

**SECTION 004513 – PRE-QUALIFICATION FORM FOR U CITY ANNEX & TRINITY**

**Overview:** The City of University City, Office of City Management, is requesting qualifications from general contractors for renovations and repairs of two buildings: Annex Building and its associated Connector to City Hall, and Trinity Building. Because the work to be performed requires specific expertise and experience, the Owner has determined that pre-qualification of firms is necessary for this project.

This project includes work on the three-story Annex building for exclusive occupancy by the University City Police Department across all floors, including the basement, with scope for a Seismic Retrofit to meet the requirements for essential services. The single-story Connector between City Hall and the Annex will become the secure, accessible, ono-stop entry lobby to City Hall Services and have shared City program uses such as a break area and conferencing. The two-story Trinity Building will house the Municipal Court Room (with a shared use for City Council Chambers) in the former upper-level former Reading Room with the Municipal Courts offices and Police Department storage and training occurring on the ground floor. Complete removal of the existing stacks will be required for this renovation at Trinity.

Attention to preserving or restoring historic elements of the Annex and Trinity buildings will be required as part of the construction effort. Execution of this work will require familiarity with and experience in performance of work to meet the standards of the National Park Service guidelines for historical preservation.

Pre-qualification merits will be reviewed with respect to evidence of successful past projects outcomes by bidders in the renovation and construction of buildings of program, scale and historical sensitivity similar to this project. Past experience with police headquarters facilities will weigh heavily in review and evaluation of qualifications as submitted.

As used herein, “Owner” will refer to City of University City, Office of City Management.

**Description of Pre-Qualification Process:** The Pre-Qualification Form provided below must be completed and submitted with all requested information by all firms desiring to be considered for this project.

All respondents will be evaluated based upon financial responsibility, ability to adhere to schedules, past experience of the firm and the firm’s proposed project team with projects of similar size, complexity, construction type, schedule and scope, and other information requested below.

The Owner will assign an evaluation team comprised of representatives of the design team, and the Owner’s staff to evaluate and score the respondent’s qualifications. The evaluation team will subjectively evaluate the respondent’s qualifications and assign points for each category identified below. A total of 1,000 points is possible. A minimum of 800 points is required to qualify for the list of approved general contractors for this project.

After the evaluation team has reviewed and scored the submittals, the Owner will notify respondents if their firm was approved to bid on the project.

**Schedule:** The anticipated schedule for the pre-qualification and bid process is as follows:

**Pre-qualification Site Walk-through – 10/28/2022 at 2p**

*Meet at the East Entrance of Annex Connector (ATTENDANCE IS MANDATORY)*

**Pre-qualification submissions due to the Owner – 11/11/2022**

Review of qualification submissions – 11/14/2022 – 11/28/2022

Notification to pre-qualified firms – 12/01/2022 by Invitation to Bid

Anticipated bid due date – 12/29/2022

Anticipated construction schedule: February 2023 – April 2024

**Evaluation Criteria:** The weighting of points for the pre-qualification evaluation will be as follows:

Organizational Information: 50 Points

Project Team Experience: 200 Points

Financial Responsibility and Capacity: 100 Points

**RELEVANT EXPERIENCE AND PAST PERFORMANCE**

Police Headquarters: 300 Points

Historic Renovations: 150 Points

Seismic Retrofits: 150 Points

Equipment and Facilities 50 Points

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**TOTAL POSSIBLE POINTS:** 1000 Points

**Mandatory Requirements:** Irrespective of any point totals, mandatory requirements for pre-qualification include:

1. Successful completion of project(s) similar in value and scope by the firm in last five (5) years or on-going.

Firms not meeting these mandatory requirements will not be pre-qualified. The Owner reserves the right to seek clarification of any information provided by a respondent.

