



## CITY OF ARLINGTON

### PUBLIC WORKS DEPARTMENT PREQUALIFICATION STATEMENT FOR PUBLIC IMPROVEMENTS AND PREQUALIFICATION STATEMENT OF CONTRACTOR'S SURETY

#### Contractor Prequalification Instructions

##### OVERVIEW

The City of Arlington Public Works Department seeks quality, responsible Prime Contractors and Subcontractors to partner with us on producing and enhancing public infrastructures throughout our City.

##### How does my company do business with the City of Arlington for construction projects?

1. **Register on the City's Supplier Portal:** Visit the [City of Arlington's website](#) for information on how to become a vendor/supplier.
2. **Become Prequalified:** Submit a completed Prequalification Statement for Public Improvements Application and all required supporting documentation.
3. **Respond to bid opportunities for City projects.**

##### Prequalification

Contractors performing public improvements must be prequalified with the City of Arlington. Contractors performing private improvements on private properties are not required to be prequalified. The Public Works Department will review a company's size, bonding, insurance, equipment, personnel, and experience to verify the contractor has the capability to perform and complete public improvements.

##### Responsibility

The City of Arlington Public Works Department will monitor a contractor's performance, including but not limited to, quality of work, adherence to specifications and standards, timely completion of work, adherence to contractual requirements, and project expenditures.

If the performance of a contractor falls below City of Arlington's specifications, standards, and contractual requirements, the contractor, may be deemed as "non-responsible". Non-responsibility may also include actions such as federal debarment, etc. Once a contractor is deemed "non-

responsible”, the City of Arlington reserves the right to revoke or suspend the contractor’s prequalification status until information about remedies to past performance, financial capacity, or other satisfactory reasons are provided by contractor.

### **Temporary Prequalification**

The City of Arlington Public Works Department may grant a “temporary prequalification” determination to contractors for a specific project or specific work type(s). If the contractor has been temporarily prequalified, the contractor will be required to resubmit a new application prior to performing any future projects. However, depending on the performance, including but not limited to quality, safety, time management, and adherence to specifications and standards on that project the City may grant the contractor a “permanent prequalification” for future projects.

### **Prequalification Submittals and Application Review Process**

Each contractor that desires to prequalify must submit the following forms to the City:

1. “Prequalification Statement for Public Improvements” and
2. “Prequalification Statement for Contractor’s Surety”.

Submittal of these forms along with supporting documentation constitute the contractor’s “application”. Additional information/documents may be required during the application review process. Completed prequalification application will take approximately three weeks to process.

A review of the application will include field visits to verify quality of work. The contractor must list completed work and work currently under construction for evaluation. Prequalification acceptance will not be based solely on completed projects. Since site visits are required, the projects listed must be located within the DFW metroplex.

If you wish to bid on a City of Arlington capital improvement project (paving, drainage, or water and sanitary sewer), a completed prequalification statement must be submitted at least three weeks prior to bid opening.

If you wish to construct a public street, drainage, water, and/or sanitary sewer improvement associated with a private development, a completed prequalification statement must be submitted at least three weeks prior to submittal of Third-Party Contracts. Third-Party Contracts will not be approved until the contractor is prequalified.

The contractor is not automatically placed on the “Prequalified Bidders List” with submittal of forms. Written verification of prequalification will be forwarded to the contractor by the City. If the contractor has been prequalified by the City, the contractor will be allowed to perform that approved work type for any projects. The contractor will not be required to resubmit a new application with each project.

## Prequalification Committee

A Prequalification Committee will investigate and review the application and supporting documentation of the applying contractor, including:

- Work history;
- References;
- Experience in supervising and/or implementing similar projects;
- Nature and extent of other current contract commitments;
- Financial responsibility;
- Availability and quality of the contractor's equipment and machinery;
- Number and qualifications of contractor's personnel;
- Performance on previous City projects and those of other municipalities or public entities;
- Previous denials of prequalification; and
- Any other fact which would materially affect the ability of the contractor to complete the assigned work for which the contractor is seeking prequalification.

The committee will review submittals and contractor's information against the City's standards and construction requirements. The committee members will perform field visits to evaluate work performed by the contractor. Each submittal will be evaluated using a scoring method, assigning points to the following categories.

