



State of Utah

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Governor

GARY R. HERBERT
Lieutenant Governor

Department of Administrative Services

KIMBERLY K. HOOD
Executive Director

Division of Facilities Construction and Management

DAVID G. BUXTON
Director

ADDENDUM #1

Date: May 7, 2009

To: Contractors

From: Matt Boyer, Project Manager, DFCM

Reference: RFS #1FY2010 Stage I – Pre Qualification Submittal
Roofing Contractors

Subject: **Addendum No. 1**

Pages	<u>Addendum</u>	15 pages
	Total	15 pages

Note: *This Addendum shall be included as part of the Contract Documents. Items in this Addendum apply to all drawings and specification sections whether referenced or not involving the portion of the work added, deleted, modified, or otherwise addressed in the Addendum. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to Disqualification.*

While we contend that SB220 should only be potentially applicable to a contract issued after the effective date of said bill, this is to clarify that for purposes of this contract, regardless of the execution or effective dates of this contract, the status of Utah Law and remedies available to the State of Utah and DFCM, as it relates to any matter referred to or affected by said SB220, shall be the Utah law in effect at the time of the issuance of this Addendum.

1.1 **SCHEDULE CHANGES** – There are no changes to the project schedule.

1.2 **GENERAL** –

Item #1

Termination or Debarment Certifications

The contractor must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The contractor must also certify that neither it nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the contractor cannot certify these two statements the firm shall submit a written explanation of the circumstances for review by DFCM. Firms are to submit these certifications with their Statement of Qualifications.

Item #2

All contractors must go through the entire short-listing process. Recertification letters are not acceptable this year regardless of whether or not contractors are on the short-listing for FY2009.

Item #3

Three (3) pages will be allowed on both the Statement of Qualifications as well as the Project Management approach. Firms must submit three (3) copies of both these documents.

