



Prequalified Contractor Selection Information Sheet

Introductions

The purpose of the list of prequalified Mile High Flood District (District) contractors is to have a group of contractors who are experienced and capable of performing urban stormwater management and stream work successfully. Urban stormwater management and stream work is unique from other types of infrastructure work in that the projects are located in waterways that are highly regulated by local, State, and Federal agencies, and are susceptible to frequent flows as well as flood conditions. Therefore, it is important to have a group of contractors who are familiar with construction in waterways and can understand, obtain, and follow permit requirements. They also need to be able to work together with District staff and local government staff to form an effective team. This allows District staff to manage several projects simultaneously, which is necessary due to the large number of construction activities performed each year by the District with a very limited full-time staff.

Dates

- Statements of Qualifications (SOQs) are due on February 2, 2024 by 5:00pm either in a sealed envelope delivered to the MHFD office or emailed to David Skuodas at dskuodas@mhfd.org. Attached file must be smaller than 10 MB. A confirmation email will be sent.
- Evaluations completed by February 23, 2024.
- Notification sent by February 29, 2024.
- SOQ requirements are listed on page 2 of this document

Contractor Categories

Category I: Heavy Civil Construction: Included in this classification are all aspects of heavy construction in and around streams and rivers related to stormwater management. Examples of work include, but are not limited to, stream reconstruction and rehabilitation, concrete structures, box culverts, bridges, excavation, rock placement, earthwork, grade control structures, cutoff walls, boulder walls, utility relocations, and storm sewers. As part of completing heavy civil construction work, a contractor must be able to obtain and correctly administer all required permits and have the ability to correctly install and maintain erosion control, sediment control, and water control measures. Category I work may also include any of the work tasks described in Category II.

Category II: General Stream Maintenance: Included in this classification are all aspects of work related to urban drainageways not involving significant heavy construction. Examples of work include, but are not limited to, trash and debris pickup, revegetation, small sediment removals, maintenance trail repairs, minor bank or channel repairs, handrail and fencing, tree thinning, and weed control. As part of completing general stream maintenance work, a contractor must be able to obtain and correctly administer all required permits and have the ability to correctly install and maintain erosion control, sediment control, and water control measures.

Alternative Approach to Project Delivery

The District utilizes an alternative project delivery approach called Project Partners. Project Partners strives to engage sponsors, consultants, and contractors at the inception of a project through closeout to work collaboratively to deliver the agreed upon project goals. This is a unique delivery system customized for the District, and it is to be administered with the same consistency and rigor as traditional design-bid-build to ensure openness and fairness to consultants and contractors with the ultimate objective to deliver project goals. The Project Partners approach was initially used informally and was developed over time as the District's relationships with consultants and contractors matured.

Project Partners is a systems thinking approach with a big picture focus on delivering goals through harnessing the talents of all team members. Advantages of Project Partners include:

- Utilizes highly qualified pre-selected consultants and contractors
- Relies on collaboration and trust
- Incorporates complex problem solving by recognizing all facets of a project and engaging expertise to find holistic solutions
- Produces the best value project by focusing the team on clearly articulated goals
- Identifies project risks early to eliminate or reduce their probability and/or impact

A significant part of the Project Partners approach is the early collaboration of the entire project team, including the contractor, to understand and agree upon project goals using everyone's expertise to determine the best way to deliver the project.

Project Categories

Projects under \$1,200,000 in estimated construction cost can be awarded to any Category I or II contractors. Projects between \$1,200,000 and \$3,500,000 in estimated construction cost can be awarded to any Category I contractor. Projects more than \$3,500,000 in estimated construction cost can be awarded to any Category I contractor using a Best Value Selection, which typically involves contractor proposals and/or interviews. Please see the attached Project Delivery Flowchart and Contract Document Matrix for more detailed information.

Request for Statement of Qualifications

Statements of Qualification shall be no greater than four (4) pages and shall include:

- **General information about the contractor and company**
- **The work classification**, either Category I: Heavy Civil Construction or Category II: General Stream Maintenance, for which the contractor wishes to be considered, based on their qualifications. Qualification for Category I: Heavy Civil Construction also qualifies the contractor to do Category II: General Stream Maintenance work.
- **Information on the personnel** who will be working on the projects. At a minimum, information on one superintendent and one foreman and their experience working on District-sponsored or urban drainage projects completed in a municipality within the District boundary over the last two years must be provided.
- **Information detailing at least two District-sponsored projects or urban stormwater management or stream projects** completed in a municipality within the District boundary, constructed by the contractor in the past two years that demonstrates their qualification for the classification(s) for which they want to be considered. Projects where the contractor was a subcontractor for urban stream work may also be considered.