Prequalification Criteria	Maximum Points	Comments
Work History	30	
References	30	
Field Observation	25	
Workload and Capability/Availability of Personnel and Equipment to Support Project	15	
Total	100	

## Prequalification Application and Documentation Submittals

A completed prequalification application and supporting documentation can be submitted to the Public Works Department email address at [publicworks@arlingtontx.gov](mailto:publicworks@arlingtontx.gov), or delivered to the Public Works office at Arlington City Hall, 2<sup>nd</sup> Floor, 101 West Abram Street, Arlington, TX 76010.

## Contact Us

For more information regarding the prequalification process, please contact us [publicworks@arlingtontx.gov](mailto:publicworks@arlingtontx.gov) or 817-459-6550.



**CITY OF ARLINGTON**

**PREQUALIFICATION STATEMENT FOR PUBLIC  
IMPROVEMENTS (PAVING, DRAINAGE OR WATER &  
SANITARY SEWER)**

Contractor: \_\_\_\_\_

Date: \_\_\_\_\_

Please state the type of project you want to do for the City of Arlington:

- Development Project (paving, drainage or water & sanitary sewer)
- Capital (paving, drainage or water & sanitary sewer)

Project name, if applicable: \_\_\_\_\_

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**For Official Use only:**

<b>Prequalification Criteria</b>	<b>Maximum Points</b>	<b>Comments</b>
Work History	30	
References	30	
Field Observation	25	
Workload and Capability/Availability of Personnel and Equipment to Support Project	15	
<b>Total</b>	100	

**PLEASE READ THE INSTRUCTIONS BEFORE FILLING THIS OUT.**

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**Indicate below the type(s) of work you wish to be prequalified to perform: (check all that apply)**

**Contractor must be able to comply with all of the City's Standard Specifications and Special Provision (located on City's web page, [https://www.arlingtontx.gov/city\\_hall/departments/public\\_works\\_transportation](https://www.arlingtontx.gov/city_hall/departments/public_works_transportation), under Engineering) for all items below.**

- Asphalt Paving** - Includes the placing and compaction of hot mix asphaltic concrete, the application of prime or tack coats, and all items under Miscellaneous Asphalt. This item requires the contractor to have at least two years of experience using a laydown machine capable of paving 19 feet wide with a single pass. Contractor must be able to demonstrate the ability to proficiently operate such equipment.
- Auxiliary Lanes** – Concrete paving of deceleration, acceleration, and left/right turn lanes.
- Bridge Work** - A drainage structure of over 20 feet span measured from face to face of abutments; the work shall include layout and control; driving piling, pouring piers, columns, caps, abutments, approaches, wing walls, parapet walls and slabs; steel erection; setting pre-cast or pre-stressed concrete members and installation of handrails.
- Channel Lining** - Includes the excavation, forming, placing, finishing, and curing of concrete for drainage channel.
- Concrete Paving** - Includes the setting of forms, placing, consolidating, finishing, curing of concrete used for road surface, and all items under Miscellaneous Concrete. This item requires the contractor to have at least two years of experience using a slip form or form riding paver with power-driven spreaders, power-driven vibrators, power-driven transverse strike-off, and screed. Contractor must be able to demonstrate the ability to proficiently operate such equipment.
- Concrete Structures** - Includes major structures such as inlets, junction boxes, headwalls, vaults, box culverts, wing walls, cast in place manholes, and retaining walls 4 feet or higher.
- Earthwork** - Includes preparation of right-of-way, clearing, grubbing, excavation, embankment, and placing of top soil.
- Gabions** - Includes installation of baskets.
- Miscellaneous Asphalt** - Includes installation or small repair, transitions, and areas less than 100 LF.
- Miscellaneous Concrete** – Includes installation or repairs (removal/replacement) of items such as, curb and gutter, driveways, valley gutters, and concrete panels less than 100 LF.
- Modular Block Wall with Anchors/Tie-Backs** – Includes excavation, anchors/tie-backs, and block placement. This item requires the contractor to have experience with at least 3 projects with walls taller than 4 feet and longer than 100 feet.
- Modular Block Gravity Wall** - Includes excavation and block placement for walls with blocks with dimensions greater than or equal to 18”H X 48”W X 44”D. This item requires the contractor to have experience with at least 3 projects with walls taller than 4 feet and longer than 100 feet.
- Natural Stream Stabilization** – Includes excavation, grading, large rock riprap (18” or greater), and in-stream structures (rootwads, cross vanes, j-hooks, etc.) for purposes of erosion protection within a creek or natural channel covering more than 500 square yards.

