

Request for Qualifications

Golf course irrigation system Renovation

Request for Qualifications

The City of Alamosa, Colorado is soliciting qualification packages from golf course irrigation contracting firms to provide for renovation of the existing golf course irrigation system at the Alamosa Cattails golf course. Upon approval, the qualified contractors will be provided with bid documents for the renovation work. The work will include: Installation of new HDPE mainline sizes 4” to 8” DR11, installation of the lateral HDPE piping, new wiring, new Rain Bird IC sprinklers and fittings and other related accessories. The successful vendor will be responsible for providing labor, supervision, materials, equipment, transportation, and warranty services necessary to complete a high quality, workmanlike installation. We are seeking firms who have experience installing valve-in-head “decoder type” control systems on large existing turf facilities with HDPE piping experience. Following is the primary checklist that we use to determine the qualifications of an irrigation installation contracting firm:

Background

The Alamosa Cattails golf course presently has an 40 year old (estimated) golf course irrigation system. The existing systems include Leaky PVC mainline, automatic valves and lateral piping. The pump stations have been replaced with Rain Bird prefabricated pumps and will be the point of connection for the new system. The project will provide for replacement of the existing sprinklers, piping and controls while the golf course is open for play. In addition, the existing system will need to be operational until the new system is fully operational with maximum (48 hours) that any area will be without irrigation. Additional work will provide for controls modernization and coordination with the existing automatic irrigation system.

Project Goal

The City of Alamosa is seeking statements of qualifications from all interested contractors. The City will select from the most qualified respondents a limited pool of contractors bids for the proposed scope of work. The City seeks to pre-qualify contractors who have demonstrated experience, knowledge and skill to allow for a staged implementation, limiting the service shut-down of the golf course irrigation system to no more than 48 hours at any one time. The City is also seeking to select experienced contractors who have a record of coordinating the work of multiple sub-contractors (for work that is not self-performed) and have experience working with similar municipal facilities.

- The objective of this project is to provide an irrigation system, which will effectively irrigate all areas to be covered and shall be installed in a professional, workmanlike manner. The specifications, design details, and irrigation drawings will be considered part of the Contract and the Contractor shall follow the specifications with due perseverance. The work contemplated by the specifications consists of the provisions of labor, material, equipment and services required for all work as described herein. Unless otherwise specified, the plans and specifications are intended to include everything obviously prerequisite and necessary for the proper installation and completion of the work whether each necessary item is mentioned herein or not.

Instructions to Responders

1.1 General

The City of Alamosa is soliciting submissions under this Request for Qualifications

("RFQ") in a fair and open process. Written submissions in response to the RFQ should be submitted to the following:

City of Alamosa - Public Works Director
300 Hunt Ave
P.O. Box 419
Alamosa, CO 81101

To be considered, please submit three (3) copies of your qualifications to the above noted address no later than 2:00 PM March 6, 2019. All responses are limited to 25 pages and information provided longer than 25 pages will be ignored and will not be included in the review process. No oral, written or other form of amendment will be accepted by the City of Alamosa after this time, unless specifically requested by the City of Alamosa. The City of Alamosa reserves the right to reject any or all submissions. All submissions shall become the property of the City of Alamosa.

It is the responsibility of the respondent to monitor the City of Alamosa's website for updates and responses to questions.

The preparation of an RFQ response shall be at the expense of the respondent. The City of Alamosa will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFQ, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of the response.

SPECIAL RENOVATION REQUIREMENTS

- The project includes the installation of a new irrigation system on an existing golf course, including all of the HDPE and decoder type components as illustrated in the construction documents.
- The contractor shall approach and provide top consideration to maintaining similar playing conditions throughout the entire construction process. All excavations and disturbance must be returned to a similar condition as found the same day in active play areas around the greens, tees and fairways. All open excavations will be constructed in accordance with OSHA rules which include being protected, shored, barricaded and/or covered as needed to provide safety and allowing play in the vicinity of construction.
- Contractor must maintain the existing system's integrity and operation throughout the irrigation installation improvements and the new system can automatically operate. Existing distribution piping and electrical wiring must be immediately repaired and/or replaced if damaged during construction. This includes all mainline, lateral, sub-main, drip or other piping as encountered. In addition all electrical, telecommunication, fiber lines that are encountered. Contractor will remove the old sprinklers (keep in reusable condition), cap swing joints, valve boxes; remove ic decoders, remove concrete pedestal pads and other visible components of the old irrigation system on each hole after the new components are installed. The components will be turned over to the golf course for disposal or redistribution to another user of their choice.
- The contractor will be required to make temporary connections and install isolation valves to the existing distribution piping system throughout the installation process. It is anticipated the contractor install equipment so the existing system can be isolated and operated into 4 distinct sections. Coordinate with Owner and locate existing distribution