- Performance on past projects will be evaluated based on the following criteria:
 - Project Management
 - Work Product
 - Conflict Resolution
 - Water Control (Category I only)
 - Securement and Compliance of Permits (Category I only)
- **The names of District staff that are familiar with the project, or the project manager for the municipality** where the work was completed must be provided by the contractor for each listed project. The District reserves the right to inspect and review any projects the contractor has constructed in the District over the past two years, including projects that may not have been listed in the SOQ.
- **A labor and equipment rate schedule** to be used for time and materials work, to include all equipment used on urban drainage projects.
- **A list of the services you wish to provide to the District (please choose from the following list):**
 - Grade Control Structures
 - Tunneling
 - Utilities
 - Bridges and Culverts
 - Naturalized Stream Restoration
 - Landscape and Irrigation Installation
 - Landscape Maintenance
 - Forestry

Contract Documents

Each specific project awarded to a Prequalified Contractor will have its own set of Contract Documents. The technical specifications (Division 1-33) are standard for all projects, unless noted otherwise and can be found on our website at www.MHFD.org under Resources, Specifications. Work will potentially be in all seven counties. Work done in Denver is regulated by prevailing wage, and contractors should ensure their rate schedules account for that labor rate.

Evaluation Process

At least one local government representative from within each of the seven counties we serve will be invited to join District staff and at least one Board-Appointed Professional Engineer to evaluate each contractor's SOQ. The qualifications will be evaluated based on urban drainage construction experience and performance over the past two years. While experience and performance will be rated equally, experience will be rated first and only those contractors who meet the experience requirements will have their performance evaluated.

Experience involves actual fieldwork in the construction and restoration of drainageways and related structures. For a satisfactory rating in this category, a contractor must have completed at least two District-sponsored projects or have completed urban drainage projects in a municipality within the District boundary during the prior two years. The contractor must also have at least two personnel on staff, preferably one superintendent and one foreman, who have managed at least two District-sponsored projects or urban drainage projects completed in a municipality within the District boundary during the prior two years.

If the experience criteria are met, then the contractor will be evaluated on the following performance criteria.

Performance involves an endorsement from District staff or by the local government where the contractor completed work. The following is the list of criteria along with specific skills for which each contractor will be evaluated. The purpose of the criteria is to emphasize the importance and need for each District contractor to possess the listed skills. Drainage work is unique from other types of work in that the projects are in waterways, which are highly regulated by local, state, and Federal agencies and are susceptible to frequent flows as well as flood conditions.

➤ Project Management

- Availability and willingness to work together.
- A good understanding of the District's needs associated with cost-effective performance and with working for a public entity.
- Responsiveness to solicitation for bids or proposals for work.
- Ability to communicate and follow a schedule.
- Understanding of pay estimates and accuracy of filling them out.
- Commitment to short response time for unscheduled work, not just emergencies.

➤ Work Product

- A good understanding of the function and characteristics of streams and rivers.
- Willingness to do labor-intensive work.
- A good range of well-maintained medium-sized equipment capable and available for working efficiently in drainageways.
- Work with low flow channels, bank shaping, riprap and boulder installation, grouting, and concrete structures.
- Work with revegetation of natural streams including installation of erosion control products, plants and seeding/mulching; and maintenance activities, including proper watering and weed control.
- Consistently meets industry standards and the District's expectations.

➤ Water Control

- A good understanding and performance record in establishing, conducting, and maintaining appropriate water control and best management practices in and around drainage projects.

➤ Permits

- An established record of obtaining, understanding, and complying with all special permit conditions including 404 permits, CDPHE 401 and 402 permits, and other local government permits.

➤ Conflict Resolution

- Working with residents to communicate schedules, address construction disturbance concerns, access issues, and construction progress.
- Foresee and communicate discrepancies between plans and site conditions, conflict in details, or sequencing before it becomes a bigger problem.
- Ability to work with and communicate with District staff to maximize their field time and limit trips to site.
- Finding resolution to problems by working with District staff and local governments in a professional and productive manor when changes arise.

