



CIP Partners Academy

HOW TO SUBMIT A SUCCESSFUL 00400

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WHAT IS THE STATEMENT OF BIDDER'S EXPERIENCE AND HOW IS IT USED BY THE CITY?

- Used in construction Invitation for Bid solicitations, obtained from the 3 lowest bidders to determine the “lowest responsible bidder” per Texas Local Government Code 252
- Allows the City to review the Bidder's past experience, key personnel, available equipment, workforce, and workload to determine if the Bidder is responsible
- Included in most construction Invitation for Bid solicitations and developed by City Project Manager and/or Consulting Engineer/Architect, required for solicitations >\$2M, facility/building construction, optional for solicitations <\$2M

SECTION 00400 – ATTACHMENTS A - I

- ATTACHMENT A – BIDDER'S INFORMATION
- ATTACHMENT B – EXPERIENCE REQUIREMENTS (GENERAL CONTRACTOR)
- ATTACHMENT C – PROJECT MANAGER AND SUPERINTENDENT EXPERIENCE
- ATTACHMENT D – EXPERIENCE REQUIREMENTS (SPECIFIC CONSTRUCTION OR TECHNICAL EXPERIENCE)
- ATTACHMENT E – AVAILABLE EQUIPMENT
- ATTACHMENT F – AVAILABLE WORKFORCE
- ATTACHMENT G – CURRENT PROJECTS
- ATTACHMENT H – COMPLETED PROJECTS
- ATTACHMENT I – BIDDER'S AUTHENTICATION

ATTACHMENT A

Attention Bidder: Complete and return within three (3) days of notification of the three (3) low bidders' status.

Solicitation Number:	
CIP ID Number:	

A.	Name of Bidder:	
B.	Bidder's Permanent Address:	
C.	Bidder's Phone Number:	
D.	Number of years in business under current company name:	

(Note: Bidder must have been in existence for a minimum of one (1) year under its current company name. Changes in company name during the experience period are acceptable, if the continuity of the company can be demonstrated. Attach separate documentation, if applicable.)

If Bidder answers "Yes" for any of questions E through H, Bidder must attach separate sheets with a brief description or explanation of the answer and provide pertinent contact information (parties' names, addresses and telephone numbers).

E.	Has the Bidder ever defaulted on a contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F.	Are there currently any pending judgements, claims, or lawsuits against the Bidder?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
G.	Does Bidder currently have any pending claims, judgements or lawsuits against any prior client?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
H.	Is the Bidder or its principals involved in any bankruptcy or reorganization proceedings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ATTACHMENT B – EXPERIENCE REQUIREMENTS, GENERAL CONTRACTOR

GENERAL CONTRACTOR EXPERIENCE:

- Bidder must list and describe Bidder's (not proposed subcontractors') construction experience as a general contractor for a minimum of three (3) successfully completed projects of comparable size, scope and complexity to the Work described in the Contract Documents. Bidder should refer to the Section 01010 Summary of Work, subsection 1.2 Description of Work, to determine what is reasonably comparable. Decisions on "comparability" are at the complete discretion of the OWNER.

ATTACHMENT B – EXPERIENCE REQUIREMENTS, GENERAL CONTRACTOR

PROJECT NO. _____		
Name of Project:		
Location:		
OWNER's Name and Address:		
OWNER's Contact Person (Print):		
Phone/Fax No.		
Initial Contract Price:		
Final Contract Price:		
Contract Start Date: <i>(Date of Notice to Proceed)</i>		
Contract Time:	Calendar Days:	Working Days:
Contract Substantial Completion Date:		
Actual Substantial Completion Date:		
If contract time extensions were added to the contract as a result of Bidder's responsibilities, provide a short explanation of each:		
Project Description and why it is comparable to this Contract:		

ATTACHMENT C – PROJECT MANAGER AND SUPERINTENDENT EXPERIENCE

Bidder must attach resumes for the Project Manager and Superintendent who will be assigned to this project. The resumes must demonstrate that these individuals have worked on at least three (3) similar, successfully completed projects in the capacity of Project Manager or Superintendent, or other responsible supervisory capacity, as applicable, during the last 10 years.

Project Manager (name): _____

Superintendent (name): _____

Note: Attach Resumes & Experience

ATTACHMENT D – EXPERIENCE REQUIREMENTS (SPECIFIC CONSTRUCTION OR TECHNICAL EXPERIENCE)

SPECIFIC CONSTRUCTION EXPERIENCE (GENERAL CONTRACTOR OR SUBCONTRACTOR PERFORMING THE WORK)

Bidder must provide the following project history information for each Construction Experience requirement listed below. OWNER may in its reasonable discretion deem the provided experience information insufficient and reject the Bid.

For each Construction Experience item listed below, list and describe the applicable Construction Experience for a minimum of three (3) successfully completed projects of comparable size, scope, and complexity to the Work described for this project. Comparability requirements may be spread among the three (3) projects per item submitted, e.g. One Project may demonstrate comparable size, another Project may demonstrate comparable scope and another may demonstrate comparable complexity. Decisions on “comparability” are at the complete discretion of the OWNER.

ATTACHMENT D – EXPERIENCE REQUIREMENTS (SPECIFIC CONSTRUCTION OR TECHNICAL EXPERIENCE)

The Work must have been performed within the past five (5) years.

