



## Construction Prequalification Program Prime Contractor Application Instructions

Prequalification with the City of Portland (City) is required of all prime contractors bidding on public improvement projects with an engineer's estimate of \$250,000 or greater, as specified in Portland City Code (PCC) 5.34.510(A). Contractors interested in bidding a City construction project who are not currently prequalified must complete and submit the City of Portland Construction Prequalification Program Prime Contractor Application (hereafter "Application") with all required attachments for evaluation of qualifications and determination of bidding limits. The Application is available at <http://www.portlandoregon.gov/bibs/44700>.

For General Prequalification, applications may be submitted at any time. Contractors interested in bidding a specific Invitation to Bid must submit an Application not later than the deadline stated in the bid documents in order to become eligible to submit a bid. This deadline is usually **ten (10) days** prior to bid opening; however, it is important to review each set of bid documents to determine the specific requirement. Prequalification applications submitted without being designated for a specific Invitation to Bid will be considered as a general prequalification application and processed pursuant to ORS 279C.430 (2).

Following recommendations of the 2009 Disparity Study and feedback from the contracting community, important changes to the Contractor Prequalification Program (hereafter "Program") have been made in keeping with the City's commitment to encourage fair and equitable contracting. Updates are included in Administrative Rule 1.22, available at <http://www.portlandoregon.gov/auditor/?c=26882&a=469260> that establishes processes and procedures in accordance with Oregon Revised Statutes, Portland City Code and Council Resolutions integrating fiscal responsibility, social equity, and contracting community involvement.

Upon receipt of your company's Application, it will be reviewed for completeness. The City reserves the right to request additional or supporting documentation in order to make prequalification determinations, and may return Applications submitted using an outdated form, are incomplete or inadequate in their response, or do not provide the information in the required format. Applicants may submit their own computer-generated forms only if those forms provide the information required by the City's Application. **The date on which all required information has been received by Procurement Services, will be considered the receipt date of your Application.**

All Applications will be evaluated and bidding limits determined by a Prequalification Board that meets approximately every two weeks. The application review and approval process can take up to four (4) weeks to complete. Once prequalified, a contractor's bidding limits are in effect for two (2) years.

\*\*\*\*\* **DOWNLOAD APPLICATION TO YOUR COMPUTER BEFORE FILLING IT OUT** \*\*\*\*\*

### FILLING OUT THE GENERAL APPLICATION:

#### COVER PAGE

- Provide company information as requested, including contact information if we have questions regarding your application.
- If your company is new to doing business with the City, please be sure to register as a vendor on the City's website. To register go to: <http://www.portlandoregon.gov/bibs/59992>
- If you are requesting prequalification for a specific project, provide the Bid # and name of the project on the cover page. Project specific prequalification requests must be submitted no later than 10 days prior to the date of bid opening.

#### SECTION 1 – CONSTRUCTION EQUIPMENT

- Provide a list of your company's major construction equipment.

#### SECTION 2 – EXPERIENCE OF PRINCIPALS

- Provide a list of your company's Principals and their experience.

**SECTION 3 - BONDING**

- Bidding limits will not be approved greater than a contractor’s “per project” bonding amount as stated in their surety letter.
- A current letter from your Surety Company indicating your company’s per project and aggregate bonding capacity for Bid, Payment and Performance bonding must be submitted with your Application.

**SECTION 4 – BANKS, EQUIPMENT SUPPLIERS & MATERIAL SUPPLIERS**

- Provide a list of your company’s banks and suppliers. (Do not include bank account numbers.)

**SECTION 5 – CLASSES OF WORK**

- Request prequalification only for those classes which your company performs with their own work force, not work that your company regularly subcontracts out.
- The City does not prequalify contractors for less than \$250,000.

**SECTION 6 – PROJECT HISTORY**

- Applicants are asked to provide up to 10 years of project history showing experience in, and work performed by their own company for each class of work requested in Section 5.
- To show your company’s capacity the City requests a minimum of 3 projects for each class of work requested. You must provide enough project history to demonstrate your company’s capacity.
- Projects provided may have multiple classes represented, and if so must be broken out by dollar value per class of work, per project as shown in example below.
- **A column for “% of DMWESB Subcontractor Utilization” has been added for each project submitted for review. Provide the overall percentage of State certified disadvantaged, minority, women and emerging small business (DMWESB) subcontractor utilization for each project and a description of how it was factored. For example, is the percentage of the total subcontracted amount or of the total contract value. The percentage listed should match the project owner’s reporting as applicable. If none was engaged, mark “None” in this box.**

