SUBJECT: **RFQ –EMERALD TRAIL MODEL PROJECT CONSTRUCTION**

BID #: RFQ-0114-20 OPEN DATE: **2020-09-16**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
REQUEST FOR QUALIFICATIONS

AGENCY: PUBLIC WORKS

BASIS OF AWARD: PRE-QUALIFICATIONS

NUMBER OF BIDS INVITED: 7 NUMBER RECEIVED: 7 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the following three proposals for not receiving the minimum score of 80 points required, CGC, Inc., score 65.25; J.D. Hinson Company- 70.75, and Kirby Development- 63.25.

Recommend approval to pre-qualify the following four firms that have met all the requirements and scores, listed below in alphabetical order:

1. Astra Group Corporation- 97.50
2. Auld & White Constructors- 82.50
3. J.B. Coxwell Contracting, Inc. – 94.00
4. Petticoat-Schmitt Civil Contractors, Inc.- 81.75

Based upon this evaluation, recommend that these Contractors are qualified for the solicitation to bid process for the Emerald Trail Model Project.

Attachments: Recommendation Memo, Evaluation Matrix, Evaluator Scores, Bid Tabulation, Bid Rejection Letter/Email Confirmation, Attachment B Evaluation Criteria

BUYER: _____
MARILYN LAIDLER

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Robin G. Smith, P.E., Chief, Engineering and Construction Management**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

ONE CITY, ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

January 8, 2021

TO: Gregory W. Pease
Chief of Procurement

THRU: John P. Pappas, P. E.
Director

FROM: Robin G. Smith, P. E.
Chief, Engineering and Construction Management Division

SUBJECT: Prequalified Contractors – RFQ 0114-20 Emerald Trail Model Project

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Seven responses were received and evaluated based on the stated criteria in the Request for Qualifications. Three of the respondees, CGC, Inc., J.D. Hinson Company and Kirby Development, Inc. did not meet the minimum score of 80 points. The following, listed in alphabetical order are qualified in accordance with the stated criteria in the Request for Qualifications.

1. Astra Group Corporation
2. Auld & White Constructors
3. J.B. Coxwell Contracting, Inc.
4. Petticoat-Schmitt Civil Contractors, Inc.

Based upon this evaluation, we recommend that these Contractors are qualified for the bidding process for the Emerald Trail Model Project.

RGS/lw

cc: Kelsey Cox, P. E., Engineering and Construction Management
Jill Enz, Parks, Recreation and Community Services
Lori A. West, Engineering and Construction Management

Bid:RFQ-0114-20 EMERALD TRAIL MODEL PROJECT

Contractor Names		FIRM SUMMARY	PROJECT TEAM IDENTIFICATION & COMPETENCE	PAST PERFORMANCE & REFERENCES	PROJECT APPROACH & WORKLOAD	FINANCIAL RESPONSIBILITY & STABILITY	BONDING CAPACITY	TOTAL POINTS	Average
Astra Group									
Kelsey Cox		5	20	25	20	18	10	98	97.50
Jill Enz		4	20	25	20	18	10	97	
Auld & White									
Kelsey Cox		5	15	11	14	18	10	73	82.50
Jill Enz		5	18	21	19	19	10	92	
CGC, Inc									
Kelsey Cox		3	12.5	16	14	10	10	65.5	65.25
Jill Enz		3	12	16	14	10	10	65	
JB Coxwell									
Kelsey Cox		5	20	25	16	18	10	94	94.00
Jill Enz		5	18	25	16	20	10	94	
JD Hinson									
Kelsey Cox		3.5	11	15	18	14	10	71.5	70.75
Jill Enz		3	10	15	18	14	10	70	
Kirby Development									
Kelsey Cox		4.5	10	18	11	11	10	64.5	63.25
Jill Enz		4	10	17	10	11	10	62	
Pettlcoat Schmitt									
Kelsey Cox		4.5	20	25	14	15	10	88.5	81.75
Jill Enz		5	16	20	14	10	10	75	

Laidler, Marilyn

From: Cox, Kelsey
Sent: Tuesday, December 15, 2020 2:34 PM
To: Laidler, Marilyn
Subject: Emerald Trail Scoring
Attachments: Copy of Emerald Trail Contractors Score.xls

Kelsey Cox, P.E.
City of Jacksonville | Public Works Department
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8931
Kcox@coj.net

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EVALUATION TO BE USED BY SUBCOMMITTEE

