



Fort Ord Reuse Authority
920 2nd Ave., Ste. A
Marina, CA 93933

March 21, 2018

REQUEST FOR QUALIFICATIONS FOR HAZARDOUS MATERIAL AND BUILDING REMOVAL CONTRACTORS

Dear Contractor,

This Request for Qualifications (RFQ) is the means for prospective General Contractors to submit their application to The Fort Ord Reuse Authority ("FORA") for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at <http://www.fora.org/RFQ3>.

1. Purpose

FORA seeks to prequalify a pool of Hazardous Material and Building Removal Contracting firms (Contractors) from which to solicit bids for the FORA Building Removal Obligations on the former Fort Ord. Firms selected as 'Prequalified' will be given the opportunity to submit bids for Building Removal Projects as described below. Selection will be made on the basis of the application and qualifications as outlined in this request. FORA will identify the selected Contractors in a timely manner and issue bid documents shortly thereafter.

In responding to this RFQ, all Proposers are required to adhere to all of FORA's requirements provided herein. Proposers shall possess a Class 'A' contractor's license or a Class 'B' license with a combination of Specialty Class 'C21' and 'C22' licenses sufficient to cover all of the work to be performed under the awarded contract. All applicants must have a current Department of Industrial Relations Registration Number.

2. Background

The FORA Board has obligated \$ 7,727,000 of 2017 dollars to the removal of Buildings at Seaside's Surplus II area and Marina's Stockade area (**Attachment A**). Other prospective projects may be identified for removal in the near future. FORA has a state mandated transition date of June 30th, 2020.

3. Project Descriptions

S201-RFP3, Seaside's Surplus II Hazardous Material and Building Removal.

The City of Seaside has requested FORA to remove buildings on parcels transferred to the City's ownership from the U.S. Army. FORA is obligated to spend up to \$5.5M on staff coordination, engineering, construction management, biological species control, hazardous material removal, building removal, and final site closeout. The buildings are former military barracks, armories, administrative buildings and cafeteria's built between 1950 and 1980. Hazardous Materials have been identified in the buildings. For more information including Industrial Hygienist Reports see the FORA website www.fora.org/SuplusII.html

S202-RFP1, Marina's Stockade Hazardous Material and Building Removal.

FORA is obligated to remove the former Fort Ord Stockade and Ancillary buildings. Hazardous Materials have been identified in the buildings. For more information including Industrial Hygienist Reports see the FORA website <http://www.fora.org/Stockade.html>

TBD, Hazardous Material and Building Removal.

Other prospective building removal projects may be identified in the future by the FORA Board. Further the City of Marina or Seaside, the Marina Coast Water District, the Transportation Agency of Monterey County, Chartwell School or another public agency or private group may enter an agreement with FORA to conduct additional Fort Ord building removal activities.

4. Responding to this Request for Qualifications

Schedule of Event	Dates
Issue Request for Qualification	03/21/2018
Mandatory Pre-Prequalification Conference @ FORA Offices	3:00pm PST 04/04/2018
Deadline To Submit Questions & Clarifications	5:00pm PST 04/06/2018
Clarifications, Modifications and/or Answers posted on FORA website	5:00pm PST 04/10/2018
Prequalification submittal Due Date and Time	5:00pm PST 04/13/2018
Posting of Prequalified Proposers on FORA website (estimated)	5:00pm PST 04/23/2018
Intent to Issue Bids (estimated)	05/04/2018
Intent to Open Bids (estimated)	06/07/2018
Intent to Issue Notice to Proceed (estimated)	06/21/2018

FORA has developed the schedule of events with dates showing the key events in this process. The RFQ and schedule are subject to change, and FORA does not send notifications of changes to this RFQ or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised to visit FORA website < www.fora.org/RFQ3 > frequently to check for changes and updates to the RFQ, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

4.1 Optional: Submit Questions Prior to the Pre-Prequalification Conference:

If your organization wishes to submit questions that will be answered at the Pre-Prequalification Conference, please submit your written questions via email as described below.

Questions may be submitted to FORA via e-mail to peter@fora.org no later than the date identified on page 2 of this RFQ. Please indicate “S201-RFQ3 Questions + (name of organization)” in the subject line. Contact with FORA shall be made only through this email address; telephone calls will not be accepted. Written questions will be answered in writing via an addendum posted on the FORA website www.fora.org. Oral statements concerning the meaning or intent of the contents of this RFQ by any person will be considered invalid.

4.2 Pre-Prequalification Conference:

This is a mandatory meeting. Pre-Qualification SOQ package will be considered non-responsive if Contractor fails to attend this meeting as evidenced by sign-in sheet. Members of FORA project team and consultants will provide an overview of the Project. Questions about the RFQ process and the Project in general will be answered. Although questions will be responded to verbally at the Pre-Prequalification conference, the official and binding response will be the written response posted to FORA website and emailed to those on the sign in sheet.

