of the proposal. Unsolicited supplementary information and materials received after the deadline will not be considered during evaluation.

Proposals lacking required information will not be considered. PCMC reserves the right to change any dates or deadlines. PCMC's policy is, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

- I. **Pre-Qualification Meeting:** There will be a pre-qualification meeting at the Marsac Building, 445 Marsac Avenue, Park City, UT 84060, Weds, July 13, 2016, at 1:00 PM (East Conference Room, third floor). Any General Contractor interested in submitting is invited to attend to learn more about the project.
- J. **Construction Manager:** The City has contracted with Millcreek Consulting to coordinate with Rhoda Stauffer, Housing Program Manager, Community Development Department, Park City Municipal Corporation (owner of the project) who will jointly serve as project managers. Steve Brown of Millcreek Consulting, will be the Lead Project Manager, Dave Gustafson will be the Construction Manager. Jesus Bendezu of Caddis Architecture will represent the owners of the project. All questions, correspondence, and day-to-day contact will be through the Lead Project Manager.
- K. **Form of Contract:** It is the intent of The PCMC to use the attached Agreement between the Owner and General Contractor- (Attachment 1).
- L. **Questions:** Any questions concerning this submission should be addressed to Millcreek Consulting Attn: Steve Brown via email at [sbrown.millcreek@gmail.com](mailto:sbrown.millcreek@gmail.com). All questions must be in writing via email. No questions will be received after 5:00 p.m., Wednesday, July 13, 2016.

M. Prequalification Submittal: The prequalification proposal shall be submitted in 8-1/2 inch x 11 inch report form with the covers identifying the 1450-1460 Park Avenue Project. Proposals shall use a filled in Questionnaire (Addendum 2, pages 1 & 2 of this packet) as pages 1 & 2 of the proposal. Please fill in all applicable blanks on the questionnaire. Answers must be typed. Narrative addressing all topics (items A-G on pages 4 & 5 of this packet) may take up to five (5) additional pages. Resumes and the five (5) project statements will be considered addendums.

List of Attachments:

1. Park City Construction Agreement
2. Questionnaire, pages 1 & 2
3. Project Reference Form (fill out one for each of five similar projects already completed – see item IV.C. above)

## CONSTRUCTION AGREEMENT

THIS AGREEMENT is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between PARK CITY MUNICIPAL CORPORATION, P O Box 1480, Park City UT 84060, a municipal corporation of the state of Utah (hereinafter "City"), and \_\_\_\_\_ which is a (*check one*) \_\_\_\_ corporation \_\_\_\_ partnership \_\_\_\_ sole proprietorship \_\_\_\_ limited liability company (hereinafter "Contractor").

**PURPOSE:** For the project known as the (project name) (hereinafter "Project"), which consists of (brief description of work and address).

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

**SECTION 1. SCOPE OF WORK.** Contractor shall furnish all labor, materials and equipment to complete the Project, consisting of the work described in the Information for Bidders as the Basic Bid, and the following additive alternates: \_\_\_\_\_, as specifically set out in the contract specifications, which is made a part hereof by reference, herein called the "Project."

The Project will be bound by the specifications referenced herein, according to the Advertisement for Bid, the Information for Bidders, the General Project Requirements and Specifications provided by City, the Bid of the Contractor, Bid Bond, Drawings, Notice of Award and Notice to Proceed, collectively referred to as the Contract Documents, all of which are incorporated herein by reference and on file in the \_\_\_\_\_ Department. To the extent that this Agreement conflicts in any way with a proposed form agreement which may have been submitted as part of the bid specifications, this Agreement shall control.

If any of the work performed by Contractor in any phase of the Project does not meet City standards as outlined in the bid documents and specifications, then Contractor shall immediately repair or correct the work at no additional cost to City.

**A. SUBCONTRACTORS.** No part of this contract shall be subcontracted by the Contractor without prior written approval by City through the Project Manager/Engineer. The Contractor shall be fully responsible to the City for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.



If written approval is granted to subcontract a part of this contract the Contractor shall require each subcontractor that physically performs services within Utah to submit an affidavit to the Contractor stating that the subcontractor has used E-Verify, or equivalent program, to verify the employment status of each new employee.