Bidder must provide all requested information in a complete, clear, and accurate manner. If necessary, additional information may be provided on separate attached sheets. Failure to provide any requested information may cause the Bid to be rejected by OWNER as non-responsive.

If the Bidder proposes to fulfill any specific construction experience requirement with subcontracted resources, the applicable Subcontractor must be included in the Bidder's Original MBE/WBE Compliance Plan. Failure to include subcontractors on the MBE/WBE Compliance Plan may render your bid non-responsive.

SPECIFIC CONSTRUCTION EXPERIENCE ITEMS REQUIRED:

- ITEM 1. Furnish and/or installation of
- ITEM 2. Furnish and/or installation of
- ITEM 3. Furnish and/or installation of

ATTACHMENT D – EXPERIENCE REQUIREMENTS (SPECIFIC CONSTRUCTION OR TECHNICAL EXPERIENCE)

CONSTRUCTION EXPERIENCE DOCUMENTATION FORM		
EXPERIENCE ITEM NUMBER:		
Project Number:		
Does Bidder plan to self-perform this work?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If "NO", provide the following Subcontractor's information:		
Company's Address:		
Permanent Address:		
Phone No.		
# of years Subcontractor has been in business under current company name:		
Name of Project:		
Location:		
OWNER's Name:		
OWNER's Address:		
OWNER's Contact Person (Print):		
Phone/Fax No.:		
Initial Contract Price:		
Final Contract Price:		
Contract Start Date: <i>(Date of Notice to Proceed)</i>		
Contract Time:	Calendar Days:	Working Days:
Contract Substantial Completion Date:		
Actual Substantial Completion Date:		
If contract time extensions were added to the contract as a result of Bidder's responsibilities, provide a short explanation of each:		
Project Description and why it is comparable to this Contract:		

ATTACHMENT E, AVAILABLE EQUIPMENT

Provide a list of equipment that is available to the CONTRACTOR or its Subcontractor(s) and is specifically intended to be used on the Work under this Contract. Also indicate whether the equipment is owned or will be leased by the CONTRACTOR and/or Subcontractor(s).

<u>EQUIPMENT</u>	<u>OWNED OR LEASED</u>	<u>COMMITTED TO ANOTHER PROJECT?</u> (Yes / No)	<u>AVAILABLE / RELEASE DATE</u>

ATTACHMENT F - AVAILABLE WORKFORCE

Provide a list of the available workforce for the various disciplines and crafts required for the Work on this Project, including the number of work crews, and number and worker classification for each equipment operator, mechanic, and laborer for that portion of the Work that Bidder will actually perform.

Number of Anticipated Work Crews: _____

DISCIPLINE OR CRAFT	NO. OF EMPLOYEES	COMMITTED TO ANOTHER PROJECT? (Yes / No)	AVAILABLE / RELEASE DATE
Professional (specify)			
Superintendent			
Technical (specify)			
Skilled Workers (specify)			
Semiskilled Workers (specify)			
Equipment Operators (list)			
Other			

ATTACHMENT G – CURRENT PROJECTS

Provide a list of **all current projects**, including **all City of Austin projects**. Include the following for all jobs that Bidder is currently committed to or has currently underway: brief statement regarding the job type; estimated project duration; project contact; and project description.

Name of Project:		
Location:		
Type of Job:		
City of Austin Job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Start Date		
Estimated Completion Date:		
Project Contact:		
Brief Description:		

ATTACHMENT H – COMPLETED PROJECTS

Provide a list of all completed projects, including all City of Austin projects that Bidder has completed in the past five (5) years by calendar year (or life of company if less than five (5) years). Include the following: a brief statement regarding the job type, the estimated project duration, project contact, and project description.

Calendar Year of _____

Name of Project:		
Location:		
Type of Job:		
City of Austin Job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Duration:		
Project Contact:		
Brief Description:		

ATTACHMENT I - AUTHENTICATION

I certify that my responses and the information provided in Attachments A-H are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Section, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this Section may be investigated and I hereby give my full permission for any such investigation and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my bid to be rejected.

Bidder's full name and entity status:

Company's Name

Signature, Authorized Representative of Bidder

Title

Date

CITY PROCESS FOR REVIEW OF SECTION 00400

- Reviewed by Project Manager and/or consultant team to determine the ‘responsibility’ of a bidder
- Letter requesting clarification of Section 00400 response may be sent to bidder if necessary
- If bidder is found to have responsibility issues, Section 00400 is reviewed by a third party prior to a final determination
- Capital Contracting Office coordinates third party review
- Non-responsive letter drafted and sent to impacted vendor
- Move to next apparent low bidder and review of their Section 00400

SUMMARY AND HELPFUL TIPS

- Provide a thorough description of how past projects are comparable in size, scope and complexity as the Section 1010 project scope
- List more than the minimum number of projects requested if necessary
- If using a subcontractor to meet certain technical experience required ensure they meet the experience requirements
- If you receive a letter requesting clarification of your Section 00400 submittal provide a thorough response
- Parts of the Section 00400 submittal can be used again on other projects you bid to save time such as available equipment, workforce, PM, Superintendent, current and completed projects

QUESTIONS?

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