

II.A.4



AGENDA REPORT  
December 19, 2017

**SUBJECT:**

Approval RE: Policy BCC-28, Pre-Qualification of Construction Bidders Prior To Award

**FISCAL IMPACT:**

None

**DEPT/OFFICE:**

Public Works

**REQUESTED ACTION:**

It is requested that the Board of County Commissioners approve Policy BCC-28 Pre-Qualification of Construction Bidders Prior To Award.

**SUMMARY EXPLANATION and BACKGROUND:**

The objective of Policy BCC-28 is to delineate and define the process for pre-qualifying bidders 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. Staff has reviewed the Policy and recommends the changes due to recent reorganizations within the County (see attached mark up copy).

**ATTACHMENTS:**

**Description**

- D [BCC-28 Redline changes](#)
- D [BCC-28 Clean copy](#)

**REVIEWERS:**

**Department**

**Reviewer**

**Action**

No Reviewers Available

11/30/17 *SB* *SB*

12/4/2017 *Allen*

12/5/2017 *JS*

12/7/17 *S. Roman*



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

December 20, 2017

**M E M O R A N D U M**

**TO:** Frank Abbate, County Manager

**RE:** Item II.A.4., Approval of Policy BCC-28, Pre-Qualification of Construction Bidders Prior to Award

The Board of County Commissioners, in regular session on December 19, 2017, executed Policy BCC-28, Pre-Qualification of Construction Bidders Prior to Award. Enclosed is the fully-executed Policy.

Your continued cooperation is always appreciated.

Sincerely,

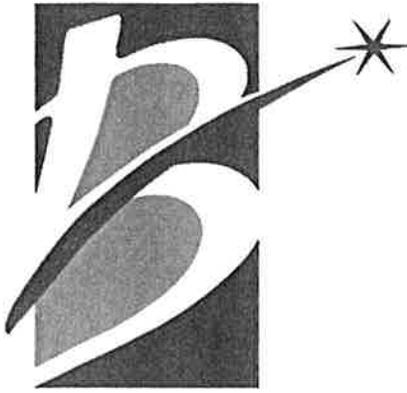
BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

Encl. (1)

cc: Public Works Director



# POLICY

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

**NUMBER: BCC-28**

**CANCELS October 08, 2013**

**APPROVED: December 19, 2017**

**ORIGINATOR: Public Works/Facilities**

**REVIEW: December 19, 2020**

**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. Brevard County Policy BCC-25, Procurement Policy.
- B. AIA Document A305, Contractor's Qualification Statement.
- C. Brevard County Administrative Order AO-45, Post Project Contractor/Subcontractor Evaluation Form.
- D. 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. Most current Financial Statement (less than one (1) year).
  - 3. Resumes of Contractor/Subcontractor's key personnel down, including Project Manager and Superintendent level.
  - 4. The Bid Bond, Public Entity Crime Affidavit and Non-Collusion Affidavit (submitted with the Bid) will be reviewed and verified.

5. The Vendor Affidavit Regarding Scrutinized Company List for services of \$1 million or more will be verified.
  6. List of subcontractors and suppliers and items of work to be performed by the Contractor's workforce.
  7. 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.
  8. Any other pertinent qualifications, evaluations from past projects, data or information determined by staff to be critical to the success of the project.
- 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.
- C. The following Review and Qualification Committees and committee members (or designees) are hereby established:
1. Public Works Department Projects (horizontal construction projects)  
Public Works Department Director  
Traffic Operations Manager  
Construction Engineer
  2. Utility Services or Natural Resources Management Projects  
Assistant County Manager for Development & Public Services Group  
Utility Services Department Director  
Natural Resources Management Department Director
  3. Solid Waste Projects  
Assistant County Manager for Development & Public Services Group  
Solid Waste Management Department Director  
Utility Services Department Director
  4. General Construction Projects (any Department 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)  
Facilities Building & Operations Manager (for Non-Facilities CIP projects)  
Facilities Construction Manager  
User Agency Department Director
  5. Landscaping Projects  
Public Works Department Director  
Parks and Recreation Department Director

Public Works Department - Landscaping Operations Manager

6. Housing & Human Services Department  
Public Works Department Director  
Central Services Department Director  
User Agency Department Director

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

  
\_\_\_\_\_  
Rifa Pritchett, Chair  
Board of County Commissioners  
Brevard County, Florida

As approved by the Board: 12/19/17

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Prior To Award**

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**CANCELS October 08, 2013**

**APPROVED:**

**ORIGINATOR: Public Works/Facilities**

**REVIEW:**

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III. **DIRECTIVES**

- A. The following pre-qualification information of the awarded **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. Most current Financial Statement (less than one (1) year).
  - 3. Resumes of Contractor/Subcontractor's key personnel down, including Project Manager and Superintendent level.
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- C. The following Review and Qualification Committees and committee members (or **designees**) are hereby established:
1. Public Works Department Projects (horizontal construction projects)  
Public Works Department Director  
~~Public Works Engineering Manager~~  
~~Public Works Engineering Design, Permitting & Construction Manager~~  
**Traffic Operations Manager**  
**Construction Engineer**
  2. Utility Services or Natural Resources Management Projects  
Assistant County Manager for Development & Public Services Group  
Utility Services Department Director  
Natural Resources Management Department Director
  3. Solid Waste Projects  
Assistant County Manager for Development & Public Services Group  
Solid Waste Management Department Director  
Utility Services Department Director
  4. ~~Parks and Recreation Projects – REFERENDUM Projects only~~  
~~Parks and Recreation Department Director~~  
~~Central Services Department Director~~  
~~Public Works Department Director~~  
~~(with the consolidation of P&R construction and Facilities construction, all future pre-qualification committees will fall under General Construction Projects)~~
  4. General Construction Projects (any Department relying on Facilities to oversee their projects including Parks and Recreation referendum projects,

special districts, agencies or other County project not otherwise encompassed herein)

~~Central Services Department Director~~  
**Public Works Department Director (for Facilities CIP projects)**  
**Facilities Building & Operations Manager (for Non-Facilities CIP projects)**  
**Facilities Construction Manager**  
User Agency Department Director

5. Landscaping Projects  
Public Works Department Director  
Parks and Recreation Department Director  
Public Works Department - Landscaping Operations Manager
6. Housing & Human Services Department  
Public Works Department Director  
Central Services Department Director  
User Agency Department Director

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Attest:

\_\_\_\_\_  
Scott Ellis, Clerk of Court

\_\_\_\_\_  
**Rita Pritchett**, Chair  
Board of County Commissioners  
Brevard County, Florida

As approved by the Board: \_\_\_\_\_