

CITY OF REHOBOTH BEACH
REHOBOTH BEACH OCEAN OUTFALL
REQUEST FOR PREQUALIFICATION NO. 16-001

Sealed Applications for Prequalification will be received in hand at the Office of the CITY OF REHOBOTH BEACH (the City), located at 229 Rehoboth Avenue, Rehoboth Beach, Delaware 19971, until 2:00 p.m. on the 15th day of December, 2016 for:

REHOBOTH BEACH OCEAN OUTFALL PROJECT

PREQUALIFICATION APPLICATIONS WILL BE ACCEPTED ONLY FROM FIRMS WHO HAVE DOWNLOADED THE ELECTRONIC DOCUMENTS FROM THE WEB SITE, AT www.cityofrehoboth.com/outfall-prequalifications .
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A pre-Application conference and Site Tour will be held at 9:00 a.m., November 17, 2016, at the City of Rehoboth Beach Fire Department, Station 86, located at 219 Rehoboth Avenue, Rehoboth Beach, DE 19971. This meeting is to allow Applicants an opportunity to become familiar with the requirements of the Work. ATTENDANCE IS NOT MANDATORY. Minutes of the meeting **will not be recorded or published**. Interested offerors are urged to attend. **THIS IS THE ONLY TOUR THAT WILL BE PROVIDED.**

FUNDING FOR THIS PROJECT COMES FROM A FEDERALLY ASSISTED LOAN ADMINISTERED BY STATE RESOURCES AUTHORITY. BIDDERS AND CONTRACTORS SELECTED TO PERFORM WORK UNDER THIS CONTRACT ARE BOUND BY THE REQUIREMENTS OF THE DELAWARE WATER POLLUTION CONTROL REVOLVING LOAN FUND AND THE ENVIRONMENTAL PROTECTION AGENCY'S WATER POLLUTION CONTROL REVOLVING FUND. THE APPLICANT'S ATTENTION IS CALLED TO THE SPECIFIC MBE/WBE, DAVIS BACON ACT, AMERICAN IRON AND STEEL, AND PREVAILING WAGE REQUIREMENTS CONTAINED IN THAT REGULATION.

A copy of the Water Resources Reform and Development Act Guidance (PDF) identifying the most recent updates to the Revolving Loan Fund can be found at <https://www.epa.gov/cwsrf/water-resources-reform-and-development-act-wrrda-guidance-clean-water-state-revolving-fund>.

The City reserves the right to reject any and all Applications, cancel this solicitation, and to waive any informalities or irregularities in procedure. The City does not discriminate against faith-based organizations.

Direct all requests regarding distribution of Prequalification document attachments (Exhibits 2 thru 9) to Kim Barlag at Kim.Barlag@ghd.com or call (240) 206 6812, or Fax: (240)-206-6811. All technical questions shall be submitted in writing prior to December 1, 2016, COB, by facsimile (fax) or electronic mail to Brandon Gott at Brandon.Gott@ghd.com. The subject heading for all e-mails and faxes shall be:

Subject: City of Rehoboth Beach Ocean Outfall Project

CITY OF REHOBOTH BEACH, DELAWARE
Sharon Lynn
City Manager

CITY OF REHOBOTH BEACH
REHOBOTH BEACH OCEAN OUTFALL
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ARTICLE I INTRODUCTION

The City of Rehoboth Beach, Delaware is soliciting Applications for the Prequalification of Bidders for the REHOBOTH BEACH OCEAN OUTFALL project work (the Project) related to the procurement and installation of approximately six thousand (6,000) linear feet of ocean outfall pipeline.

The City has elected to prequalify eligible Contractors and Subcontractors to perform various parts of the critical work associated with the project. Only bids from firms that have been prequalified in accordance with the procedures herein will be accepted to bid on the Project. Bids received from those firms who have not been prequalified will not be considered.

The Project consists generally of:

Construction of 6,000 linear feet of ocean outfall pipe in Rehoboth Beach, Delaware. A minimum of 3,000 linear feet of 24 inch pipeline is proposed for installation via horizontal directional drilling including shore landing, and the remaining 3,000 linear feet via marine open-cut trench to an outfall diffuser assembly. The proposed staging area is near the north end of the City at an area known as Deauville Beach.

Pipe material includes either high density polyethylene (HDPE) or fusible polyvinyl chloride (FPVC) installed by horizontal directional drilling at a depth of 30 to 40 feet below the sea floor, and trench excavation at an average of ten feet below the sea floor. The pipeline will be terminated at a diffuser assembly placed on piles, and anchored by concrete pillow blocks. Off-shore excavation will be accomplished by the use of clam shell bucket or hydraulic cutter dredging and marine barges.

The Invitation to Bid for the project is scheduled to be issued to the pre-qualified Bidders in early 2017.

Preliminary drawings, boring information, and various reports are provided for reference only as exhibits attached to this document:

Exhibit 1 Rehoboth Beach WWTP Ocean Outfall Preliminary Drawings

These documents may be downloaded from the City's website identified on the coversheet above.

