

**INSTRUCTIONS  
FOR COMPLETING THE PRE-QUALIFICATION APPLICATION**

Thank you for your interest in pre-qualifying to bid on North Metro Fire Rescue District’s (“*District*”) construction of its new Storage Facility (“*Project*”), with an estimated construction cost of \$3,000,000. Please read these instructions in their entirety before completing the attached pre-qualification application (“*Application*”). All Applications **must be received** by the District’s owner’s representative, **Gary Cahill, on or before 4:00 p.m. (MST) on July 10, 2025** (“*Submission Deadline*”). Applications received after the Submission Deadline will not be considered. Applications must be submitted to Gary Cahill at: cahill@dunakilly.com. The email’s subject line must state: “Pre-Qualification Application Submission – NMFRD Storage Facility”.

Interested Bidders are solely responsible for ensuring that their emailed Applications have been received by the District’s owner’s representative. The owner’s representative will not search for emailed Applications that are not delivered or are delivered to "spam" or "junk" folders. Bidders may contact **Gary Cahill at 720.346.8377** to confirm that their emailed Application has been received. Bidders preparing and submitting an application do so solely at their own expense.

Pre-qualified Bidders will be determined by the District, in its sole discretion, based upon the submitted Application, such criteria as the District deems appropriate in its sole discretion, and any other information available to the District. The District may ask a Bidder to submit additional information pertinent to the Application. The District has the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the Bidder. Bidders are solely responsible for all costs incurred in preparing and submitting an Application.

The District, in its sole discretion, will determine issues of compliance and whether a Bidder’s Application is complete and responsive. The District, in its sole discretion, will determine a Bidder’s quality, fitness, and capacity to perform the Project in conformance with the Contract Documents. Based on the submitted Applications, and such other criteria as it deems appropriate in its sole discretion, the District will determine which Bidders, if any, will be invited to bid on the Project. The District has the right to investigate and rely upon information from other available sources in addition to the Application, any other documents or information submitted by the Bidder.

**PRE-QUALIFICATION APPLICATION**

**Project: Construction of New Storage Facility**  
**Description: New one story 11,700sf. Storage Facility**  
**Architect: Allred & Associates**  
**Estimated Cost of Construction: \$3,000,000**  
**Estimated Construction Period: Bidding documents Q3-2025 with anticipated 10 months of construction.**

**I. GENERAL INFORMATION**

Firm/Contractor Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Firm: Corporation: \_\_\_\_\_ Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_ Joint Venture: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Number of years in business under firm name: \_\_\_\_\_

Full names of firm's owners (> 10% ownership), officers and managing employees:

Has the firm changed its name within the past 3 years? YES \_\_\_NO\_\_\_

If yes, provide former name(s): \_\_\_\_\_.

(Copy this application and answer the questions in Sections I through III for each former firm name and attach to the current firm's application.)

Within the last three years, has there been any changes in control/ownership of the firm? YES \_\_\_NO\_\_\_

If yes, explain.

Name and title of person completing this application: \_\_\_\_\_

## II. CONSTRUCTION EXPERIENCE

The Owner seeks general contractors with experience in the scope of work described in this document in the construction of comparable public facilities. List least three (3) comparable projects within the last three years that your firm has successfully completed, **including the year that the project was completed**:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Listed projects must have been managed and constructed under the on-going business entity that submitted for pre-qualification. Projects completed by employees for former employers are not acceptable.

Submit the following *Project Data Sheet* for **each project** submitted as evidence of your firm's general contractor experience.

### PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted.)

If the entity submitting this pre-qualification application is a joint venture, the joint venture entity itself must demonstrate the required previous construction experience as a joint venture. Joint venture teams newly formed to pursue this pre-qualification opportunity are not eligible for pre-qualification. Listed projects must have been managed and constructed by the business entity that submitted for pre-qualification.

