Prequalification of Contractors for Construction

Willamette University intends to engage in a renovation program for university owned and operated residence facilities. Willamette University is seeking to prequalify construction contractors. The procedures for prequalifying construction contractors shall not be construed to restrict competition, or prevent Willamette University from seeking the submission of a bid, or prohibit the consideration of a bid, submitted by any prequalified contractors. Prequalification does not guarantee selection for any specific contract or project.

1. Criteria

a. Contractors shall be prequalified by Willamette University on the basis of successfully meeting the following criteria, and other criteria as determined to be appropriate by Willamette University to address a specific need or project:

1) Proof that the contractor holds an Oregon contractor’s license which authorizes the contractor to supervise the work within the scope of the construction project.

2) Evidence that the contractor has financial resources to start up and follow through on projects and to respond to damages in case of default as shown by written verification of bonding capacity equal to or exceeding the amount of any project for which the contractor seeks prequalification. The written verification must be submitted by a licensed surety company rated excellent (A-or better) in the current A.M. Best Guide and qualified to do business within Oregon. In the absence of such written verification, Willamette University may require the applicant to submit any audited financial information necessary to evaluate an applicant’s financial ability to perform the project and to respond to damages in the event of default.

3) Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, integrated project delivery, cost control, management of projects, and building codes, for projects of similar or less cost, or similar scope of work, as shown by their successful completion within the past five (5) years.

4) Evidence of satisfactory resolution of claims filed by or against the contractor asserted on projects of the same or similar size within the five (5) years preceding the submission of the application. Any claim against a contractor shall be deemed to have been satisfactorily resolved if final judgment is rendered in favor of the contractor or any final judgment rendered against the contractor is satisfied within ninety (90) days of the date the judgment becomes final.

5) Verification of type of work for which the contractor is licensed.
b. These criteria shall be interpreted to allow the prequalification of any responsible contractor who meets these uniform criteria, whether resident or non-resident within the Willamette University geographic area.

2. Prequalification Application

   a. Each contractor, firm or person requesting prequalification shall be required to submit additional separate application support materials that include, at a minimum, the following:

   1) Detailed information setting forth the applicant's competence, past performance, experience, financial resources, and capability, including three corporate references who can attest to the success of recent work accomplished.

   2) Audited financial information current within the past two years, (24) months, such as a balance sheet and statement of operations, and bonding capacity. This requirement for financial information may be satisfied by the contractor providing written verification of the contractor's bonding capacity.

   3) General information about the contractor company, its principals, and its history including state and date of incorporation.

   4) Verification that the firm will agree to adhere to Willamette University policies pertaining to no-smoking, parking, security, terms for payment, sexual harassment, and other policies included in a specific contract for work.

   5) Contractor trade categories and information regarding the state and local licenses and license numbers held by the applicant.

   6) A list of projects completed within the past five (5) years, including dates, client, approximate dollar value, and size.

   7) Demonstrated examples of experiences in integrated project delivery.

   8) Examples of recently completed Salem area projects over $2M.

   9) Confirmation of ability to produce pricing information for Willamette projects under development within 30 days of prequalification.

   10) Local and regional architecture firms adjoined with recent work, and contact information for firm representative involved in the association.

   11) Project Managers and superintendents assigned to Salem based projects,

   12) Certificates of insurance confirming limits and coverage for current worker's compensation, general liability and property damage insurance as required by law.
13) Agreement to provide Willamette University with lien release clauses for all subcontractors and materials purchases associated with any contract. General Contractor agrees to make available “sub-guard” type insurance coverage.

14) A list of all pending litigation and all litigation within the past five (5) years, including an explanation of each. Litigation initiated by the contractor to protect the contractor's legal rights shall not be used as a basis for rejecting prequalification.

15) The completed application support materials and requested financial information shall be attested to and signed by an authorized officer of the company, the owner, or sole proprietor, as appropriate and the signature shall be notarized.

16) Contractor Prequalification Review Committee - A Contractor Prequalification Review committee shall review and evaluate applications and make recommendations to prequalify contractors for type of project, dollar volume, and limits allowed within the scope of the prequalification.

b. Issuance of Prequalification - By its sole discretion, Willamette University may approve a prequalification, and will confirm prequalification status through a letter of prequalification.

c. Delinquency - Willamette University shall notify the contractor and its surety, in writing, that the contractor is disqualified from bidding work with Willamette University as long as the delinquent status exists. A contractor may be determined to be delinquent, after receiving notice, and invoking section (6) of this agreement. A delinquent condition may be determined to be in effect when one (1) or more of the following conditions occur without justifiable cause:

1) A substantial or repeated failure to comply with contract documents after written notice of such non-compliance.

2) A substantial or repeated failure to provide supervision and coordination of subcontractor's work after written notice of such failure.

3) Substantial deviation from project time schedules after written notice of non-compliance.

4) Substantial or repeated failure to pay subcontractors after Willamette University has paid the contractor for the work performed by the subcontractors and in accordance with approved requisitions for payment.

5) Substantial or repeated failure to provide conditional and unconditional lien releases to Willamette University for materials provided, or for subcontractors used on Willamette University projects.

6) Substantial or repeated failure to provide the quality of workmanship compatible with the trades standards for the community after written notice of such failure.
7) Substantial or repeated failure to comply with the warranty requirements of previous contracts after written notice of such failure.

8) Failure to maintain the required insurance coverage after written notice of such failure.

d. Suspension or Revocation - Willamette University may, for good cause, suspend a contractor for a specified period of time or revoke the prequalification certification. Cause for suspension or revocation shall include, but not be limited to, one or more of the following:

1) Inaccurate or misleading statements included in the application.

2) Declared in default by Willamette University, including for causes due to contractor's noncompliance.

3) Adjudged to be bankrupt.

4) Performance, in connection with contract work, becomes unsatisfactory to Willamette University based on Willamette University asserting and recovering liquidated damages in an action against the contractor.

5) Payment record, in connection with the contract work, becomes unsatisfactory to Willamette University based on the contractor's failure to make payments to subcontractors, suppliers, employees.

6) Becomes delinquent on a construction project.

7) Contractor's license becomes suspended or is revoked.

8) No longer meets Willamette University's prequalification criteria.

6. Delinquency Appeal - A contractor whose prequalification has been suspended or revoked by Willamette University for delinquency shall be given the benefit of reconsideration and appeal as follows:

   a. The aggrieved contractor may, within ten (10) days after receiving notification of such action, request reconsideration in writing. The contractor may submit additional information at this time.

7. Willamette has engaged two local architecture firms CB Two Architects LLC and AC+CO Architecture Community to make plans for projects set to commence before May 15, 2016. Firms seeking pre-qualification should immediately contact these firms for more information about timelines and work proceeding on these projects.

8. Contractors shall submit three (3) applications for qualification not later than January 25, 2016 for immediate consideration. Pre-qualification materials should be submitted to the attention of:

   Jim Bauer, Vice President for Planning, Facilities, and External Affairs, Willamette University, 900 State Street, Salem Oregon, 97301
Notice of Prequalifying Construction Contractors

Willamette University intends to engage in a multi-year renovation program for university owned and operated residence facilities. Willamette University is seeking to qualify construction contractors from the greater Salem area for this upcoming work.

Prequalification does not guarantee selection for any specific contract or project. Prequalified contractors should be ready to immediately engage in integrated project delivery and construction pricing. Architecture firms are currently engaged for projects where construction is intended to begin in April, 2016.