Geotechnical studies, boring information, and various reports are available for download upon request as directed on Page 1 of the RFQ:

Exhibit 2 2011 Rehoboth Beach Boring Locations

Exhibit 3 2011 Rehoboth Beach WWTP Outfall – Boring Logs

Exhibit 4 2016 Field Operations and Data Report – Bathymetric and Geophysical Survey

Exhibit 5 2016 Field Operations and Data Report – Marine Drilling and CPT

Exhibit 6 2016 Field Operations and Data Report – Vibracoring

Exhibit 7 2016 GeoSciences-Focused Desktop Study

Exhibit 8 Part 1 of 2 Geotechnical Report

Exhibit 9 Part 2 of 2 Geotechnical Report

The term “Applicant” is defined as an individual, partnership, or corporation that submits an Application for Prequalification in response to this solicitation.

The City shall not be responsible for any costs incurred by Applicants as a result of their participation in this procurement process. Each Applicant shall bear its own expenses in connection with the preparation and submission of materials and the provision of any supplemental information that may be requested. The City shall have no liability for cost incurred by Applicants in connection with the review and evaluation of prequalification materials and any findings and determinations made there from. All materials submitted by Applicants shall become the property of the City and will not be returned.

ARTICLE II SCOPE OF SERVICES

2.01 Work Elements

- A. The following describes the major construction work elements anticipated for this project. Full construction plans and specifications will be provided to all prequalified Bidders with the Requests for Bids.

Construction includes any or all of the following work elements associated with shore landing and offshore open cut marine construction:

1. Horizontal directional drilling pipe installation and/or open-cut trench pipe installation with either HDPE or fusible polyvinyl chloride (FPVC).
2. Marine trenching by mechanical means or hydraulic dredging and replacement of material with excavated backfill and armor stone.
3. Construction of a diffuser assembly secured with driven piles and either rock ballast or pillow blocks for pipeline anchoring.
4. Installation of cathodic protection to prolong the useful life of the steel piles.

ARTICLE III EVALUATION AND SELECTION CRITERIA

3.01 *Minimum Required Experience*

- A. At a minimum, the Applicant shall be able to demonstrate previous experience in the following work elements listed below and demonstrated by fully completing the individual forms attached to this document.
1. Shore landing force main projects of at least 3,000 feet in length, and while utilizing a wireline tracking system.
 2. Horizontal directional drilling (HDD) of pipes 18 inches or greater, for a minimum of 3,000 feet and involving marine construction.
 3. Open-cut trench pipe installation under marine conditions.
 4. Marine trenching by mechanical means or hydraulic dredging and placement of backfill.
 5. Working a minimum of forty (40) feet below sea level.
 6. Undersea pipeline anchoring.
 7. Gravity cells or coffer dams to control water intrusion.
 8. Pile driving in ocean or sea waters.
 9. Use of multiple piping materials such as HDPE and/or fusible polyvinyl chloride (PVC) for horizontal direction drilling.
 10. Installation of cathodic protection.
 11. Working in deep sands and minimizing sea floor disturbance.
 12. Using mitigation techniques for environmental protection for various marine species.
 13. Mitigation and abatement of noise and vibration concerns.
 14. Working in high sea waves.
 15. Use of floating barge and/or jack-up barge to facilitate installation.
 16. Successfully maintaining an aggressive construction schedule.
- B. If the Applicant intends to use subcontractors to perform some of the work listed above, the names of those key subcontractors and the extent of their responsibilities on this Project shall be submitted along with the Applicant's qualifications. The Applicant will not be permitted to change the named key subcontractor(s) unless the City approves the replacement.

The prime contractor shall be required to provide a minimum of 35% of the value of the work with its own forces. Applications without this minimum percentage will not be considered.

3.02 Prequalification Criteria

- A. Applicants shall submit qualification information in accordance with the requirements identified herein. The City Manager or their designee may, at their sole discretion, contact one or more Applicants during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the Applicant and may request additional information. Such additional information must be submitted to the City no later than five (5) business days after the City's request.
- B. The decision to prequalify an Applicant shall not, however, constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.
- C. The City may deny prequalification to any Applicant if the City finds any of the following:
 - 1. The Applicant fails to provide a signed Surety Statement that indicates that the Surety knows of no reason at this time that the Surety would not be able to provide bid, performance and payment bonds for the Applicant in connection with the Project for an amount between \$15,000,000 and \$20,000,000.
 - 2. If, in the sole discretion of the City, the Applicant does not have the appropriate experience to perform this project.
 - 3. The Applicant or any officer, director, or owner thereof has had judgments entered against them within the past ten years for the breach of contracts for any projects, including, but not limited to, design-bid-build, design-build or construction management at risk.
 - 4. The Applicant has been in substantial noncompliance with the terms and conditions of prior construction contracts with the City without good cause. Even if the City has not contracted with an Applicant in any prior construction contracts, the City may deny prequalification if the Applicant has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause.
 - 5. The Applicant or any owner, officer, director, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to a violation of the Delaware Commerce and Trade Code, Title 6, Subtitle II, Chapter 25. PROHIBITED TRADE PRACTICES (§ 2511 et seq.), or any substantially similar law of the United States or another state.
 - 6. The Applicant or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by

any public body, agency of another state or agency of the federal government;

7. The Applicant failed to provide to the City within the established time frame, any information requested in this Solicitation relevant to items A through F above.

