

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Park City Municipal Corporation 3Kings Water Treatment Plant Project Pre-Qualification for Designated Equipment and Building Systems

The Pre-qualification Package consist of two (2) parts. **Part 1** contains general project information and submittal requirements. **Part 2** contains information specific to the pre-qualification requirements for each designated individual equipment or building system.

PART 1 – GENERAL INFORMATION

1. INTRODUCTION

Park City Municipal Corporation is currently pre-qualifying specific equipment and building systems Suppliers for designated elements of the Park City Municipal Corporation 3Kings Water Treatment Plant (3KWTP) (hereinafter the “Project”). Construction is scheduled to commence in late 2019. The Project includes the construction of a new conventional water treatment plant located at 1884 Three Kings Drive in Park City, Utah. The completed 3KWTP project will provide the City with a facility capable of treating two tunnel groundwater sources and a spring groundwater source, with a combined capacity of 5,000 gpm, to State of Utah drinking water standards or Clean Water Act discharge requirements.

Over the last two years, the City and the Architectural/Engineering (A/E) Team has defined the treatment process through bench-scale and piloting evaluations and developed the treatment plant layout, space, and design criteria in conjunction with the City Land Management Code process. The identified design parameters and configurations listed for the designated equipment and building systems (contained in Part 2) are an outcome of these efforts.

1.1 Scope of Supply

Unless otherwise specified, the selected Equipment System and/or Building System Supplier shall ultimately be responsible for the provision of all engineering, labor, equipment, materials, training, commissioning and start-up services, as required for the manufacture, provision, and delivery of a fully functional system described in these (and forth-coming) Specifications. The equipment and building systems for the Project will be procured by the Construction Manager or its’ subcontractors.

1.2 Purpose

The purpose of the pre-qualification process is to select, through an objective evaluation, those equipment and building systems suppliers (hereinafter the “Supplier”) that will be allowed to submit bid proposals for equipment or building systems to be incorporated into the Project. Only those Suppliers that successfully pre-qualify as specified herein will be allowed to submit a

bid proposal to the Construction Manager or its' subcontractors for designated Project components.

Pre-Qualification does not exempt a Supplier from meeting any of the requirements of the final contract documents. These documents will be provided to "pre-qualify" Suppliers with the bidding proposal package. The contract documents are the final authority for acceptance of materials, services, and equipment to be provided by the Supplier. The pre-qualification proposal is not part of the contract documents.

1.3 Allowable Proposers

Proposers (Suppliers) shall meet the qualifications for the work generally described in this request for qualifications.

1.4 Pre-Qualification Procedure

Statements of qualifications from Suppliers shall be submitted on or before the date listed in each individual designated Equipment or Building System RFQ.

A. The tentative pre-qualification process schedule is as follows:

1. Statements of Qualifications will be received by Park City Municipal Corporation (hereinafter the "City") at the time, date, and location stated in each of the individual *Request for Statements of Pre-Qualifications*.
2. A selection committee consisting of City staff, A/E Team member(s), and Construction Manager staff will review submitted pre-qualification proposals.
3. The City will notify proposer(s) regarding the pre-qualification status and provide the Construction Manager with a list of pre-qualified Suppliers.
4. The Construction Manager, or its' designated subcontractor, will prepare bid proposal packages and invite pre-qualified suppliers to submit proposals on the project.
5. The Construction Manager will receive bid proposals and, in collaboration with the City and A/E Team, will select the best responsive responsible bid proposal received from the pre-qualified Suppliers. Bid proposals will be evaluated on a quality-based and price-based selection process which includes items such as meeting or exceeding specifications, initial and long-term costs, operating and maintenance costs (based on information provided in the Bid Proposals), quality criteria, minimizing of capital expenditures on ancillary building and electrical systems, and that best serve the interest of the Owner long-term with consideration for the proposed equipment or building system.
6. Selection of any equipment, building components, and services will be in accordance with the City's policies and procedures.