							PROJECT NO.:	RFQ-0114-20				
GRADING COMMITTEE MEMBER:							PROJECT TITLE:	EMERALD TRAIL MODEL PROJECT CONSTRUCTION				
RATING CATEGORY	A	B	C	D	E	F					TOTAL	
FIRM	FIRM SUMMARY	PROJECT TEAM IDENTIFICAITION & COMPETENCE	PAST PERFORMANCE & REFERENCES	PROJECT APPROACH & WORKLOAD	FINANCIAL RESPONSIBILITY & STABILITY	BONDING CAPACITY					OVERALL	RANKING
MAXIMUM POINTS	5	20	25	20	20	10					100	
ASTRA GROUP	5.0	20.0	25.0	20.0	18.0	10.0					98.0	1
Auld & White	5.0	15.0	11.0	14.0	18.0	10.0					73.0	4
CGC, Inc.	3.0	12.5	16.0	14.0	10.0	10.0					65.5	6
JB Coxwell	5.0	20.0	25.0	16.0	18.0	10.0					94.0	2
JD Hinson	3.5	11.0	15.0	18.0	14.0	10.0					71.5	5
Kirby Development	4.5	10.0	18.0	11.0	11.0	10.0					64.5	7
Petticoat Schmitt	4.5	20.0	25.0	14.0	15.0	10.0					88.5	3

EVALUATION TO BE USED BY SUBCOMMITTEE

PROJECT NO.: RFQ-0114-20

PROJECT TITLE: EMERALD TRAIL MODEL PROJECT CONSTRUCTION

GRADING COMMITTEE MEMBER:

RATING CATEGORY	A	B	C	D	E	F					TOTAL	
FIRM	FIRM SUMMARY	PROJECT TEAM IDENTIFICATION & COMPETENCE	PAST PERFORMANCE & REFERENCES	PROJECT APPROACH & WORKLOAD	FINANCIAL RESPONSIBILITY & STABILITY	BONDING CAPACITY					OVERALL	RANKING
MAXIMUM POINTS	5	20	25	20	20	10					100	
ASTRA GROUP	4.0	20.0	25.0	20.0	18.0	10.0					97.0	1
Auld & White	5.0	18.0	21.0	19.0	19.0	10.0					92.0	3
CGC, Inc.	3.0	12.0	16.0	14.0	10.0	10.0					65.0	6
JB Coxwell	5.0	18.0	25.0	16.0	20.0	10.0					94.0	2
JD Hinson	3.0	10.0	15.0	18.0	14.0	10.0					70.0	5
Kirby Development	4.0	10.0	17.0	10.0	11.0	10.0					62.0	7
Petticoat Schmitt	5.0	16.0	20.0	14.0	10.0	10.0					75.0	4

12/11/20

TITLE:	REQUEST FOR QUALIFICATIONS- EMERALD TRAIL MODEL PROJECT CONSTRUCTION		J.D. HINSON COMPANY	ASTRA CONSTRUCTION SERVICES, LLC	AULD & WHITE CONSTRUCTORS	J.B. COXWELL CONTRACTING, INC.
BID NO.	RFQ-0114-20 (PW)					
OPEN DATE:	SEPTEMBER 16, 2020 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
No. Invited: (17)	No. Received (7) No Bids: (0)					
ITEM	DESCRIPTION	QTY				
	MINIMUM REQUIREMENTS					
1	MUST BE LICENSED GENERAL CONTRACTOR LICESEND IN THE STATE OF FLORIDA		YES	YES	YES	YES
2	MUST HAVE THE ASILITY TO OBTAIN AND MAINTAIN LIASILITY INSURANCE AS REQUIRED BY THE CITY		YES	YES	YES	YES
3	MUST HAVE DOCUMENTED, QUALIFYING EXPERIENCE (ATTACHMENT B)		YES	YES		YES
4	MUST BE LICENSED TO DO BUSINESS IN THE STATE OF FLORIDA AND POSSESS A LOCAL BUSINESS TAX CERTIFICATE IF APPLICABLE		YES	YES	YES	YES
5	MUST BE PREQUALIFIED WITH CITY OF JACKSONVILLE FOR HORIZONTAL CONSTRUCTION. MUST BE PREQUALIFIED WITH FDOT IN SIDEWALK AND FLEXIBLE PAVING, MUST SUBMIT A COMPLETED COJ PRE-QUALIFIEDATION APPLICATION WITH THE RESPONSE TO THIS RFQ; OR		YES	YES	YES	YES
6	MUST SUBMIT VERTIFICATION THAT A PRE-QUALIFICAION APPLICATION HAS BEEN SUBMITTED TO THE CITY IN APPROPRIATE FORM PRIOR TO SUBMITTING REQUEST TO THIS RFQ.		PRE-QUALIFIED	PRE-QUALIFIED	PRE-QUALIFIED	PRE-QUALIFIED
7	DURING THE COMPETITIVE PRICING PROPOSAL PHASE, BIDS RECEIVED FROM BIDDERS NOT PRE QUALIFIED WHALL NOT BE EVALUTED AND WILL BE RETURNED.		N/A	N/A	N/A	N/A
	CONFLICT OF INTEREST:		YES	YES	YES	YES
	ADDENDUM(S) (1)		YES	NOT INCLUDED	NOT INCLUDED	YES