3.03 Evaluation of Applications

A. General

In evaluating each Application for Prequalification, the City will include, by way of illustration and not limitation, the qualification areas listed below. Each area is further defined by the use of corresponding attachments containing requests for information pertinent to each qualification criteria. The forms included herein shall be used to assure that all Applicants provided comparable information.

B. Qualification Information

1. **General Criteria Confirmation:** This document shall contain information on the overall structure of the Applicant's firm including but not limited to name, office locations, organization of the firm, past and present litigation performance, and references to demonstrate that the Applicant meets basic contracting responsibilities.
2. **List of Projects:** The current status of workload, both projects that are complete and in progress, including information to demonstrate the overall resource requirements of the Applicant and a project schedule noting the start and completion, or anticipated completion, of each project.
3. **Technical Experience:** The Applicant shall demonstrate experience in construction of marine and off-shore pipelines and horizontal directional drilling including pipe sizes of 18 inch or greater, within the last 10 years.

Name, address and telephone numbers of reference individual(s) familiar with the services provided by the Applicant are required under this category. The City will contact the individual to verify the experience and satisfactory performance of services by the Applicant.
4. **Project Planning/Approach:** Provide a description of the proposed Management Organization, proposed Project Approach, and management techniques necessary to ensure that projects are completed on time and within budget, with a minimum of claims, for the benefit of the City.
5. **Key Personnel:** Provide a proposed Organization chart for the Project. The Applicant must specifically identify the key personnel to the level of project Field Superintendent, which are intended to be assigned to the project in the event an award is made to the Applicant's firm. If the Applicant bases its Application on the activities of key Subcontractors, the Applicant must specifically identify key personnel of such subcontractors. Key Subcontractors shall be considered as part of the prequalification process.

Such personnel shall be, to the extent possible, assigned to the project for the duration of the project. The Applicant shall provide a detailed resume for each key individual. Attachment E KEY PERSONNEL shall be used to submit the key personnel information, with the exception of the detailed resumes which will be provided as an appendix.

6. Major Subcontractor Identification: This Attachment F shall include the name(s) of the major Subcontractor(s) who will provide the portions of the work not previously identified in the section above. Their pertinent company information and the role the Subcontractor will fill if the contract is awarded is required.
7. Additional Information: Attachments G through I include confirmation on the Applicant’s ability to obtain a Delaware General Contractor’s license, bonding, and insurance. Attachment J provides for a final signature.

3.04 Application Scoring

- A. To determine the qualified Applicants, the City will evaluate each application and assign an appropriate score based on the following maximum numerical values for each of the following areas:

AREA	POINT VALUE
Technical Experience	
Number of Similar Projects	10
Similarity Projects to this Project	15
Project Approach	
Innovative Techniques	10
Optimizing Resources	10
Project Management	
Minimizing Change	10
Minimizing Schedule	10
Key Personnel	
Experience of Key Personnel	10
Number of Experienced Team Members	10
Responsiveness (Under Budget/On Time)	15
TOTAL POINTS	100

ARTICLE IV INSTRUCTIONS TO APPLICANTS

4.01 Application Forms

A. Application Forms and Supplemental Information must be typed or printed. Information presented therein shall be clear, complete and concise. The following forms and attachments comprise the Application for Prequalification. Information required in each section is briefly described below and further delineated in each attached form. The Applicant shall answer all of the questions included in each attachment, completely and concisely.

Attachment	Title	Information Included
A	Applicant's Prequalification Statement	This form is used to confirm the Applicant’s company information. Include prime, subconsultants, and joint venture information as it applies.
B	Similar Projects	A list of all projects currently being performed and the resources required to perform that work.
C	Project Details	A list of similar projects that have been performed during the past ten years that best represent the elements included in this RFQ. Provide details on a minimum of five of those projects contained in the list which are most similar in size and scope to the Project. If the Applicant is submitting its proposal as a joint venture, list projects worked on and the relationship of the joint venture on those projects.
D	Project Planning/ Approach	Provide a narrative of the Project Management organization and techniques utilized by the Applicant to ensure that the Project will be completed on schedule.
E	Key Personnel	Information about the experience of all key personnel available that the Applicant plans to assign to this project. Include both prime and subconsultant’s information.
F	Subcontractor Identification	Information similar to that provided for the Applicant demonstrating the Major Subconsultant’s company details.
G	Contractor's License	A statement of Applicant's ability to acquire a State of Delaware General Contractor's License, if currently unlicensed, <u>prior to bidding</u> ; and a commitment to require that all affected subcontractors carry a State of Delaware Contractor's license.
H	Surety Statement	Applicant's ability to acquire Bid, Performance, and Payment Bonds for this project.
I	Insurance Checklist	Applicant’s ability to acquire the appropriate insurance for this project.
J	Affidavit of Accuracy/ Signature	Applicant’s acknowledgement that the information provided by the Applicant is true and complete.

