

**SUPPLEMENTAL PREQUALIFICATION
APPLICATION**

FOR

STREAM RESTORATION CONSTRUCTION SERVICES



**DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL**

DIVISION OF WATERSHED STEWARDSHIP

Contract No. NAT11001-STR_REST

OVERVIEW

Pursuant to Section 6962(c), Title 29 of the Delaware Code, the Department of Natural Resources and Environmental Control has established a two-step process for the prequalification of contractors that elect to bid on large public works stream restoration contracts for which prequalification is specified by the contracting agency. The two-step prequalification process involves:

1) **General Prequalification** – The first step in the prequalification process that enables applicants to submit financial information, work/project history and relevant experience that the Department will use to determine if the applicant is qualified to bid on large public works stream restoration contracts. General Prequalification remains valid for twelve calendar months from the time a contractor becomes prequalified by the Department.

2) **Supplemental Prequalification** – The second step in the process that enables the Department to require the prequalified contractors to provide supplemental information that is specifically relevant to the public works contract to be bid. Supplemental Prequalification does not require resubmission of information provided to the Department as part of General Prequalification.

GENERAL PREQUALIFICATION

The General Prequalification classification issued by the Department, as part one of the prequalification process, is valid for a period of twelve months. It is the prequalified contractor's responsibility to reapply for prequalification before the twelve-month period has expired in order to remain prequalified. The Department will not notify contractors of the impending expiration of the General Prequalification.

The Department will maintain a registry of all contractors prequalified to bid on public works stream restoration contracts. This registry will be posted on the Department's website at <http://www.dnrec.delaware.gov/ADMIN/Pages/RFPsAndRFQs.aspx>. This registry will show the name of the contractor, the date the firm was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.

SUPPLEMENTAL PREQUALIFICATION

For specific projects in which a supplemental prequalification is required (at the option of the contracting agency), the agency may require supplemental information that is specifically relevant to the public works contract to be bid. This request for supplemental information shall not duplicate the information requested by the Department during its general prequalification process. **You must be prequalified under a General Prequalification in order to apply for Supplemental Prequalification.** However, an applicant may submit applications for both General and Supplemental Prequalification at the same time.

COMPLETION OF REVIEW

Upon completion of the Department's review of the prequalification information submitted by the contractor, a decision will be made to either approve or deny the prequalification application. All contractors seeking prequalification will be notified of the Department's decision, in writing, within five days of such determination. Notice of the determination for a supplemental prequalification application shall be made by the Department no less than 14 calendar days before the close of the project bid. Any contractor denied supplemental prequalification may request, in writing, a review of such decision with the Director. This request must occur within five (5) working days of the contractor's receipt of the Department's notice of denial.

REQUIREMENTS OF THE VENDOR

The purpose of this section is to assist the review committee to determine the ability of the contractor to provide stream restoration services.

The review committee will use the Supplemental Prequalification Criteria to determine if each applicant has met the Supplemental Prequalification requirement(s). Applicants should provide information based on the Supplemental Prequalification Criteria. Applicants should provide responses to each of the Supplemental Prequalification Criteria topic(s) in the order that they are listed below. Applicants should use the same numbering format and clearly indicate which sub-heading they are responding to in each area.

SUPPLEMENTAL PREQUALIFICATION CRITERIA

- Cover letter summarizing vendor's ability to provide specified services.

1. Demonstrated Ability

Experience with regenerative stormwater conveyance/Coastal Plain outfalls

Describe at least two (2) projects in detail demonstrating experience with constructing regenerative stormwater conveyance/Coastal Plain outfall systems. The description should contain project name, project location (specific address), constructed length of project, and client (include contact information). Please include any innovative approaches that were used to enhance the overall performance of the system, if applicable.

GENERAL INFORMATION

1. Copies of the General Prequalification Application or Supplemental Prequalification Application may be obtained by visiting the Department's website at <http://www.dnrec.delaware.gov/ADMIN/Pages/RFPsAndRFQs.aspx>

2. You must become prequalified under the General Prequalification process in order to be eligible to submit a Supplemental Prequalification Application. However, an applicant may submit both the general and supplemental prequalification applications at the same time.

3. Deliver completed applications to:

**State of Delaware
Department of Natural Resources & Environmental Control
Conservation Center - Division of Watershed Stewardship
2430 Old County Road
Newark, Delaware 19702**

4. Faxed and electronic applications will not be accepted.

5. Notice of approval or denial of prequalification will be made by the Department within five days of such determination by registered mail, certified mail or other legally valid method.

6. Any contractor who holds a valid prequalification classification shall report any personnel changes, equipment changes, or any other changes which could adversely affect their prequalification status to the Department within ten days of the change. This notification should come in the form of a letter on the contractor's letterhead and be signed by an officer of the organization.

7. The Department will maintain a registry of all contractors prequalified to bid on large public stream restoration contracts. The registry will only include the contractor's name, the date the firm was deemed qualified, and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law.

8. To be considered, all documentation must be submitted in writing and respond to the items outlined in this application. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with five (5) paper copies. One of the copies shall be marked "Master Copy" and will contain original signatures in all locations indicating that the information contained in the submission is true and correct. The remaining copies do not require original signatures. Complete all questions completely and accurately. All information should be typed.

Prequalification may be denied for any of the above reasons or other reasons as deemed appropriate by the Department. Also, failure to provide complete and accurate prequalification information as requested by the Department, or failure to report any material changes which could adversely affect the prequalification within ten days of the change, may be grounds for denial of prequalification.