**EXAMPLE:** If your project history is not itemized as shown in this example, it may affect the amount for which the applicant will be prequalified.

| Project # 1   | Owner Name, Address, Project Contact Name & Phone #  | City of Portland Work Classes   | Contract \$ Value (broken out per class) | Month & Year Completed | Prime, Sub or Joint Venture                       | % of DMWESB Subcontractor Utilization |
|---|--|---|--|------------------------|---|---------------------------------------|
| a.  | City of Gresham<br>1333 NW Eastman Parkway<br>Gresham, OR 97030<br>Sam Johnson 503-572-4777    | 2<br>8<br>11  | \$400,000<br>\$1.5M<br>\$3.5M            | March 2011             | Prime   | 20% of total contract value           |
| <b>Prime Contractor or Architect/Engineer Name &amp; Phone#</b> |  | <b>Description of work you performed</b>  |  |                        | <b>Project Location</b>                           |                                       |
| b.  | John Smith Contractors<br>Bill Johnson, Manager<br>503-635-7000<br>billj@jsmithcontractors.net | Construction of approx 18,000 LF of 24” diameter welded steel water transmission piping. Installation of control valve in an existing vault. Repair & replacement of 8000 LF 30” sewer pipe in downtown Gresham. 1500 LF road reconstruction. |  |                        | SW 3 <sup>rd</sup> & Main<br>Downtown Gresham, OR |                                       |

**SECTION 7 – LICENSING & CERTIFICATIONS**

- Contractors bidding on City of Portland projects agree to comply with all applicable federal, state and local laws, ordinances and regulations. Provide licensing as requested.

**SECTION 8 – BUSINESS ENTITY INFORMATION**

- Provide business entity information as requested.

## **SECTION 9 – PERFORMANCE & INTEGRITY**

- For items D through M, submit an explanation with your application, if answered “yes”.

## **SECTION 10 – OWNERSHIP & CONTROL**

- Provide information as requested if applicable.

## **SECTION 11 – CERTIFICATION STATEMENT**

- Provide the name of the individual authorized to execute bids and contracts with the City of Portland. An original signature is not required.
- Indicate you have read the statement certifying all information provided in your application is correct and true.

## **REQUEST FOR CHANGES TO BIDDING LIMITS**

Requests for revision of prequalification limits may be submitted at any time for evaluation provided a change of circumstances has occurred and the contractor submits additional material documentation to support the request. Submit your request using the Project Specific Prequalification Request or Increase Request Form available at <http://www.portlandoregon.gov/bibs/44700?>

## **REQUEST FOR CLARIFICATION TO RECONSIDER THE CITY’S DETERMINATION**

If your company was denied prequalification or received bidding limits lower than amounts requested for either a general prequalification or a project specific request, you may seek clarification and/or submit additional supporting information for reconsideration. If you can demonstrate a materially improved ability in any class of work, you may submit documentation for review at any time during the time your company is prequalified.

## **APPEALS**

A contractor who has received notification of a Prequalification denial, revocation or revision and wishes to appeal the decision must submit written appeal to the Chief Procurement Officer within three (3) business days after receipt of the City’s notice pursuant to City Code 5.34.750 and ORS 279C.445. Appeals must include basis for the appeal.

## **CONFIDENTIALITY**

Any information provided to the City in seeking prequalification shall be public record and subject to public disclosure pursuant to Oregon public records laws (ORS 192.410 to 192.505). Any portion of a prequalification request that the contractor claims as exempt from disclosure must meet the requirements of ORS 192.501(2) and ORS 192.502(4) and/or ORS 646.461 et seq.

If a public records request to review a contractor’s prequalification application is made, the City will notify the contractor of the request before releasing any records.

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**Please review the application carefully for completeness and be sure to include the following:**

- **A letter from your Surety Company as required by Section 3**
- **Written explanations as required by Section 9**

Electronically submit the application and any attachments to: [Louise.Tamiesie@portlandoregon.gov](mailto:Louise.Tamiesie@portlandoregon.gov)

If you have questions about the Prequalification Application or process, please contact Louise Tamiesie at 503-823-5578 or [Louise.Tamiesie@portlandoregon.gov](mailto:Louise.Tamiesie@portlandoregon.gov)