4.02 *Submission Procedures*

- A. One original and five copies (six documents total) of the application shall be signed and submitted in a sealed envelope to the office of the City Manager no later than the time and date specified in the Request for Qualification (RFQ). Respondents shall submit a CD or flash drive containing the entire, identical hard copy of the proposal along with the hardcopies required. Timely submission is the sole responsibility of the Applicant. Responses received after the specified time will be rejected. The envelope shall indicate the name of the Applicant, RFQ number, RFQ description and contract number. All attachments submitted shall be identified with the name of the Applicant. Facsimile transmission of responses will not be accepted.
- B. Failure to submit a response on the official City forms provided herein may be considered just cause for rejection of the response. Modification of, additions to any portion of, or incomplete information in any part of the solicitation may be cause for rejection of the response. However, the City reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a response as nonresponsive.

Only responsive applications as defined above will be considered and evaluated. The City reserves the right to waive any irregularity or informality in the submittal.

4.03 *Addenda and Interpretations*

All interpretations of the meaning of the Prequalification Application and Forms will be made in writing by the City. All requests for such interpretations must be in writing and addressed to the City. To be given consideration, such requests must be received at least fifteen (15) days prior to the date fixed for submittal of the Prequalification Application and Forms. Any and all such interpretations and any supplemental instruction or changes will be in the form of written addenda which, if issued, will be sent to all Applicants at the respective addresses furnished for such purposes, not later than seven (7) days prior to the date fixed for submittal of the Prequalification Application and Forms. Failure of any Applicant to receive any such addenda shall not relieve such Applicant from any obligation under its application as submitted. All addenda so issued shall become part of the Prequalification and Forms and must be signed by all Applicants and returned to the City with the Application.

4.04 *Notice Required of Substantial Changes in Bonding Status or Personnel*

If the Applicant experiences a material change in its bonding status, corporate structure or personnel after the Prequalification Application and Form is submitted and prior to the award of the contract for the project, the Applicant shall notify the City of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable.

Failure to notify the City of any material change in bonding status, corporate structure or personnel may constitute grounds for rescinding a "qualified to bid" rating or for rejection of a bid.

4.05 *Misrepresentation*

If any Applicant knowingly makes a misrepresentation in submitting information to the City, or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a "qualified to bid" rating or for rejection of a bid submitted as a result of

this Request for Qualifications.

4.06 Appeal Procedure

Applicants who have not qualified for the bidding process based on scoring will be notified in writing by the City within five (5) working days after the City has made its official decision. Applicants will then have five (5) working days in which to submit in writing to the City, with supporting documentation, reasons why the City should change its position. The City will inform the Applicant in writing of the City's final decision within ten (10) working days of receipt of the documentation. The City's decision on the appeal is final unless the Applicant institutes legal action within ten (10) days of receipt of the decision in accordance with the provisions of the State's Purchasing Resolution.

ATTACHMENTS

APPLICATION FORMS FOR PREQUALIFICATION

REHOBOTH BEACH OCEAN OUTFALL

CITY OF REHOBOTH BEACH, DELAWARE

RFQ NO. 16-001

- A. One original and five copies (six total documents) of the Application shall be signed and submitted in a sealed envelope. An electronic copy (on compact disk or thumb drive) of the submittal shall also be provided in addition to the hard copies. Application shall be no more than 50 pages in length, not including resume appendix.
- B. All required attachments and any additional information requested in this Application form shall be attached to the original and each copy submitted. Use the following list to confirm each item is enclosed.

Attachment Checklist:

Application Item	Included
Prequalification Application Cover Sheet	<input type="checkbox"/>
A. Applicant's Prequalification Information (Form)	<input type="checkbox"/>
B. Record of Similar Projects (by Applicant)	<input type="checkbox"/>
C. Details of Projects (by Applicant)	<input type="checkbox"/>
D. Project Planning/Approach (by Applicant)	<input type="checkbox"/>
E. Key Personnel (By Applicant)	<input type="checkbox"/>
F. Major Subcontractor Identification (By Applicant)	<input type="checkbox"/>
G. Delaware General Contractor's License Statement (By Applicant)	<input type="checkbox"/>
H. Surety Statement (By Applicant)	<input type="checkbox"/>
I. Insurance Checklist (Form)	<input type="checkbox"/>
J. Affidavit of Accuracy/Signature (Form)	<input type="checkbox"/>

