**Division 00**

**Supplemental Bidder**

**Responsibility Criteria**

**(With Inclusion Plan and Apprenticeship Requirements)**

**Low Responsible Bidder**

It is the intent of the Owner to award a contract to the lowest responsive and responsible Bidder. In determining the Bidder’s responsibility, the Owner shall consider an overall accounting of the items listed below. Potential Bidders may request the Owner modify the Bidder responsibility criteria. The request must be in writing and submitted at least 7 days prior to the bid opening.

The apparent low bidder shall submit the required information within **two (2)** business days of receiving request from Owner. This request may be made in the form of a telephone call or email message. The required information shall be provided on the referenced forms bound herein. Electronic copies may be made available upon request. Failure to submit such information to the satisfaction of the Owner within the time provided may render the Bidder as not responsible.

**Required Information/Criteria**

For the purposes of the Supplemental Bidder Responsibility evaluation process, the scope of this project generally involves \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Experience of Contractor on Projects of Similar Size and Complexity**

Contractor is required to have successfully completed at least \_\_\_\_\_ projects of similar type, size and complexity to this project, each with a contract amount of at least $\_\_\_\_\_\_\_\_, within the last \_\_\_\_\_\_\_ years.

**List of Completed Projects (Use Form 1, Contractor Experience Detail)**

Provide a list of all the construction contracts $\_\_\_\_\_\_\_\_\_\_\_ and above your firm has completed within the past \_\_\_\_\_\_\_\_\_\_ years, giving the name of the project; name, address, and phone numbers of Owner and architect representatives; final contract amount; date of completion; and percentage of the cost of the work performed with your firm’s own forces. This information will be used for reference reviews.

1. **Experience of Key Personnel**

**Experience of Project Manager (Use Form 2, Résumé of Key Personnel for Proposed Contract)**

Submit resume and references for the proposed Project Manager. This person shall have successfully completed as lead project manager, a minimum of \_\_\_\_\_\_\_\_ projects of similar type, size and complexity to this project, each with a contract amount of at least $\_\_\_\_\_\_\_\_, within the last \_\_\_\_\_\_\_ years.

**Experience of Superintendent (Use Form 2, Résumé of Key Personnel for Proposed Contract)**

Submit resume and references for the proposed project Superintendent. This person shall have successfully completed as the lead Superintendent for a minimum of \_\_\_\_\_\_\_ projects of similar type, size and complexity to this project, each with a contract amount of at least $\_\_\_\_\_\_\_\_, within the last \_\_\_\_\_\_\_ years.

1. **Diverse Business Inclusion Plan (Use Form 3)**

Washington state goals are: Minority Business Enterprise (MBE) 10%, Women’s Business Enterprise (WBE) 6%, WA Small Business 5% and WA Veterans 5%. The apparent low bidder is required to submit a Diverse Businesses Inclusion Plan for all projects with a Maximum Allowable Construction Cost (MACC) over $1M.

The Diverse Business Inclusion plan shall include the apparent low bidder’s anticipated participation goals, the subcontractors anticipated to be used on this project, a list of diverse businesses near the project, the project’s diverse expert, and past performance using diverse businesses.

1. **Apprenticeship (Use Forms 1 & 4)**

For each public works project with an apprenticeship utilization goal that was completed by the Bidder within three (3) years of the bid submittal date for this project, the Bidder shall submit the following:

* A list of such projects;
* The owner and contact information for the owner’s representative;
* The apprenticeship utilization percentage goal for the project:
* The actual utilization percentage by the Bidder; and
* An explanation of any extenuating circumstances that contributed to the Bidder not meeting the goals.

(Use Form 4 for projects not listed on Form 1)

The Owner may contact previous owners to validate the information provided by the Bidder and shall consider whether the goals were mandatory or voluntary, and the validity of any explanation of extenuating circumstances.

1. **References from Owners and Architects for Previous Projects (Owner uses Form 5, Reference Evaluation Questionnaire)**

The Owner may check references by contacting owners and architects of the bidder’s previous projects regarding the bidder’s performance and that of key staff. A reference score sheet will be utilized and the rating shall be satisfactory or better on a five-category scale with “satisfactory” at mid-scale.

**Overall Scoring (Form 6, Responsibility Criteria Evaluation Score Sheet)**

The Owner will use this form to complete and document the overall evaluation process.