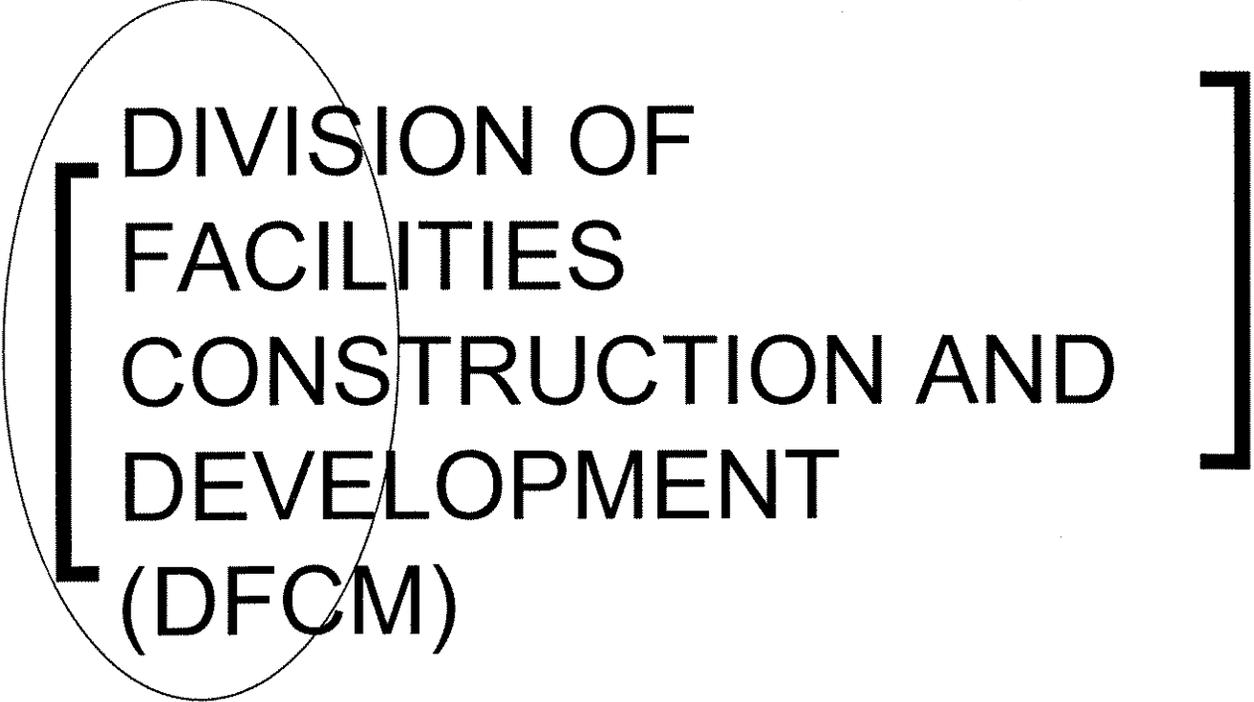
Item #4

Firms are required to submit a letter from their bonding company as indicated in item 12 Statement of Qualifications.

Item #5

See attached – Submittal guideline





DIVISION OF
FACILITIES
CONSTRUCTION AND
DEVELOPMENT
(DFCM)

SUBMITTAL GUIDELINES

FISCAL YEAR 2010
MULTI-STEP BIDDING PROCESS
FOR GENERAL/ROOFING
CONTRACTORS

MAY 6, 2009

INTRODUCTION

May 6, 2009

Thank you for your interest in the State of Utah, Division of Facilities Construction and Management Capital Improvement Projects.

Stage I will involve the pre-qualification of contractors base on the selection criteria outlined in the Request for Submittals. Contractors are required to provide Statements of Qualifications.

This document has been developed to assist you in preparing your firms submittals.

If you have any questions regarding Statements of Qualifications or Past Performance Ratings, please contact:

Dana J. Edwards
DFCM, VBS Program Coordinator
(801) 538-3412
Email: dedwards@utah.gov

REQUEST FOR SUBMITTAL

- All request for information regarding this Multi-Step Bidding Process shall be in writing and direct to:

Darrell Hunting
Division of Facilities
Construction and Management
4110 State Office Building
Salt Lake City, Utah 84114
Email: dhunting@utah.gov
Phone: (801) 244-7647
Fax: (801) 538-3762

[SUBMITTAL DUE DATES AND TIMES]

- All required submittals must be delivered to, and received by, the Division of Facilities Construction and Management by the time deadline established in the Schedule.
- **Submittals received after the specified time WILL NOT BE ACCEPTED.**

[ADDENDUM]

- Contractors are responsible for obtaining information contained in the addenda from the website. (www.dfcm.utah.gov)
- Any addenda issued prior to the submittal deadline shall become part of the Multi-Step Bidding process and any information required shall be included in the contractors submittal.

SUBMITTAL COVER

The cover of your submittals must include the following.
Submittals that do not have this information will be not
be accepted.

TITLE OF DFCM PROJECT

(Multi-Step Bidding Process for General / Roofing
Contractors)

DFCM PROJECT NUMBER

(RFS#1FY2010 or RFS#2FY2010)

DATE

(Date submittals are due)

COMPANY NAME

ADDRESS

PHONE

FAX

COMPANY CONTACT NAME

SUGGESTIONS

TABLE OF CONTENTS

- A. Past Performance and References
- B. Statement of Qualifications
- C. Project Management Approach

TABS

Past Performance/References

Statement of Qualifications

Project Management Approach

PAST PERFORMANCE AND REFERENCES

DFCM Projects:

Ratings on DFCM projects over the previous **five** years will be provided to the selection committee for their consideration in evaluating and scoring the past performance for each firm.

Non-DFCM Projects:

If a firm has not completed at least three DFCM projects in the last five years, they shall provide a list of references on additional projects for a **total of five** projects

REFERENCES SHOULD INCLUDE:

- **Name and Address/Location** of the project.
- **Name and phone number** of the person able to answer questions about the project.
- **Date** of when the work was **completed** (mmyyyy)
- The **cost** of the project.
- **Type** of project (school, office, warehouse, etc)

STATEMENT OF QUALIFICATIONS

The Statement should describe:

- (a) The financial viability of the firm/team;
- (b) The experience, skill level and qualifications of the firm/team including project managers/site superintendents;
- (c) Examples of similar projects completed by the firm/team and project managers/site superintendents;
- (d) The firm's/team's areas of expertise and other special qualifications;
- (e) The firm's/team's track record of completing projects on time and within budget;
- (f) The firm's/team's reputation and commitment to high quality workmanship; and
- (g) The firm's/team's ability to comply with the bonding requirements outlined in Section 10 of the RFS.