The Contractor shall, within ten (10) days of submittal of request for final payment, include an affidavit showing satisfactory evidence that all claims of subcontractors, laborers and material men who supplied services or materials to the Project have been fully paid, discharged, or waived. The Contractor shall submit lien waivers for each pay release.

If the City reasonably believes that Contractor has failed to pay Subcontractors, material men, or laborers for work on the Project within a reasonable time of when payment is due, then City may, after having notified the Contractor, either pay unpaid bills or withhold from the release of Contractor's payment bond for this Project, a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged and a ten percent (10%) fee for administering such claims.

**B. STANDARDS OF WORKMANSHIP.** Contractor shall demonstrate workmanship equal to or better than current industry standards for this Project. Where Park City specifications exist (for example, asphalt, concrete, irrigation, sprinkling system and landscaping), they shall provide the benchmark for determination of acceptability.

**C. INSPECTION AND TESTING.** All materials and equipment used in the construction shall be subject to inspection by the Project Manager/Engineer. If laws, ordinances, rules or regulations of any public authority having jurisdiction require any work to specifically be inspected, tested or approved by someone other than Project Manager/Engineer, the Contractor shall give the Project Manager/Engineer timely notice of readiness. Inspections, tests or approvals by the City or appropriate authorities will not relieve the Contractor from obligations to perform the work in accordance with the requirements of the Contract Documents and/or provisions. The Project Manager/Engineer and other designated persons will at all times have access to the work. All work shall ultimately be inspected for final acceptance by the Project Manager/Engineer within a reasonable time upon receipt of notice from the Contractor that work is complete and ready for final inspection.

During construction, the work will be inspected and observed by the Project Manager/Engineer or his designated representative. All work that is deficient or does not meet specifications shall be removed and replaced with proper material at Contractor's expense.

**D. WARRANTY.** Contractor warrants that all materials and supplies used in the construction of the Project shall be new, except as otherwise agreed to in writing by the City's Representative. All materials, equipment, parts and labor and any necessary corrections to the Project shall be guaranteed for a period of at least one (1) year following the date of substantial completion of the Project under the terms of the performance bond or as provided in the project specifications and construction documents, whichever is longer.

**E. ADOPTED CODES.** All work shall be completed at a minimum in accordance with all building, electric and energy codes adopted by Park City.

**SECTION 2. PERFORMANCE AND PAYMENT BONDS.** Contractor shall furnish to the City payment and performance bonds satisfactory to the City guaranteeing Contractor's payment and performance, in the amount, for each separately, of one hundred percent (100%) of the Contract Amount.

**SECTION 3. INSURANCE.** Unless otherwise specified in the bid documents, the Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees, or subcontractors.

The Contractor shall provide Park City Municipal Corporation a Certificate of Insurance evidencing:

**A.** General Liability insurance written on an occurrence basis with limits no less than two million dollars (\$2,000,000) combined single limit per occurrence and four million dollars (\$4,000,000) aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if specifically requested; and employer's practices.

The Service Provider shall increase the limits of such insurance to at least the amount of the Limitation of Judgments described in Section 63G-7-604 of the Governmental Immunity Act of Utah, as calculated by the state risk manager every two years and stated in Utah Admin. Code R37-4-3.

**B.** Automobile Liability insurance with limits no less than two million dollars (\$2,000,000) combined single limit per accident for bodily injury and property damage.

**C.** Workers Compensation insurance limits written as follows:  
Bodily Injury by Accident \$500,000 each accident;

Bodily Injury by Disease \$500,000 each employee, \$500,000 policy limit

“Park City Municipal Corporation” shall be named as an additional insured on general liability and auto liability insurance policies and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. The City reserves the right to request certified copies of any required policies. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

The Contractor's insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**SECTION 4. CONTRACT AMOUNT, ACCEPTANCE OF WHOLE, ADDITIONS.** City shall pay Contractor the total sum of **(insert amount, *in words*) (\$ numerically)** (“Contract Amount”) for all work and materials expended to complete this Project, which shall include the cost of all bonds, insurance, and all charges, fees, permits (including water and sewer fees, unless waived), expenses or assessments of whatever kind or character that are or may be necessary to complete this Project, including any additive alternates listed within the Scope of Work described in Section 1.

**SECTION 5. PERMITS AND FEES.** As set out in Section 4 above, the Contract Amount includes the price of all normally applicable fees and permits. The City may, at its discretion, arrange for the waiver of certain fees, permits and expenses.