TITLE: REQUEST FOR QUALIFICATIONS- EMERALD TRAIL MODEL PROJECT CONSTRUCTION

BID NO. RFQ-0114-20 (PW)

OPEN DATE: SEPTEMBER 16, 2020 @ 2:00 PM

ITEM	DESCRIPTION	CITY	PETTICOAT-SCHMITT CIVIL CONTRACTORS, INC	CGC INC	KIBRY DEVELOPMENT, INC	
	MINIMUM REQUIREMENTS					
1	MUST BE LICENSED GENERAL CONTRACTOR LICESEND IN THE STATE OF FLORIDA		YES	YES	YES	
2	MUST HAVE THE ABILITY TO OBTAIN AND MAINTAIN LIABILITY INSURANCE AS REQUIRED BY THE CITY		YES	YES	YES	
3	MUST HAVE DOCUMENTED, QUALIFYING EXPERIENCE (ATTACHMENT B)		YES	YES	YES	
4	MUST BE LICENSED TO DO BUSINESS IN THE STATE OF FLORIDA AND POSSESS A LOCAL BUSINESS TAX CERTIFICATE IF APPLICABLE		YES	YES	YES	
5	MUST BE PREQUALIFIED WITH CITY OF JACKSONVILLE FOR HORIZONTAL CONSTRUCTION. MUST BE PREQUALIFIED WITH FDOT IN SIDEWALK AND FLEXIBLE PAVING. MUST SUBMIT A COMPLETED COJ PRE-QUALIFIEDATION APPLICATION WITH THE RESPONSE TO THIS RFQ; OR		YES	YES	YES	
6	MUST SUBMIT VERTIFICATION THAT A PRE-QUALIFICAION APPLICATION HAS BEEN SUBMITTED TO THE CITY IN APPROPRIATE FORM PRIOR TO SUBMITTING REQUEST TO THIS RFQ.		PRE-QUALIFIED	PRE-QUALIFIED	PRE-QUALIFIED	
7	DURING THE COMPETITIVE PRICING PROPOSAL PHASE, BIDS RECEIVED FROM BIDDERS NOT PRE QUALIFIED WHALL NOT BE EVALUTED AND WILL BE RETURNED.		N/A	N/A	N/A	
	CONFLICT OF INTEREST:		YES	YES	YES	
	ADDENDUM(S) (1)		YES	YES	YES	

Laidler, Marilyn

From: David Hinson <david@jdhinson.com>
Sent: Thursday, January 14, 2021 4:16 PM
To: Laidler, Marilyn
Subject: Read: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice
Attachments: Read: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Laidler, Marilyn

From: Laidler, Marilyn
Sent: Thursday, January 14, 2021 4:00 PM
To: 'David Hinson'
Cc: Freeman, Dustin; Laidler, Marilyn; Pease, Gregory
Subject: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice
Attachments: COJ Procurement.pdf

Hello
Please find the attached bid rejection letter and this email will serve as notification of receipt.

Thank you

Marilyn Laidler, Asst. Manager of Purchasing Services Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

NOTIFICATION OF RECOMMENDED BID REJECTION

January 14, 2021

J.D. Hinson Company
PO Box 551097
Jacksonville, Florida 32255

BID# RFQ-0114-20 **DATE OPENED: 2020-09-16**

TITLE: RFQ- EMERALD TRAIL MODEL PROJECT CONSTRUCTION

REASON FOR RECOMMENDED REJECTION:
J.D. Hinson Company is being rejected due to final average score of **70.75,** being less than the required 80 points needed per RFQ Attachment B- Evaluation Criteria.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/21/2021** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Rand

Laidler, Marilyn

From: Laidler, Marilyn
Sent: Thursday, January 14, 2021 4:04 PM
To: Peter Kirby
Cc: Laidler, Marilyn; Freeman, Dustin; Pease, Gregory
Subject: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice
Attachments: COJ Procurement.pdf

Hello
Please find the attached bid rejection letter and this email will serve as notification of receipt.

