

**GENERAL PREQUALIFICATION
APPLICATION**

FOR

STREAM RESTORATION CONSTRUCTION SERVICES



**DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL**

DIVISION OF WATERSHED STEWARDSHIP

OVERVIEW

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Department of Natural Resources and Environmental Control has established a two-step process for the prequalification of contractors that elect to bid on large public works stream restoration contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

1) **General Prequalification** – The first step in the prequalification process that enables applicants to submit financial information, work/project history and relevant experience that the Department will use to determine if the applicant is qualified to bid on large public works stream restoration contracts. General Prequalification remains valid for twelve calendar months from the time a contractor becomes prequalified by the Department.

2) **Supplemental Prequalification** – The second step in the process that enables the Department to require the prequalified contractors to provide supplemental information that is specifically relevant to the public works contract to be bid. Supplemental Prequalification does not require resubmission of information provided to the Department as part of General Prequalification.

GENERAL PREQUALIFICATION

The General Prequalification classification issued by the Department, as part one of the prequalification process, is valid for a period of twelve months. It is the prequalified contractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors of the impending expiration of the General Prequalification.

The Department will maintain a registry of all contractors prequalified to bid on public works stream restoration contracts. This registry will be posted on the State's website at <http://mymarketplace.delaware.gov/documents/dnrec-stream-restoration-prequal.pdf>. This registry will show the name of the contractor, the date the firm was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.

SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for supplemental information shall not duplicate the information requested by the Department during its general prequalification process. **You must be prequalified under a General Prequalification in order to apply for Supplemental Prequalification.** However, an applicant may submit applications for both General and Supplemental Prequalification at the same time.

COMPLETION OF REVIEW

Upon completion of the Department's review of the prequalification information submitted by the contractor, a decision will be made to either approve or deny the prequalification application. All contractors seeking prequalification will be notified of the Department's decision, in writing, within five days of such determination. Notice of the determination for a supplemental prequalification application shall be made by the Department no less than 14 calendar days before the close of the project bid. Any contractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five (5) working days of the contractor's receipt of the Department's notice of denial.

INTRODUCTION

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Delaware Department of Natural Resources and Environmental Control, Division of Watershed Stewardship, is seeking contractors with proven experience with natural stream restoration construction using natural channel design principles for stream restoration projects. The projects will involve, but will not be limited to, the restoration of stream channels and adjacent banks using fluvial geomorphological restoration techniques. The restoration will consist of excavating the stream channel; installation of stream enhancement structures including vanes, log and rock toe protection, root wads and vegetative shoreline stabilization plantings; riparian zone grading and planting.

The stream restoration construction firms must complete bidder prequalification requirements to demonstrate that they have experience in the field of stream restoration construction. The firms should have stream restoration experience in the mid-Atlantic region using natural geomorphological techniques and demonstrate experience with installing cross vanes, j-hook vanes, rock vanes, log vanes, log toe, rock toe and root wads in streams. Additionally, the firms shall show that they will provide sufficient equipment to complete the project in an expeditious manner.

The General Prequalification requirements shall include the firm's general approach to stream restoration construction, identify key staff that will work directly on the project, and include descriptions of five (5) stream restoration construction projects demonstrating their experience with using natural geomorphological construction techniques.

Becoming a part of the general prequalified list of contractors in no way guarantees that any work will be awarded to any contractors. Contractors from the general prequalified list may be required to satisfy other qualification requirements contain in a Supplemental Prequalification Application before they may bid on a specific project.

Please review and follow the information and instructions contained in this application. Should you need additional information, please call Steve Williams at 302-832-3100, ext. 151 or email stephen.williams@state.de.us

FORMAT FOR PROPOSAL

This section prescribes the mandatory format for the presentation of information in response to this General Prequalification Application request. For a General Prequalification Application to be considered, each contractor must provide every component listed in the order shown below:

- Cover letter
- Table of contents
- Experience and Reputation
- Expertise for This Type of Project
- Capacity to Meet Requirements of the Contract
- Demonstrated Ability
- Familiarity With Like Projects
- Questions of Interest

Refer to the General Prequalification Criteria section for additional details. A proposal may be rejected if it is incomplete, or does not follow the mandatory format.

