

# Corbett School District 39

35800 E. Historical Columbia River Highway  
Corbett, Oregon 97019

## Woodard School Remodel

### GENERAL CONTRACTOR PREQUALIFICATION APPLICATION

<b>Application Deadline:</b>	<b>5 PM PST May 5, 2022</b>
<b>Submit Applications to:</b>	<b>Corbett School District 39</b> Dan Wold, Superintendent 35800 E. Historic Columbia River Highway Corbett, Oregon 97019  The applicant is solely responsible for assuring the application is delivered to Corbett School District by the application due date and time.
<b>Direct Questions to:</b>	Robin Lindeen Blakley Email: <a href="mailto:rlindeen@corbett.k12.or.us">rlindeen@corbett.k12.or.us</a> Phone: 503-261-4200
<b>Electronic Responses:</b>	Electronic or faxed responses shall not be accepted or considered.

## Introduction

Corbett School District (“District”) requires mandatory prequalification of general contractor (prime) prospective bidders for the following Work:

### **Woodard Campus Middle School, 31520 E. Woodard Road, Troutdale, OR 97060**

Scope includes structural, architectural, mechanical, plumbing, and electrical upgrades to the existing facility 1-story buildings (approximate 7,055 SF) and new building addition (approximate 7,522 SF). Existing construction is wood frame on concrete stem wall foundations. The addition is wood frame and Hybrid PEMB on concrete slab on grade. Remodel of other buildings on site consist of 1,488 SF tenant improvement of existing 3,598 SF office building. Upgrades include, but are not limited to, the following: **Site** - Demolition of exiting storage building, correcting grades to provide drainage away from structures, addition and modification of site sidewalks to meet ADA requirements, modifications to building entrances to meet ADA requirements, addition of paved parking to meet ADA requirement, and structural/seismic upgrades. **Building** - Removal of interior finishes (carpet, wall coverings, ceilings as required for access, casework, etc.), demolition required for seismic upgrades (roofing, drywall, framing, etc.), demolition required for remodel of existing buildings, seismic upgrades as required to meet applicable codes (shear walls, roof sheathing, increased nailing patterns, etc.), modification of building transitions to meet ADA requirements, addition of ACT ceilings to allow for mechanical chases, new interior finishes (acoustical wall panels, abuse resistant panels in the corridors, casework, ceramic wainscot in restrooms, sheet goods at classroom sinks, sheet goods at entrances, carpeting in common areas and classrooms, and new paint throughout), new door hardware to meet current codes, all work associated with the modification of interior wall layout to account for required improvements, upgrades and replacement of mechanical, plumbing, and electrical systems, modification and additions to existing fire alarm/sprinkler system and windows, exterior trim, exterior flashing, and interior window wraps as required. The scope of work must conform to the highest standards prevalent in the commercial building construction industry. Prevailing wages will be as determined by the Bureau of Labor and Industries of Oregon.

The project will be bid with the intent of the District to do as this project beginning summer of 2022 as funding allows. Fire sprinklers and alarms for the entire project are included in this project.

The project construction budget for project is 4.5 million.

<b>Advertise Invitation for GC Prequalification</b>	<b>April 20, 2022</b>
<b>GC Prequalification due to CSD</b>	<b>May 5, 2022</b>
<b>Selected GC's Announced</b>	<b>May 11, 2022</b>
<b>Issue bid documents to selected GC's</b>	<b>May 16, 2022</b>
<b>Mandatory pre-bid meeting</b>	<b>TBA</b>
<b>Bid Opening</b>	<b>June 1, 2022 before 4 pm</b>
<b>Subcontractor breakdown from all bidders</b>	<b>June 2, 2022 before 4 pm</b>
<b>Notice of Intent to Award</b>	<b>June 6, 2022</b>
<b>Value Engineering if required</b>	<b>June 6 to 15, 2022</b>
<b>Contract approval/Notice to Proceed with Demo</b>	<b>June 22, 2022</b>
<b>Substantial Completion</b>	<b>December 20, 2022</b>

The estimated bidding schedule and construction schedule for the Project are subject to change. Applicant shall be responsible for obtaining bid documents that may contain modifications to the schedule set forth above.

## **I. Instructions**

1. Applications are due no later than 5 PM PST, May 5, 2022. **Submit one original, two copies and one electronic copy of the application in a sealed envelope. Label envelope Woodard Campus Middle School Remodel GC Application and your company name.**
2. Type or print all answers and other entries on the application, except where signatures are required.