**SECTION 6. TERMS OF PAYMENT.** The City shall pay for services provided hereunder according to and in an aggregate amount not to exceed the Contract Amount or as detailed in an attached payment schedule (if attached, will be **Attachment A**) and only upon Contractor's request on forms approved by and submitted to the Project Manager. The City shall make payment within thirty (30) days thereafter. Requests for a more rapid payment may be considered if a discount is offered for early payment. At no time shall the aggregate amount of money paid to the Contractor in proportion to the Contract Amount be greater than the proportion of the work performed at that point to the total Project work. No payment shall be made for any service rendered by the Contractor except for services set forth and identified in this Agreement. The City reserves the right to withhold payment in whole or part from the Contractor for non-compliance with the provisions of the Contract Documents.

**A. RETAINAGE.** The City may, in its sole discretion; (1) retain five percent (5%) of the value of all work done and materials or equipment supplied as part security for the fulfillment of the Agreement by the Contractor; or (2) retain the final payment of up to five percent (5%) of the total project amount. As work nears completion and solely at the City's discretion, the City may reduce the retainage to an amount more in line with the work remaining. The City reserves

the right to retain all amounts previously withheld or due, including any liquidated damages, until all services specified herein are complete. Any money withheld pursuant to this section shall be placed in an interest bearing account and the interest shall also be payable to the Contractor upon final payment.

Before final payment is made, the Contractor must submit evidence satisfactory to the City that all payrolls, material bills, subcontracts and all outstanding indebtedness in connection with the Project have been paid for.

The City may withhold a reasonable amount of the payment bond sufficient to cover any outstanding indebtedness or monies owed or claimed by any person who supplied work or materials to the Project plus ten percent (10%) of such indebtedness as the City's cost of administering such claims until Contractor supplies a release satisfactory to the City, signed by all persons who have supplied labor or materials to the Project or, at the City's option if no claim is made, until 105 days after the date on which any person performed the last of the labor or supplied the last of the material for the Project and upon written request from the Contractor.

The Contractor shall supply to the Project Manager/Engineer within a reasonable time after his request a signed statement verifying all the suppliers, subcontractors and other persons who have supplied labor or materials to the Project.

**B. FINAL PAYMENT.** Acceptance by the Contractor of the final payment from the City shall release the City of all claims, demands and liability of the Contractor, its officers, agents, employees and subcontractors, whether communicated or not by the Contractor, except with respect to those matters referred to in writing delivered to the Contractor and approved in a signed writing by the Project Manager.

**SECTION 7. COMPLETION TIME.** The work on this Project shall commence within ten days of receipt of the Notice to Proceed and shall be completed by <<insert date>>. Work stoppage due to inclement weather conditions and other factors must be approved in writing by the Project Manager. Inclement weather shall not otherwise constitute cause for delay. Unless otherwise agreed by the City by Change Order, no damages shall become due to Contractor for City caused delay. A Change Order for delay will generally be accepted for delay so excessive and unreasonable that it is beyond the scope of the Contract or delay attributed to direct, active or willful interference by the City. The Change Order must be based upon actual damages sustained by the Contractor which are directly attributed to the delay.

In the event that Contractor fails to complete all of the work required herein within the time limit set out above, then for each partial or complete day during which the work

remains uncompleted thereafter, the Contractor agrees to pay the City **One Hundred Dollars (\$100.00)**, \_\_\_\_\_ (**Contractor Initials**) which the parties believe, due to the difficulty of actually assessing the damages the City will suffer in the event of such a delay, is a fair estimate of the loss the City will suffer. The parties agree that the daily liquidated damages provided for herein is reasonable and fair, and is not a penalty. TIME IS OF THE ESSENCE IN THIS AGREEMENT.

**SECTION 8. ADDITIONAL WORK/CHANGE ORDERS.** The City may enlarge or reduce the work to be performed by Contractor hereunder by written notification to Contractor, including changes to the plans and specifications. The City shall pay Contractor for any additional work so requested, and shall reduce the payment to the Contractor for any reduction in labor, materials, overhead and profit margin resulting from the reduction in the work. Except as the City shall so notify the Contractor in writing, it is understood and agreed by the parties hereto that no money will be paid to the Contractor for any new or additional labor or materials furnished unless a written modification is agreed to in a document signed by both parties.