REQUIREMENTS OF THE VENDOR

The purpose of this section is to assist the review committee to determine the ability of the contractor to provide stream restoration services. The proposal response should contain, at a minimum, the information referenced in the General Prequalification Criteria.

The review committee will use the General Prequalification Criteria to determine if each applicant has met the requirements. Applicants should provide information based on the General Prequalification Criteria categories. Applicants should provide responses to each of the General Prequalification Criteria topics in the order that they are listed below. Applicants should use the same numbering format and clearly indicate which sub-heading they are responding to in each area.

GENERAL PREQUALIFICATION CRITERIA

- Cover letter summarizing vendor's ability to provide specified services.
- Table of contents with page numbers for each of the required components listed below.

1. <u>Experience and Reputation</u>	0-10 points
History of organization, general background, experience, reputation and years in business	0-10 points
2. <u>Expertise for This Type of Project</u>	0-20 points
Overall technical expertise for providing stream restoration services	0-10 points
Please include at least three (3) references	
Performance reviews of the proposing contractor on previously awarded stream restoration construction projects within the last 10 years	0-5 points
Project organization, staffing and use of subcontractors	0-5 points
3. <u>Capacity to Meet Requirements of the Contract</u>	0-20 points
Project team employees' specific experience	0-5 points
Sufficient equipment to complete the project (list)	0-5 points
Ability to complete projects on time and within budget	0-5 points
Financial stability of firm (net worth) and most recent audited financial statement	0-5 points
4. <u>Demonstrated Ability</u>	0-70 points
Describe at least five (5) projects in detail and innovative approaches	0-25 points
Documented number of stream miles restored using geomorphological restoration techniques.	
Zero (0) miles to three (3) miles	0-5 points
Three (3) miles to seven (7) miles	0-15 points
Seven (7) miles to greater than ten (10) miles	0-45 points
5. <u>Familiarity With Like Projects</u>	0-30 points
Delaware projects successfully completed	0-20 points
Other State projects successfully completed	0-5 points
Federal and other projects successfully completed	0-5 points
TOTAL	0-150 points

6. Questions of Interest

Contractors should address the following questions:

- a. Are there any civil judgments and/or criminal history of the proposing contractor's or subcontractor's principals?
- b. Has firm ever been debarred or suspended by any governmental agency?
- c. Has firm ever had any revocation or suspension of a license?
- d. Has firm ever been engaged in any bankruptcy filings or proceedings?
- e. Is firm a minority or certified woman-owned business? For certification information, go to <http://gss.omb.delaware.gov/osd/index.shtml>
- f. Is firm a veteran-owned business?

In order for a contractor to obtain the General Prequalification status for stream restoration services with the Department, the contractor must receive a minimum score of 110 points from the review committee, in addition to satisfying Section 6, Questions of Interest, particularly questions a., b., c. and d., as outlined in the General Prequalification Criteria.

GENERAL INFORMATION

1. Copies of the General Prequalification Application or Supplemental Prequalification Application may be obtained by visiting the State's website at <http://mymarketplace.delaware.gov/topics/vendor.shtml>

2. You must become prequalified under the General Prequalification process in order to be eligible to submit a Supplemental Prequalification Application. However, an applicant may submit both the general and supplemental prequalification applications at the same time.

3. Deliver completed applications to:

**State of Delaware
Department of Natural Resources & Environmental Control
Conservation Center - Division of Watershed Stewardship
2430 Old County Road
Newark, Delaware 19702**

4. Faxed and electronic applications will not be accepted.

5. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.

6. Any contractor who holds a valid prequalification classification shall report any personnel changes, equipment changes, or any other changes which could adversely affect their prequalification status to the Department within ten days of the change. This notification should come in the form of a letter on the contractor's letterhead and be signed by an officer of the organization.

7. The Department will maintain a registry of all contractors prequalified to bid on large public stream restoration contracts. The registry will only include the contractor's name, the date the firm

was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.

8. To be considered, all documentation must be submitted in writing and respond to the items outlined in this application. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with five (5) paper copies. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations indicating that the information contained in the submission is true and correct. The remaining copies do not require original signatures. Complete all questions completely and accurately. All information should be typed.

General Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate General Prequalification information as requested by the Department, or failure to report any changes which could adversely affect the contractor's abilities within ten days of the change, may be grounds for denial of prequalification.