

<b>OFFICIAL USE ONLY (do not Complete)</b>				
Date Received	Omitted Documents Requested	Omitted Documents Received	Board Review Date	Contractor Notice

# **CONTRACTOR PREQUALIFICATION PACKAGE FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS FOR THE CITY OF OKLAHOMA CITY**

### **Final Check List**

- Class/Subclass of Work form
- Prequalification Statement of Experience & Equipment
- Bond Assurance letter w/Power of Attorney
- Financial Statement reviewed within the last 6 months or a Financial Statement w/ Contractor's Certificate
- Statement and Release of Financial Information
- Supplement to Section 3.C.2. of Resolution
- Contractor ID numbers
- Affidavit of Prequalification Applicant
- Application Fee

**INSTRUCTIONS FOR SUBMITTING THE CONTRACTOR PREQUALIFICATION PACKAGE TO THE PREQUALIFICATION REVIEW BOARD FOR THE CITY OF OKLAHOMA CITY AND TRUSTS OF WHICH IT IS A BENEFICIARY**

1. It is the intent of The City of Oklahoma City to update and maintain its list of prequalified contractors for construction of public improvements. As the result, the following application and procedures have been developed to better serve the City, the public and the contractors.
2. Contractors that are presently prequalified with The City of Oklahoma City will continue to be prequalified until the completion of their present prequalification period. These contractors shall submit the new prequalification application two months prior to the anniversary of the date of Prequalification.
3. Review the Prequalification Classification Categories guide to determine the class(es) of work that best describes your qualifications (available at [www.okc.gov/departments/public-works/contractor-resources/prequalification](http://www.okc.gov/departments/public-works/contractor-resources/prequalification)).
4. Fill out the Prequalification Statement of Experience and Equipment for The City of Oklahoma City. Make sure that the application is complete. An incomplete application may be returned to the contractor, which would result in a delay in review and approval of prequalification.
5. The current annual fee per classification for Prequalification is as follows:

\$390.00	per classification for persons with a business address and yard within a forty (40) mile radius of the City Engineer's office, 420 W. Main Street, Oklahoma City, Oklahoma.
\$510.00	per classification for persons with a business address or yard within the State of Oklahoma but a business address or yard outside the forty (40) mile radius from the City Engineer's office, 420 W. Main Street, Oklahoma City, Oklahoma.
\$1600.00	per classification for person with a business address or yard outside the State of Oklahoma.

6. The documents required for the review of the Prequalification Application include the following:

- a. Prequalification Classifications list.
- b. The completed Prequalification Statement of Experience and Equipment with all the required supporting documents.
  1. A letter of assurance from your bonding company. The bonding company must indicate the total amount of bonds that they are willing to execute on your behalf and provide a copy of their Power of Attorney.
  2. Full set of Financial Statements reviewed or audited by a Certified Public Accountant (CPA) within the last 6 months or accompanied by the Contractor's certificate if the review is more than six (6) months but less than one (1) year old.
  3. Sign and notarize the Statement and Release of Financial Information
  4. Complete the "Supplement to Section 3.C.2." of the Resolution pertaining to Prequalification. The yard location option is limited to companies located within a 40-mile radius of the City Engineer's office, 420 W. Main Street, Oklahoma City, OK.
  5. Supply the contractor's identification numbers.
  6. Sign and notarize the Affidavit of Prequalification Applicant.
- c. A business check or cashier's check or money order for the application processing fee payable to: CITY TREASURER. **Per the City Ordinance, an additional \$20 fee will be charged for any returned checks due to insufficient funds.**

Omission of any of the listed documents will cause a delay in the processing of your application and additional documentation of information may be required in some instances. The Final Checklist on the cover sheet is for your use.

Contact Robbie Witt at (405) 297.2293, Angee Wagner at (405) 297.2034, or by email at [prequal@okc.gov](mailto:prequal@okc.gov) should you have any questions regarding Prequalification requirements or need assistance filling out the application.

\* NOTE The applicant may attach any existing documentation in lieu of filing out certain parts of the application (i.e. list of equipment; financial statement) as long as it meets or exceeds the detail and requirements of the City of Oklahoma City application

**APPLICATION FOR CONTRACTORS PREQUALIFICATION CERTIFICATE  
CITY OF OKLAHOMA CITY, OKLAHOMA  
PREQUALIFICATION STATEMENT OF EXPERIENCE AND EQUIPMENT**

- Joint Venture
- Individual
- Partnership
- Corporation
- L.L.C.
- L.L.P.