Marilyn Laidler, Asst. Manager of Purchasing Services Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

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Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

NOTIFICATION OF RECOMMENDED BID REJECTION

January 14, 2021

Kirby Development, Inc.
108 Lee Road
Jacksonville, Florida 32225

BID# RFQ-0114-20

DATE OPENED: 2020-09-16

TITLE: RFQ- EMERALD TRAIL MODEL PROJECT CONSTRUCTION

REASON FOR RECOMMENDED REJECTION:
Kirby Development, Inc., is being rejected due to final average score of **63.25,** being less than the required 80 points needed per RFQ Attachment B- Evaluation Criteria.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/21/2021** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Raudr

Laidler, Marilyn

From: Cannon Gaskin <cgaskin@cgccivil.com>
Sent: Thursday, January 14, 2021 4:12 PM
To: Laidler, Marilyn
Subject: Read: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Laidler, Marilyn

From: Laidler, Marilyn
Sent: Thursday, January 14, 2021 4:06 PM
To: Cannon Gaskin; 'Tammy Burkard'
Cc: Laidler, Marilyn; Freeman, Dustin; Pease, Gregory
Subject: RFQ-0114-20 RFQ- Emerald Trail Model Project- Bid Rejection Notice
Attachments: COJ Procurement.pdf

Hello
Please find the attached bid rejection letter and this email will serve as notification of receipt.

Marilyn Laidler, Asst. Manager of Purchasing Services Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

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City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

NOTIFICATION OF RECOMMENDED BID REJECTION

January 14, 2021

CGC, INC.
7036 W. 12th Street
Jacksonville, Florida 32220

BID# RFQ-0114-20

DATE OPENED: 2020-09-16

TITLE: RFQ- EMERALD TRAIL MODEL PROJECT CONSTRUCTION

REASON FOR RECOMMENDED REJECTION:
CGC, Inc., is being rejected due to final average score of **65.25,** being less than the required 80 points needed per RFQ Attachment B- Evaluation Criteria.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **01/21/2021** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marcy Rhodes

1.10 **Response Delivery Location.** Responses must be delivered to the following location:

City of Jacksonville
Procurement Division
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

1.11 **Response Opening.** Responses received shall be publicly announced and recorded at 2:00 PM on the 09/16/2020, at 2:00 PM in meeting room #110, 1st Floor, Ed Ball Bldg, 214 N. Hogan Street.

1.12 **Contact Person.** If any questions arise during the bidding period of this Project, contact Marilyn Laidler, Purchasing Analyst Procurement Division, at MLaidler@coj.net. Please refer to Section 2.9 for further information on who may and may not be contacted regarding this RFQ.

1.13 **Questions and Requests for Amendments.** Any questions, requests for information or requests for amendments to this RFQ must be submitted in accordance with Section 2.2 of this RFQ.

1.14 **Schedule of Events.** Below is the current schedule of the remaining events that will take place in the selection process under this RFQ. The **City** reserves the right to make changes or alterations to the schedule as the **City** determines is in the best interests of the public. Firms will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the **City**, the dates indicated below for submission of items or for other actions on the part of a Contractor shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Contractor to be disqualified.

PROCUREMENT CALENDAR (SCHEDULE) OF EVENTS:

08/26/20	Advertisement of RFQ, Part I
09/16/20	Statement of Qualification Due
TBA	Qualifications Review Committee Meeting
TBA	Proposed List of Qualified Firms to be presented to GGAC

Competitive Solicitation for Qualified Firms (all TBAs will be provided)

TBA	Solicitation Documents, including Grant Funding Provisions (if any), Contract Form and other associated documents referenced in Section 1.1 herein to GGAC for review and approval, Part II.
TBA	Deadline for submitting questions to City. Watch daily for questions as they come in they will be answered.
TBA	Deadline for City to answer questions.
TBA	Selection Committee Meeting
TBA	GGAC Approval and Recommendation for Award
TBA	Project award by mail for signing/overnight return w/ insurance.
TBA	Execution of contract by City. Notice to Proceed

All meetings listed above are Public and will be held at the City, located at 214 North Hogan Street, Jacksonville, FL 32202. Additional notices of meetings may be posted as required.

ATTACHMENT B – EVALUATION CRITERIA

General: The evaluations for QUALIFYING all firms will be based upon the following criteria. **Failure to provide adequate information on any criterion could result in rejection of the proposal as non-responsive.** Only Firms that meet all stated criteria will be deemed qualified. Respondents are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.
Minimum Score of 80 points required.