The value of any work covered by a change order or of any claim for increase or decrease in the contract price shall be determined by one or more of the following methods in order of precedence listed below:

- A. An agreed lump sum; or in the event the parties cannot agree; then
- B. The unit rate for the work bid by the Contractor, if applicable, or in the event there was no such rate bid; then
- C. The actual cost for: (1) labor; (2) materials; (3) supplies; (4) equipment; (5) direct overhead (not to exceed 5% of the sum total of items 1-4, unless approved by the City); and (6) other services necessary and approved by the City to complete the work. In the event of a net increase in the Contract Amount for a change order as a whole, the City shall allow a payment to the Contractor of an additional ten percent (10%) of the actual cost of the work, not including direct overhead or bond costs, to cover the cost of general overhead and profit. The Contractor may also charge the City for actual cost of the net increase in bond costs as a result of the overall change to the Contract Amount. The City specifically reserves the right to request documentation, including but not limited to payroll stubs, bond bills, and invoices, to validate the Contractor's calculations.

**SECTION 9. DISPUTES.** Except as otherwise provided in this Agreement, any disputes concerning a question of fact arising under this Agreement which is not disposed of by Agreement shall be decided by the City. The decision of the City shall be final and conclusive unless, within thirty (30) days from the date of receipt of such decision, the Contractor shall mail or otherwise furnish the City a written signed appeal addressed to the Project Manager/Engineer. In connection with any appeal proceeding under this

clause, the Contractor will be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Contractor will proceed diligently with the performance of the contract and in accordance with the City's decision. The decision of the City shall be final and conclusive, but shall not be arbitrary or unreasonable. Although this Contract has been drafted by the City, the Contractor expressly agrees that any ambiguity herein shall be resolved in favor of the City.

**SECTION 10. DEFAULT, REMEDY AND TERMINATION**. The City may terminate this agreement upon the occurrence of one or more of the following events:

- A.** If Contractor or any Subcontractor should substantially violate any of the provisions of this contract;
- B.** If Contractor substantially fails to perform any part of this Agreement;
- C.** If Contractor repeatedly fails or becomes unable to perform the services under this Agreement as required herein, or substantially fails to provide services under this Agreement for a period of seventy two (72) hours;
- D.** If Contractor (1) shall become insolvent in a bankruptcy sense; (2) shall be generally not paying its debts as they become due, or within a reasonable time thereafter; (3) shall suffer, voluntarily or involuntarily, the entry of an order by any court or governmental authority authorizing the appointment of or appointing of a custodian (as that term is defined in 11 U.S.C. '101[10]), receiver, trustee, or other officer with similar powers with respect to it or any portion of its property which remains undismissed for a period of ninety (90) days; (4) shall suffer, voluntarily or involuntarily, with or without judicial or governmental authorization, any such custodian, receiver, trustee, or other officer with similar powers to take possession of any part of its property which third party remains in possession for an excess of ninety (90) days; (5) shall suffer, voluntarily or involuntarily, the filing of a petition respecting an assignment for the benefit of creditors which is not dismissed for a period of ninety (90) days; (6) shall be dissolved; (7) shall become the subject of any proceeding, suit, or action at law or in equity under or relating to any bankruptcy, reorganization or arrangement of debt, insolvency, readjustment of debt, receivership, liquidation, or dissolution law or statute or amendments thereto to be commenced by or against it or against any of its property which remains undismissed for a period of ninety (90) days; (8) shall voluntarily suspend substantially all of its business operations; (9) shall be merged with, acquired by, or otherwise absorbed by any individual, corporation, or other business entity or organization of any kind except for any individual corporation or other business entity or organization which is controlled by, controlling, or under common control with the Contractor; or (10) shall take action for the purpose of any of the foregoing,

After serving ten (10) days written notice on the Contractor and its surety of its intention to terminate the services of Contractor, and if within ten (10) days after serving such notice, the violation is not corrected to City's reasonable satisfaction, the City then may take over the work and prosecute it to completion by contract or by any other method it may deem advisable at the expense of the Contractor. The Contractor and the bonding company shall be liable to the City for any reasonable cost occasioned by the City in excess of the amount agreed for the service herein.

