



Public Water Supply District No.2
of St. Charles County, MO
Providing and Protecting our Most Precious Resource

General Contractor Prequalification Policy

Purpose

The purpose of the General Contractor Prequalification Policy and Procedures is to have a process that impartially evaluates a general contractor to determine by its business practices, work experience, safety, and other qualifications that it applies the proper qualities to effectively deliver various project types of the District's Capital Program.

Authority

The Engineering Manager shall be responsible for the implementation and interpretation of this document and will maintain the document as necessary to ensure compliance.

Prequalification Process

General

- a. All General Contractors interested in placing a bid for the various Capital Projects must prequalify with District prior to submitting a bid. Annually, starting at the beginning of October, the General Contractors will either submit a new contractor prequalification form or a review form for those that had supplied a new form within the last three years.
- b. Throughout the year new contractors to the District wishing to bid on a project will be required to fill out the new contractor prequalification form. The District will attempt to complete the evaluation prior to a current bid due date but cannot guarantee that the evaluation will be complete in time. **Only prequalified contractors will be considered for General Contractor bids on projects.**
- c. The types of projects that can be qualified for are:
 - Water Distribution Piping (Diameters up to and including 12")
 - Water Transmission Piping (Diameters greater than 12")
 - Collection System Distribution Piping including Force Mains (Diameters up to and including 12")
 - Collection System Transmission Piping – Gravity Main (Diameter greater than 12")
 - Collection System Transmission Piping – Force Main (Diameter greater than 12")
 - Cured-in-Place Liners
 - Water Treatment Plant Construction or Rehabilitation
 - Waste Water Treatment Plant Construction or Rehabilitation

The General Contractor can select for evaluation as many of these type projects as the contractor determines it is qualified for.

Evaluation

The prequalification form will be evaluated by a three-member team that will include the Engineering Manager and two separate members of the engineering staff that have a familiarity with the work to be performed. Each area of evaluation will be scored individual and assessed a weighted score by category. The following areas will be evaluated (with weighting noted):

- Organizational Performance – **65%**
 - Disputes – 10%
 - Criminal Matters -10%
 - Bonding -10%
 - Safety – 25%
 - Prevailing Wage – 10%
 - Experience – **25%**
 - Equipment – **10%**
- a. A scoring system has been set up for the evaluation team to use in determining prequalification.
 - b. Each of the three main areas has been assigned a weighting with the subcategory of the Organizational area broken into a further weighting.

Prequalified Results

The overall score of each evaluation member will be averaged to provide a final scoring that will determine if the contractor should be prequalified or not.

- a. An overall score of 75% or above of the total points available must be met to be prequalified.
- b. Certain items in the Contractor's Prequalification Form could lead to automatic disqualification.

Disqualified Applications

General Contractors can be disqualified for the following reasons:

- a. An overall score below 75% of total points from the application evaluation.
- b. Automatic disqualification based on answers to Part 1 of the application or by the OSHA incident rating.
- c. The General Contractor has had a contract with the District terminated for cause or convenience by the District in the last three years.

A General Contractor that is disqualified based on a. and b. above may reapply for prequalification at the next annual prequalification time if the contractor can supply additional information that would now provide a score of 75% or above.

A General Contractor that is disqualified based on c. above cannot reapply until three years after the termination occurred.

Appeals

- a. Should a contractor not agree with the decision regarding prequalification, that contractor may appeal the decision in writing to the District General Manager.
 - i. All protests must be in writing and signed by the protesting contractor or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the actions being protested. A description of the relief or corrective action being requested should also be included.
 - ii. The District General Manager, or his designee, shall consider the appeal within three (3) business days of the filing of the notice of appeal and review the evidence along with the District's evidence.
 - iii. The General Manager, or his designee, shall issue a written decision after the conclusion of the review and mail or cause to be delivered said decision to the appealing contractor within three (3) business days.

- b. Should the contractor be dissatisfied with the General Manager's, or his designee's, written decision, the aggrieved contractor may appeal the same to the District's Board of Directors.
 - i. This is to be done by filing a written notice of appeal to the Clerk at **100 Water Dr, O'Fallon, MO, 63368.**
 - ii. The contractor must set forth the specific reasons for the appeal.
 - iii. The appeal must be received within five (5) calendar days of mailing by certified mail, return receipt requested of the decision of the General Manager, or his designee.
 - iv. The Board shall hold a hearing on the pre-qualification rating at the next scheduled Board Meeting.
 - v. Pending the hearing before the Board, the decision of the General Manager, or his designee, shall remain in full force and effect.

- c. Should the decision of the General Manager, or his designee, be reversed or revised by the Board, the decision shall take effect as of the date of the Board's decision and shall not be retroactive.

- d. The decision of the Board shall be final. Said decision shall be mailed or delivered to all parties.