

**AGENCY SOLICITATION specifications**

**SOQ -Statement of Qualification**

**Title:**

**Description:**

**PRE-BID/ PROPOSAL CONFERENCE:** YES/NO

MANDATORY: YES/NO

**BONDING REQUIREMENTS**

See scope of work

**CONTRACT TERMS**

The initial contract period will begin approximately [Insert date] for [insert period] .  Contracts may be renewed for up to [Insert number] additional 12-month periods based on vendor performance and the availability of funds.

**Insurance Requirements**

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> **and General Conditions - Addendum A found at** <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the final awarded vendor(s):

***General Requirements****:*

13a)  Liability - combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

13b)  Workers compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

13c)  Automobile liability - $1,000,000 each occurrence combined single limit.

13d)  Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services****:*

13e)  Professional liability (“errors and omissions”) - $2,000,000 per occurrence, $2,000,000 annual aggregate.

13f)  Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

***Information Technology and/or Cyber/Privacy****:*

13h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than $5,000,000. Annual aggregate limit shall not be less than $5,000,000.

13i)  Information Technology Cyber/Privacy – minimum limits of $5,000,000 per occurrence and $5,000,000 annual aggregate. If Contract Party provides:

a)  key back office services Contract Party shall have a minimum limit of $10,000,000 per occurrence and $10,000,000 annual aggregate;

b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by $25 per person breach response expense per occurrence; but no less than $5,000,000 per occurrence, per annual aggregate; or,

c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data $20,000,000 per occurrence and in the annual aggregate.

***Other****:*

Specify insurance type and minimum coverage required, e.g*.* builder’s risk insurance*,* vessel operation (marine or aircraft):

13j)  Other - Specify insurance type and minimum coverage required

**Optional Instructions to Vendors:**

AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract. If awarded the contract, Vendor shall be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>. Design Agents must obtain and utilize the Custom Rhode Island AIA Documents G701-2017, AIA G714-2017, AIA G802-2017, which can also be located at <https://documentsondemand.aia.org/?filter=Rhode>. Full instructions will be included in the Tentative Selection Letter.

**SECTION A. DETAILED PROJECT DESCRIPTION**

See comment.

**SECTION B. BACKGROUND**

**SECTION C: SCOPE OF WORK AND REQUIREMENTS**

See Comment.

**SECTION D:** **CRITERIA FOR PREQUALIFICATION**

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## **Statement of Qualifications**

Statements of Qualification application packages must be uploaded to the bid and must include all require attachments and documentation as listed below:

Failure to make a complete submission as described with all requirements may result in the determination of non- responsiveness of the SOQ application package.

The required *SOQ application* consists of the following:

Appendix A:

* 1. Application for General Contractors Statement of Qualifications (SOQ) Form
  2. Schedules A through K to be completed with all supporting documents
  3. All additional supporting documentation including:

1. Bid Surety Commitment Letter
2. Bonding Capacity Commitment Letter
3. Certificate of Authority by the Rhode Island Secretary of State ‘s office
4. Vendor’s Contractor registration certificate

**Management Experience -** (70 points available in this category; minimum of 55 points required in this category for prequalification approval)

**Schedule A. Business Owners:** Vendors **must complete and upload attachment A** and **must include** a resume providing the name, title, detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the vendors are a partnership, then documentation must provide the requested information for each general and limited partner. If the vendor is a corporation or limited liability company, then the vendor must provide the requested information for each officer, director and/or member. (3 points available)

**Schedule B. Management Personnel:** Vendors **must complete and upload attachment B** and **must include** a resume for each and every person who has management responsibility, direct or indirect, for the Project. Provide the name, title, detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, project engineers, field superintendents, field engineers, and safety engineers. (25 points available)

**Schedule C. Similar Project Experience:** Vendors **must complete and upload** **attachment**

1. Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the Respondent in the last eight (8) years. For purposes of this SOQ, a “similar project” shall mean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in construction contract value.
2. Provide project information for any and all institutional or commercial projects completed within the past five (5) years with a construction contract value of over $\_\_\_\_ million; list the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each project.
3. Provide a sample estimate for similar project and demonstrate its accuracy against the metrics listed above. For older projects, the above construction contract values may be presented in 2020 dollars, escalated with the U.S. Department of Labor inflation calculator at <http://www.bls.gov/data/inflation_calculator.htm> (25 points available).

