Small Construction Purchase Program (SCPP)  
Utilizing Design/Bid/Build Services.  
Project Number: 20-139031

Friday, April 3, 2020  
ADDENDUM 1

Addendum 1 responds to the questions submitted. In the event multiple questions of similar content were submitted, the question was only included once.

QUESTIONS/RESPONSES:

1. May we have a couple of projects under the 25,000 threshold bid amount that are extremely relevant to the type of work we would be performing, Can we include those in our project list or must they be over 25,000 to 500,000?  
   RESPONSE: Projects should have a Base Scope bid value of $25,000 to $500,000.

2. Can you clarify you are only looking for us to upload electronic proposal and the USB drive outlined on page 6 of 77 is not necessary?  
   RESPONSE: The only method for submittal package delivery is via the submission website located at https://ucdenverdata.formstack.com/forms/rfp_rfq_submission

3. Do you require a copy of our insurance certificate to be submitted or is information provided for reference and COI will be required once awards are made.  
   RESPONSE: A copy of your COI should be included as part of your submission. A project-specific COI will be required for each project.

4. With COViD-19, is electronic signatures acceptable?  
   RESPONSE: Electronic signatures are acceptable. Please wet sign the documents and scan them.

5. Do you want the Statement of Experience, Appendix L, included in the RFP?  
   RESPONSE: Include the Statement of Experience (Appendix L) in your submittal. Create a TAB 7 and include this after Tab 7.
6. When will the results be released?

**RESPONSE:** Results will be posted after review of all submittals, but no later than April 30, 2020.

7. When will the current approved contractor list expire?

**RESPONSE:** Not all contractors on the current list expire this year. The current list can be found at: http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/Pages/SCPP.aspx

8. If we are already approved through 2021 do we need to adhere to the "new rules" between now and 2021 or will those only apply to the next renewal? Specifically, do we need to meet the minimum pursuit [3] between now and 2021?

**RESPONSE:** The rules about submitting a minimum of bids per year has been a requirement in the previous year’s RFPs.

9. Will these questions be sent in writing to the participants?

**RESPONSE:** Yes, that will be released as addendum 1.

10. Please let us know again where to find submittal documents.

**RESPONSE:** The documents related to this RFP can be found on the CU Denver | Anschutz Medical Campus Request for Proposals webpage at: http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx

11. With COVID 19, does Acknowledgement and Attestation form need to be notarized?

**RESPONSE:** This form does not require notarization. If you have a corporate seal, please affix and scan.

12. Is there a limited number of approved contractors or will all contractors that meet the qualifications be included/approved?

**RESPONSE:** This will be determined by the scoring committee.

13. Can you please repeat what you said about the Service-Disabled Veteran-Owned Small Business...Participation Report? Are you saying bidders are only encouraged, but not required, to meet a 3% goal of using SDVOSBs?

**RESPONSE:** Please submit the document for your firm. The University does not currently require a specific percentage of participation by SDVOSB firms. This requirement could change in the future.

14. When is the deadline to have this packet submitted to you?

**RESPONSE:** Submittal packages are due April 10, 2020, by 2:00 PM.

15. Is there a rotation system that is utilized for inviting pre-qualified contractors or simply posting all opportunities on your site and GC's respond if they are interested?
**RESPONSE:** All projects $25,000 to $500,000 are advertised and open to all contractors in the SCPP.

16. On the contractors' information page - two listed names.... if we have a bidding e-mail address, should we list that in lieu of a specific person?

**RESPONSE:** The intent to have two separate individuals as company contacts because we regularly experience email addresses that bounce back when employees change jobs. If you are a small firm and there is only one employee, then you can also use a bidding email address. If you have two contacts, you can also provide additional bidding/estimating email address that we can add to the email distribution list.

17. Some appendix items are to be included in the Proposal and some are not. Can you please clearly state which Appendix items must be included in the proposal.

