



CITY OF ROCHESTER
DEPARTMENT OF PUBLIC WORKS

PREQUALIFICATION STATEMENT
CONFIDENTIAL

Date: _____

Contractor Name: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

PROJECT NAME: Granite State Business Park Phase 2

PROJECT DESCRIPTION: The City is proposing to construct an extension of Airport Drive at Granite State Business Park to facilitate new site development on the east side of the railroad tracks. The proposed project consists of the construction of approximately 1,500 linear feet of roadway including a 170 foot span steel plate girder bridge over the Northcoast Railroad. It is anticipated this project will be advertised for bids in December 2011 for construction starting in the late winter/early spring of 2012.

NOTES:

1. The Department of Public Works reserves the right to reject any bid where, in the opinion of the Department, other circumstances and developments have changed the qualification or responsibility of the Bidder.
2. Should any change occur which substantially alters the data contained herein, the above-named prospective bidder shall immediately submit a complete **revised** Prequalification Statement, developing the firm's current qualifications.
3. Bidding Documents will not be offered for sale to a prospective bidder who is not prequalified.
4. **Three (3) copies of this Prequalification Statement and any attachments must be returned to Hoyle, Tanner & Associates, Inc. no later than Friday, December 2, 2011 by 1:00 pm. Electronic submittals are accepted and can be e-mailed to dcoon@hoyletanner.com. All e-mail attachments must be 10 MB or less in size. An e-mail confirmation of receipt will be sent within 24 hours of receipt. It is the Contractor's responsibility to contact the Engineer if confirmation is not received.**
5. The City reserves the right to reject incomplete applications.

Date Received: _____

Date Approved: _____

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Minimum Contract Qualifications

In order to be prequalified for the identified project, the contractor and contractor/subcontractor teams must meet the following minimum requirements:

1 Experience:

1.1 Bridge and Roadway Construction

- A. Construction of roadway embankments, single or multi-span steel plate girder bridges, and Mechanically-Stabilized Earth (MSE) abutments for projects with a construction contract value of at least \$2,000,000.

1.2 Utilities

- A. Experience with coordination of privately owned utility relocations including natural gas, electric, telephone and cable.
- B. Experience with construction of publicly owned utilities including sewer lines, sewer pump stations and water mains.

2 Bonds and Insurance:

The prime contractor shall demonstrate the ability to satisfy the following bonds and insurance requirements for a project with an estimated construction cost of \$4,000,000.

- A. Bid Bond in the amount of 5% of the bid price.
- B. Performance and Payment Bond in the amount of 100% of the bid price.

3 Staff and Equipment

The contractor or contractor/subcontractor team shall demonstrate sufficient staff, specialized tools and equipment and the financial resources necessary to mobilize for the project, complete the work and demobilize within the contract times.

Supporting documentation shall include the resumé of the foreman and/or superintendent responsible for execution of the work on this project, detailing that person's experience with similar projects. Omission of this prequalification document shall result in disqualification of the firm.

4 Character and Integrity

The prime contractor shall demonstrate through recently completed projects their ability to work in a professional manner with the owner and engineer on the referenced projects.

5 Financial Soundness

The contractor shall demonstrate through financial references that their business is financially sound.

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The above five (5) requirements are considered minimum qualifications.

The City and Engineer will determine if these requirements are adequately met by the contractor or contractor/subcontractor team for the project and reserve the right to disqualify any or all applicants for prequalification on the project.

6 Questions / Clarifications / Submittal

All questions, clarifications and the submittal of this Prequalification Statement should be directed to:

Hoyle, Tanner & Associates, Inc.
150 Dow Street
Manchester, New Hampshire 03101
Attn: Matthew J. Low, P.E.
Phone: 603-669-5555
Fax 603-669-4168
E-mail mjlow@hoyletanner.com

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1. How many years has your organization been in business as a general contractor under your present business name? _____

Company is a(n) Corporation Co-Partnership Individual

2. If a corporation, answer this:

Capital paid in cash: _____

When incorporated: _____

State of incorporation: _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

3. If a co-partnership, answer this:

Date of organization: _____

Partnership Type General, Limited Association

List the names & addresses of partners:

4. NHDOT Prequalification – Please refer to the latest version of the NHDOT Prequalified Contractor List at <http://www.nh.gov/dot/org/administration/finance/documents/PreQualifiedContractorsList.pdf>

Is the organization prequalified by NHDOT in the following classifications:

	Yes	No
Roadway Construction	<input type="checkbox"/>	<input type="checkbox"/>
Bridge Construction	<input type="checkbox"/>	<input type="checkbox"/>

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5. Provide a list of construction projects your organization has underway as of the date of this application. List must include the following information for each project.

- Description of Contract
- Type of Contract (i.e. design/dib/build, design-build or construction manager)
- Name, Address, and Phone Number of Owner
- Amount of Contract
- Total Value of Uncompleted Work
- Total of Uncompleted Work to be Done by Subcontractor
- Completion Date

6. Provide a list of the projects with a construction contract value over \$500,000 your organization has completed in the past five (5) years. Include owner's name, address, phone number, type of work, and contract value.

7. Of the projects listed in #6 above, has the organization, its partner or officers ever been assessed liquidated damages or not completed a project by the original contract date?