1. APPLICANT (Show Complete Legal Name)

ORGANIZATION FORM

STREET ADDRESS

MAILING ADDRESS

CITY

STATE

ZIP

PHONE #

CONTACT PERSON

FAX #

CONTRACTOR I.D. NO./FEDERAL TAX I.D. NO.

E-MAIL ADDRESS

APPLICATION SUBMITTED BY

TITLE

HOW MANY YEARS HAS THIS ORGANIZATION BEEN  
IN BUSINESS UNDER YOUR PRESENT BUSINESS NAME? \_\_\_\_\_ YEARS

2. HAS THIS ORGANIZATION OPERATED UNDER ANY OTHER NAME?  YES  NO IF YES, WHAT NAME, WHERE, WHEN AND WHY?

3. DESCRIBE CATEGORIES OF WORK THAT THIS ORGANIZATION TO PERFORM AS A CONTRACTOR

4. DESCRIBE CATEGORIES OF WORK THIS ORGANIZATION USUALLY SUBCONTRACTS, IF ANY

5. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER FAILED TO COMPLETE OR REFUSED TO ENTER INTO A CONTRACT AWARDED SAID OFFICER OR ORGANIZATION?  YES  NO IF YES, WITH WHOM, WHERE, WHEN AND WHY?

6. HAS ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER BEEN AN OFFICER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE OR REFUSED TO ENTER A CONSTRUCTION CONTRACT?  YES  NO IF YES, STATE NAME OF INDIVIDUAL, OTHER ORGANIZATION AND REASON THEREFOR:

7. HAS ANY OFFICER OR PRINCIPAL OF THIS ORGANIZATION EVER FAILED TO COMPLETE A CONSTRUCTION CONTRACT IN THEIR NAME?  YES  NO IF YES, STATE NAME OF INDIVIDUAL, AND REASON THEREFOR:

8. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER FAILED TO QUALIFY OR PREQUALIFY AS A BIDDER?  
 YES  NO IF YES, WHEN, WHERE AND WHY?

9. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER HAD PREQUALIFICATION DENIED, REVOKED OR SUSPENDED?

YES  NO IF YES, WHEN, WHERE AND WHY?

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10. HAS THIS ORGANIZATION OR ANY OFFICER OR PRINCIPAL EVER HAD A LICENSE DENIED, REVOKED OR SUSPENDED?

YES  NO IF YES, WHEN, WHERE AND WHY?

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11. CONSTRUCTION EXPERIENCE OF THE OFFICERS AND PRINCIPALS OF THIS ORGANIZATION. (Include any licenses)

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS EXPERIENCE	LICENSES AND LICENSE NO.'s

NOTE: Additionally prepare a Statement of Experience for each Officer and Principal and attach to this application.

12. MAJOR CONSTRUCTION PROJECTS IN PREQUALIFICATION CLASS PERFORMED DURING THE PAST 5 YEARS

DESCRIPTION OF PROJECT	LOCATION OF PROJECT Including the name of the owner, inspector & their addresses & phone numbers	CONTRACT DATE	DATE PROJECT COMPLETED	CONTRACT AMOUNT
				\$



18. LIST COMPETENT PERSONS AS DEFINED BY OSHA REGULATIONS THAT THIS ORGANIZATION INTENDS TO USE ON CITY OF OKLAHOMA CITY PROJECTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. LIST OF OSHA VIOLATIONS AND FINES IN PAST THREE YEARS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. LIST ANY LITIGATION WITH THE OWNERS OF PROJECTS IN THE PAST FIVE YEARS

OWNER'S NAME	ADDRESS/PHONE NUMBER	CONTRACT AMOUNT

NATURE OF LITIGATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. DOES THIS ORGANIZATION HAVE A QUALITY ASSURANCE /QUALITY CONTROL PROGRAM?