1. Firm Summary (5 Points)

A brief summary of the Firm including the following

A. A brief history of the Firm;
B. Organizational structure of the Firm;
C. Designation of legal entity by which the Firm operates (i.e. sole proprietorship, limited liability company, etc.) including documentation from the appropriate state's agency confirming Firm's legal entity type (non-Florida Firms shall submit documentation from the state in which it was formed and documentation from the State of Florida authorizing Firm to perform business in Florida);
D. A Florida Department of State, Division of Corporations' Sunbiz report available at www.sunbiz.org;
E. Ownership interests;
F. Active business venues;
G. Present status and projected direction of business; and
H. Overall qualifications of the Firm to provide the services requested.
I. The name of all Surety company(s)

2. Project Team Identification & Competence (20 Points)

Provide information pertaining to qualifications, experience, and competence of the Project Team:

A. Identify the lead organization, subcontractors, and primary members of the Team, including Contractor's Project Manager, Superintendent, Project Estimator, Project Engineer, and Quality Manager;
B. For each primary team member, provide: Staff name, project role, business address, phone number and e-mail address; Identify job skills, education (degree and specification), professional training, total years of experience, years of experience with current firm, professional registration, and other professional qualification;
C. For each primary team member, list their trail/roadway project experience which illustrates the individual's qualification for the scope of services. For each project listed, provide:
    a. Project title and description of major work components, location, start and end dates, initial and final contract amount, reason for any time extensions, summary of change orders, and any other information relevant to this RFQ;
    b. Name of Contractor's Project Manager and Superintendent;
    c. Name and Contact Information of Design Firm Representative; and
    d. Name of owner or owner's representatives for whom the work was performed who can verify and discuss the Firm's participation in the project (include title, address, phone number and e-mail address).
D. Subcontractors: Same as above – include years of experience working with the respondent;

3. Past Performance & References (25 points)

Provide information for a minimum of Three previous trail/roadway projects within the past 10 years including one (1) exceeding $500,000 which illustrate the Company's qualification for the scope of services. **At least one of the projects shall include landscape and site furnishings, preferably in an urban setting.**

For each project listed, provide:

A. Project title and description of major work components, location, start and end dates, initial and final contract amount, reason for any time extensions, summary of change orders, and any other information relevant to this RFQ;
B. Name of Contractor's Project Manager and Superintendent;
C. Name and Contact Information of Design Firm Representative; and
D. Name of owner or owner's representatives for whom the work was performed who can verify and discuss the Firm's participation in the project (include title, address, phone number and e-mail address).

4. Project Approach & Workload (20 points)

Provide a project approach and describe internal processes to manage the proposed project, including safety and quality control. Provide a typical workflow process and associated project schedule. Identify Critical Schedule Line Items and Lead-Time Critical tasks. Discuss ability to manage and deliver multi-discipline projects in addition to roadway, including minor structural, signal, and lighting components and Railroad Coordination. Provide the number and size of projects currently being performed. Identify current workload and the ability to take on additional projects. Discuss past ability to deliver projects on a timely basis under similar current workload conditions.

Provide current National Council on Compensation Insurance (NCCI) Experience Modification Rate (EMR) for each Firm and all major sub-contractors. Identify any OSHA Incidents / Citations / Fatalities in the last 5 years associated with the Contracting Firm, Project Manager, and Superintendent.

5. Financial Responsibility & Stability (20 points)

Respondent shall provide a statement certifying that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the City. Respondent shall provide the following information:

A. List and explain all litigation and arbitration involving the Firm (including subcontractors) within the last five (5) years;
B. List any administrative complaints filed against the license holder within the last five (5) years with any county or state construction licensing board / department of business and professional regulation;
C. List any liens, including Federal, State or Local, which have been filed against the Firm within the last five (5) years - provide the details of the lien including type, date, amount and current status;
D. List any work in which their team failed to complete in the last five (5) years and describe when, where, how and why of such failure, including listing any officer or partner of their team who in the last five (5) years failed to complete a contract handled in his/her name and discuss the reasons;
E. Provide Average Annual Revenue for the last five (5) years;
F. Provide the companies Dun & Bradstreet number (if applicable);
G. Three months of the Firm's bank statements;
H. Most recent financial statements; and
I. Information regarding any of the Firm's lines of credit including the balance and terms.
J. List Annual Business Volumes subcontracted to Minority or Small Businesses;
K. Describe any Training and/or Mentoring Programs provided to Minority or Small Businesses

6. **Bonding Capacity (10 points)**

Respondent shall provide evidence of 50% Contract Value Uncommitted Bond Capacity.

ITEM	TITLE	MAX POINTS
1	Firm Summary	5
2	Project Team Identification & Competence	20
3	Past Performance & References	25
4	Project Approach & Workload	20
5	Financial Responsibility & Stability	20
6	Bonding Capacity	10
Maximum Score		**100**