



**Western Technical College**

**RFP 2022-002**

**Contractor Prequalification Application  
for  
2022 Capital Construction Projects**

\*In the event Western finds it necessary to change any of these dates it will do so by issuing an addendum to this RFP.

<b>Date</b>	<b>Event</b>
Friday, January 14, 2022	Date of prequalification issue
Friday, January 28, 2022	Proposals due from applicants prior to 2:00 PM CST
April 2022	Estimated project start dates

## **SECTION I – GENERAL INFORMATION**

### **Description of College**

Western Technical College (“Western”) is one of sixteen (16) technical college districts in the state of Wisconsin. Western Technical College serves all or part of eleven (11) counties by offering associate degrees, technical diplomas, and certificates in over 100 programs to approximately 9,500 (head count) students. Western Technical College employs approximately 400 full-time and 645 part-time faculty and staff members. For the fiscal year ending June 30, 2022, Western Technical College’s budgeted total expenditures were approximately \$110.2 million.

### **Campus Information**

Western Technical College's main campus is located in La Crosse, Wisconsin. Western also has six regional locations in Black River Falls, Independence, Mauston, Tomah, Sparta, and Viroqua, Wisconsin.

### **Educational Information**

Western Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Western Technical College offers a variety of educational and training opportunities including more than 100 programs of study in 10 career cluster areas including Architecture, Graphics & Design, Business & Information Technology, Health & Public Safety, and Mechanical. Other programs and services include apprenticeship instruction, adult basic education, customized business and industry training, counseling, testing, and career services.

### **Mission Statement and Goals**

Western Technical College provides relevant, high quality education, in a collaborative and sustainable environment, that changes the lives of students and grows our communities.

### **Strategic Plan/Strategic Directions/Strategic Goals**

In fall 2018, Western launched a new strategic plan, called Experience 2025. The intention of the new strategic plan is aimed at improving overall student success.” The plan includes the following four strategic directions and seven corresponding strategic goals:

#### ***First Choice Service***

- Increase overall student satisfaction from 69% in 2017 to 75% by 2021.
- Increase student engagement with student support services from a score of 48.6 to 52 by 2023.

#### ***Workforce and Community Engagement***

- Infuse work-based learning and community-based learning in 100% of associate degree and technical diploma programs by 2025.
- Implement a comprehensive workforce sector development strategy by 2021.

#### ***Equity, Inclusion, and Support***

- Eliminate course completion, retention, and graduation achievement gaps between black, Hispanic/Latino, and Native American students and white students by 2025.
- Increase enrollment of program-declared students of color from 12.82% in 2018 to 20% in 2025.

#### ***Employee Engagement***

- Increase engaged employees from 35% in 2017 to 45% by 2025.

## SECTION II – PREQUALIFICATION REQUIREMENTS

The District Board of Western Technical College (“District Board”) has determined that contractors intending to submit bids as prime contractors for any Western capital construction projects to be awarded in calendar year 2022 must be prequalified through this prequalification application. ***Bids will not be accepted from any prime contractor bidder that is not prequalified.***

Prequalification is required for the following:

- General contractor bidders
- Roofing contractor bidders
- Plumbing contractor bidders
- Heating, Ventilation, and Air Conditioning contractor bidders
- Electrical contractor bidders
- Low Voltage contractor bidders
- Any bidder for a prime contract regardless of trade

Western intends to use this single prequalification process to identify eligible prime contractors for all calendar year 2022 capital construction projects. Each project will be bid as a separate project. The list of projects, their respective descriptions, and timeline is intended to provide a synopsis of upcoming work. The list of projects, project scopes, and project timeframes may be subject to change at the discretion of Western. Additional projects may be added at the discretion of Western.

### ***Projects:***

Current Western Technical College projects can be found at <https://info.westerntc.edu/sites/pp>

### ***Owner:***

Western Technical College (WESTERN)  
Physical Plant  
505 9th Street N.  
La Crosse, WI 54601

### ***Architect:***

HSR Associates, Inc. 100 Milwaukee Street La Crosse, WI 54603

The District Board reserves the right to amend the prequalification packet at any time, including the right to extend the due date deadline. The District Board reserves the right to waive minor irregularities and omissions in the information contained in the submitted prequalification application, and to make all final determinations. A determination by the District Board that a contractor is prequalified does not amount to a final determination that such contractor is responsible or responsive for purposes of bid evaluation. The District Board reserves the right to reject a prequalified contractor's bid. The District Board may reject all bids if it determines such action is in its interest.