**Schedule D. Terminations:** Vendors **must complete and upload attachment D.** Provide a list of any projects within the past five (5) years on which Respondent was the general contractor or construction manager and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (up to 5 points available for favorable record)

**Schedule E. Legal Proceedings:** Vendors **must complete and upload attachment E**. Provide information regarding each and every legal proceeding, administrative proceeding, and arbitration pending against the Respondent. In addition, provide information regarding each and every legal proceeding, administrative proceeding, or arbitration action concluded adversely to the Respondent within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (up to 5 points available for favorable record)

**Schedule F. Safety Record:** Vendors **must complete and upload attachment F.** Provide the three (3) year history of the Respondent’s workers’ compensation experience modifier. In addition, provide documentation from the Respondent’s insurance carrier supporting the rating history provided. (up to 3 points available for favorable record)

**Schedule G. MBE/WBE and Workforce Compliance Record:** Vendors **must complete and upload attachment G.**

Provide information and evidence of the Respondent’s compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals within the past three years. In addition, Respondents **must upload** documentation supporting the actual participation and inclusion amounts reported in **Schedule G**. (up to 4 points available for favorable record)

**References -** (30 points available in this category; minimum of 25 points required in this category for prequalification approval

**Schedule H. Project References:** Vendors **must complete and upload attachment H.** Provide contact information for owners and architects for every project listed. Information provided shall include project name and the names of the owners and architects, with current address, current telephone, email address and fax numbers, and contact person for each. Note: The Technical Review Subcommittee Committee may also consider project reference information provided in response to Subsection 2(b) herein. (25 points available)

**Schedule I. Public Project Record**: Vendors **must complete and upload attachment I** Provide a list of all completed public building construction projects worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner’s name (including address, telephone number, fax number, and contact person) and architect’s name (including address, telephone number, fax number and contact person). (5 points available)

**Financial Capacity to Complete Projects - (Pass / Fail in this category)**

**Schedule J. Credit reference:** Vendors **must upload** a minimum of 5 credit references for the most recent fiscal year. The credit references will be reviewed on a pass/fail basis.

**Schedule K. Revenue Under Contract:** Vendors **must complete and upload attachment K** of anticipated revenue for projects under contract for the next three (3) years.

**Mandatory Requirements -** (no points assigned) **Must upload in addition** to scheduled forms.

**Performance and Payment Bond:** Vendors **must upload** a commitment letter (from a surety company licensed to do business in the State of Rhode Island and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in the Scope of Work section above.

**Certification: Must upload** a copy of a valid Certificate of Authority issued by the Rhode Island Secretary of State’s Office (401-222-3040) is required for contract award.

**Must Upload** acopy of vendor’s Contractor Registration certificate

**Project Labor Agreement:** If the Owner is exploring a Project Labor Agreement (“PLA”) for the Project, then the PLA shall be a mandatory condition of contract award for the Project. Thus, the CMAR contractor selected for the Project (and its subcontractors) shall be required to accept the terms of the PLA, in its entirety. The PLA will be provided to all pre-qualified Respondents as part of the Phase Two solicitation. This is a mandatory requirement for pre-qualification to bid the Project.

**SECTION E: EVALUATION AND SELECTION - SOLICITATION SPECIFIC**

Proposals must receive a minimum of(80%) out of a maximum of 100 points to advance to the qualified vendor list. Proposals scoring less than 80 points shall not receive further consideration. In addition all vendors must paa all the pass/fail requirements

Proposals shall be reviewed and scored based upon the following criteria:

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| --- | --- |
| **Criteria for Pre-Qualification**  **Management Experience: – Total 70 Points; minimum 55 points** | **Possible Points** |
| Business Owners – schedule A | 3 Points |
| Management Personnel – schedule B | 25 Points |
| Similar Project Experience – schedule C | 25 Points |
| Termination – schedule D | 5 Points |
| Legal Proceedings – schedule E | 5 Points |
| Safety Record – schedule F | 3 Points |
| MBE/WBE and Workforce Compliance Record – schedule G | 5 Points |
| **Total Possible Management Experience Points** | **70 Points** |
| **References: – Total 30 Points; minimum 25 points** | **Possible Points** |
| Project References – schedule H | 25 Points |
| Public Project References – schedule I | 5 Points |
| **Total Possible Reference Points** | **30 Points** |
| **Financial Capacity to Complete Project: – Pass/Fail** |  |
| Credit reference = schedule J | Pass/Fail |
| Revenue Under Contract - schedule K | Pass/Fail |
| **Mandatory Requirements: – Pass/Fail** |  |
| Commitment Letter for Performance and Payment Bond | Pass/Fail |
| Certification of Authority | Pass/Fail |
| Contractor Registration certificate |  |
| **Total Possible Evaluation Points** | **100 Points** |
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**NOTE: See the “Requirements” tab of this solicitation for additional requirements and clause for Prequalification and submission of the SOQ forms.**