3. Applicants may submit their own computer-generated forms provided the layout and required information conform to the district's application included in this document.
4. It is the responsibility of the applicant to provide all requested information and materials. Failure to do so will delay the review of the application and may be grounds for denial of prequalification.
5. Required Documents  
The following hard copy documentation must be submitted with the prequalification application.
  - A copy of this prequalification application, complete with responses to each question or request for information.
  - A letter from applicant's surety indicating applicant's single project and aggregate bonding capacity for Payment and Performance bonding and contact information for the surety's representative.
  - Certificates of insurance indicating limits for worker's compensation, public liability, and property damage.
  - Affidavit, attached, on behalf of applicant signed by a person authorized to execute contracts for applicant.
6. All answers and entries must be specific and complete in detail.
7. Provide information only for the specific company applying for prequalification.
8. Any false statement or material omission may be grounds for rejection.
9. Application signature
  - a. The prequalification application must be signed by the applicant, if a sole proprietor.
  - b. If a partnership, the application should be signed by an authorized partner.
  - c. If a corporation, the application should be signed by an authorized officer.
  - d. If a limited liability company, the application should be signed by an authorized member.
10. The signatory of the affidavit guarantees the truth and accuracy of all answers, statements, and any additional information submitted to process this application.
11. The District reserves the right to request additional or supporting documents.
12. Retain a copy of your application for your records.

## **II. Application Review and Determination**

1. Upon receipt of the application, the District will review it for completeness and will notify the applicant if additional information is required.
2. The date on which applicant has submitted *all* required information will be considered the receipt date of the prequalification application.
3. If a prequalification application, or any portion thereof, is submitted after the Application Deadline, the District may process the application, or reject it at the District's sole discretion.
4. The District reserves the right to request supplemental or supporting documentation, including but not limited to project history details, safety records and insurance details, or reports or citations of regulatory violation.
5. If the District does not receive the requested information within 1 days of request, the District may make a determination on the basis of available information, or may deny the application as incomplete.
6. The date on which all of the required information has been received by the District will be considered the date of prequalification application.

7. District will review only General contractor project history for work completed within the past 3 years. The District may, but will not be required to, make independent inquiries concerning any information provided in the application.
8. This application form complies with the requirements of ORS 279C.430 and the District's Public Contracting Rules

### **III. Notification of Prequalification Status**

1. The District will notify the applicant of applicant's prequalification status within fourteen (14) days of receipt of the application.
2. If after prequalifying an applicant, the District has reasonable cause to believe that due to a substantial change in the applicant's conditions the applicant is no longer qualified under the standards applicable to this Project, the District may revoke prequalification after reasonable notice to the applicant, which notice will specify the reasons for disqualification and inform the applicant of applicant's right to a hearing as provided above.

### **IV. Appeals**

If an applicant has been denied prequalification for the Project (provided the application was submitted prior to the published Application Deadline), the applicant may appeal the prequalification denial pursuant to ORS 279C.445. In order to appeal, the applicant must submit a hardcopy written appeal to the District within three (3) business days after receipt of the District's prequalification status notification. The written appeal must include basis for the appeal and be addressed and delivered to:

Corbett School District  
Dan Wold, Superintendent  
35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019

### **V. Confidentiality**

All prequalification information submitted by applicants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the prequalification for which the applicant requests exception from disclosure consistent with Oregon Law. Financial, trade secret or proprietary information will be kept confidential (e.g. bonding limits). If a public records request to review a company's prequalification application is made, the District will notify the applicant company of the request before releasing any records.

Application of \_\_\_\_\_

(Applicant's Registered Company Name)

- Individual Sole Proprietorship
- General Partnership
- Corporation
- Joint Venture (JV)
- Member of Joint Venture
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)
- Limited Partnership (LP)
- Assumed Business Name (ABN)

Address to which all correspondence should be mailed:  
 Contact Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date Application Prepared \_\_\_\_\_

This Prequalification Application is submitted for the purpose determining the applicant's qualification to bid as general contractor for the project known as Woodard Campus Middle School Corbett School District. The scheduled bid opening date for the completed construction bid as noted in schedule above.

**1. BUSINESS STRUCTURE**

Complete only sections that apply to applicant.

**Assumed Business Name**

**If applicant is doing business under an assumed business name, complete this section.**

Assumed business name \_\_\_\_\_

Owner's name & address \_\_\_\_\_

\_\_\_\_\_

ABN Registration number and date \_\_\_\_\_

**Sole Proprietorship**

If applicant is a **sole proprietorship**, complete this section.

Individual's name & address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**General Partnership**

If applicant is a **general partnership**, complete this.