B. The tentative 3KWTP Project schedule is as follows:

November 2018 thru August 2019	Design and Contractor Pre-Construction Services
September 2019 thru February 2022	3KWTP Construction
March 2022 thru December 2023	3KWTP Start-up and Commissioning

Project dates are subject to project programming and scheduling. The City reserves the right to change dates as necessary in the best interest of the City.

C. The Pre-Qualification and tentative Bid Proposal schedules for each designated equipment or building system are identified within each individual RFQ.

1.5 Proposal Criteria

The following minimum criteria shall be met in order for a Supplier to be considered qualified to submit a bid proposal on this Project. The Supplier shall identify which criteria are met by applicable referenced experience and submitted documentation.

A. Proposals must be complete and in conformance with the specified format found herein. Proposals lacking required information will not be considered.

B. Demonstration of directly related experience and documentable performance consisting of:

1. Complete the *Pre-Qualification Questionnaire* included with this Pre-Qualification for Equipment and Building Systems RFQ.

2. A minimum of five (5) years of experience in the design, fabrication, assembly, and operation of equipment or building system that is the capacity and type as described in the *Pre-Qualification Information Table* included for each individual designated equipment or building system RFQ.

3. A minimum of three (3) similar operating public utility drinking water systems (for treatment equipment) or three (3) similar operating commercial buildings (for building systems) in the U.S.A. as described below for each system. Similar systems shall use the same type of equipment being supplied. If experience cannot be met in the U.S.A., worldwide experience may be approved, but is at the discretion of the City. At least one system needs to be running for a minimum of three (3) years.

Include facility location, facility name, installation date, treated flow rate, owner name, and project contact information (contact's name, title, address, telephone number, and email address) for each of the three similar projects.

4. Provide experience list for similar systems covering the last 10 years.

5. Equipment "Made in U.S.A." is preferred in accordance with the following definition:

Made in the USA: Based on standards set forth in the Federal Trade Commission's (FTC) "Made in the USA" policy. The United States includes the 50 states, the District of

Columbia and the U.S. territories and possessions. The standard requires that "all significant parts and processing that go into the product must be of U.S. origin. That is, the product should contain no - or negligible - foreign content." The product's final assembly or processing must take place in the United States. Other factors considered, include how much of the product's total manufacturing costs can be assigned to U.S. parts and processing and how far removed any foreign content is from the finished product. In some instances, only a small portion of the total manufacturing costs are attributable to foreign processing, but that processing represents a significant amount of the product's overall processing. The same can be true for some foreign parts.

Park City acknowledges that certain specialized water treatment system products may not meet the *Made in the USA* requirement and may be in the "Qualified" *Made in the USA* category.

Products submitted by Suppliers seeking approval of products to be considered as acceptable "pre-qualified" products shall be specifically stated and identified in the proposal and provide a manufacturers certification stating; "We certify that our ___ have at least ___% U.S. content", for review of acceptability. Exceptions will be considered in the evaluation and scoring with respect to pre-qualification of the proposer.

6. For each of the three (3) required references provided, complete the *Project Reference Form* included with each individual designated Equipment and Building Systems RFQ.

C. Major areas of scrutiny for the pre-qualification submittal will include:

1. The format and completeness of the proposal.
2. The Proposer's performance history with respect to quality of work, schedules, budgets, and warranty service.
3. References for the three (3) previously referenced projects.
4. Any statement of qualifications failing to clearly present all the requested information, or failing to be in the requested format, may be considered non-responsive and may be rejected.

1.6 Preparation of Proposals

- A. Failure to Read. Failure to read the Request for Statements of Qualifications for 3KWTP designated Equipment or Building System Suppliers and these instructions will be at the Proposer's own risk.
- B. Cost of Developing Proposals. All costs related to the preparation of the qualifications and any related activities are the sole responsibility of the proposer. The City assumes no liability for any costs incurred by Proposer throughout the entire selection process.