Yes No If yes, explain:

8. Of the projects listed in #6 above, did the organization, its partners, or officers

- delay the work by more than 14 days? Yes No
- cease work? Yes No
- leave the job site during construction? Yes No If yes, explain:

9. Has your firm filed a claim against an Owner within the past 5 years? If yes, provide details and outcome of each such instance. Attach a separate sheet to describe.

10. Has an Owner made a legal claim against your organization or attached your Performance Bond or Payment Bond in the past 5 years? If yes, provide details and outcome of each such instance. Attach a separate sheet to describe.

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11. Provide employment records of principal individuals in your organization, including individuals who will be your project manager and on-site superintendent on this project. Information should include the following:

- Individual's Name
- Present Position
- Years of Construction Experience
- List of Relative Project Experience. Include:
 - Type of Work
 - Contract Values
 - Position on Project
- In What Capacity

12. List names and complete addresses of major material suppliers and/or subcontractors with whom your firm intends to employ on this project.

13. List names and complete addresses of major material suppliers and/or subcontractors with whom your firm has done business in the past five (5) years.

14. List names and complete addresses of each material supplier and/or subcontractor of the applicant who has given a notice of lien, filed a mechanics lien, or brought suit for payment on any contract in the last five (5) years.

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15. Name and Address of the following:

Bank: _____

Bonding Company* _____

Agent: _____

* Bonding company must be registered and licensed to do business in the State of New Hampshire.

16. Provide a list of equipment you own, including description and age that is available for the proposed work. Attach a separate sheet as necessary.

17. List the names, addresses, and phone numbers of three (3) owners, architects, or engineers not employed by applicant involved in current contracts or contracts completed in the last five (5) years who can attest to the character, integrity, reputation, judgment, experience, and efficiency of the applicant.

a. Name _____
Address _____
Phone # _____

b. Name _____
Address _____
Phone # _____

c. Name _____
Address _____
Phone # _____

18. List the names and addresses of all adverse parties in any suit involving the applicant in the last five (5) years. Provide explanation of suit.

a. Name _____
Address _____
Phone # _____

b. Name _____
Address _____
Phone # _____

c. Name _____
Address _____
Phone # _____

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19. Submit an unqualified letter from the bonding company to the effect that they will provide the required performance and payment bonds, each in the amount of 100 percent of the bid price, should the applicant be awarded the contract. Additionally, the letter must state bondability in aggregate for your organization.

20. Submit a copy of your latest financial statement.

21. CERTIFICATION:

I swear that all the statements contained herein, including the declaration of ownership or organization, the financial statement, and the record of experience, have been examined by me, and to the best of my knowledge and belief, are true and correct.

I hereby authorize the Prequalification Committee or their agents to make such investigation, inquiry, checks, and tests as they, in their sole discretion, deem necessary to attempt to ascertain my qualifications. I hereby waive any and all claims, release and agree to hold harmless any person who provides to the Committee information or opinions held in good faith.

Name Typed

Signature

Title

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF

_____ , _____

Notary Public or Justice of the Peace

My commission expires _____.

NOTE: Contractor must complete three (3) copies of Page 1 of the attached Prequal Form 1, authorizing the City to solicit information from owners, engineers, and references.

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CITY OF ROCHESTER
DEPARTMENT OF PUBLIC WORKS

TO: _____
(Leave blank)

FROM: City of Rochester, Department of Public Works - Prequalification Committee

RE: PREQUALIFICATION OF: _____
(Name of Contractor)

Dear Sir/Madam:

Your name has been obtained in connection with the application of the above-referenced contractor. The application will be carefully considered by the appropriate City body and your reply, as well as other replies, is an important part of that consideration. Your responsibility in replying to this request is as a responsible citizen rather than as a friend/adversary/acquaintance of the applicant. The City must rely on replies such as yours to be candid, fair, and complete.

Please answer the questions on the other side as accurately and completely as you can from your or your company's experience with the applicant.

Very truly yours,

City of Rochester
Department of Public Works

RELEASE AND HOLD HARMLESS

I, _____, of _____
Individual Name Contractor Name

hereby authorize _____
(Leave Blank)

to provide to the City of Rochester, Department of Public Works, with all information of any kind which you or the City deem relevant to my qualification as an applicant. I hereby release, discharge, and hold you harmless from any claim arising out of the provision of such information.

Date: _____

By: _____

Official Title

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Do you or your company have business experience with the applicant? _____ Yes _____ No

Please state the nature, frequency, and time period of your experience with the applicant.

With respect to that experience, please respond to the following inquiries. Please provide detail on a separate sheet as to any "No" answer.

Applicant:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| Had satisfactory work progress | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Paid all bills for labor and materials in a timely manner | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Satisfactorily settled contract disputes | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Demonstrated financial capacity | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Demonstrated skill, to perform your contract | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Provided proper equipment and workforce to perform your contract | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Provided a quality product in accordance with plans and specifications | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Complied with all laws and ordinances | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Provided all warranty, maintenance, and service requirements | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Managed subcontractors effectively Worked cooperatively with engineer and the owner | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Did you have any job related problems with the applicant? Yes No

If yes, please explain.

(Name)