

	PROCUREMENT OF NEW BUILDING CONSTRUCTION AND MAJOR IMPROVEMENT/REMODELING	Approval Date 8/26/14
	DIVISION AND POLICY NUMBER PURCHASING – 1071	Revision Date N/A

PURPOSE:

The purpose of this policy is to establish and define the process for procuring construction services for new building construction and major improvement or remodeling of existing or planned County buildings. The policy is intended to assure quality in construction, transparency in the purchasing process, and fair competition between vendors.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Adams County Board of County Commissioners (BOCC) requires a formal pre-qualification process for the construction of all new county buildings and all major improvements or remodeling of existing or planned County buildings. Major, for the purpose of this policy, shall be defined as improvements or remodeling projects estimated to require \$1,000,000 or more of construction costs.

The BOCC recognizes that these projects are significant to the community and to the County organization. The substantial investment of public monies, the long lives of these assets, and the impact to our citizens and employees drives the need for quality in construction. The policy recognizes that improved quality in construction may have lower total lifetime project costs than projects awarded using only lowest cost procurement. This policy also recognizes that quality of construction can be enhanced through the use of highly qualified contractors who employ personnel that are well trained and have the developed skills required to perform the required work.

The pre-qualification process will utilize the following general evaluation criteria for each submitting vendor:

1. Past performance and experience in successfully completing similar projects, including timeliness, budgetary performance, and quality of final building projects;
2. Project management capabilities and experience;
3. Contractor responsibility, including safety history and safety programs; financial, bonding and insurance capacity; and past claims, litigation, convictions, and history of business practices;
4. Personnel available for the project, including the utilization of local labor, personnel recruitment, and workforce training and development;
5. Employee total compensation packages, including retirement and benefit programs; and
6. Other project-specific criteria that may be relevant.

The Purchasing Division, in cooperation with the Facilities Planning and Operations Department, will develop a draft pre-qualification solicitation for planned qualifying projects, including specific evaluation criteria. This draft pre-qualification solicitation, including evaluation criteria, will be presented to the BOCC for approval at Study Session prior to posting by the Purchasing Division.

A pre-qualification review team will be selected, including representatives from the County Manager's Office, the Facilities Planning and Operations Department, the Human Resources Department, the Finance Department, and the department(s) who will be the primary users of the building, to evaluate responses. Vendors may be asked to provide oral presentations on their submissions.

The Purchasing Division will present a list of recommended vendors to the BOCC at Public Hearing for consideration, along with evaluation results. No vendor may be recommended to the BOCC unless the majority of the pre-qualification review team deems them to be within a normal and acceptable range within the industry and the local community in each of the evaluation areas. For the purpose of employee total compensation, this means that employees receive fair and proper benefits commensurate with similar employees in the area. The BOCC may approve or deny any responding vendors, at the BOCC's discretion, for inclusion on the list of pre-qualified vendors.

The Purchasing Division will utilize the list of pre-qualified vendors to solicit either a formal Request for Proposal (RFP) or Formal Invitation for Bid (IFB) for the actual construction award. A bid will follow the process prescribed in [Policy 1060](#) – Formal Invitation for Bid (IFB). An RFP will follow the process prescribed in [Policy 1070](#) – Formal Request for Proposal (RFP). Evaluation criteria for the RFP will include price, specific project plan, and any other criteria unique to the project. Neither the bid nor the RFP will request or reevaluate the criteria contained in the pre-qualification process, but will require reaffirmation from the vendor that the same conditions exist as presented in the pre-qualification response, or alternatively, that any changed conditions be updated and explained.

EXCEPTIONS:

Unless otherwise prohibited by State or Federal law, or these Policies and Procedures, the BOCC does not require a formal pre-qualification under any one of the following circumstances:

1. The County may participate in joint use facilities with other local governments utilizing alternative procurement procedures of the other participating entity, with the pre-approval of the BOCC.
2. The BOCC, at their discretion, may use the existing pre-qualified vendor list if the scope of work and evaluation criteria is deemed consistent with the new project.
3. This process may be waived by the BOCC for federally funded projects if this process is in conflict any grant funding requirements.
4. This process may be waived by the BOCC for emergency improvements or repairs.