\_\_\_\_\_

\_\_\_\_\_

22. DOES THIS ORGANIZATION HAVE A HEALTH AND SAFETY PROGRAM?

\_\_\_\_\_

\_\_\_\_\_

23. NAMES OF BANKS AND BANK OFFICIALS MANAGING YOUR ACCOUNT WHO CAN AND WILL FURNISH CREDIT INFORMATION

NAME OF BANK	NAME, ADDRESS & PHONE NUMBER OF BANK OFFICIAL	AMOUNT OF CREDIT
		\$





26. LIST OF EQUIPMENT LEASING COMPANIES USED

NAME OF FIRM OR COMPANY	ADDRESS/TELEPHONE NUMBER

27. ARE ANY OFFICERS OR PRINCIPLES FINANCIALLY INVOLVED IN OTHER BUSINESSES?  YES  NO IF YES, EXPLAIN.

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28. DOES THIS ORGANIZATION QUALIFY AS A MINORITY BUSINESS ENTERPRISE?  YES  NO IF YES, WHAT TYPE?

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29. DOES THIS ORGANIZATION QUALIFY AS A SECTION 8A SMALL BUSINESS?  YES  NO IF YES, WHAT TYPE?

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30. IS THE APPLICANT IN COMPLIANCE WITH THE PROVISIONS OUTLINED IN HOUSE BILL 1804, ALSO KNOWN AS THE OKLAHOMA TAXPAYER AND CITIZEN PROTECTION ACT OF 2007, CODIFIED AS OKLAHOMA STATUTES TITLE 25, SECTION 1313?  
 YES  NO

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# Oklahoma Statutes Citationized

## Title 25. Definitions and General Provisions

### Chapter 21 - Discrimination

#### Article Article 3. Discrimination in Employment

#### Section 1313 - Public Employers - Status Verification System - Unauthorized Aliens - Contracting and Employment Practices

A. Every public employer shall register with and utilize a Status Verification System as described in subparagraphs a or b of paragraph 1 of Section 6 of this act to verify the federal employment authorization status of all new employees.

B. 1. After July 1, 2008, no public employer shall enter into a contract for the physical performance of services within this state unless the contractor registers and participates in the Status Verification System to verify the work eligibility status of all new employees.

2. After July 1, 2008, no contractor or subcontractor who enters into a contract with a public employer shall enter into such a contract or subcontract in connection with the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification System to verify information of all new employees.

3. The provisions of this subsection shall not apply to any contracts entered into prior to the effective date of this section even though such contracts may involve the physical performance of services within this state after July 1, 2008.

C. 1. It shall be a discriminatory practice for an employing entity to discharge an employee working in Oklahoma who is a United States citizen or permanent resident alien while retaining an employee who the employing entity knows, or reasonably should have known, is an unauthorized alien hired after July 1, 2008, and who is working in Oklahoma in a job category that requires equal skill, effort, and responsibility, and which is performed under similar working conditions, as defined by 29 U.S.C., Section 206(d)(1), as the job category held by the discharged employee.

2. An employing entity which, on the date of the discharge in question, was currently enrolled in and used a Status Verification System to verify the employment eligibility of its employees in Oklahoma hired after July 1, 2008, shall be exempt from liability, investigation, or suit arising from any action under this section.

3. No cause of action for a violation of this subsection shall arise anywhere in Oklahoma law but from the provisions of this subsection.

**Contractor's Certificate**

Date Submitted \_\_\_\_\_.

I hereby certify that the attached Financial Statement fairly presents the financial condition of  
\_\_\_\_\_ as of \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

## Supplement to Section 3.C.2.

Indicate and complete the item that applies. It is the intent of this organization to:

1. YARD LOCATION: \_\_\_\_\_
- BUSINESS ADDRESS: \_\_\_\_\_
- PHONE NUMBERS: \_\_\_\_\_

### EMERGENCY CONTACTS AND PHONE NUMBERS

2. 15% cash retainage of the total contract amount to be deposited in advance of the Contract award and retained for the duration of the maintenance period
3. DEFECT BOND. (Copy of sample Bond Attached)

\_\_\_\_\_  
NAME OF SURETY

\_\_\_\_\_  
NAME OF SURETY'S AGENT

\_\_\_\_\_  
ADDRESS OF SURETY'S AGENT

\_\_\_\_\_  
TELEPHONE OF SURETY'S AGENT

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Approved City Engineer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC

Date

Prequalification Review Board  
The City of Oklahoma City  
420 W. Main Street, 7th Floor  
Oklahoma City, OK 73102

RE:

To Whom It May Concern:

This letter is provided for information purposes and the City of Oklahoma City and Trusts should reference the required final bonds on specific bonded projects for additional information

\_\_\_\_\_ (Contractor's Name) is currently applying for pre-qualification status to the City of Oklahoma City and Trusts. This is to advise the Pre-qualification Review Board That based upon the fiscal year end financial information dated \_\_\_\_\_.