4.3 Optional: Submit Requests for Clarifications:

If your organization wishes to submit questions prior to submission of a Prequalification submittal, please submit using the process as described in section 4.1 above. Answers to questions will be posted to the FORA website.

4.4 Optional: Multiple Contractor teams (Prime and Subcontractor teams)

It is mandatory that all Contractors who intend to submit bids fully complete the pre-qualification application, provide requested materials, and be approved by FORA to be on the Final Qualified Hazardous Material and Building Removal Contractors List. If the Prime Contractor does not think they will meet all the application requirements, they may team up with their subcontractors to demonstrate the requirements are met as a team. In this case, the prime must perform no less than 30% of the prospective work, and any subcontractors used to meet the qualification requirements must perform no less than 30% of the prospective work. Further, all team members must 1) submit a separate application as part of the Prime Contractors Pre-Qualification Package, and 2) submit a list (using the contractors own format) identifying proposed subs who will perform 10-30% of the prospective work. On a FORA Request for Proposal or Bid, the Prime Contractors will only be able to substitute sub-contractors who perform more than 30% of the work with subcontractors who are prequalified in this process.

4.5 Preparing and Packaging Your Prequalification submittal:

Prequalification submittals should provide straightforward, concise information that satisfies the requirements noted in this RFQ; printed in black and white format on unbound 8.5 x 11 paper, stapled or clipped. Emphasis should be placed on brevity, conformity to FORA’s instructions, selection criteria of this RFQ, and completeness and clarity of content. FORA asks that you organize prequalification submittals into the Statement of Qualifications form described below to facilitate review and evaluation. Attachments, except as noted, will not be accepted.

4.6 Statement Of Qualifications Form:

- A) Cover Letter – 2 pages max** - Submit a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Proposer takes no exception to the materials provided. The cover letter shall be one page maximum and signed by an individual authorized to bind the Proposer contractually. Include in the letter:
 - a. The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with FORA (or social security number if the organization is a sole proprietorship),
 - b. The name, telephone, fax, address, and e-mail address of one business person who is the organization’s designated representative,
 - c. The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with FORA in contractual matters.

- B) Reference Letters – 6 pages max** - Provide three (3) written references from the Point Of Contact (POC) of projects completed by the project team in the last seven (7) years, describing the project team, the past project, the team’s past project performance. The referenced project must be of similar size and scope to FORA’s Building Removal Obligations.

All references and projects will be verified. If the above information is not provided or current, then the provided project will not be evaluated and or used as meeting the minimum experience/qualifications.

FORA may conduct such investigations as it deems necessary to assist in the evaluation of the SOQ's, or any Bid, and to establish the responsibility, qualifications and financial ability of Bidders, proposed subcontractors, suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to FORA's satisfaction within the prescribed time. Investigations shall be at the expense of FORA. By submitting the SOQ's or a bid package, the submitter is giving written permission for FORA to conduct the investigation and shall hold the Owner, FORA and Agents harmless of investigation impacts.

- C) Application for Prequalification of General Contractors:** complete Application form in full, per specific instructions included therein.
- Section 1: Parts A through C.
 - Section 2: Parts I through VI.
 - Attachments 1-8

5. Submission and Delivery Instructions

In a sealed envelope (clearly marked "Prequalification submittal – (firm name). Hazardous Material and Building Removal, RFQ3"), Submit the following SOQ package to Peter Said, Project Manager, no later than 4/13/2018 at 5:00pm at:

**Fort Ord Reuse Authority,
Attn: Peter Said
920 2nd Ave, Suite A,
Marina, CA 93933.**

- A) **one (1) original IRS W-9** form completed in the exact legal name of the Proposer's business signed by an authorized representative of the Proposer (Do not bind W-9 form into the SOQ booklets);
- B) **one (1) compact disk or thumb drive** containing the complete SOQ which consists of a Cover Letter, references, completed Application For Pre-Qualification of Hazardous Material and Building Removal Contractors, Application Attachments 1-8.
- C) **One (1) copy in paper form of the SOQ** with original signatures (see above)

6. Evaluation Process

A Selection committee comprised of staff professionals from FORA will determine responsiveness and evaluate all proposal submittals. Please review the evaluation criteria (**Attachment B**). The evaluation process will consider all required information. Each criterion will be scored based upon a pre-determined point system. Interviews with the highest-ranking teams may be scheduled at the sole discretion of FORA staff.

Please contact Peter Said if you have any questions about this Request for Qualifications.

Sincerely,

Peter Said
Project Manager
peter@fora.org
(831) 883-3672

1. **Attachment A: Application for Hazardous Material and Building Removal Contractor**
2. **Attachment B: Selection Criteria & General Provisions**