Appendix A. Resumes

**CITY OF REHOBOTH BEACH
 REHOBOTH BEACH OCEAN OUTFALL
 PREQUALIFICATION APPLICATION COVER SHEET**

SUBMITTED BY: (APPLICANT NAME)					
ADDRESS:					
CITY/STATE/ZIP:					
AUTHORIZED SIGNATURE:					
PRINT NAME AND TITLE:					
TELEPHONE NO:		FACSIMILE NO.:			
TAX ID NUMBER (EIN/SSN):		NAME OF STATE:			
THIS FIRM IS A:					
_____ ___ CORPORATION, ___ GENERAL PARTNERSHIP, ___ LIMITED PARTNERSHIP, ___ UNINCORPORATED ASSOCIATION, ___ LIMITED LIABILITY COMPANY, ___ SOLE PROPRIETORSHIP _____ JOINT VENTURE					
APPLICANT STATUS:	MINORITY OWNED:		WOMAN OWNED:		NEITHER:

ATTACHMENT A

APPLICANT'S PREQUALIFICATION INFORMATION

Project Name: REHOBOTH BEACH OCEAN OUTFALL PROJECT

If proposal includes joint venture (JV), all JV Applicants must provide the following information. Use additional sheets for each member of the JV.

Submitted By:

Applicant Name and Address:

Applicant telephone No.: (____)_____ Fax No.: (____)_____

Applicant's Delaware General Contractor's License Number: _____

Tax ID No. (Soc. Sec. No. If Sole Proprietor) _____

Person who can respond authoritatively to any questions about this statement:

Name: _____ Title: _____ Tel.: _____

Indicate if: Corporation Sole Proprietor Partnership
 Joint Venture Other (Indicate) _____

The Applicant may attach additional information deemed appropriate to respond. Do not attach additional information not relevant to the response.

1. Organization

- A. What is your organization's size in terms of gross revenue and number of employees (include number of complete drill crews and engineering staff)?
- B. How many years has your organization been in business as a construction contractor?
- C. How many years has your organization been in business under its present business name?
- D. Under what other names has your organization operated?

E. If your organization is a corporation, please indicate:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice President's name(s) _____

F. If your organization is a partnership, please indicate:

Date of organization: _____

Type of partnership
(if applicable): _____

Name(s) of general partners: _____

G. If your organization is a sole proprietorship, please indicate:

Date of organization: _____

Name of owner: _____

H. If the form of your organization is other than those listed above, describe it and name the principals:

I. Attach a copy of the Applicant's current organization chart showing numbers of employees by division or department and the names and titles down through Project Field Superintendent.

J. Is the Applicant related to another firm as a parent, subsidiary or affiliate?

Yes _____ No _____

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

K. Identify the portions of the Work as identified herein that are expected to be performed by subcontract if the Contract is awarded to Applicant.

L. List the type of work the Applicant customarily performs with its own workforce.

M. List the items of major equipment, including barges (type), support vessels, fluid recycling system, and drill rigs the Applicant owns or leases which will be available for use in connection with the proposed work. Provide equipment size.

N. List of geographic area(s) in which the Applicant does business.

2. Judgments

A. Has the Applicant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?

Yes _____ No _____

B. If yes, provide details on any such judgment.

3. Contract Compliance

A. Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with the City without good cause?

Yes _____ No _____

B. If yes, provide details on any such occurrence.

C. Only answer the following question if you have not contracted with the City in the past five (5) years.

Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with another public body without good cause?

Yes _____ No _____

D. If yes, provide details on any such instance.

4. Convictions

Has the Applicant or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of Title 29, Chapter 58, Subchapter 1 of the Delaware Code of Conduct or any substantially similar law of the United States or another state?

Yes _____ No _____

If yes, provide details on any such conviction.

5. Debarment

Is the Applicant or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government?

Yes _____ No _____

If yes, provide details.

6. Disbarment

A. Has the Applicant or any of its affiliates ever been removed (by debarment or by deletion from pre-qualified bidders list) from bidding privileges by an owner, public or private?

Yes _____ No _____

If yes, give date(s) of removal and any reinstatement, the owner's stated grounds for removal and project(s) involved.

B. Was Applicant's reinstatement a conditional reinstatement?

Yes _____ No _____ Not applicable _____

If yes, provide a photocopy of all documents pertaining to reinstatement and any conditions.

7. References

Provide at least three (3) references in each of the categories below including name, address, telephone number, and name of contact.

A. Design Engineers:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

B. Major Subcontractors:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

C. Owners:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

8. Workers Compensation Experience

List your Experience Modification Rate for workers compensation for the past three years:

2014 - _____ ; 2015 - _____ ; 2016 - _____ ;

9. Confidential and Proprietary Information

Initial here if the Applicant requests that all information submitted as part of this prequalification process be considered a trade secret or as proprietary information subject to the provisions of §6924 (c)(1)(c), Subchapter II, Chapter 69 of the Code of Delaware.

10. Prequalification and Bidding Experience

On a supplemental page list all owners, public and private, including the State of Delaware, for whose projects the Applicant is currently pre-qualified and describe the type of work to be performed in connection with such projects.