Contractors determined to be qualified to bid the project(s) will be notified after the proposals are reviewed and will be listed in future Project Manuals as approved contractors.

Questions regarding these projects, or the prequalification process, may be directed to Jay McHenry, Western Facilities Director, at 608.785.9120 or [mchenryj@westerntc.edu](mailto:mchenryj@westerntc.edu) .

## SECTION III – SUBMITTAL REQUIREMENTS

### **Submission**

To be considered, interested contractors must submit a full and complete packet marked “*RFP 2022-002 Contractor Pre-qualification*”. Packets must be received by the Western Physical Plant, 505 9<sup>th</sup> Street North, La Crosse, WI 54601 prior to **2:00 PM CST, on Friday, January 28, 2022**.

The contractor shall be responsible for delivery of the sealed packet to the above designated place on or before the date and time specified above. Proposals received after the above deadline will be rejected and returned to the contractor. Incomplete proposals will also be rejected.

Omission of the requested information, falsification of information, or failing to use the forms provided by the District Board will result in the Contractor being ineligible for qualification.

### **Contractors previously on the prequalified list for the prior year need only submit the following documents:**

- Contractor Prequalification Application (Section IV, Pages 5-7, Paragraphs A & Only)
- Contractor Certification (Page 14)
- Certification from Surety of Bonding Capacity—Provide the certification on the surety’s preferred form.
- List of any Claims and Suits (Include: Judgments, Claims, Arbitration Proceedings or Suits Pending and any Lawsuits or Arbitrations requested from your Firm in the last year).

### **All other applicants for pre-qualification must complete/provide all of the following:**

#### **A. Questionnaires and Certifications**

The questionnaires and certifications consist of the following items:

- Contractor Prequalification Application (Section IV, Pages 5-7)
- Past Performance-List of six (6) Contracts (Pages 8-13) - This includes consideration of references and client feedback from past and ongoing contracts and a demonstrated ability to maintain contract schedule and budget.
- Contractor Certification (Page 14)
- AIA Document A305 Contractor's Qualification Statement (To obtain a copy online go to <https://www.aiacontracts.org/contract-documents/6331908-contractors-qualification-statement> )
- Certification from Surety of Bonding Capacity—Provide the certification on the surety’s preferred form.

All questions in the questionnaire must be answered. If a question is not applicable, then indicate a response of "N/A". "You" or "Yours" as used herein refers to the applicant for prequalification’s firm and any of its owners, officers, principals, and qualifying individuals. If two or more business entities submit a bid on a project as a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

The questionnaire must be signed under penalty of perjury in the manner designated at the end of the form. The contractor shall only allow the questionnaire to be signed by an individual possessing legal authority to bid the contractor. If any information provided by a contractor becomes inaccurate, the applicant must immediately notify the District Board and provide updated accurate information in writing, under penalty of perjury. Each applicant for prequalification shall have a duly authorized owner, officer, or principal complete the questionnaire and verify the truth of the information provided therein and in the financial statement.

**B. Financial Statement (Upon Request)**

In addition to completing the attached questionnaire, each applicant for prequalification must have available, upon request, its most current reviewed or year-end audited financial statement, which must have been prepared by a certified public accountant within twelve (12) months of each applicant for prequalification's submission of the prequalification package. Each applicant for prequalification must also, upon request, provide its most current financial statement, which must have been prepared within three (3) months of each applicant for prequalification's submission of the prequalification package.

Financial statements requested shall not be prepared by any individual who is in the regular employ of the firm submitting the statement, nor by any individual or entity who has more than a ten percent (10%) financial interest in the firm's business. If the individual or entity that prepared a financial statement requested by the District Board has a financial interest in the firm's business, the firm shall notify the District Board of such financial interest in a separate signed statement accompanying this financial statement package.

The questionnaire answers and financial statements included in the prequalification packages submitted by applicant for prequalifications are not public records and are not open to public inspection. All such information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of any subsequent proceedings.

## SECTION IV – CONTRACTOR PREQUALIFICATION APPLICATION

### A. GENERAL INFORMATION:

Contractor's Name as it appears on WI license:

Circle One:          Corporation          Partnership          Sole Proprietorship

Contact Person: \_\_\_\_\_

Street Address (PO Box is not acceptable):

\_\_\_\_\_

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

Email: \_\_\_\_\_

Contractor's applicable trade(s) (check all that apply):

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | General Contractor           |
| <input type="checkbox"/> | Roofing Contractor           |
| <input type="checkbox"/> | Mechanical (HVAC) Contractor |
| <input type="checkbox"/> | Plumbing Contractor          |
| <input type="checkbox"/> | Electrical Contractor        |
| <input type="checkbox"/> | Low Voltage Contractor       |

\*\*\*Electrical Contractors that self-perform low voltage must check the low voltage box to complete the prequalification process.