and lateral piping that may conflict with installation of irrigation improvement. Expose existing piping/wiring by hand digging or vacuum excavation prior to trenching or vibratory plow installation of new piping/wiring to avoid damage. If any existing piping/wiring is damaged, repair immediately to satisfaction of Owner.

- All trenching or other Work under limb spread of any and all evergreens or low branching deciduous material shall be done by hand or by other methods so as to prevent damage to limbs or branches. No excavation shall occur closer than 36" from any tree trunk. All excavation within canopy of any tree requires trench excavation at 90 degree angle to tree trunk. Where it is necessary to excavate adjacent to existing trees, use all possible care to avoid injury to trees and tree roots. Excavation, in areas where 2 inch and larger roots occur, shall be done by hand. Roots 2 inches or larger in diameter, except directly in the path of pipe or conduit, shall be tunneled under and shall be heavily wrapped with burlap to prevent scarring or excessive drying. Where a mechanical trencher is operated close to trees having roots smaller than 2 inches in diameter, wall of trench adjacent to tree shall be hand trimmed, making clean cuts through roots. Roots 1 inch and larger in diameter shall be painted with two coats of "Tree Seal". Trenches adjacent to trees shall be closed within 24 hours, and when this is not possible, side of trench adjacent to tree shall be kept shaded with moistened burlap or canvas.
- Upon completion of the installation the irrigation contractor shall remove and turn over to the owner all of the existing sprinklers with swing joints, ic decoders, automatic valves and valve boxes. The equipment must be removed in a manner that will allow the equipment to be reused. All areas of the project where the equipment was removed shall be sodded with similar height and variety turfgrass. Soil will be furnished by the contractor to fill in the void or the removed equipment.

Since the members of the Review Committee shall utilize the criteria set forth below in making a short list for the RFP process, you are urged to provide sufficient information on the criteria to be evaluated in your submission. The Review Committee reserves the right to interview the respondents. Upon receipt of bids from the approved short list, please be aware that the City of Alamosa is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for the City. The City also reserves the right to negotiate terms and conditions of the contract to obtain the most advantageous situation for the City.

QUALITY ASSURANCE

- The installation contracting firm shall furnish a team with considerable experience and have demonstrated ability in the installation of a new irrigation system on a golf course in a neat, orderly, and responsible manner in accordance with recognized standards of workmanship. To demonstrate ability, experience and financial stability necessary for this Project, submit with bid proposal the following:
 - List of 5 projects completed in the last 5 years that involved the installation of a new irrigation system on a championship length golf course. Description of projects shall include:
 - Name of project.
 - Location of the project
 - Owner with phone numbers for reference.
 - Brief description of work and project budget.
- A statement of qualifications indicating experience of project superintendent, including minimum requirement of 7 years experience in irrigation system installation, and 2 years employment with project contractor. Project superintendent must remain on-site representative of Contractor

throughout length of project. The team proposed shall be the same team that installs the work with no substitutions.

- In order to provide a minimum level of workmanship, all installation personnel who are expected to work with any component of the electrical system components shall have attended and satisfactorily passed the Paige Electric Company certification, Irrigation Association or equal program. The certification program shall cover irrigation wires, cables, proper installation and splicing methods and protecting electronic equipment from lightning and power surges. It is the responsibility of the contractor to obtain such certification and to provide a copy of the “certificate of successful completion” for each person installing electrical products on the project. The document will be included with the submittals as noted in the submittals section of the specifications.