The Contractor shall be entitled to a hearing before a City hearing officer upon the issue of termination if it submits a written request therefore within seven (7) days of the service of the notice of the City's intent to terminate. The Contractor shall be entitled to be heard at such hearing on the issue of termination. The Contractor shall not bring an action against the City, its officers, agents or employees arising out of or relating to the termination of this Agreement before the decision is issued by the City's hearing officer(s).

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of any provision of this Agreement shall not be construed to be modification of the terms of this Agreement, unless stated to be such in writing, signed by the City's authorized representative.

The Contractor shall continue the performance of this agreement to the extent not terminated under the provisions of this section.

The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this agreement.

**SECTION 11. HOLD HARMLESS INDEMNIFICATION.** The Contractor clearly and unequivocally agrees to indemnify and to hold the City and its agents, employees, and officers, harmless from and shall process and to defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this Agreement and/or the Contractor's performance or failure to perform any aspect of this Agreement; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Contractor or others; and provided further, that nothing herein shall require the Contractor to hold harmless or defend the City, its agents, employees and/or officers from any claims arising from the sole negligence of the City, its agents, employees, and/or officers. The Contractor expressly agrees that the indemnification provided herein constitutes the contractor's waiver of immunity under Utah Code Section 34A-2-105 for the purposes of this Agreement. This waiver

has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement. No liability shall attach to the City by reason of entering into this Agreement except as expressly provided herein.

**SECTION 12. CONTROLLING LAW.** These general conditions shall be construed in accordance with and enforced under the laws of the State of Utah. Any action of law, suit in equity, or judicial proceeding for the enforcement of the Agreement, or any provisions thereof, shall be instituted and maintained only in any of the courts of competent jurisdiction in Summit County, Utah.

**SECTION 13. ASSIGNMENT.** The Contractor shall not assign nor transfer any interest in this agreement without the prior written consent of the City, provided however, that claims for compensation due or to become due the Contractor from the City under this agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment shall be promptly furnished to City.

**SECTION 14. SAFETY AND TRAFFIC CONTROL.** Contractor shall take all reasonable precautions to protect the safety of pedestrians, school children, motorists, and others who may use or come near to the Project site, including but not limited to compliance with the Manual of Uniform Traffic Control Devices.

**SECTION 15. SAFETY AND PROTECTION OF THE WORK.** Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the project work. Contractor shall provide reasonable protection to prevent damage, injury or loss to employees on the Project work and all other persons who may be affected thereby, materials and equipment, whether on or off the site, and other property at the work site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. In addition, the Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

The Contractor shall erect and maintain, as required by the existing conditions and progress of the work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, setting safety regulations, and notifying owners and user of adjacent utilities.

The Contractor shall promptly remedy all damage or loss to any property referred to in this Section caused in whole or in part by the Contractor, any subcontractor, sub-subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Contractor is responsible, except for acts or omissions by the City or anyone directly or indirectly employed by it,



or by anyone for whose acts it may be liable, and not attributable to the fault or negligence of the Contractor. Contractor shall remove from the site all cuttings, debris, equipment and unused material.

**SECTION 16. UNENFORCEABLE CONTRACT, WAIVERS.** In the event that any provision of this contract shall be ruled invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same provision by the other party.

**SECTION 17. ENTIRE AGREEMENT.** This contract represents the entire integrated agreement between City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written modification signed by both parties.

**SECTION 18. COMMENCEMENT OF WORK.** Contractor will commence work as required by the specifications within ten calendar days after receiving the NOTICE TO PROCEED.

**SECTION 19. UTILITIES.** The right is reserved to the owners of public utilities and franchises to enter upon the street or work site for the purpose of making repairs or changes of their property that may become necessary by the work. The City shall also have the privilege of entering upon the street or work site for the purpose of repairing culverts, storm drains, water system repairs or adjustments and any and all other necessary City work.

The Contractor takes the whole risk, responsibility and expense with respect to the location of utilities, and in working with utility owners about locating, moving, repairing, and modifying utilities. All utility locations shown on the plans and specifications are approximate and are marked on the plans, if at all, only for convenience. The City makes no representation about the location of any such utilities, and Contractor is encouraged to contact utility companies and owners about the location of all utilities that may be impacted by or impact the Project work.