\_\_\_\_\_ (Surety Name) is willing to entertain bonds for this company up to the amounts of \$\_\_\_\_\_ (Single Job) / \$\_\_\_\_\_ (Aggregate), subject to the usual underwriting criteria. In the past we have handles bonding requirements for this company in the amounts of \$\_\_\_\_\_ (Single Job) / \$\_\_\_\_\_ (Aggregate).

The undersigned agrees to notify the Pre-qualification Review Board, within a reasonable period of time, once the relationship between contractor/applicant and the stated surety should cease.

Please understand that any arrangement for surety credit is a matter between contractor/applicant and ourselves and we assume no liability to any third parties.

\_\_\_\_\_  
Name of Company or Agency

\_\_\_\_\_  
Name of the Contractor

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Facsimile Number

**PLEASE READ THIS LETTER CAREFULLY BEFORE SIGNING**

## CONTRACTOR IDENTIFICATION NUMBERS

*This form is to be completed and submitted with the Application.*

Name of Contractor: \_\_\_\_\_

The Contractor provides the following Identification Numbers:

Oklahoma Tax Commission \_\_\_\_\_

Oklahoma Employment Security Commission \_\_\_\_\_

Internal Revenue Service \_\_\_\_\_

Social Security Administration \_\_\_\_\_



**STATEMENT AND RELEASE OF FINANCIAL INFORMATION**

I \_\_\_\_\_ being an agent of \_\_\_\_\_,  
do hereby attest that the foregoing Prequalification Statement of Experience & Equipment and  
Financial Statement is true and accurate and authorize The City of Oklahoma City to investigate  
all references and obtain credit and financial information regarding the Applicant as of the date  
hereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_



**\*\* Refer to Prequalification Classification Categories List for  
Classification Requirements**

SELECT	CLASSIFICATIONS
<b>ROAD CONSTRUCTION</b>	
<input type="checkbox"/>	Bridge Contractor "A"
<input type="checkbox"/>	Bridge Contractor "B"
<input type="checkbox"/>	Bridge Contractor "C"
<input type="checkbox"/>	Paving Contractor "A"
<input type="checkbox"/>	Paving Contractor "B"
<input type="checkbox"/>	Paving Contractor "C"
<input type="checkbox"/>	Paving Contractor "D"
<input type="checkbox"/>	Stormwater Contractor "A"
<input type="checkbox"/>	Stormwater Contractor "B"
<b>BUILDING CONSTRUCTION</b>	
<input type="checkbox"/>	Building Contractor "A"
<input type="checkbox"/>	Building Contractor "B"
<input type="checkbox"/>	Demolition Contractor "A"
<input type="checkbox"/>	Roofing Contractor "A"
<input type="checkbox"/>	Roofing Contractor "B"
<b>TRAFFIC CONSTRUCTION</b>	
<input type="checkbox"/>	Embedded Rail Contractor "A"
<input type="checkbox"/>	Embedded Rail Contractor "B"
<input type="checkbox"/>	Cantilever and DC Electrical Systems "A"
<input type="checkbox"/>	Cantilever and DC Electrical Systems "B"
<input type="checkbox"/>	Signal Installation "A"
<input type="checkbox"/>	Signal Installation "B"
<input type="checkbox"/>	Traffic Control and Striping "A"
<input type="checkbox"/>	Traffic Control and Striping "B"

**\*\* Refer to Prequalification Classification Categories List for  
Classification Requirements**

<b>UTILITIES</b>	
<input type="checkbox"/>	Water Pipeline Contractor "A" PCCP
<input type="checkbox"/>	Water Pipeline Contractor "A" Steel
<input type="checkbox"/>	Water Pipeline Contractor "A"
<input type="checkbox"/>	Water Pipeline Contractor "B"
<input type="checkbox"/>	Water Pipeline Contractor "C"
<input type="checkbox"/>	Water Pipeline Contractor "D"
<hr/>	
<input type="checkbox"/>	Water Facilities Contractor "A"
<input type="checkbox"/>	Water Facilities Contractor "B"
<hr/>	
<input type="checkbox"/>	Wastewater Pipeline Contractor "A"
<input type="checkbox"/>	Wastewater Pipeline Contractor "B"
<input type="checkbox"/>	Wastewater Pipeline Contractor "C"
<input type="checkbox"/>	Wastewater Pipeline Contractor "D"
<hr/>	
<input type="checkbox"/>	Wastewater Facilities Contractor "A"
<input type="checkbox"/>	Wastewater Facilities Contractor "B"
<b>SPECIALTIES</b>	
<input type="checkbox"/>	Bore Contractor "A"
<input type="checkbox"/>	Bore Contractor "D"