Either a satisfactory or an unsatisfactory rating shall be given in each of the five criteria for those contractors under consideration as a Category I contractor. Those being considered as a Category II contractor will not be evaluated on water control or permits performance because they are often unnecessary because of the nature of the work. Any project during the prior two years will be considered. The District reserves the right to evaluate any projects the contractor has constructed in the District over the past two years, including projects that may have not been included in the SOQ.

A contractor being considered as a Category I contractor must meet the experience requirements, as well as receive a satisfactory rating in all five performance evaluation criteria. Category II Contractors must meet the experience requirements as well as receive a satisfactory rating in the three performance criteria for that Category, those being: project management, work product, and conflict resolution.

Only one overall performance evaluation will be filled out per contractor.

Annual Prequalified List Renewal

District prequalified contractors may remain on the list for up to four (4) years before being required to resubmit an SOQ during the open selection process. District staff and local government partners will annually evaluate the prequalified contractors based on the following categories:

- Project Management
- Work Product
- Conflict Resolution
- Water Control (Category I only)
- Securement and Compliance of Permits (Category I only)

District staff and local government partners will independently rate each contractor on all the above categories using the following rating system:

- Outstanding
- Needs Improvement
- Serious Concerns

Whenever ratings of “Needs Improvement” or “Serious Concerns” are provided, the reviewers will be encouraged to provide written feedback regarding any specific situations that produced that rating.

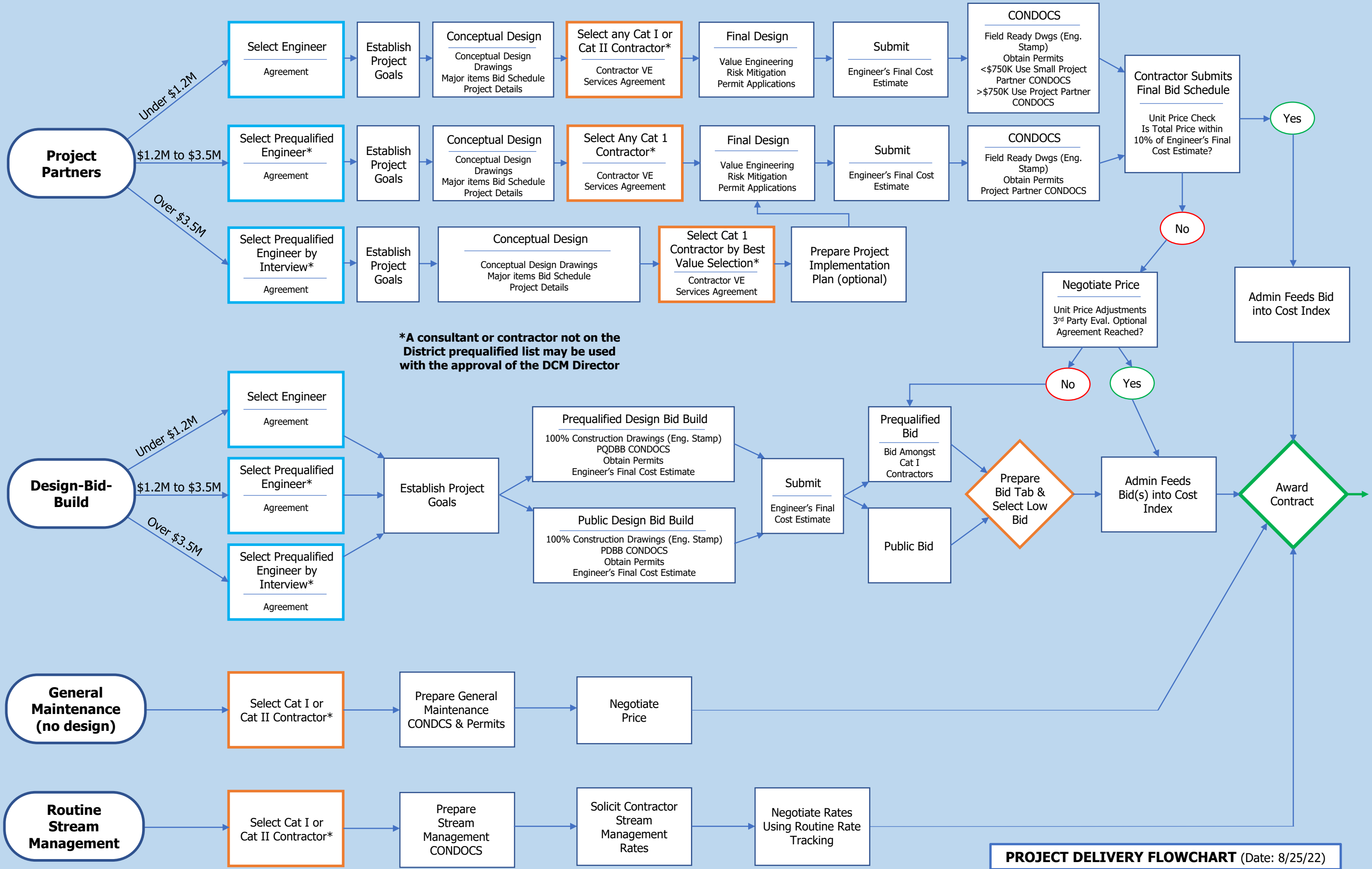
Ratings from District staff and local government partners will be evaluated and compiled into a single set of evaluation ratings for each contractor. Overall ratings of either “Satisfactory” or “Unsatisfactory” shall be given in each of the five criteria for Category I contractors. Category II contractors will not be evaluated on water control or permits performance. The compiled contractor ratings will be reviewed with at least one of the District’s Board appointed Professional Engineers for their concurrence.