**SECTION 20. HOURS AND DAYS OF WORK.** All work performed by the Contractor, its subcontractors, material men, agents and employees shall be performed during work hours of 7:00 a.m. to 9:00 p.m. Monday through Saturday unless otherwise specified in a Conditional Use Permit or Construction Mitigation Plan. In individual Construction Mitigation Plans, the Building Official may further reduce the hours or days of work for Special Events or as other circumstances may reasonably warrant. When work is prohibited, no exterior construction, excavation or delivery of supplies and concrete are allowed. Interior work, however, may be allowed Monday through Sunday, with no limitation on hours for the following types of construction:

- A. Interior work on individual single-family home construction or addition projects not involving materials or supply deliveries
- B. Construction of decks, patios, landscape walls less than 4 feet in height, and fences on individual single-family lots
- C. Non-mechanized exterior painting on individual single-family residences
- D. Non-mechanized landscaping on individual single-family residences
- E. Survey work not involving grading or use of power equipment to cut vegetation.

**Extended Hours Special Permit.** The Building Official may authorize extended hours for construction operations or procedures which, by their nature, require continuous operation or modify or waive the hours of work on projects in generally isolated areas where the extended hours do not impact upon adjoining property occupants. In such cases, the Building Official shall issue a Special Permit identifying the extended hours. Contractor shall display the special permit on site.

**Special Event Regulations.** The Building Official and/or Police Chief may, at their discretion, restrict construction activity, including governmental or special improvement agencies, in order to assure the public safety during special events within the City. Special events shall include, but not be limited to the Art Festival, Film Festival, ski events, and holiday events.

**SECTION 21. CONSTRUCTION MANAGEMENT PLANS.** Contractor shall submit a Construction Mitigation Plan to be approved by the City Engineer or his designee, for all building permits. The Community Development Department may waive this requirement for minor remodels, additions and interior construction where the impact on adjacent property is minimal. This plan shall be written and shall address, to the satisfaction of the City Engineer or his designee.

**A. Hours and Days of Operation.** The Construction Mitigation Plan shall specify the daily construction start and finish times. Construction activity occurring outside of the times specified in Section 11-14-6 of the Park City Municipal Code may only be allowed by Special Permit issued by the Building Official or the City Engineer.

**B. Parking.** The Construction Mitigation Plan shall include a parking plan. Construction vehicle parking may be restricted at construction sites so as to not block reasonable public and safety vehicle access along streets and sidewalks. Construction parking in paid or permit only parking areas require the Public

Works Department review and approve a parking plan. The plan shall also include anticipated temporary parking, e.g. delivery vehicles, large equipment parking.

**C. Deliveries.** The Construction Mitigation Plan shall identify proposed delivery locations and routes. Deliveries of construction materials and supplies including concrete may be regulated as to time and routing if such deliveries will cause unreasonable noise, parking, or access issues. In order to reduce the number of delivery trips to construction sites, the stockpiling of materials on or near the site may be required. In the case of multiple construction sites in close proximity, a common materials storage and staging site may be required.

**D. Construction Phasing.** Due to the narrow streets, small lot configuration, topography, traffic circulation, weather, construction parking and material staging problems, projects in the Historic District and other areas of the City may be required to be phased if more than one project is under construction in close enough proximity to create public safety or nuisance problems. In cases where phasing is deemed necessary by the City Engineer or his designee, the first project to receive a building permit shall have priority, however, the Building Official shall have the authority to phase projects as necessary to assure efficient, timely and safe construction.

**E. Trash Management and Recycling.** Construction sites shall provide adequate storage and a program for trash removal.

**F. Control of Dust and Mud on Streets.** A program for the control of dust or other airborne debris shall be required. Provision must be made to eliminate the tracking of mud on streets and a program shall be required to remove any such mud daily.

**G. Noise.** Construction activity shall not exceed the noise standards as specified in Section 6-3-9 of the Park City Municipal Code.

**H. Grading and Excavation.** Because of the truck hauling involved in grading and excavation, restrictions on trucking routes as well as the hours of operation may be necessary to mitigate the adverse impacts from such operations. Destination and total cubic yards of excavated material shall be noted.

**I. Construction Sign Requirements.** A sign, indicating the name of the party responsible for the Project shall be posted in a location where such sign is readable from the street or driveway to the construction site. The sign shall not exceed 12 square feet in size, six feet in height and shall not exceed a letter type of 4". Information on the sign shall include, at a minimum:

1. Name, address and phone number of contractor;
2. Name, address, and phone number of person responsible for the project; and
3. Phone number of party to call in case of emergency.