11. Contract Issues

Has the Applicant ever failed to enter into a contract in the past 10 years when the Applicant was the low bidder?

Yes _____ No _____

If yes, give complete circumstances for each occurrence on a separate sheet(s) of paper.

12. Receipt of Addenda

The Applicant's submission of a prequalification in response to this Request of RFQ shall constitute a representation on its part that the Applicant,

- A. has reviewed and thoroughly understands the scope, terms and conditions set forth in this RFQ;
- B. has made due inquiry of the City as to the existence of any addenda issued in connection with this RFQ;
- C. is satisfied that it has received any and all such addenda and the Applicant has taken the contents thereof into consideration when preparing and submitting its prequalification application; and
- D. accepts full and complete responsibility for the receipt of any and all such addenda and waives any claim of mistaken or error in this prequalification application based upon its failure, in fact, to have received any one or more addenda.

The Applicant's failure to receive any addenda shall in no event relieve the Applicant from any responsibility for incorporating the provisions of the addenda into its prequalification application. Addenda, upon issuance by the City, shall be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

ATTACHMENT C

DETAILS OF PROJECTS

PROJECT [NAME HERE]

Provide details of at least six (6) of the projects listed in Attachment B above, which are most similar in size and scope to this Project, at least three (3) of which must be shore landing projects. State if fewer than two projects have been performed. Provide full information for each representative project.

If the Applicant bases its Application on the activities of Key (major) Subcontractors provide the information required in Attachment F for each Key Subcontractor.

Identify which project(s) support the Applicant's ability to complete a complex project with an aggressive schedule.

1. Applicant Name: _____
Project Manager Name: _____
Superintendent Name: _____
2. Name of Project: _____
Contract No. _____ Project Number _____
3. Owner Name: _____
Address: _____

Contact Person: _____ Telephone Number (_____) _____
5. Contract Dates - Attach additional information if project was not on schedule.
Started: _____
Contractual Completion: _____
Actual Completion: _____
6. Full and Complete description of the project that demonstrates experience with the work elements anticipated on this Project.
7. Original Contract Value \$ _____
Final Contract Value \$ _____
Value of: Change Orders to Date \$ _____
Outstanding Claims to Date \$ _____

ATTACHMENT C

DETAILS OF PROJECTS Continued

PROJECT _____ (Cont'd)

8. Major Subcontractor(s)

Name: _____

Address: _____

Contact Person: _____ Telephone Number (_____)

Role In Project: _____

Name: _____

Address: _____

Contact Person: _____ Telephone Number (_____)

Role In Project: _____

(Add others as necessary)

9. Was contract completed on or before the date specified in the contract for Substantial Completion, as adjusted by agreement of the parties?

Yes _____ No _____

If not, explain why, including the original contract period and the final contract period.

10. Were liquidated damages imposed, either on the Applicant or by the Applicant on another?

Yes _____ No _____

If yes, list the amount of damages and explain the circumstances.

11. Were any liens, claims, or stop notices filed against the job?

Yes _____ No _____

If yes, explain below.

ATTACHMENT D

PROJECT PLANNING/APPROACH

1. On a separate sheet(s), provide a description of the Project Management and Organization proposed by the Applicant to ensure that projects are completed on schedule, within budget and with a minimum of claims. Include methods to minimize schedule such as the use of multiple crews, purchase or rental of double equipment, working in 2 areas simultaneously, etc.
2. On a separate sheet(s), provide a detailed Work Plan for implementation of the proposed Project including:
 - a. Construction approach including any of the work elements described in Section 3.02. Include methods to be used to optimize resources such as using local equipment, company-owned equipment when rental is higher, renting when transport is higher, sequencing to reduce mobilization, etc.
 - b. Proposed pipeline materials, length of fused pipe per pull, and Fusion Protection Equipment Plan during winter months
 - c. Major equipment required (barge, barge type, clam shell, etc.)
 - d. Land side layout plan including pipe string laydown and HDD staging and entry point
 - e. Ocean side layout plan including exit point, barge details and support boats
 - f. Division of labor for the major work elements.
 - g. Environmental mitigation
 - h. Management of subcontractors.
 - i. Anticipated construction schedule.
 - j. Anticipated level of MBE/WBE and disadvantaged business involvement.
3. On a separate sheet(s) provide a description of the techniques utilized by the Applicant to ensure that projects are completed on schedule, within budget and with a minimum of claims.

ATTACHMENT E

KEY PERSONNEL

Provide information about the experience of the key personnel of the Applicant that are proposed for this Project. The information shall include name, title of intended assignment, proposed role on this Project, years' experience in their proposed role, and experience on similar projects.

At a minimum, include the following Key Staff in addition to management staff:

- Superintendent
- Drillers
- Engineers
- Tracking specialist
- Drill Fluid specialist
- Boat Captain

If the Applicant bases its application for certification of prequalification on the activities of **key personnel** from Subcontractors, the Applicant must specifically identify key personnel of such subcontractors and provide similar company information using Attachment F.

