



# STAFF REPORT

AGENDA NO: 10c

MEETING DATE: November 18, 2019

**To: Honorable Mayor and City Council**

**Date: November 18, 2019**

**From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307**

**Subject: Adoption of a Resolution Approving the Pre-qualified Bidders List for the Construction of the Community Center Project**

## **RECOMMENDATION**

Staff recommends that the City Council adopt the resolution approving the list of pre-qualified bidders for the construction of the Community Center Project.

## **BACKGROUND**

In order to ensure an efficient, cost effective, and competitive bidding process for the construction of the new Community Center, staff determined that a pre-qualification process was prudent. The purpose of this pre-qualification process is to ensure that only contractors with the proper experience and qualifications are identified and pre-qualified in advance of the public bidding. The process also allows the City to more fully determine the qualifications and responsiveness of potential bidders in advance, thereby reducing the likelihood of a bidder challenging the low bid. Moreover, pre-qualification potentially reduces project costs and project-related construction delays and promotes the proper and safe completion of the project in conformance with the contract requirements. It helps the City obtain the highest quality bid for the lowest price.

The requirements in the pre-qualification process must be fair, reasonable, and related to the scope, size, and scale of the project. A potential bidder that does not meet the specified pre-qualification requirements is disqualified from bidding on the project.

The attached pre-qualification questionnaire was modeled after the guidelines developed by the Department of Industrial Relations and includes the pre-qualification questionnaire, financial statement, and a uniform system of rating bidders. At the completion of the process, the City will have created a list of pre-qualified General Contractors that are eligible to submit a bid for the project.

The notice to prospective bidders advertising the pre-qualification process was issued on September 9, 2019, and closed on October 16, 2019.

## **DISCUSSION**

The City received submittals from seven contracting firms. City staff and the City's construction management firm reviewed the submittals for completeness and rated them based on the uniform system of rating. Based on the pre-qualification criteria, the following construction firms are determined to be qualified to submit construction bids for the Community Center Project:

1. Alten Construction
2. BHM Construction, Inc.
3. Amoroso Construction
4. Lathrop Construction Associates, Inc.

The remaining submittals either did not meet the bonding requirements, did not meet the recommended annual revenue volume, did not meet similar project criteria, were currently under significant litigation, had bad references, and/or demonstrated a poor safety record.

## **FISCAL IMPACT**

There is no fiscal impact from this process.

Exhibits:

- Resolution
- Pre-qualification Questionnaire