No additional fee is required for this sign.

## **SECTION 22. TOILET FACILITIES AND CONTAINERIZED TRASH SERVICE REQUIRED.**

**A.** The Contractor shall obtain and maintain on the site a container of suitable size and design to hold and confine trash, scraps, and other construction related refuse created or accumulated on the site. All such construction refuse shall be maintained in a closed container at all times, until transferred to the landfill. Containers may be placed in setback areas, provided that the placement of the container does not obstruct the view of motorists on adjoining streets and thereby create traffic hazards. Contractor shall not permit accumulated debris, litter, or trash on the construction site to blow or scatter onto adjoining properties, including the public street or to accumulate on the site outside of the container, or on transit to the landfill or dump. The owner or contractor shall service the container as frequently as needed to prevent trash from over-flowing.

**B.** The Project site shall have permanent toilets, or an approved temporary toilet facility positioned in a location approved by the Building Department, at the rate of one toilet per fifteen on-site employees (1-15 employees = one toilet, 16-30 employees= two toilets and so on).

## **SECTION 23. OBEY LAWS.**

**A.** The Contractor shall obey all laws, ordinances and regulations of the United States, the State of Utah, and Park City in performing this Agreement.

**B.** The Contractor shall register and participate in E-Verify, or equivalent program. The Contractor agrees to verify employment eligibility through E-Verify, or equivalent program, for each new employee that is employed within Utah, unless exempted by Utah Code Ann. § 63G-12-302.

## **SECTION 24. NONDISCRIMINATION.**

**A.** The City is an equal opportunity employer.

**B.** In the performance of this Agreement, the Contractor will not discriminate against any employee or applicant for employment on the grounds of race, creed,

color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap; provided that the prohibition against discrimination in employment because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker involved. The Contractor shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The Contractor shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

**C.** The Contractor will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, age or the presence of any sensory, mental or physical handicap.

**D.** If any assignment or subcontracting has been authorized by the City, said assignment or subcontract shall include appropriate safeguards against discrimination. The Contractor shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

**SECTION 25. THIRD PARTY RIGHTS.** Nothing herein is intended to confer rights of any kind in any third party. No member, officer, or employee of the City shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

**SECTION 26. PROJECT MANAGER/ENGINEER.** The Project Manager/Engineer for this Project is \_\_\_\_\_, or such other person designated by the City Engineer or Public Works Director to the Contractor orally or in writing.

**SECTION 27. PARTIES' REPRESENTATIVES.** For purposes of notice required or desired by the parties, or communication involving the services under this Agreement, such notice or communication shall be deemed to have been given when personally delivered or mailed, or sent by facsimile transmission certified mail, postage pre-paid, to the parties at the following addresses:

Contractor: \_\_\_\_\_, or such other person designated in writing by the Contractor's chief administrative officer, at the Contractor's address set out first above;

Park City: Project Manager/Engineer, at the address set out first above for the City, or when given to such other person as either of the above representatives shall designate in writing. The designation of any address may be changed by notice given in the same manner as provided in this paragraph.

**SECTION 28. SEVERABILITY.** Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. If any provision of this Agreement is held invalid or unenforceable with respect to particular circumstances, such provision shall nevertheless remain in full force and effect in all other circumstances.

**IN WITNESS WHEREOF**, the parties have entered into this agreement on the day and year set out at the top of this Agreement.

**PARK CITY MUNICIPAL CORPORATION**

\_\_\_\_\_  
Diane Foster, City Manager

ATTEST:

\_\_\_\_\_  
City Recorder's Office

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney's Office

**INSERT CONTRACTOR NAME**

Address:  
Address:  
City, State, Zip:

\_\_\_\_\_  
Utah Contractor License No.

Tax ID#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

STATE OF UTAH            )  
                                  ) ss.  
COUNTY OF SUMMIT    )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, whose identity is personally known to me/or proved to me on the basis of satisfactory evidence and who by me duly sworn/affirmed, did say that he/she is the \_\_\_\_\_ (*title or office*) of \_\_\_\_\_ Corporation by Authority of its Bylaws/Resolution of the Board of Directors, and acknowledged that he/she signed it voluntarily for its stated purpose as \_\_\_\_\_ (*title*) for \_\_\_\_\_, a \_\_\_\_\_ corporation.