1.7 Proposal Information

- A. Discussions with Proposers. The City reserves the right to request a proposer to clarify any portion of his response(s). 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.

The City reserves the right to enter into discussions with any Proposer(s) determined to be reasonably susceptible of being qualified when it is deemed in the City's best interest.

- B. Equal Opportunity. The City will make every effort to ensure that all equipment and building system suppliers are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. Park City's policy, subject to federal, state, and local procurement laws, is to provide reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.
- C. Proposal Ownership. All responses, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the supplier.
- D. Rejection of Proposals/Qualifications.
1. The City reserves the right to reject any or all statements of qualifications received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.
 2. The City reserves the right to reject any pre-qualification statement of qualifications of any Supplier whom it finds, after reasonable inquiry and evaluation, to be non-responsive and/or non-responsible. Inquiries shall include contacting references provided in order to evaluate level of competency to meet the demands of the project.
 3. No statement of qualification shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Proposers may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFQ.
 4. Scope of Services. The City reserves the right to change the nature or scope of the project generally described in the RFQ without the need to repeat the formal solicitation process.
 5. Award. The City reserves the right not to make an award, to make multiple awards, or to make a partial award. Award of a contract is subject to authorization by the Park City City Council.

6. The City reserves the right to take any steps deemed necessary to act in the City's best interest.

1.8 Confidentiality

- A. All responses, inquiries, and correspondence relating to this Invitation to Pre-Qualify and all reports, charts, displays, schedules, exhibits, and other documentation produced by the offeror that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The City is subject to the disclosure requirements of the Government Records Access and Management Act, Title 63, Chapter 2, Utah Code Annotated. The City generally considers proposals and all accompanying material to be public and subject to disclosure. Any material considered by the offeror to be proprietary must be accompanied by a written claim of confidentiality and a concise written statement of reasons supporting the claim. Blanket claims that the entire pre-qualification submittal is confidential will be denied. The City cannot guarantee that any information will be held confidential. Under Section 63-2-304 of the Government Records Access and Management Act, if the offeror makes a claim of confidentiality, the City, upon receipt of a request for disclosure, will determine whether the material should be classified as public or protected, and will notify the proposer of such determination.
- B. The offeror is entitled under the Government Records Access and Management Act to appeal an adverse determination. The City is not obligated to notify the offeror of a request, and will not consider a claim of confidentiality, unless the offeror's claim of confidentiality is made in a timely basis and in accordance with the Government Records Access and Management Act.

1.9 Inquiries

Questions must be submitted in writing and received no later than the date listed in the individual RFQ. Email inquiries are strongly encouraged. Questions concerning this request for proposals should be submitted to:

Park City Municipal Corporation
Attention: Roger McClain, Public Utilities Engineering Manager
P.O. Box 1480
Park City, UT 84060
roger.mcclain@parkcity.org (e-mail)

Any interpretation of the documents will be made by Addendum duly issued. Verbal answers, oral explanations, or instructions given before the award of the contract, or at any time will not be binding on the City. Addenda shall be issued within a reasonable time, but not less than two (2) working days prior to receipt of proposals. Addenda will be duly posted on the City webpage.

1.10 Pre-Qualification Statement of Qualifications Submittal Requirements

A. Instructions for Responding Suppliers

1. Review this Request for Statements of Qualifications in its entirety and become familiar with its contents. Incomplete or incorrect responses may be disqualified.
2. Responding Suppliers must respond to all items and include any additional material required by this Request for Statements of Qualifications.
3. Additional information may be requested from the Suppliers during the Pre-Qualification period.
4. The City expressly reserves the right to reject any and all proposals and to not enter into agreement with the Supplier, if the City determines, in its sole judgement, that such action is in the City's best interest.

5. Submittals

To be considered, respondents must deliver Statement of Qualifications to the address stated herein, on or before the due date, and in the number of copies indicated below.