PROCEDURE:

1. The Purchasing Manager shall assign Purchasing Division staff to assist the Facilities Planning and Operations Department to:
 - 1.1. Aid in the development and review of the specifications or scope of work for the pre-qualification solicitation;
 - 1.2. Develop the advertisement for the newspaper or publication;
 - 1.3. Develop the vendor solicitation list;
 - 1.4. Distribute the pre-qualification solicitation;
 - 1.5. Aid in the evaluation of the pre-qualification responses; and
 - 1.6. Place vendors on the pre-qualified vendor list for the subsequent bid or RFP.
2. The Purchasing Division will present to the BOCC at Study Session the recommended pre-qualification solicitation and evaluation criteria and make any amendments directed by the BOCC prior to solicitation.
3. Once the pre-qualification solicitation document is completed, the Facilities Planning and Operations Director must sign off on the completed document before it can be sent out to vendors. The Purchasing Division staff shall then:
 - 3.1. Post the package to the Rocky Mountain E-Purchasing System and newspapers where applicable; obtain as many proposals as possible.
 - 3.2. Prepare the pre-qualification solicitation packets which include:
 - 3.2.1. The Scope of Work or specifications and plans that details Adams County's situation and the desired final outcome;
 - 3.2.2. Special provisions;
 - 3.2.3. Date, time, and location of the pre-qualification conference, if required;
 - 3.2.4. Date and time when questions must be submitted in writing to be included in any addendum; and
 - 3.2.5. Date and time when the pre-qualification solicitation must be delivered to Adams County.
4. Pre-qualification conference – the Purchasing Division staff shall:
 - 4.1. Coordinate all pre-qualification conferences to record the attendees;
 - 4.2. Note any issues which require explanation; and
 - 4.3. Develop and distribute to all vendors any addenda to the pre-qualification solicitation document.
5. Pre-qualification response opening – the Purchasing Division staff shall assure:
 - 5.1. Acceptance of all sealed responses up to the time of response opening; noting the time and date the response was delivered on the outside of the sealed package. No responses shall be opened prior to the time and date specified in the pre-qualification solicitation;
 - 5.2. All responses submitted after the time stipulated in the pre-qualification solicitation shall not be opened and shall be returned to the sender with a letter stating that the response was submitted late and shall not be considered;
 - 5.3. Copies of all responses, including all appropriate attachments, shall be forwarded to the pre-qualification review team for their review and evaluation. The recommendation of the pre-qualification review team is to be sent to the Purchasing Division for processing through the BOCC; and

- 5.4. The Purchasing Division shall be involved in the review process and shall review the recommendation to assure this policy was properly followed.
6. When processing the recommendation – The Purchasing Division staff shall:
 - 6.1. Prepare the package to be presented to the BOCC including:
 - 6.1.1. The agenda item and resolution; and
 - 6.1.2. A summation of the evaluation; and
 - 6.2. E-mail a copy of the agenda item and resolution with all supporting documents to all submitting companies informing them as to the date and time when the resolution will be presented in public hearing. This gives any vendor the opportunity to file a protest (see [Policy 1075](#) – Vendor Protests).
7. Pre-qualification close – The Purchasing Division staff shall:
 - 7.1. Notify all vendors that were not selected for inclusion on the list of pre-qualified vendors; and
 - 7.2. Prepare a list of pre-qualified vendors for the project.
8. RFP or bid – the County shall follow either the process outlined in [Policy 1070](#) – Formal Request for Proposal (RFP) or the process outlined in [Policy 1060](#) – Formal Invitation for Bid (IFB) for the actual construction award, depending on the procurement method chosen.