- Sidewalk** – Includes setting of forms and placing of concrete for sidewalks, sidewalk retaining walls 4-foot or less in height, and ADA compliant pedestrian ramps.
- Storm Sewer** - Includes the excavation, bedding, laying, jointing, and backfilling of reinforced concrete pipe or HDPE pipe.
- Streetlights** – Installation and relocation/removal of roadway illumination, including conduits, wiring, electrical, piers, poles, arms and fixtures. Contractor must be a licensed electrical contractor in the State of Texas. Contractor's License # \_\_\_\_\_ (please provide license number for verification).
- Subgrade Preparation** - Includes application, manipulation, compaction and grading of lime or cement.
- Traffic Signals** – Includes drilling and pouring piers; installing underground conduit, pull boxes, poles, mast arms and appurtenances, signal cabinets and appurtenances, and vehicle detection.
- Sanitary Sewer Manhole** – Includes new, replacement, and testing of manholes.
- Sanitary Sewer Manhole Rehabilitation** - Includes repairs and interior coating, and testing of manholes.
- Water and Sanitary Sewer Lines and Appurtenances** - Includes excavation, bedding, laying and joining, backfilling and testing.

**CONTRACTOR INFORMATION:**

Please complete the appropriate Section A, B, or C. All contractors must complete Section D & E

**SECTION A: If the contractor is a CORPORATION, complete this section.**

**Name of corporation:**

Registered name of corporation		Doing business as			
Date charter expires	State of corporation		Date of corporation filing (if non-Texas corporation, date Certificate of Authority was issued)		
Principal Office Street address		City	County	State	Zip
Mailing address (if different from above)		City	County	State	Zip
Phone number	Fax number		Federal Tax Identification No.		
email address		Website address			

**Registered agent:**

First name		Middle initial	Last name		
Address		City	County	State	Zip
Cell phone number	Phone number	e-mail address			

**Person (must be authorized) executing contract on behalf of corporation:**

First name		Middle initial	Last name		Title
Street address		City	County	State	Zip
Mailing address (if different from above)		City	County	State	Zip
Cell phone number	Phone number	e-mail address			

**Additional Officer/Personnel:**

First name		Middle initial	Last name		Title
Cell phone number	Phone number	e-mail address			

**Contact person:**

First name		Middle initial	Last name		Title
Cell phone number	Phone number	e-mail address			

**SECTION B: If the contractor is a PARTNERSHIP, complete this section**

**First Partner:**

First name	Middle initial	Last name		
Residence address	City	County	State	Zip
Cell phone number	Phone number	e-mail address		

**Second Partner:**

First name	Middle initial	Last name		
Residence address	City	County	State	Zip
Cell phone number	Phone number	e-mail address		

**Business:**

Name under which you are engaged in business (if operating under an assumed name)				
Street address	City	County	State	Zip
Mailing address (if different from above)	City	County	State	Zip
Principal place of business - County & State			Federal Tax Identification No.	
Phone number	Fax number			
e-mail address	Website address			

**Contact person:**

First name	Middle initial	Last name	Title
Cell phone number	Phone number	e-mail address	

**SECTION C: If the contractor is a SOLE PROPRIETOR, complete this section**

**Name:**

First name	Middle initial	Last name		
Residence address	City	County	State	Zip
Cell phone number	Phone number	e-mail address		

**Business:**

Name under which you are engaged in business (if operating under an assumed name)				
Street address	City	County	State	Zip
Mailing address (if different from above)	City	County	State	Zip
Principal place of business - County & State			Federal Tax Identification No.	
Phone number	Fax number			
e-mail address	Website address			

**Contact person:**

First name	Middle initial	Last name	Title
Cell phone number	Phone number	e-mail address	

**SECTION D: Minority/Women Business Enterprise (MWBE)**

This section is for information only **and is required**. The City of Arlington is gathering data on MWBE businesses. In order to be identified as a certified Minority/Woman Business Enterprise (MWBE) in the City of Arlington, please complete this section. NO PREFERENCE SHALL BE GIVEN NOR WILL THIS INFORMATION AFFECT THE EVALUATION OF YOUR APPLICATION OR THE RESULTS OF CONTRACT AWARD.