**RESPONSE:** Your submittal response should include the forms in Appendix: A, B, C (use standard IRS W9), D, E, K, and L.

18. What is the typical lead-time of notice of an upcoming project before construction would start?

**RESPONSE:** This varies by project. Some projects have accelerated schedules and the advertisement date may only be a few days prior to the mandatory site walk.

19. Will the addendum[s] be emailed to participants on this call? Or should we monitor the website for them?

**RESPONSE:** The addendum will be sent to the pre-submittal attendee email list and posted on the facilities projects RFP webpage: [http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx](http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx)

20. Do you have Liquidated Damages attached to your RFPs?

**RESPONSE:** Typically no. Projects can have LDs, but this is a very rare occurrence.

21. Question regarding formatting. You talk about sections. Do you mean uses Bookmarks or is there another format?

**RESPONSE:** In the hard format paper submittals, there is typically a paper-tabbed sheet identifying each section. You can just include a Tab 1, Tab 2, (etc.) title page between the contents of each section in your electronic submittal.

22. Can we use one application for both Mechanical and Plumbing?

**Response:** Yes, identify that your submittal is for multiple trades. Your list of projects should include five projects for each trade. More than one trade can be on a single project. If your multiple trades are on each of the

23. What is the following information I need to complete your contracts?
Response: You do not need to complete any of the contract documents listed in Appendix F, G, H, I, and J. These are provided for your reference.

24. I got an error message regarding Sharon's email that was listed in the bid.

Response: The reference to Sharon’s email as sharon@cuanschutz.edu should be corrected to Sharon.Anthony@cuanschutz.edu.

25. Due to the COVID-19 outbreak which is impacting business operations nationwide, would you be willing to grant an extension to the proposal deadline so that we have more time to prepare our responses and obtain hardcopy signatures from staff who are working remotely?

Response: The due date has to remain as-is to allow time for review and processing of the submittal packages prior to the April 30, 2020 expiration of contractors.

26. On the Acknowledgement and Attestation Form (Corporate Format), a signature is required from a "Corporate Partner" and "Secretary". If we have an authorized signatory with a board resolution to execute contracts, would you be willing to accept that authorized signatory’s signature for both of these roles?

Response: If the signatory is not a corporate officer and you have documented authorization the signatory is authorized to sign on behalf of the corporate officer, please include that documentation in your package for University review. Please note if the authorization is only an authorization to sign contracts, this document is not a construction contract; this is a legal document being submitted on behalf of your corporation.

27. In the Contractor's Statement of Experience questionnaire, on the Qualification Statement, a signature is required from the "Principle Owner/Officer". If we have an authorized signatory with a board resolution to execute contracts, would you be willing to accept that authorized signatory’s signature here?

Response: This would be acceptable.

28. On the Verification and Affidavit Regarding Unauthorized Immigrants, under section B Affidavit, if the bidder is a sole proprietor they need to check one of the three boxes. If a bidder is a corporation, should we not check any of those boxes but still sign the bottom of the form?

Response: Correct, only check a box if you are a sole proprietor.

29. On the Service-Disabled Veteran-Owned Small Business and Minority/Woman Business Enterprise Participation Report, I understand you mentioned on the pre-bid meeting that SDVOSB usage/commitments are not mandatory. However, on page 2 of the form we are asked to list SDV/M/WBE subcontractors and the amounts and type of work we will commit to giving these businesses. Can you please confirm that we can list "TBD" in this table and where we have to list the names and $ amounts we will commit to these businesses? We typically select diverse subcontractors and their $ amounts on a project-by-project basis based on factors such as scope, location, availability, etc.
Response: The list of subcontractors is only filled out on an actual project with subcontractors that are a SDV/M/WBE.

30. You had it clear in bold letters that if we were qualified previously then we do not need to submit again but accidently missed it when I first reviewed the RFP. Not to burden you with any more responses or paperwork than necessary, if we did submit something would it then extend our expiration date?

