

Multi-Step Competitive Bid Requirements

Palmer Courthouse Expansion

Contract #: PAL-C-26-0003

Contractor Proposal Submission Requirements

To be considered responsive in this multi-step competitive procurement, bidders must submit the following information demonstrating qualifications, understanding of the Work, and ability to meet the Project schedule and operational constraints as identified below on items 1-4.

- a. This is a two-phase evaluation submittal which include Phase 1:Unpriced Technical Offers and Phase 2: Priced Bids
 - I. Phase1 and Phase 2 evaluation submittals must be submitted in separate sealed packages.
 - II. Phase 1 and Phase 2 evaluation submittals must be submitted at the same time.
 - III. Phase 2 evaluation submittal (Priced bids) shall be submitted in a separate sealed envelope;
- b. In this is two-phase evaluation sealed bid procurement priced bids will be considered only in the second phase and only from those bidders whose unpriced technical offers are found acceptable in the first phase;
- c. Bidders must participate in the mandatory site visit to be considered responsive.

Evaluation of technical offers will be based solely on criteria set forth in the invitation to bid. The technical offers shall be categorized as,

- a. Acceptable; a response is considered **Acceptable** when it fully meets the requirements of the solicitation, demonstrates a clear understanding of the Work, and provides sufficient detail to confirm the Contractor's capability to perform successfully. Responses contain no material omissions or deficiencies.
- b. Potentially acceptable; a response is considered **Potentially Acceptable** when it generally meets the intent of the requirements but contains minor omissions, limited detail, or deficiencies that may be clarified through follow-up, interview, or additional documentation. Responses may still be considered at the Owner's discretion.
- c. Unacceptable; a response is considered **Unacceptable** when it fails to meet one or more material requirements of the solicitation, demonstrates misunderstanding of the scope or constraints, lacks required documentation, or contains significant deficiencies that cannot be reasonably corrected without revising the proposal. Unacceptable responses may be deemed non-responsive and removed from further consideration.

1. Understanding of Project Scope and Schedule Narrative

The Contractor shall provide a written narrative confirming a clear understanding of:

- The overall project scope of work
- Existing site conditions and renovation constraints
- Key project challenges (occupied facility, access, safety, coordination)
- Major work activities and sequencing approach
- Anticipated staffing and subcontractor coordination
- Detailed scope of work for areas called out in the drawings as “Contractor to Verify”

The narrative shall include the Contractor’s understanding of how the Work will be completed within the required contract duration.

2. Preliminary Phasing Plan and Occupied Facility Approach

The Contractor shall submit a preliminary phasing plan describing how construction will be executed while maintaining safe and continuous building operations.

At minimum, the phasing plan must address:

- Proposed work phases and sequence
- Separation of construction zones from occupied areas
- Temporary barriers, access controls, and protection measures
- Noise, dust, and disruption mitigation strategies
- Coordination with Owner operations and building occupants
- Maintaining full use of critical spaces (courtrooms, public access, secure circulation)

3. References for Similar Renovation or Occupied Facility Projects

The Contractor shall provide references for at least **three (3)** successfully completed projects of similar complexity, including:

- Renovation or expansion work in an occupied facility
- Projects requiring strict phasing and operational continuity
- Public sector, courthouse, justice, or secure facility experience (preferred)

Each reference shall include:

- Project name, location and date of completion
- Owner/agency contact name, phone number, and email
- Brief description of scope
- Contract value and completion date
- Description of phasing and operational constraints

4. Schedule Commitment and Timeline Confirmation

The Contractor shall confirm in writing their ability to meet the required project milestones, including:

- Substantial Completion date
- Final Completion date
- Any interim phasing or access requirements

If the Contractor believes an alternate schedule approach is necessary, they must provide:

- A proposed alternative timeline
- Justification for the adjustment
- Measures to minimize impact on facility operations
- Any assumptions or constraints affecting delivery

The Owner reserves the right to deem proposals non-responsive if the schedule requirements cannot be met.