The Applicant must also identify the proposed project structure that assures the Disadvantaged Business Enterprise (BDE) requirements set forth in DBE Fair Share Objectives and 40 CFR 33.240 as listed below:

Work Type	MBE - %	WBE - %
Construction	4.41	4.04
Goods/Equipment Combined	2.29	5.47
Services	0.62	0.92
Supplies	2.03	2.18

ATTACHMENT F

MAJOR SUBCONTRACTOR IDENTIFICATION

1. Organization – provide the following information for each major Subconsultant.
- A. What is your organization’s size in terms of gross revenue and number of employees (include number of complete drill crews and engineering staff)?

 - B. How many years has your organization been in business as a construction contractor?

 - C. How many years has your organization been in business under its present business name?

 - D. Under what other names has your organization operated?

 - E. If your organization is a corporation, please indicate:
Date of incorporation: _____
State of incorporation: _____
President's name: _____

 - F. If your organization is a partnership, please indicate:
Date of organization: _____
Type of partnership
(if applicable): _____
Name(s) of general partners: _____

 - G. If your organization is a sole proprietorship, please indicate:
Date of organization: _____
Name of owner: _____

H. If the form of your organization is other than those listed above, describe it and name the principals:

I. Is the Subconsultant related to another firm as a parent, subsidiary or affiliate?

Yes _____ No _____

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

J. Identify the portions of the Work as identified herein that are expected to be performed by the Subcontractor if the Contract is awarded to Applicant.

K. List the type of work the Subconsultant customarily performs with its own workforce.

L. List the items of major equipment, including barges (type), support vessels, fluid recycling system, and drill rigs the Subconsultant owns or leases which will be available for use in connection with the proposed work. Provide equipment size.

M. List of geographic area(s) in which the Subconsultant does business.

2. Judgments

A. Has the Subconsultant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?

Yes _____ No _____

B. If yes, provide details on any such judgment.

3. Contract Compliance

- A. Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with the City without good cause?
Yes _____ No _____
- B. If yes, provide details on any such occurrence.
- C. Only answer the following question if you have not contracted with the City in the past five (5) years.
- D. Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with another public body without good cause?
- E. Yes _____ No _____
- F. If yes, provide details on any such instance.

4. Convictions

Has the Subconsultant or any officer, director or owner thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of Title 29, Chapter 58, Subchapter 1 of the Delaware Code of Conduct or any substantially similar law of the United States or another state?

Yes _____ No _____

If yes, provide details on any such conviction.

5. Debarment

Is the Subconsultant or any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government?

Yes _____ No _____

If yes, provide details.

6. Disbarment

A. Has the Subconsultant or any of its affiliates ever been removed (by debarment or by deletion from pre-qualified bidders list) from bidding privileges by an owner, public or private?

Yes _____ No _____

If yes, give date(s) of removal and any reinstatement, the owner's stated grounds for removal and project(s) involved.

B. Was Subconsultant's reinstatement a conditional reinstatement?

Yes _____ No _____ Not applicable _____

If yes, provide a photocopy of all documents pertaining to reinstatement and any conditions.

7. References

Provide at least three (3) references in each of the categories below including name, address, telephone number, and name of contact.

A. Design Engineers:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

B. Major Subcontractors:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

C. Owners:

Firm Name: _____

Address: _____

Telephone number: _____

Contact Name: _____

8. Workers Compensation Experience

List your Experience Modification Rate for workers compensation for the past three years:

2014 - _____; 2015 - _____; 2016 - _____;

9. Confidential and Proprietary Information

Initial here if the Subconsultant requests that all information submitted as part of this prequalification process be considered a trade secret or as proprietary information subject to the provisions of §6924 (c)(1)(c), Subchapter II, Chapter 69 of the Code of Delaware.

10. Contract Issues

Has the Subconsultant ever failed to enter into a contract in the past 10 years when the Subconsultant was the low bidder?

Yes _____ No _____

If yes, give complete circumstances for each occurrence on a separate sheet(s) of paper. More than one Subcontractor may be submitted for each of the listed portions of the work.

ATTACHMENT G

DELAWARE GENERAL CONTRACTOR'S LICENSE STATEMENT

Statement of Subcontractor's ability to possess a General Contractor's License prior to bidding, and a commitment to confirm that affected subcontractors shall obtain applicable Delaware Contractor's Licenses prior to award.

ATTACHMENT H

SURETY STATEMENT

The information below shall be completed by the Application's proposed Surety.

(_____) has been a client of (name of Surety Company) for over (____) years. During that time, we have supported this firm in their pursuit of projects in the \$ _____ range and total programs in excess of \$ _____.

We are prepared to provide Bid, Performance, and Payment Bonds on the aforementioned project, provided (_____) accepts an award of the contract and makes application to us on or about the time the work is to commence, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms and job specifications, acceptable bond forms, and confirmation of full financing.