For contractors to remain on the prequalified list they must not have unsatisfactory ratings in any one category. Contractors with any unsatisfactory ratings do not meet the qualifications for Category I or Category II and will be disqualified from the list of prequalified contractors. Such contractors may reapply when the next RFQ is advertised.

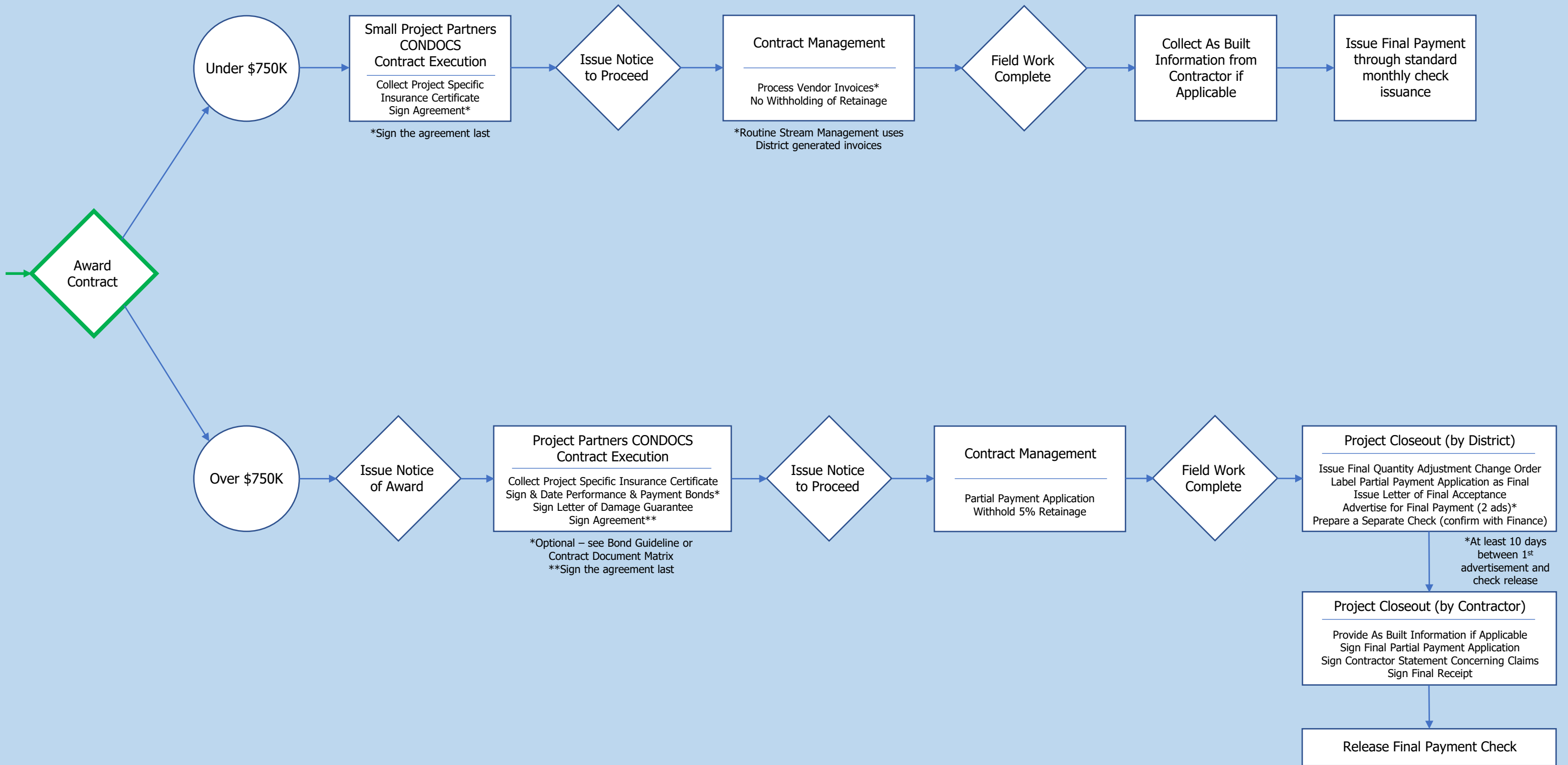
Contractors may be upgraded from Category II to Category I as part of the annual evaluation process. A Category II contractor could request to be evaluated on all five performance criteria in pursuit of satisfactory ratings that could move them up to the Category I list.