**Submission of Qualifications: ON OR BEFORE 3:00 P.M. (CST) ON NOVEMBER 11, 2022, SUBMIT THIS FORM PLUS ALL INFORMATION REQUESTED BELOW.**

**PRE-QUALIFICATION FORM – ELECTRONIC SUBMISSION ONLY**

**Send via email to:**

Keith Cole, MBA

Director of Finance

City of University City

[kcole@ucitymo.org](mailto:kcole@ucitymo.org)

Please copy: [tlewis@ucitymo.org](mailto:tlewis@ucitymo.org)

## U CITY ANNEX &amp; TRINITY PROJECT NO. 2022-109

PRE-QUALIFICATION FORM

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Firm Federal I.D. Number: \_\_\_\_\_

Has your business operated under a different name? If so, list the name:

How many years has your firm been in the commercial construction business (must be at least 10 years)?  
\_\_\_\_\_  
\_\_\_\_\_

## A. ORGANIZATIONAL INFORMATION (Provide in separate document)

1. Provide a brief history of how the firm started and developed, when the firm started, a list of the primary officers and their respective titles who are involved with the firm, and how the firm is organized.
2. Provide a brief description of the type of services the firm typically provides.
3. Describe the services that will be provided by the firm on this project and the anticipated percentage of the work that will be performed by the firm's own work force.
4. Include an organizational chart showing all persons who will be involved with this project, their roles and responsibilities, and their working location during the entire life of the project. The firm will be required to have, at a minimum, the following project staff: a qualified key Project Manager, a Job Superintendent and a full-time, on-site Supervisor who have served in similar project team roles and have previous experience with commercial projects of a similar scope and complexity. The on-site Supervisor and the Job Superintendent may be the same person.

## B. PROJECT TEAM EXPERIENCE

1. List the qualified Project Manager, Job Superintendent, and on-site Supervisor below.
2. Attach resumes for the Project Manager, Job Superintendent, and on-site Supervisor, listing their name, experience, time with the firm and experience with projects of similar scope and complexity.
3. For the on-site Supervisor, list below three (3) commercial renovation projects of similar scope and complexity that he/she has worked on and provide the contact information of the owner and the architect for each project. One (1) of the on-site Supervisor's projects shall be included in Part E.1 of this form "Relevant Experience and Past Performance: Project Experience."
4. Please note that substitution of the on-site Supervisor prior to or during the project will only be allowed upon the Owner's written approval, and any such substitution must meet the same requirements and conditions.

Project Manager's Name: \_\_\_\_\_

Job Superintendent's Name: \_\_\_\_\_

On-site Supervisor's Name: \_\_\_\_\_

On-site Supervisor's Project 1 Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Owner / Contact Info: \_\_\_\_\_

Name of Architect / Contact Info: \_\_\_\_\_

On-site Supervisor's Project 2 Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Owner / Contact Info: \_\_\_\_\_

Name of Architect / Contact Info: \_\_\_\_\_

On-site Supervisor's Project 3 Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of Owner / Contact Info: \_\_\_\_\_

Name of Architect / Contact Info: \_\_\_\_\_

## C. FINANCIAL RESPONSIBILITY AND CAPACITY (provide attachments as necessary)

1. Provide the yearly dollar volume of CONSTRUCTION projects completed for each of the past five (5) years and the percentage that such work is of the TOTAL dollar volume of the firm.

2021: \$\_\_\_\_\_ / \_\_\_\_\_ %

2020: \$\_\_\_\_\_ / \_\_\_\_\_ %

2019: \$\_\_\_\_\_ / \_\_\_\_\_ %

2018: \$\_\_\_\_\_ / \_\_\_\_\_ %

2017: \$\_\_\_\_\_ / \_\_\_\_\_ %

2. Provide the total volume of ALL the firm's projects in progress from 2018 to date:

\$\_\_\_\_\_

3. Provide the total volume of all the firm's COMMERCIAL RENOVATION projects in progress from 2018 to date:

\$\_\_\_\_\_

4. Provide a list of all of the firm's COMMERCIAL RENOVATION projects that will be underway during the period from the 4th Quarter of CY 2022 thru the 4th Quarter of CY 2024, including start and finish dates: (Attached additional sheets if necessary)

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5. Attach your organization's most recently audited financial statement.