We also possess certificates of authority as an acceptable Surety authorized to do business in the State of Delaware as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

Attorney-In-Fact

(Name of Surety Company)

Name of Surety

Signature

Typed Signature

Date

Address

Telephone

ATTACHMENT I

CITY OF REHOBOTH BEACH INSURANCE CHECK LIST

CERTIFICATE MUST SHOW ALL COVERAGES AND ENDORSEMENTS.

("X" = coverage is required, "N/A" = "Not Applicable.")

Coverage Required		Limits (Figures Denote Minimum)
X	1. Workers' Compensation &	Statutory limits of Comm. of Virginia
X	2. Employers' Liability	\$100,000 accident, \$100,000 disease, \$500,000 policy limit disease
	3. USL&H Endorsement	Statutory
X	4. General Liability	(Items No. 4-10 and 12 require \$1,000,000 combined single limit for bodily injury and property damage each occurrence with \$1,000,000 general aggregate that (Certificate applies to project under contract)
X	5. General aggregate applies per project (CGL)	
X	6. Premises/Operations	
X	7. Independent Contractors	
X	8. Products	
X	9. Completed Operations	
X	10. Contractual Liability	
X	11. Personal Injury Liability	\$100,000 each offense and aggregate
X	12. XCU Coverages	
X	13. Automobile Liability	\$1,000,000 Bodily Injury & Property Damage each accident, <u>and</u> uninsured motorist endorsement
X	14. Owned, Hired & Non-owned	
X	15. Motor Carrier Act Endorsement	
X	16. Umbrella Liability	\$1,000,000 BI, PD, & Personal Injury
X	17. General aggregate applies per project (Umbrella)	
X	Jones Act	\$2,000,000
X	Maritime Employers Liability	\$1,000,000 Each Accident
X	Marine General Liability	\$1,000,000 Excess Umbrella Liability over MEL*: \$5,000,000
NA	18. Garage Liability	\$ _____ BI & PD each occurrence
X	Marine Pollution Liability	\$5,000,000
NA	19. Garagekeepers' Legal Liability	\$ _____ Compr. - \$ _____ - Coll.
X	20. County named as additional insured on other than W/C & Auto. This coverage is primary to all other coverages the City may possess. Certificate must show this coverage.	
X	21. Other Insurance Required:	Asbestos Liability: \$2,000,000 limit
X	22. Forty-five (45) Days Cancellation, non-renewal, material change or coverage reduction endorsement required. The words "endeavor to" and "but failure to" (to end of sentence) are to be eliminated from the Notice of Cancellation provision on standard ACORD certificates.	
X	23. Best's Guide Rating: "A-" VII or better, or its Equivalent	
X	24. The Certificate Must State Bid Number and Bid Title	
X	25. Additional insureds: City of Rehoboth (Owner), Engineer (GHD Inc.), Fugro Consultants and Brierley Associates Corporation	

ATTACHMENT I Continued

CITY OF REHOBOTH BEACH INSURANCE CHECK LIST Cont.

<u>INSURANCE AGENT'S STATEMENT</u>	
I have reviewed these requirements with the bidder named below. Additionally:	
X.	26. The above policy(ies) carry the following deductibles: _____
X	27. Liability policies are (indicate) Occurrence [<input type="checkbox"/>] Claims Made [<input type="checkbox"/>]

INSURANCE AGENT SIGNATURE

BIDDER STATEMENT

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME

AUTHORIZED SIGNATURE

ATTACHMENT J

AFFIDAVIT OF ACCURACY AND SIGNATURE PAGE

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Prequalification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Contractor, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of any contract resulting from this bid.

Under penalty of perjury, the undersigned states, to the best of his or her knowledge and belief, that the foregoing information (including any information on all attachments and exhibits hereto) is true and complete, and that the Applicant has not omitted any fact necessary to make the foregoing information (including any information on all attachments and exhibits hereto) not misleading.

Name Of Applicant

Representative/Title (Signature)

Address

Representative/Title (Print/Type)

Telephone Number

Date

NOTARY SEAL: _____

EXHIBITS

The following Exhibit is available for download at www.cityofreboth.com/outfall-prequalifications.

EXHIBIT 1 Rehoboth Beach Ocean Outfall Preliminary Drawings

The following Exhibits are available for download upon request as directed on Page 1 of the RFQ:

- EXHIBIT 2** 2011 Rehoboth Beach Boring Locations
- EXHIBIT 3** 2011 Rehoboth Beach WWTP Outfall – Boring Logs
- EXHIBIT 4** 2016 Field Operations and Data Report – Bathymetric and Geophysical Survey
- EXHIBIT 5** 2016 Field Operations and Data Report – Marine Drilling and CPT
- EXHIBIT 6** 2016 Field Operations and Data Report – Vibracoring
- EXHIBIT 7** 2016 GeoSciences-Focused Desktop Study
- EXHIBIT 8** Part 1 of 2 Geotechnical Report
- EXHIBIT 9** Part 2 of 2 Geotechnical Report