Date of organization \_\_\_\_\_

Partners' names and addresses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Foreign (out of state) partnership or persons domiciled in another state engaging in business in Oregon under an assumed name indicate whether the applicant is registered in compliance with ORS Chapter 648.  Yes  No**

Printed names and titles of officers authorized to execute contracts:

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

**Oregon Corporation**

If applicant is an **Oregon corporation**, complete this section.

When incorporated \_\_\_\_\_

Registry Number \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

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

**Foreign Corporation**

**If applicant is a foreign corporation, complete this section.**

When incorporated \_\_\_\_\_  
State of incorporation \_\_\_\_\_

**Is applicant authorized to transact business in Oregon?**  Yes  No

Oregon registration no. \_\_\_\_\_  
President \_\_\_\_\_  
1<sup>st</sup> Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

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

**Limited Liability Entity**

**If applicant is a limited liability entity, select one and complete this section.**

**Limited Liability Company**

**Limited Liability Partnership**

**Limited Partnership**

When organized \_\_\_\_\_  
Registration no. \_\_\_\_\_  
Registered agent (R/A) \_\_\_\_\_  
R/A address \_\_\_\_\_

Printed names of members authorized to execute contracts:

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

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## 2. LICENSES AND REGISTRATIONS

**Oregon Secretary of State Corporation**

**Division – Active Business Registry No.**

**[www.filinginoregon.com/bizreg/index.htm](http://www.filinginoregon.com/bizreg/index.htm)**

**Phone: (503) 986-2200**

\_\_\_\_\_

**Oregon Construction Contractors Board No.**

**[www.ccb.state.or.us](http://www.ccb.state.or.us)**

**Phone: (503) 378-4621**

\_\_\_\_\_

**Metro Business License**

\_\_\_\_\_

**Other Licenses**

\_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_

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## 3. INSURANCE

Provide certificates of insurance showing that applicant will be able to maintain insurance meeting the minimum project requirements as follows:

	Statutory Limits
a. Workers' Compensation.	
b. Employer's Liability.	
Each Accident:	\$1,000,000
Each Bodily Injury Disease:	\$1,000,000
Aggregate Bodily Injury Disease:	\$1,000,000
c. Commercial General Liability.	
Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations:	\$2,000,000
Personal & Advertising Injury:	\$1,000,000
Fire Damage Limit:	\$100,000
Medical Expense Limit:	\$10,000
d. Automobile Liability.	
Combined Single Limit:	\$1,000,000
e. Pollution Liability.	
Single Limit:	\$1,000,000
Aggregate:	\$1,000,000
f. Errors and Omission MEP subs.	
Combined Single Limit:	\$1,000,000



- g. Commercial Umbrella/Excess Coverage.  
Each Occurrence: \$5,000,000

Liability insurance policies will include the District and its officers, employees, agents, volunteers, partners, successors, and assigns as additional insureds. The policy endorsement must extend premise operations and products/completed operations to the additional insureds. The additional insured endorsement for the CGL insurance must be written on ISO Form CG 2010 (11/85), a CG 2037 (07/04) together with CG 2033 (07/04), or the equivalent; but will not use the following forms: CG 20 10 (10 93) or CG 20 10 (03 94). Minimum A.M. Best rating of A VII

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#### **4. SURETY BONDS**

Required minimum per project limit and remaining aggregate bonding capacity is \$10,000,000. Provide letter from applicant's surety, as listed below, indicating applicants per project and aggregate bonding limits for like work, surety's record of successful continuous operations in Oregon for five years, and current A.M. Best rating of A VII or better.

Per project limit for public works payment and performance bonds: \$ \_\_\_\_\_

Aggregate limit for public works payment and performance bonds: \$ \_\_\_\_\_

Available limits for public works payment and performance bonds: \$ \_\_\_\_\_

State the name of the agent and name, address and telephone number of the surety company applicant expects to provide the bonds.

Agent's name: \_\_\_\_\_

Agent's address: \_\_\_\_\_

Agent's telephone #: \_\_\_\_\_

Surety name: \_\_\_\_\_

Surety address: \_\_\_\_\_

Surety telephone #: \_\_\_\_\_

## 5. EXPERIENCE

List all projects, commenced or completed within three years of the date of this application, in which the applicant performed or is performing as general contractor for new construction and major remodeling or renovation, with initial contract values between \$500,000 and \$5,000,000.

Required minimum experience is the successful completion of at least 2 complex remodeling or renovation projects with initial contract values greater than \$1,000,000, and at least 2 public improvement projects in the five-year period.