\_\_\_\_\_

**PREQUALIFICATION QUESTIONNAIRE FOR  
PARK CITY 1450/1460 Housing Project**

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Contact Name: \_\_\_\_\_

2. Contractor License Classification(s): \_\_\_\_\_

3. Contractor Utah License Number(s): \_\_\_\_\_

4. List type of work completed by Contractor's own personnel (i.e.: excavation, yard piping, concrete, masonry, mechanical, electrical, instrumentation, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Bonding Capacity: \_\_\_\_\_

6. Location of Headquarters: \_\_\_\_\_

7. Office Responsible for Project: \_\_\_\_\_

8. Years your company has been in business on a continuous basis under the same name: \_\_\_\_\_

9. List of five (5) projects most similar in scope to the 1450-1460 Park Avenue Project completed by your company. Use the five project reference forms included in the packet. Preference will be given to projects with the same superintendent and project manager as proposed for this project.

10. Project Manager for this Project: \_\_\_\_\_  
(Please include a copy of resume.)

11. Project Superintendent for this Project: \_\_\_\_\_  
(Please include a copy of resume.)

12. Additional Office Support Personnel:

Name	Job Title/Description
_____	_____
_____	_____
_____	_____
_____	_____



13. List Gross annual contract amounts for the years indicated:

2015 \_\_\_\_\_ 2014 \_\_\_\_\_ 2013 \_\_\_\_\_  
2012 \_\_\_\_\_ 2011 \_\_\_\_\_ 2010 \_\_\_\_\_

14. Indicate value of current uncompleted work: \$ \_\_\_\_\_

15. Pending Litigation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_

16. Has there been any litigation against your company under this or any name in the past five years?

Yes \_\_\_\_\_ No \_\_\_\_\_

17. Attach a hard copy of the CPM schedule from each of the reference projects included in the submittal (submit actual schedule developed by the Contractor during construction). Also, submit the resumes of your proposed Project manager and project Superintendent, a copy of your quality control program, a copy of your safety program, and any additional information which would further describe your company's ability to complete the 1450-1460 Park Avenue Project.

18. Contractor's Safety Performance and Program

A. Worker's compensation Insurance – Experience Modification Rate (EMR)

1. Please obtain a letter from your insurance agent (or state fund if applicable) with your interstate EMR's for the last three rating periods. If you do not have an interstate rating, obtain your intrastate EMR's. Then complete the following data: Attach the letter as part of this package.

	Policy Year	Modification Rate
Most Recent Policy Year	_____	_____
1 year previously	_____	_____
2 years previously	_____	_____

Are the above rates interstate or intrastate? \_\_\_\_\_

If intrastate, which state? \_\_\_\_\_

If your EMR is exactly 1.0 for any policy year, is it because your firm is (or was) too new or too small to have it calculated?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*Note: Any of the following methods of “obtaining a letter” are acceptable:

- A letter from your insurance agent, insurance carrier or state fund (on their letterhead) verifying the EMR data listed above; or
- A Photostat of the Experience Rating Calculation Sheets for the past three years; or
- If you are in a ‘state fund’ state, furnish a Photostat of the state’s annual statement page for the last three years showing the modification rate and coverage period.

**Park City Municipal Corporation  
Contractor Prequalification  
Project Reference Form**

Project \_\_\_\_\_

Project Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor's Project Manager \_\_\_\_\_

Contractor's On-site Superintendent \_\_\_\_\_

Indicate Work Subcontracted and value of subcontracted work. (List separately all subcontracts greater than 3 percent of the construction value.)

Subcontractor	Value of Subcontract
_____	_____
_____	_____
_____	_____
_____	_____

Owner \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Engineer \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Resident Engineer for CMS \_\_\_\_\_ Phone \_\_\_\_\_

Construction Value \$ \_\_\_\_\_ Change Order Amount \$ \_\_\_\_\_

Required Completion Date \_\_\_\_\_ Actual Completion Date \_\_\_\_\_

Liquidated Damages Assessed? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

Any Claims on Project? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

Attach a hard copy of the actual CPM Schedule developed and used by the contractor for this project.