**Is Contractor MWBE?**

- NO
- YES

**If yes, Contractor MWBE Types: (check all that applies)**

- Native American (AI)
- Native American, Women-Owned (NW)
- Asian (AS)
- Asian, Women-Owned (AW)
- Black (BL)
- Black, Women-Owned (BW)
- Hispanic (HI)
- Hispanic, Women-Owned (HW)
- Women-Owned (WO)

**MWBE Certification: (Please include copy of the Certification with your application)**

- North Central Texas Regional Certification Agency (NCTRCA)
- State of Texas, historically Underutilized Business (HUB)
- Dallas/Fort Worth Minority Supplier Development Council (DFW MSDC)
- Women's Business Council – Southwest (WBC-SW)
- Texas Department of Transportation (TxDOT)
- South Central Texas Regional Certification Agency (SCTRCA)
- Others (please specify) \_\_\_\_\_

**SECTION E: Work history and references**

**1. Number of years in business as a contractor on the types of work requesting to be prequalified for:**

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**2. Types of work done within last 5 years: (check all that apply)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Asphalt Paving      | <input type="checkbox"/> Gabions                                  | <input type="checkbox"/> San. Sewer Manhole Rehab |
| <input type="checkbox"/> Auxiliary Lanes     | <input type="checkbox"/> Misc. Asphalt                            | <input type="checkbox"/> Sidewalks                |
| <input type="checkbox"/> Bridge Work         | <input type="checkbox"/> Misc. Concrete                           | <input type="checkbox"/> Storm Sewer              |
| <input type="checkbox"/> Channel Lining      | <input type="checkbox"/> Modular Block Wall with Anchor/Tie Backs | <input type="checkbox"/> Streetlights             |
| <input type="checkbox"/> Concrete Paving     | <input type="checkbox"/> Modular Block Gravity Walls              | <input type="checkbox"/> Subgrade Preparation     |
| <input type="checkbox"/> Concrete Structures | <input type="checkbox"/> Natural Stream Stabilization             | <input type="checkbox"/> Traffic Signals          |
| <input type="checkbox"/> Earthwork           | <input type="checkbox"/> San. Sewer Manhole                       | <input type="checkbox"/> Water & Sanitary Sewer   |
| <input type="checkbox"/> Other _____         |   |   |

**3. List major construction equipment, such as paving machine or other equipment appropriate to perform work (for example, GOMACO GPH 2800 Slipform Paver): (use attachments if necessary)**

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**4. Greatest number of contracts over \$100,000 under construction at one time in the company's history:**

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**5. Greatest number of contracts over \$200,000 under construction at one time in the company's history:**

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**6. Approximate average of dollar volume of incomplete work outstanding under contract at any one time:**

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**7. List completed projects (municipal projects preferred) of the type of work qualifying for or similar work, plus the following information on each project: (use attachments if necessary)**

a.

Project	Location/Address	Year built	
Types(s) of work			
Owner/Design Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

b.

Project	Location/Address	Year built	
Types(s) of work			
Owner/Design Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

c.

Project	Location/Address	Year built	
Types(s) of work			
Owner/Design Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

**8. List projects under construction (municipal projects preferred), plus the following information for each project listed: (use attachments if necessary)**

a.

Project	Location/Address		
Types(s) of work			
Owner/Design Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

b.

Project	Location/Address		
Types(s) of work			
Owner/Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

c.