6. Provide the firm's Performance and Payment (Surety) Bond Rate: \_\_\_\_\_

## D. RELEVANT EXPERIENCE AND PAST PERFORMANCE (provide attachments as necessary)

1. Project Experience: List below A MINIMUM of three (3) satisfactory past and/or present projects of a similar scope and complexity as this project that your organization has completed in the past five (5) years. At least one of these projects shall have been reviewed and approved by a State Historic Preservation Office or the historic review body responsible for administration of registered sites; or by a funding agency. Projects that include Police Facilities, seismic retrofits, historic masonry restoration, architectural woodwork replication, or historic replica window replacements are preferred and may be given additional points in scoring.

Project contacts must be able to be contacted for a reference as part of the prequalification evaluation, and current, valid contact information (phone and email) must be provided. Submission of photographs (minimally 2-3 images) of each project is preferred and may be given additional points in scoring. Each picture should be labeled with the Project Name and Year. For each project, please attach a description of the project, including the scope of work and the firm's role in the project.

**Project 1 Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Your Project Superintendent:** \_\_\_\_\_

**Name of Owner / Email and Phone:** \_\_\_\_\_

**Name of Architect / Email and Phone:** \_\_\_\_\_

**Your Contract Amount:** \_\_\_\_\_

**Percent of Contract Amount Self-Performed:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Scheduled Date of Completion:** \_\_\_\_\_

**Actual Date of Completion:** \_\_\_\_\_

**Scope / Brief Description of Work:** \_\_\_\_\_

\_\_\_\_\_

**Project 2 Name:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Your Project Superintendent: \_\_\_\_\_

Name of Owner / Email and Phone: \_\_\_\_\_

Name of Architect / Email and Phone: \_\_\_\_\_

Your Contract Amount: \_\_\_\_\_

Percent of Contract Amount Self-Performed: \_\_\_\_\_

Start Date: \_\_\_\_\_

Scheduled Date of Completion: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Scope / Brief Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project 3 Name:** \_\_\_\_\_

Project Address: \_\_\_\_\_

Your Project Superintendent: \_\_\_\_\_

Name of Owner / Email and Phone: \_\_\_\_\_

Name of Architect / Email and Phone: \_\_\_\_\_

Your Contract Amount: \_\_\_\_\_

Percent of Contract Amount Self-Performed: \_\_\_\_\_

Start Date: \_\_\_\_\_

Scheduled Date of Completion: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Scope / Brief Description of Work: \_\_\_\_\_

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2. Technical Experience: Provide the following information about your firm's technical experience with historic commercial renovation relative to the categories described below:

- A. For each category, identify three projects where your firm has performed such work. The projects must be listed above under section E.1, "Project Experience."
- B. For each category, attach three (3) progress photographs showing a) removal and substrate preparation, b) fabrication of replacement unit or progress photo of repair, and c) finished/completed repair. All of the photographs must be from the same project.

Historic Masonry Repair:

Fabrication and Installation of Architectural Woodwork and Trim to-match existing:

Replacement historic replica windows, including interior and exterior casings, sills and trim:

Seismic Retrofit within Historic Structure:

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3. Method of Performance: Provide a narrative of your approach to the policing and detention spaces construction scope of this project. (Provide in a separate document)
4. Past Performance: Has your firm ever defaulted on a contract or failed to complete awarded work? If so, please provide a description of the project and an explanation of why the work was not completed. (Attach a separate document if needed)
5. Has your firm, or any of its owners, officers or members, ever been sued by client or owner of a project that the firm performed work on? If so, please provide the name of the lawsuit and a brief description of the claims. (Attach a separate document if needed)

**E. AVAILABLE EQUIPMENT AND FACILITIES (Provide in separate document)**

1. Describe your shop, yard and storage facilities make-up.

**SIGNATURE PAGE**

By signing this form, you attest that the information submitted is true and correct and that your firm is capable of successfully performing a commercial renovation of this scale.

Dated this day of: \_\_\_\_\_

Firm Name: \_\_\_\_\_

By (Person Filing Form): \_\_\_\_\_

Title (Person Filing Form): \_\_\_\_\_