**B. REQUIRED CRITERIA:** *In addition to the information required by AIA A305, qualification evaluations will also consider each Contractor's ability to satisfy the following criteria:*

- EXPERIENCE:** Minimum 10 years' experience as a contractor in the trades checked above (Low-voltage contractor's minimum of 5 years' experience). Our firm has \_\_\_\_\_ years of experience in the applicable trades.
- PAST PERFORMANCE:** Successful completion of six (6) contracts with three (3) of the projects being educational only (public or private higher ed/high school/grade school), and all being of similar value (construction cost) in the past 5 years. A similar value is defined as:

	<u>Minimum Preferred</u>
General Contractor	\$ 750,000.00
Roofing Contractor	\$50,000.00
Mechanical (HVAC) Contractor	\$200,000.00
Plumbing Contractor	\$75,000.00
Electrical Contractor	\$175,000.00

This includes consideration of references and client feedback from past and ongoing projects. Successful completion includes demonstrated ability to maintain project schedule and budget.

For general contractor applicants: Only list projects your firm performed as the general contractor in charge of all trades for the construction of a building.

**C. WESTERN RELATED EXPERIENCE:** Applicants for pre-qualification that have completed at least two construction contracts for Western Technical College within 5 years, must have successfully completed the two prior awarded contracts. Successful completion means:

- a. The contract was completed on time—substantial completion was achieved by the contract date.
- b. The contract was completed within final budget and quality parameters.
- c. A prospective contractor must have no outstanding legal actions with Western Technical College related to prior construction contracts.
- d. A prospective contractor must have no charged OSHA violations on prior Western Technical College construction projects.
- e. A prospective contractor must not have had any incomplete punch list activities on prior contracts with Western.

**D. SAFETY PROGRAM & WORKER'S COMPENSATION:** Each applicant for prequalification shall submit a copy of their established safety/injury prevention program which complies with all applicable governmental regulations.

- a. Does your firm currently have a safety plan which complies with the current OSHA standards?

☐ Yes    ☐ No

How often do you require documented safety meetings to be held for construction employees (including subcontractors) and field supervisors during the course of a project?

\_\_\_\_\_  
\_\_\_\_\_

- b. How often do you conduct documented safety inspections on a construction site?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Quarterly \_\_\_\_\_

List your firm's Experience Modification Rate (EMR) (Wisconsin Workers' Compensation Insurance) for each of the past premium years:

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

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

Year Prior to Previous Year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.25 or higher you may, if you wish, attach a letter of explanation.

- c. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes   ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years.

**E. Bonding Capacity:**

- a. Each applicant for prequalification must submit a notarized statement from an admitted surety insurer which states your current bonding capacity.

**F. Projects: (see pages 8-13)**



## Project #1

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## PROJECT #2

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## PROJECT #3

i.

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## PROJECT #4 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## PROJECT #5 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## PROJECT #6 – Education Only

Project Name:	
Location:	
Owner:	
Owner Contact: (name & current phone number and email):	
Architect or Engineering Firm:	
Architect or Engineer Contact (name & current phone number and email):	
Construction Manager (name & current phone number and email):	
Description of Project, Scope of work performed:	
Total Value of Construction (including change orders):	
Date Construction Commenced:	
Original Contractual Completion Deadline:	
Actual Date of Completion:	
General Contractor's Project Manager (lead contact in office):	
General Contractor's Superintendent (lead contact on project site):	

## SECTION V – CONTRACTOR CERTIFICATION

Applications submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president, or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be either typed or printed below the signature and must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature.

Each person signing below makes the following representations:

The submitter of the foregoing answers to the application has read the same and the matters stated therein are true of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on the Project, and any individual, company, or other agency named herein is hereby authorized to supply the District Board with any information necessary to verify the applicant for prequalification's statements. By signing below, the submitter and the named contractor hereby grant permission to the District Board to contact any or all of the above-listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification application and know their contents. The matters stated in the application answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of Wisconsin, that the foregoing is correct.

Executed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_

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Signature

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Typed Name

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Contractor