- The contractor shall have successfully installed high density polyethylene pipe for (5) complete 18 hole golf holes/turf irrigation projects over the past 5 years. References are required, these references must provide a satisfactory response or the experience will not be accepted. The lead technician(s) must have been trained at an accredited ASTM F3190-16 Standard Practice for Heat Fusion Equipment (HFE) Operator Qualification on Polyethylene (PE) and have fusion certification within the last 18 months at Mc Elroy, ISCO or Aquafuse certification program. The training will include the following:
 - butt fusion (large and small diameter)
 - socket fusion (small diameter)
 - Electrofusion
 - Attachment of mechanical saddles and flanges.
 - Side wall fusion
 - Completion of a classroom training course from an HFE operator training organization on all of the brands and sizes of Polyethylene products on this project, (internet courses acceptable as annual refresher training)
 - Pass a written exam with questions on a variety of topics including health and safety, pipe information, procedures, equipment information, visual inspection and destructive testing of butt fusion joints
 - Passing a performance evaluation showing that pipe is fused to the proper standard (fusion joints must pass visual inspection as well as destructive or non-destructive tests)
 - Obtain an HFE operator’s certificate and qualification card from the training organization

1.2 Respondent Questions

All questions should be addressed in writing no later than February 22, 2019 to:

City of Alamosa - Public Works
300 Hunt Ave
P.O. Box 419
Alamosa, CO 81101

Attn: Mr. Mark Wright
mwright@ci.alamosa.co.us

It is the City of Alamosa’s preference that questions be delivered by email with the subject line - “WWTP Renovation RFQ”

1.3 Proposal Format

Response should include all information requested in Section 4 of this RFQ and should also address services listed in Section 3 and the selection criteria in Section 1.5. The response shall be placed in a sealed envelope and clearly labeled with the title “Qualifications to Bid Golf course irrigation System Renovation for City of Alamosa Cattails golf course”. The envelope shall also clearly show the firm’s name and business address.

Each proposal must be accompanied by a letter of transmittal not exceeding two (2) pages. The letter shall include the full legal name and business address of the firm.

Submissions which, in the sole judgement of the City of Alamosa, fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additional or deletions from the requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent qualifications and commitment to satisfy the requirements of the RFQ.

Superintendent date of hire with firm _____
Years of experience installing golf irrigation: _____
Date of last HDPE Training & facilitator: _____
(Mc Elroy, ISCO, CMF approved formal instruction programs)
Date of last Paige electrical training: _____
Company Dunn & Bradstreet rating: _____

List of 5 projects completed in the last 5 years that involved the installation of a new irrigation system on a championship length golf course. Description of projects shall include:

- Name of project.
- Location of the project
- Owner with phone numbers for reference.
- Brief description of work and project budget.

1.4 Advancement to Request for Proposal (Bid)

The City of Alamosa will evaluate the received RFQ’s and reduce the list of applicants to a “short list” of qualified contractors. These contractors will then be invited to respond to a request for bid for the Alamosa WWTP Golf course irrigation System Renovation. The successful bidder will be required to have participated in the RFQ and no contractors will be allowed to bid the work who have not participated in the RFQ.

1.5 Criteria Used for Basis of Advancement to the Bid

Submissions will be evaluated on the basis of experience in providing the desired services and the following other factors:

- Professional expertise including accreditation, licensing and/or membership in appropriate professional associations, builder member of the Golf Course

- Builders Association of America
- Demonstrated expertise in the replacement of golf course irrigation systems.
- Demonstrated expertise in trouble shooting systems after installation.
- Past performance reputation.
- Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis.
- Scheduled availability for proposed project duration
- A listing of past projects which include a limited service shut-down time
- References
- Proposed staff including resumes and relevant experience
 - Project manager
 - Project superintendent
- Bonding capacity
- Insurance provided
- Hourly rates
 - Project manager
 - Project superintendent
 - Journeyman
 - Apprentice

Reference #1:

Date of Construction Completion:

Project Name and Address:

Contact phone/email:

Contact total value:

Irrigation Renovation description:

PVC or HDPE:

Course open for play:

Reference #2:

Date of Construction Completion:

Project Name and Address:

Contact phone/email:

Contact total value:

Irrigation Renovation description:

PVC or HDPE:

Course open for play:

Reference #3:

Date of Construction Completion:

Project Name and Address:

Contact phone/email:

Contact total value:

Irrigation Renovation description:

PVC or HDPE: _____
Course open for play: _____

Reference #4:
Date of Construction Completion: _____
Project Name and Address: _____

Contact phone/email: _____
Contact total value: _____
Irrigation Renovation description: _____

PVC or HDPE: _____
Course open for play: _____

Reference #5:
Date of Construction Completion: _____
Project Name and Address: _____

Contact phone/email: _____
Contact total value: _____
Irrigation Renovation description: _____

PVC or HDPE: _____
Course open for play: _____

- Any other factors as demonstrated to be in the best interest of the City of Alamosa For firms not located in the San Luis Valley (50 mile radius of Alamosa), please provide a statement of if and how local sub-contractors are to be used and how warranty and service will be handled.

1.6 Compliance with Laws

The firm selected shall comply with all applicable federal, state and local statues, rules and regulations.

1.7 Indemnification

The selected firm shall defend, indemnify and hold harmless the City of Alamosa, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the acts or omissions of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with the City of Alamosa.

1.8 Conflict of Interest

Firms must identify any conflict of interest that may arise from providing services to the City of Alamosa.

1.9 Qualifications Package as Public Information and Property of the City of Alamosa

The information submitted in each Qualifications package may become subject to public disclosure pursuant to State and Federal law. All Qualifications packages will become the property of the City of Alamosa.

Section 2 Screening / Evaluation

2.1 Initial Screening

A screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive will be disqualified.

2.2 Evaluation of Submission Documents

Each proposal will be evaluated based on the requirements of this RFQ and the criteria set forth in Section 1.5. The review will focus on the experience and expertise of the firm in providing services for this type of project. This step of the overall evaluation may include verification of credentials and stated experience.

Section 3 General Qualifications

3.1 Company

The Contractor shall have be staffed with factory trained installers fully capable of providing instruction, routine maintenance and 24 Hour emergency / warranty / maintenance service on all system components. The Contractor shall have a five year experience record in the installation of systems similar to that described in Section 1 of this RFQ and shall provide evidence of this history.

Provide a list of jurisdictions and trade categories in which the Contractor is legally qualified to do business. Provide registration or license numbers as applicable.

Based on the general project description, provide a list of work that will be self-performed and work that will be performed by sub-contractors.

3.2 Superintendent

Contractors shall have in charge of the work at all times during construction, a thoroughly competent field superintendent with experience in the type of work to be installed.

3.3 Claims and Suits

Provide answers to the following:

3.3.1 Has your organization ever failed to complete any of the work awarded to it.

3.3.2 Are there any judgements, claims, arbitration proceedings or suits pending or

outstanding against your organization or its officers.

- 3.3.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years.

3.4 Work Experience

3.4.1 Current

Provide a list of major construction projects your organization has in progress, giving the name of the project, owner, architect (or engineer), contract amount, percent complete and scheduled completion date.

3.4.2 Past

Provide a list of major construction projects your organization has completed in the last five years, giving the name of the project, owner, architect (or engineer), contract amount, date of completion and percentage of the cost of the work completed with your own forces.

Section 4 Submission Requirements

(Please respond in as much detail as possible and label / tab sections in order as follows):

4.1 Description of Firm and Capabilities

Provide a history and description of your firm and its capabilities with regards to this RFQ.

4.2 Experience

Please summarize your experience in providing services to other governmental agencies. Include responses to work experience questions noted in paragraph 3.4.

4.3 References

Provide five (5) references which can be contacted during the RFQ process indicating the name, contact person, his / her title and address and telephone number for whom you have provided similar services over the past two years. Indicate your role and a list of work completed for the client.

4.4 Conflicts Statement

Describe any existing or potential conflicts of interest your firm might have or which might reasonably arise due to your involvement with the City of Alamosa. If no conflicts are expected, then please response with "No Conflicts".

4.5 Proof of Insurance

Document and detail your insurance coverage applicable to the work described herein. Such coverage must be adequate to sufficiently cover the services detailed herein and must include, at a minimum, general liability insurance coverage.

Provide response to questions noted in paragraph 3.3 in this section.

4.6 Other information

Please discuss any other factors not mentioned above which you believe are relevant to the City of Alamosa's selection of your firm.