SUBMITTAL DELIVERY

To be considered, submit three (3) bound hard copies of your Proposal, and one electronic PDF copy on a CD or a USB Flash Memory Device, in a sealed envelope clearly marked:

Project:

"STATEMENT OF QUALIFICATIONS FOR THE 3KINGS WATER TREATMENT PLANT PROJECT

(Insert RFQ reference number and equipment or building system name)"

Proposer:

"Name and address of the Supplier"

To:

Park City Municipal Corporation

ATTENTION: Roger McClain, Public Utilities Engineering Manager

1053 Iron Horse Drive

Park City, Utah 84060

SUBMITTAL DATE

Proposals must be received at the Park City Public Works Building, 1053 Iron Horse Drive, Park City, UT 84060, **by the date and time specified in Part 2.**

a) **If submitting by mail, submit to:**

Park City Municipal Corporation.

ATTENTION: Public Utilities Department, Roger McClain

P.O. Box 1480
Park City, Utah 84060

b) If submitting by package carrier, submit to:

Park City Municipal Corporation.
ATTENTION: Public Utilities Department, Roger McClain
1053 Iron Horse Drive
Park City, Utah 84060

- c) Email and facsimile submittals will not be accepted.** Park City assumes no responsibility for delayed or undelivered mail or express packages. Additionally, the use of a FTP site to download the SOQ/Proposal will not be considered responsive. Proposals which are not delivered to Park City by the above specified time and date will not be considered.

d) If submitting to the Public Works Building:

Submit to the Public Works Front Desk at 1053 Iron Horse Drive Park City, Utah 84060. In the absence of a staff member at the front desk, proposals should be dropped off to the City at 445 Marsac Avenue, Third Floor – Executive Department, Park City, UT.

REQUIRED FORMAT AND INFORMATION

The pre-qualification statement of qualifications shall be submitted in 8-1/2-inch by 11-inch report form. Proposals shall include the information requested in the pre-qualification questionnaires.

Please fill in all applicable blanks on Questionnaire and Project Reference Forms, as they contain the bulk of the information requested. Submit the Questionnaire and Project Reference Form as part of the proposal. Answers must be typed. Attachments may be included if additional space is required.

1.11 Notification or Pre-Qualified Suppliers

- A. Within one hundred twenty (120) calendar days after the opening of Statements of Qualifications, the City will select those pre-qualified Suppliers in accordance with this document. The selection of the pre-qualified Suppliers will be by written notice of selection via electronic or paper mail to the office/location designated in the Statement of Qualifications from the Supplier.
- B. All Suppliers submitting pre-qualification proposals will be notified in writing if they did or did not pre-qualify. A brief explanation of reason(s) for not pre-qualifying will be provided to the unsuccessful firms.
- C. Protests. Proposers are directed to the Appeals Procedure contained in City's Contracting and Purchasing Policy. The protest must clearly state in detail the basis of the protest and include sufficient detail to permit evaluation of the protest. A protest will be rejected if it is

used to submit materials and information which was missing from the original proposal. The City will review protests and notify protesters of the City's decision. The City's decision will be final.

1.12 Compliance with General Criteria

General criteria regarding proposal content is defined below:

- A. Detailed requirements for each equipment system will be provided during the bid proposal phase and will include detailed requirements and specifications for each system to be provided.
- B. Suppliers may submit multiple statements of qualifications with different equipment or building systems if applicable. Each proposal shall be a stand-alone document meeting all the requirements of this Request for Statements of Qualifications.
- C. All water treatment related equipment must fully meet all State of Utah Division of Drinking Water Regulations for potable water supply and treatment.

1.13 Equipment Specific Design Criteria

The specific RFQ for each designated equipment or building system provides proposers with basic design criteria to better understand the equipment or building system selected for the 3KWTP.

1.14 Supportive Information (as Appendix to Proposal)

Submittal of this information is optional and may include graphs, charts, photos, resumes, firm profiles, etc. Information included in the supportive information section will be considered in the evaluation of the submittals. The City requests that respondents keep this section brief and relevant.