Response: If your firm is currently on the SCPP list and your registration is valid until 2021 or later, do not deliver a submittal package. We will not be reviewing submittal packages for approved firms that are not expiring in 2020.

31. Have you sent our any addendums yet- as I have not received any and cannot find the site for the forms. Please let me know the site for the forms as we are ready to fill them out.

Response: This is the first addendum. All documents and addendums are posted the University RFP webpage at:
http://www.ucdenver.edu/about/departments/FacilitiesManagement/FacilitiesProjects/RFP/Pages/RFP.aspx

32. In which tab should we put the completed 2-page Appendix K, MWBE Form?

Response: Include it in TAB 1.

33. On the Acknowledgement and Attestation Form (Corporate Format), for corporations that do not have a Corporate Partnership, should we list “N/A” on the line for “Corporate Partner Signature” and only sign the “Secretary” signature line? Otherwise, can you please clarify who should sign the line for “Corporate Partner Signature”?

Response: Note on the Corporate Partner Signature Line note: N/A - No Corporate Partner.

34. I noticed some names had an asterisk after their name. Can you tell me what the significance of the asterisk is?

Response: Multiple people worked on compiling and checking the attendee email list. The * indicted which University employee added the person to the list.

35. The past couple of years we have been at the mandatory walks for the jobs with the GC and when it comes to pricing and awarding of jobs, we had seen the GC selected people that were not on the SCCP approved lists and they had the entity that won the job fill out a form to have them approved by the University. Will this continue for the new program?

Response: It is preferred that the Prime contractor use firms that are preapproved in the SCPP as subcontractors if they also meet your firm’s subcontractor requirements. Firms that would like to use a Mechanical, Plumbing, Electrical, or Abatement subcontractor that is not a preapproved SCPP contractor must submit a University prequalification packet and receive approval for the non-SCPP subcontractor prior to submitting the project bid. Approval for non-SCPP Mech/Plumb/Elec/Abatement contractors is project specific. In the event you
cannot get coverage for these trades, you will need to discuss with the University Project Manager.

36. How are the responses scored and ranked. Are there specific criteria or areas of focus?

**RESPONSE:** See attached score sheet.

END OF ADDENDUM 1
Name of Contractor: _____________________________________________________________
Evaluator No: ___________________________ Date: _________________________________

TAB 1: INFORMATION (All trades)
a. Contractor Information included: Y _____ N _____
b. Acknowledgement and Attestation included: Y _____ N _____
c. Completed W-9: Y _____ N _____
d. Certificate and Affidavit Regarding Unauthorized Immigrants (UI-1) Y _____ N _____
e. Certificate of Insurance included: Y _____ N _____
f. Document from Surety indicating fully bonding potential: Y _____ N _____
g. Proof of Licensing: MINIMUM REQUIREMENT Y _____ N _____
h. In Business, operating in State of Colorado for minimum of 5 years: Y _____ N _____
   MINIMUM REQUIREMENT
i. MBE/WBE Participation Report: Y _____ N _____

If the minimum requirements (including letter from surety) have not been met, specify the reason(s):
________________________________________________________________________________
________________________________________________________________________________

SCORE (PROJECT SPECIFIC QUALIFICATIONS):

TAB 2: PROJECT BACKGROUND/SUCCESS (All Trades) THIS IS A MINIMUM REQUIREMENT

☐ Project #1
   a Bid amount range $25,000 – 500,000
   b Construction in similar facility (education, research, manufacturing, high-tech)
   c Construction in environment of adjacent occupancy without causing disruption
   d Project Info:
      Project Name: ________________________________
      References (Owner’s rep and/or A/E) included appropriate info: Y _____ N _____
      Contractor’s key personnel and role:
      Relevance of project description: ________________________________