Classification	Project/Client/Location	Reference (Contact /Phone)	Key Team Members	Completion Date	\$ Contract / \$ Subcontract	Description of Work Performed
Water Pipeline	Conduit 15 Replacement Project City of Oklahoma City NW 36 <sup>th</sup> Street to NW 42 <sup>nd</sup> Street from North May Avenue to Drexel Oklahoma City, Oklahoma	City of Oklahoma City Brad Rhodes 420 W. Main Street, Ste 700 Oklahoma City, OK 73102 405-297-2034	Pam Darner, P.E. Project Engineer Bill Woods, P.E. Project Manager Sean Smith, Superintendent	5/2019	\$10,400,000 Contract Price Our Subcontract Price was \$2,350,000	Constructability Services during design Subcontractor to ABC General Contracting for Installation of Conduit No 15 - 24-Inch Recycled Water Pipeline in Oklahoma City. Approximately 7,000 feet of 24-inch water pipeline and appurtenances, Constructed in 2 phases. Includes fifty" bore under an existing railroad track. Open cut installation remainder.
Water Pipeline	Booster Pump Station City of Tulsa 51st & Riverside Tulsa, OK	City of Tulsa Justin Smith 200 Civic Center Tulsa, OK 74103 918-596-9566	Sam Wright, P.E. Project Engineer Amy Sims, P.E. Project Manager Megan Banks, Superintendent	11/2018	\$5,600,000 Contract Price Our Subcontract Price was \$581,860	Packaged booster pump station, 500 LF 12" waterline
Water Pipeline	Columbus Upground Reservoir City of Columbus Columbus, OH	City of Columbus Ryan Scott 111 N. Front Street Columbus, OH 614-645-8270	Jim Warner, P.E. Project Engineer Eric Van Horn, P.E. Project Manager Sean Smith, Superintendent	5/2018	\$14,973,899 Contract Price	Approximately 46,580 LF of 72" steel water pipeline, installation of valves, vaults, electrical equipment. 6 Manholes. Dewatering by deep wells spaced approximately 1000 feet apart. Maximum soil depth: 16'. Project included 20,000 LF of road stabilization, 20,000 LF of road paving, cathodic protection, 6 each 72" butterfly valves, 16 each 12" air release valves, 3 creek crossing.
Paving	Paving Repair Project City of Oklahoma City NW 36 <sup>th</sup> Street to NW 42 <sup>nd</sup> Street from North May Avenue to Drexel Oklahoma City, Oklahoma	City of Oklahoma City Brad Rhodes 420 W. Main Street, Ste 700 Oklahoma City, OK 73102 405-297-2034	Pam Darner, P.E. Project Engineer Bill Woods, P.E. Project Manager Sean Smith, Superintendent	5/2019	\$10,400,000 Contract Price Our Subcontract Price was \$2,350,000	Installation of Approximately 13,500 square yards of asphalt. <ul style="list-style-type: none"> <li>Milled all areas to a depth of 3".</li> <li>Asphalt overlay all areas 3".</li> </ul>
Paving	Homes by Tulsa Spring Creek Edition City of Tulsa 51st & Riverside Tulsa, OK	City of Tulsa Justin Smith 200 Civic Center Tulsa, OK 74103 918-596-9566	Sam Wright, P.E. Project Engineer Amy Sims, P.E. Project Manager Megan Banks, Superintendent	11/2018	\$5,600,000 Contract Price Our Subcontract Price was \$581,860	Approximately 133 square yards new residential asphalt installation. <ul style="list-style-type: none"> <li>Removal of existing 6-30 Curb/Gutter and installation of new 24' Curb Cut.</li> <li>Overlay existing gravel with 1.5" of BM2 Asphalt Binder, and 3" of asphalt.</li> </ul> Installed 16' steel culvert w/ Two 8' head walls (1 on either side) with 2' kick-outs.

\*Experience listed should be detailed and demonstrate the minimum requirements of each classification are met