Project	Location/Address		
Types(s) of work			
Owner/Engineer	Contract price	Contact person	Area code & phone number
City Inspector/Contact Number (required)	City Engineer/Contact Number (optional)		

**9. List company's project management team and their experience (use attachment if necessary)**

a. \_\_\_\_\_  
 Name Title Number of years with the company

\_\_\_\_\_  
 Qualification/Experience

b. \_\_\_\_\_  
 Name Title Number of years with the company

\_\_\_\_\_  
 Qualification/Experience

c. \_\_\_\_\_  
 Name Title Number of years with the company

\_\_\_\_\_  
 Qualification/Experience

**10. Municipality reference (min. 3 preferred. Use additional sheets of paper, if necessary):**

a. \_\_\_\_\_  
 Name of city Contact person Title

\_\_\_\_\_  
 Area code and phone number Cell phone number Email address

b. \_\_\_\_\_  
 Name of city Contact person Title

\_\_\_\_\_  
 Area code and phone number Cell phone number Email address

c. \_\_\_\_\_  
 Name of city Contact person Title

\_\_\_\_\_  
 Area code and phone number Cell phone number Email address

**11. Has your company been in litigation related to a construction project during the last 5 years?**

Yes  No

**12. Have you or any present partner(s) or officer(s) failed to complete a contract? \_\_\_\_\_**

\_\_\_\_\_  
 If yes, name of project Year built

\_\_\_\_\_  
 Owner/Engineer Contract price Contact person Area code & phone number

\_\_\_\_\_  
 Name of owner and/or surety Contact person Area code & phone number

**13. Are there any unsatisfied demands upon you as to your accounts payable?** \_\_\_\_\_  
**If yes, give names, amounts, and explanations:**

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**14. Bank reference** (use additional sheets of paper, if necessary):

Name of bank		Bank officer		
Mailing address	City	County	State	Zip
Area code and phone number		Area code and fax number		

**15. Other credit references:**

a.

Name	Area code and phone number	Area code and fax number		
Address	City	County	State	Zip
Area code and cell phone number	e-mail address			

b.

Name	Area code and phone number	Area code and fax number		
Address	City	County	State	Zip
Area code and cell phone number	e-mail address			

Pursuant to advertisement for bids and information for prospective bidders for above-mentioned types of projects, the undersigned is submitting the information as required with the understanding that the purpose is for your confidential use, only to assist in determining the **Prequalification** for this organization to perform the type and magnitude of work designated, and further, guarantee the truth and accuracy of all statements made, and will accept your determination of prequalification without prejudice. The surety herein named, any other bonding company, bank, subcontractor, supplier, or any other person(s), firm(s), or corporation(s) with whom I (we) have done business, or who have extended any credit to me (us) are hereby authorized to furnish you with any information you may request concerning performance on previous work and my (our) credit standing with any of them; and I (we) hereby release any and all such parties from any legal responsibility whatsoever on account of having furnished such information to you.

**CONTRACTOR:**

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Company name (please type or print)

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Signature

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Title

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Date

**Copy to local underwriting office of proposed surety:**

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Company name (please type or print)

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Address

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City
 State | Zip |

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Area code and phone number
 Fax number |

**CITY OF ARLINGTON  
PREQUALIFICATION STATEMENT OF  
CONTRACTOR'S SURETY**

*(To be completed by Surety company and be included with the application. This form is **not required** for subcontractors)*

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Contractor's name	Area code and phone number	Area code and fax number
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Address	City	County	State	Zip
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1. Has this surety furnished contract bonds on contracts now complete? \_\_\_\_\_
2. Has this surety furnished contract bonds on contracts now incomplete? \_\_\_\_\_
3. What is the maximum bonding capacity of this contractor? \_\_\_\_\_
4. Is the current financial information on this contractor satisfactory? \_\_\_\_\_
5. Does information obtained indicate accounts are paid when due? \_\_\_\_\_ If not, provide details: \_\_\_\_\_  
\_\_\_\_\_
6. Is it your opinion that the contractor has sufficient experience and financial resources to satisfactorily perform the contract?  
\_\_\_\_\_
7. Provided this contractor does not assume other commitments or that you do not acquire further information that in your opinion will materially affect the contractor's capacity to perform this contract, will you furnish the bonds as specified?  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SURETY:**

\_\_\_\_\_  
Surety name (please type or print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Area code and phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area code and fax number