<b>PROJECT #1</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #2</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #3</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #4</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

<b>PROJECT #5</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #6</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #7</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #8</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #9</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

**A.** Has the applicant had experience with MEP Design-Build Projects

**a.** (Check one)  Yes  No **If yes, please attach job details**

**B.** On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

**C.** Provide resumes for proposed Project Manager and Superintendent

- D. Provide proposed timeline for procurement of long lead items and what will need to be expedited or offer substitution(s)
- E. List categories of work that your organization normally performs with its own forces.
- F. State total worth of work in progress and under contract with percentage complete of each project.

## 6. PERFORMANCE AND INTEGRITY

Applicant must answer each of the following questions. Any “yes” response may result in denial of prequalification. Any unanswered question will be deemed a “yes” response for purposes of this application. For each “yes” response, the applicant may submit an explanation detailing the circumstances and resolution of the matter which the District may, but is not obligated to, consider in evaluating this application. If no explanation is provided, the prequalification application will be denied.

- A. Has the applicant, or any principal, officer, director, or member of applicant been convicted, or received a citation, under any state or federal antitrust statutes?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- B. Has the applicant, or any principal, officer, director, or member of applicant, been convicted of a criminal offense as an incident in obtaining or attempting to obtain a public or private contract, or in the performance of such contract?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- C. Has the applicant, or any principal, officer, director, or member of applicant, been convicted under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- D. Has the business license, or construction contractor’s license of any applicant’s firm, or any firm with which any applicant principal, officer, director, or member was previously associated, been revoked within the last 5 years? (Check one)     Yes     No            **If yes, please attach an explanation.**
- E. Within the last five years, has the applicant ever been denied prequalification, disqualified or had prequalification suspended or revoked by any state, local or federal agency in this or any other state?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- F. Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any state or federal law?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- G. Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, failed or refused to honor a bid for a state, local or federal public improvement contract; failed to complete work under a public improvement contract; had a state, local or federal public improvement contract terminated for cause or otherwise had its rights to proceed under such a contract

terminated; or been otherwise declared in material breach or default of a state, local or federal public improvement contract by the contracting agency?

**(Check one)**  Yes  No **If yes, please attach an explanation.**

**H.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal prevailing wage statute or regulation (including the federal Davis-Bacon and related Acts and ORS 279C.800 et. seq.) in any Final Order issued by the Oregon Bureau of Labor and Industries or the United States Department of Labor, or by any court of competent jurisdiction?

**(Check one)**  Yes  No **If yes, please attach an explanation.**

**I.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal statute or regulation, including but not limited to Environmental Protection Agency, Department of Environmental Quality, US Fish and Wildlife Service, Department of Fish and Wildlife, US Army Corps of Engineers, Division of State Lands, Department of Agriculture or Department of Interior, or any permit issued by one of these agencies, in any agency Final Order or by any court of competent jurisdiction?

**(Check one)**  Yes  No **If yes, please attach an explanation.**

**J.** Within the last five years has your any organization filed any law suits or requested arbitration with regard to construction contract?

**(Check one)**  Yes  No **If yes, please attach an explanation.**

**K.** Within the last five years has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

**(Check one)**  Yes  No **If yes, please attach an explanation.**

## 7. References

### Trade References:

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

### Bank references:

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

## 8. Financial Statement

**Attach a financial statement, preferable audited, including your organizations latest balance sheet and income statement showing the following items:**

- A. Current assets (e.g., cash, joint venture accounts, accounts receivable, accrued income, deposits, materials inventory and prepaid expenses)
- B. Net fixed assets
- C. Other assets
- D. Who has prepared the financial statement you have supplied with prequalification statement and also would you give us permission to verify the banking and financial information you have supplied?
- E. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries and accrued payroll taxes):
- F. Other liabilities, (e.g., capital stock, authorized and outstanding shares par value)
- L. Is the attached financial statement for the identical organization names listed as applicant at the beginning of the application?

**(Check one)**     Yes             No

**If no, please attach an explanation of the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent/subsidiary)**

- M. Will the organization whose financial statement is attached act as guarantor of the contract for construction?  
**(Check one)**     Yes             No            **If no, please attach an explanation.**

**AFFIDAVIT**

STATE OF \_\_\_\_\_

**ss.**

County of \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, certify that I am \_\_\_\_\_  
*(Title)*

of the applicant herein and that the foregoing statements and answers in all sections of this application are correct and true as of the date of this affidavit, and that any additional information submitted to process this application will be correct and true; that should there be a material reduction in my ability to carry out the project for which I intend to submit a bid, I will give written notice of such change or changes to the public office to whom this statement is submitted at least 10 days prior to the bid opening; and that it is understood that such notice may change my eligibility to submit the bid.

\_\_\_\_\_  
*(Original Signature of Individual Authorized to Execute Bids and Contracts)*

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Original Notary Public Signature

My Commission expires: \_\_\_\_\_