The District will notify each current prequalified contractor of their annual performance, what list they qualified for, and when they will need to resubmit their qualifications.

After four years of being on the list of prequalified District contractors with satisfactory performance evaluations, each contractor must submit an updated SOQ in order to re-qualify as a District prequalified contractor.



PROJECT DELIVERY FLOWCHART (Date: 8/25/22)



Contract Document Type	Specification Section #	General Maintenance	Project Partner – Small Contract Documents	Project Partner - Standard with No Bonds			Project Partner - with Bonds	Prequalified Design Bid Build - with Bonds	Prequalified Design Bid Build - No Bonds	Public Design Bid Build	
		Tree Management, Dead Trees, Beaver Dens and Dams, Urban Campers, Sediment, Flood Control Dam responsibilities	Repair Work (Outfall, Bank, etc.)	CIP & Restoration Projects			DIP Projects	DIP Projects	CIP & Restoration Projects	CIP, DIP, Restoration Projects	
				N/A	Field Ready	Field Ready		Field Ready	100% Drawings	100% Drawings	100% Drawings
				-	<\$750K	\$750K< x <\$1.2M	\$1.2M< x <\$3.5M	x >\$3.5M	-	-	-
				Direct select	Direct select	Direct Select	Direct select	Best Value Selection	Best Value Selection	Select low bid	Select low bid
Contractor Consultant Services During Design		N/A	N/A	\$5,000	\$5,000	\$10,000	\$10,000	N/A	N/A	N/A	
Category I Contractors		X	X	X	X	X	X	X	X		
Category II Contractors		X	X	X							
Public										X	
Supplementary Conditions	00 73 00		X	X	X	X	X	X	X	X	
Standard Technical Specs	00 72 00 & Divisions 01-05,07, 09, 31-33	SECTION 00 72 00 GENERAL CONDITIONS and DIVISION 01-05, 07, 09, 31-33 are Standard Sections and Divisions and are to be downloaded from the OWNER's website at www.mhfd.org. The Standard Sections and Divisions included in this AGREEMENT represent the most current revision of each SECTION or DIVISION as of the date on the signed AGREEMENT.									
Partial Payment Application				X	X	X	X	X	X	X	
Bid Bond										X	
Liquidated Damages				Optional	Optional	Optional	Optional	Optional	Optional	X	
Sign Agreement	00 52 00	X	X	X	X	X	X	X	X	X	
Insurance	00 72 15	X	X	X	X	X	X	X	X	X	
Payment & Performance Bonds	00 72 16						X	X		X	
Withhold 5% Retainage				X	X	X	X	X	X	X	
Notice of Award	00 51 00			X	X	X	X	X	X	X	
Notice to Proceed	00 55 00	X	X	X	X	X	X	X	X	X	
Letter of Damage Guarantee	00 62 13			X	X	X	X	X	X	X	
Letter of Acceptance	00 65 11	X	X	X	X	X	X	X	X	X	
Advertise for Final Payment (10 days, 2 ads minimum)	00 65 33			X	X	X	X	X	X	X	
Contractor to Sign No Claims Form	00 65 23			X	X	X	X	X	X	X	
Hold Separate Check & Contractor Sign Final Receipt	00 65 36			X	X	X	X	X	X	X	