1. Project Name:
2. Project Location:
3. Project Description:
4. Construction Type:

5. Size (gross sq. ft.):
6. Business name of entity that constructed and managed this project:
7. How is this project comparable to the District's project?
8. Was this project completed within budget?  
 Cost At Bid: \$ \_\_\_\_\_  
 Cost At Completion: \$ \_\_\_\_\_  
 Explanation: \_\_\_\_\_
9. For any differing amount between cost at completion and cost at bid, distribute the sources and/or causes of the changes into the following categories:  
 Document Problems:\$ \_\_\_\_\_  
 Unforeseen Conditions:\$ \_\_\_\_\_  
 Owner Generated Scope: \$ \_\_\_\_\_  
 Regulatory Agency:\$ \_\_\_\_\_  
 Other (explain):\$ \_\_\_\_\_  
 \_\_\_\_\_
10. Was construction of the project begun and completed within the last 3 years? YES \_\_\_NO\_\_\_
11. Was the project completed within the original contract time? YES \_\_\_NO\_\_\_
  - a. Contract Time at bid date (Number of calendar days) \_\_\_\_\_
  - b. Formally adjusted Contract Time (Number of calendar days; if not adjusted, state "Not Applicable") \_\_\_\_\_
  - c. Actual Elapsed Time between issuance of Notice To Proceed and date of final completion (Number of calendar days) \_\_\_\_\_
  - d. If completion did not occur within the Contract Time at bid date or within the formally Adjusted Contract Time, then explain the reason or reasons for the delay: \_\_\_\_\_
  - e. For projects that have not reached final completion indicate current status with respect to contract time: \_\_\_\_\_
12. What strategic decisions did your firm contribute to the project that supported the project's success (e.g., value engineering, phasing, innovation, new technology, etc.)?
13. How did your firm manage the quality of workmanship on the job?
14. Did the Owner assess any back-charges? YES \_\_\_NO\_\_\_  
 If answer is yes, explain: \_\_\_\_\_
15. Did the Owner assess any liquidated damages/delay damages/penalties? YES \_\_\_NO\_\_\_  
 If answer is yes, explain: \_\_\_\_\_
16. Describe the firm's claim-avoidance strategy and/or philosophy: \_\_\_\_\_  
 \_\_\_\_\_
17. Were any claims filed on the project? YES \_\_\_NO\_\_\_  
 If yes, please provide the following details for each claim:  
 Dollar amount of claim: \_\_\_\_\_  
 Source of claim (e.g., subcontractor): \_\_\_\_\_  
 Method of resolution (e.g., negotiation, mediation, etc.): \_\_\_\_\_  
 Name of Project Manager: \_\_\_\_\_  
 Qualifications of this Project Manager: \_\_\_\_\_

Name of Project Superintendent: \_\_\_\_\_

18. Did your firm self-perform any of the work? YES \_\_\_NO\_\_\_

If yes, please specify the trades your firm self-performed: \_\_\_\_\_

19. Project's Owner Information

Name:

Contact:

Title:

Address:

State: \_\_\_\_\_ Zip:

Phone: ( )

Fax: ( )

E-mail Address:

Architect/Engineer/ Consultants:

Architect/Engineer Contact Name:

Phone:

Architect/Engineer

E-mail Address:

(Attach additional pages with other pertinent project information as necessary.)

### III. LITIGATION/ARBITRATION/MEDIATION HISTORY

List all projects within the last (10) years in which claims were made against your firm, or in which claims by you were made against an Owner, resulting in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary). Separately list all **CURRENT AND/OR PENDING** disputes:

- Pursued via mediation, arbitration, or litigation
- Initiated within the last ten (10) years
- In which additional compensation is sought
- Where alleged breach of contract is alleged
- Indemnity is sought
- Between your firm (or any principal of your firm) and any Owner

If none, indicate "none". Do not leave blank.

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Initial Contract Value (bid award): \_\_\_\_\_

Final Contract Value:

Amount of Claim: \_\_\_\_\_

Brief overview of the claim and final resolution: \_\_\_\_\_

Has your firm been cited for OSHA violations within the past five (5) years? YES \_\_\_NO\_\_\_.

If yes, provide the following:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Date of Inquiry/Violation Date: \_\_\_\_\_

Description of the Inquiry/Violation: \_\_\_\_\_

Current Status and/or Resolution: \_\_\_\_\_

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#### IV. PROJECT PERSONNEL

Employees listed will be considered qualified only if they have each successfully completed at least three (3) comparable projects within the last three (3) years, each with a project sum comparable to, or in excess of, the estimated construction cost(s) listed within this pre-qualification document.

At the time of bid, the general contractor will be required to reconfirm staff assignments to the project based on this submittal. If any of the staff listed in the prequalification application are no longer employed by the firm at the time the project starts, or are otherwise unavailable, the firm's bid may be considered non-responsive. The Owner may consider substitution of listed staff by others; however, comparable project history and other relevant information must be submitted to the Owner for approval prior to the determination of bid results.

##### A. Project Manager(s)

Complete the following section for each listed Project Manager(s).

Name: \_\_\_\_\_

Years with the firm: \_\_\_\_\_

Licenses held: \_\_\_\_\_

Years of experience on projects with public entities: \_\_\_\_\_

The Project Manager named above was assigned and responsible for the following comparable projects (description and construction cost):

- 1.
- 2.
- 3.

Provide a completed PROJECT DATA SHEET for any of the projects listed above that were not previously listed/completed in response to other sections of this pre-qualification application

##### B. Project Superintendent(s)

Complete the following section for each listed Project Superintendent(s).

Name: \_\_\_\_\_

Years with the firm: \_\_\_\_\_

Licenses held: \_\_\_\_\_

Years of experience on projects with public entities: \_\_\_\_\_

The Project Superintendent named above was assigned and responsible for the following comparable projects (description and construction cost):

- 1.
- 2.
- 3.

Provide a completed PROJECT DATA SHEET for each of the projects listed above that were not previously listed/completed in response to other sections of this pre-qualification application.

#### V. INSURANCE REQUIREMENTS

Prospective general contractors desiring to be pre-qualified must fully comply with all bid conditions, including the following insurance coverage and associated limits.