(limit 2 pages)

PROJECT MANAGEMENT APPROACH

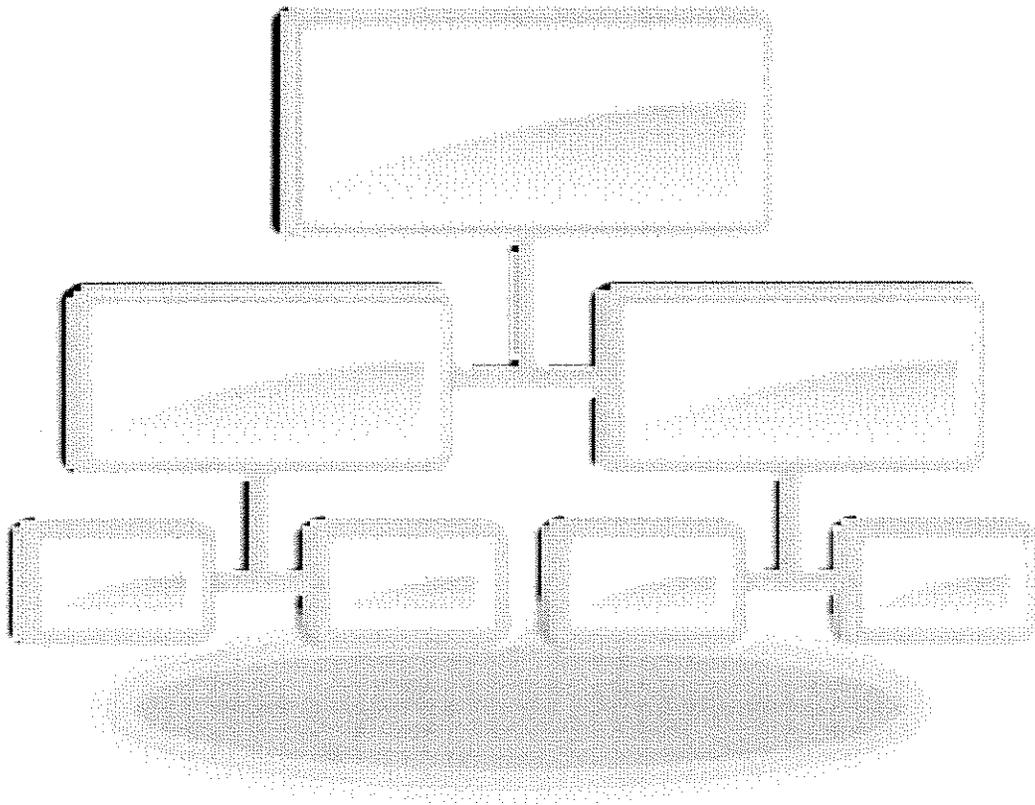
The document should be concise yet contain sufficient info:

- (a) The process used for selecting and managing subcontractor;
- (b) A description of how the firm/team will be organized (document who is in charge with decision making authority);
- (c) The method used to develop a project schedule to ensure that projects are completed on time including the process used to determine when long lead materials and equipment are ordered;
- (d) The actions that will be taken (plan) to bring a project back on schedule if it has fallen behind schedule;
- (e) The procedures in place to minimize change orders;
- (f) The methodology used to ensure the accuracy of bids;
- (g) The approach to site security and project safety;
- (h) The firm's/team's understanding of DFCM's construction management policies and procedures; and
- (i) Any other information that will assist the selection committee in evaluating the firm's/team's approach to project management.

(limit 2 pages)

ADDITIONAL INFORMATION

Include an organization chart of key personnel and a description of their duties



[

END

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