



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.7.

12/8/2020

Subject:

Approval of revisions to Board Policy BCC-28 Pre-Qualification of Construction Bidders Prior to Award

Fiscal Impact:

None

Dept/Office:

Public Works/Facilities

Requested Action:

It is requested that the Board of County Commissioners approve minor revisions to Policy BCC-28.

Summary Explanation and Background:

Minor revisions are being made to Policy BCC-28 due to County procedures, forms and recent changes in County staff. Changes are outlined in the attached "redlined" document.

Clerk to the Board Instructions:

N/A



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December 9, 2020

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item F.7. Approval of Revisions to Board Policy BCC-28, Pre-Qualification of Construction Bidders Prior to Award

The Board of County Commissioners, in regular session on December 8, 2020, approved the minor revisions to Policy BCC-28. Enclosed is the fully-executed Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

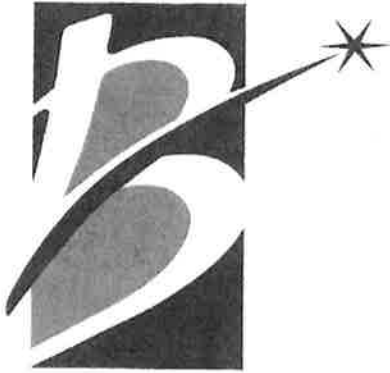
**BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK**

for Donna Scott
Kimberly Powell, Deputy Clerk

/ds

Encl. (1)

cc: Public Works Director



POLICY

**TITLE: Pre-Qualification of Construction Bidders
Prior To Award**

NUMBER: BCC-28
CANCELS: December 19, 2020
APPROVED: December 08, 2020
ORIGINATOR: Public Works/Facilities
REVIEW: December 08, 2023

I. OBJECTIVE

To delineate and define the process for pre-qualifying bidders on a project by project basis, or establish a process for prequalifying prospective bidders on a quarterly or annual basis for a group of specific projects, prior to award by the Board of County Commissioners in order to evaluate a Contractor's and/or Subcontractor's eligibility for future Brevard County projects.

This Policy requires the Contractor and/or Subcontractor to submit documents which will provide evidence of adequate project experience, quality workmanship, adherence to project schedule, financial soundness, depth of corporate commitment, bid bond, prospective payment and performance bond rating in the surety market, safety performance, and any other pertinent data obtained from reference checks that is determined by staff to be a measure of the Contractor's/Subcontractor's qualifications.

II. REFERENCES

- A. Section 255.20, Florida Statutes, Local bids and contracts for public construction works; specification of state-produced lumber.
- B. Brevard County Policy BCC-25, Procurement Policy.
- C. AIA Document A305, Contractor's Qualification Statement.
- D. Brevard County Administrative Order AO-45, Post Project Contractor/Subcontractor Evaluation Form.
- E. Ordinance 98-37, Pre-Qualification of Construction Bidders Prior to Award.

III. DIRECTIVES

- A. The following pre-qualification information of the apparent low bidders/contractor will be utilized for all construction projects exceeding \$50,000.00:
 - 1. Contractor's Qualification Statement – AIA Document A305, most recent Edition.
 - 2. Contractor's Qualification Statement – AIA Document A305, most recent Edition, for subcontractor's determined by staff and identified in the bidding documents to be critical to the success of the project. Key subcontractors and their qualifications are to be identified in the bid documents.

3. Most current Financial Statement (less than one (1) year).
 4. Resumes of Contractor/Subcontractor's key personnel down, including Project Manager and Superintendent level.
 5. The Bid Bond, Public Entity Crime Affidavit and Non-Collusion Affidavit (submitted with the Bid) will be reviewed and verified.
 6. The Vendor Affidavit Regarding Scrutinized Company List for services of \$1 million or more will be verified.
 7. List of subcontractors and suppliers and items of work to be performed by the Contractor's workforce.
 8. Any other pertinent qualifications, evaluations from past projects, data or information determined by staff to be critical to the success of the project.
 9. Department of Homeland Security E-Verify Memorandum of Understanding.
- B. The apparent low bidders, after the formal bid opening, will be required to submit the information above within five (5) days for review and approval by the appropriate Review and Qualification Committee listed below. If the apparent low bidder cannot provide adequate documents for review, or the submitted documents give indications of a non-stable or unqualified company, the Contractor will be recommended by the Review and Qualification Committee for bid rejection and the apparent second low bidder will be contacted and afforded the previous mentioned five (5) days to submit their pre-qualifications documents. This process would continue until a most responsive, responsible bidder is established.

Once a Contractor has been pre-qualified, that Contractor will not have to undergo another Pre-Qualification meeting for any subsequent projects awarded within the same fiscal year.

Note: The Public Works Department may require contractors to be pre-qualified by the Florida Department of Transportation (FDOT) in order to bid for the performance of road, bridge, or public transportation construction contracts greater than \$250,000.00. If FDOT pre-qualification is required by the County, then Items 1, 2 and 3 from Item III.A. are not required. In order to be considered pre-qualified, the contractor must submit to the County the Certificate of Qualification from FDOT, which lists the approved work classes, Maximum Capacity Rating in Dollars, and a listing of current contracts (value and percentage remaining), as well as any other information required by the State.

- C. The following Review and Qualification Committees and committee members are hereby established:

1. Public Works Department Projects (horizontal construction projects)
Public Works Department Director
Traffic Operations Manager
Engineering Program Manager
2. General Construction Projects (any other Departments relying on Facilities to oversee their projects including Parks and Recreation referendum projects, special districts, agencies or other County project not otherwise encompassed herein)
Public Works Department Director (for Facilities CIP projects only)
Facilities Building & Operations Manager (for non-Facilities CIP projects)


Facilities Construction Manager
User Agency Department Director

3. Landscaping Projects
Road & Bridge Program Manager
Parks and Recreation Department Director
Public Works Department - Landscaping Operations Manager
4. Utility Services or Natural Resources Management Projects
Assistant County Manager for Development & Public Services Group
Utility Services Department Director
Natural Resources Management Department Director
5. Solid Waste Projects
Assistant County Manager for Development & Public Services Group
Solid Waste Management Department Director
Utility Services Department Director
6. Housing & Human Services Department
Housing & Human Services Department Director
Central Services Department Director
Facilities Construction Manager

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this Policy is reserved to the Board of County Commissioners.

Attest:



Scott Ellis, Clerk of Court



Rita Pritchett, Chair

Board of County Commissioners
Brevard County, Florida

As approved by the Board: 12/08/2020