Prospective general contractors shall submit the below form, signed by a representative of insurer and notarized. If the firm has used the current insurer for less than five (5) years, list insurer(s) previously used and indicate number of years used to demonstrate five (5) complete years of insurer history.

A. Is the insurer to be used listed by Best with a rating of A- or better, and a financial classification of IX or better (or an equivalent rating by Standard & Poor or Moody's)? YES \_\_\_ NO \_\_\_

Indicate Best Rating: \_\_\_\_\_  
Indicate Best Financial Classification (or provide Standard & Poor or Moody's rating) \_\_\_\_\_

B. Is the General Contractor able to obtain insurance in the following limits for this Project? YES \_\_\_ NO \_\_\_

Workers' Compensation and Employers' Liability meeting statutory limits mandated by state and federal laws.

Comprehensive or Commercial Form General Liability Insurance - Minimum Limits of Liability Requirements:

General Aggregate - \$2,000,000

Products – Completed Operations:

Aggregate - \$2,000,000

Each Occurrence - \$1,000,000

Personal Injury - \$1,000,000

Automobile - \$1,000,000 each accident

Umbrella or Excess Liability Policy:

Each occurrence - \$5,000,000

Aggregate - \$5,000,000

Contractual Liability Insurance coverage sufficient to meet the Contractor's obligations under the General Conditions.

The foregoing insurance coverages required of the Bidder, including the Umbrella or Excess Liability Policy, shall state that they are "Primary and Non-Contributory." The Bidder shall ensure that the endorsements to any policy of insurance required of the Bidder do not limit, diminish or eliminate any of the insurance coverages required of the Bidder.

C. How long has the general contractor been with this insurer?

Number of Years: \_\_\_\_\_

D. If the entity submitting this pre-qualification application is a joint venture, can the joint venture or partnership entity itself obtain insurance in the limits stated above for this project?  
YES \_\_ NO\_\_

E. Declaration:

The undersigned declares under penalty of perjury that the insurance limits indicated above are true and correct and that this declaration was executed in \_\_\_\_\_ (County), \_\_\_\_\_, (State) on \_\_\_\_\_ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Insurance Company Name])

(Firm Name)

(Address)

(City, State, Zip Code)

Telephone Number)

(Facsimile Number)

(Email Address)

***(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)***

## VI. BONDING INFORMATION

General contractors desiring to be pre-qualified must fully comply with all bid conditions, including providing a payment and performance bond in an amount equal to 100% of the Guaranteed Maximum Price for the Project.

General contractors shall submit the below form, signed by a representative of the surety and notarized. If the firm has used the current surety for less than five (5) years, list surety(ies) previously used and indicate the number of years used to demonstrate five (5) complete years of surety history.

A. Is the general contractor able to obtain bonding in an amount equal to 100% of the Guaranteed Maximum Price for the Project? YES \_\_ NO\_\_

B. Is it true that the surety has *not* paid out any monies for the construction activities of the general contractor whatsoever within the last five (5) years? YES \_\_ NO\_\_  
If answer is no, explain on attached additional sheets.

C. How long has the general contractor been with this surety?  
Number of Years: \_\_\_\_\_

E. If the entity submitting this pre-qualification application is a joint venture or partnership, has any surety paid out any monies on claims a performance and payment bond issued by a surety for the benefit of the Owner arising out of the construction activities of any member of the joint venture or partnership within the last ten (10) years?  
YES \_\_ NO\_\_

Surety Declaration:

[Provide this Declaration to your surety(ies) for completion. Do not have the surety submit this information directly to the District.]

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in

\_\_\_\_\_ (County), \_\_\_\_\_, (State) on \_\_\_\_\_ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Surety Name])

(Firm Name)

(Address)

(City, State, Zip Code)

Telephone Number)

(Facsimile Number)

(Email Address)

***(ATTACH NOTARIZATION OF SURETY REPRESENTATIVE'S SIGNATURE)***

## VII. FINANCIAL INFORMATION

A. Firms seeking to pre-qualify for this Project must demonstrate average annual business construction revenue of \$8 million/year over the last five (5) consecutive years. For purposes of this pre-qualification application "business construction revenue" is defined as payments to the general contractor from Owners for construction, excluding any all legal awards.

2024 Annual Revenue: \_\_\_\_\_

2023 Annual Revenue: \_\_\_\_\_

2022 Annual Revenue: \_\_\_\_\_

2021 Annual Revenue: \_\_\_\_\_

2020 Annual Revenue: \_\_\_\_\_

Avg over the past 5 years: \_\_\_\_\_

B. What was the largest amount of work completed in one year by the firm?

Year: \_\_\_\_\_

Total Dollar Amount: \_\_\_\_\_

Number of Projects: \_\_\_\_\_

Largest Project Amount: \_\_\_\_\_

C. Has your firm or affiliated entity ever declared bankruptcy or been in receivership?

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

D. Attach a copy of your current reviewed or audited financial statement. The date on the statement must be within the last twelve months.

## VIII. DECLARATION

The undersigned declares under penalty of perjury that all of the pre-qualification information contained in and submitted with this application is true and correct and a duly authorized officer of the Firm executed this Declaration.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title