Bid Amount: ____________________________
Change Order total: ____________________________
Final Contract Value: ____________________________
- **Project #2**
  a. Bid amount range $25,000 – 500,000
  b. Construction in similar facility (education, research, manufacturing, high-tech)
  c. Construction in environment of adjacent occupancy without causing disruption
  d. Project Info:
     - Project Name:
     - References (Owner’s rep and/or A/E) included appropriate info: Y ___ N ___
     - Contractor’s key personnel and role:
     - Relevance of project description: ____________________________
     - Bid Amount: ______________
     - Change Order total: ______________
     - Final Contract Value: ______________

- **Project #3**
  a. Bid amount range $25,000 – 500,000
  b. Construction in similar facility (education, research, manufacturing, high-tech)
  c. Construction in environment of adjacent occupancy without causing disruption
  d. Project Info:
     - Project Name:
     - References (Owner’s rep and/or A/E) included appropriate info: Y ___ N ___
     - Contractor’s key personnel and role:
     - Relevance of project description: ____________________________
     - Bid Amount: ______________
     - Change Order total: ______________
     - Final Contract Value: ______________

- **Project #4**
  a. Bid amount range $25,000 – 500,000
  b. Construction in similar facility (education, research, manufacturing, high-tech)
  c. Construction in environment of adjacent occupancy without causing disruption
  d. Project Info:
     - Project Name:
     - References (Owner’s rep and/or A/E) included appropriate info: Y ___ N ___
     - Contractor’s key personnel and role:
     - Relevance of project description: ____________________________
     - Bid Amount: ______________
     - Change Order total: ______________
     - Final Contract Value: ______________

- **Project #5**
  a. Bid amount range $25,000 – 500,000
  b. Construction in similar facility (education, research, manufacturing, high-tech)
  c. Construction in environment of adjacent occupancy without causing disruption
  d. Project Info:
     - Project Name:
     - References (Owner’s rep and/or A/E) included appropriate info: Y ___ N ___
     - Contractor’s key personnel and role:
     - Relevance of project description: ____________________________
     - Bid Amount: ______________
     - Change Order total: ______________
     - Final Contract Value: ______________
Change Order total: ________________
Final Contract Value: ________________

TAB 3: PRIOR EXPERIENCE (All Trades)
With University of Colorado Institutions
* Related experience/references (up to 5):

TAB 4: STAFFING (All Trades)
Qualifications and Resumes
* Project Manager
* Superintendent
* On-site Foreman

TAB 5: CLAIMS/LITIGATION HISTORY (All Trades)
Last 5 years
* Claims/litigation history

TAB 6: ASBESTOS/ELECTRICAL/PLUMBING CONTRACTORS ONLY
* Specialty Certification/licensing info provided Y ___ N ___
  Asbestos Abatement:
  CDPHE General Abatement Contractor Certificate – THIS IS A MINIMUM REQUIREMENT
  Electrical:
  Company – State of Colorado Master Electrician License
  On-site personnel – State of Colorado Journeyman License
  Plumbing:
  Company – State of Colorado Master Plumbers License
  On-site personnel – State of Colorado Journeyman License
  Gas Piping – State of Colorado Master Plumber w/Gas or Master Gas

TAB 7: STATEMENT OF EXPERIENCE & NARRATIVE
* Required Narrative
  5 years institutional or heavy commercial experience
  On-site supervisor has minimum of 3 years supervisory experience

TOTAL SCORE (GC) maximum of 55 pts:

TOTAL SCORE (Asbestos/Elec/Plumbing) maximum of 60 pts:

NOTES: 1. Weights are to be assigned prior to evaluation and are to be consistent on all evaluation forms.
2. Rating: 0.0-1.0 = unacceptable 1.1-2.0 = poor 2.1-3.0 = fair 3.1-4.0 = good 4.1-5.0 = excellent
3. Total score includes the sum total of all criteria. Note: A passing score (as a percentage of the total points available) is to be established by the scoring committee.