



**APPLICATION
for
GENERAL CONTRACTOR PREQUALIFICATION
for
Garrett College STEM Facility**

Contractor Prequalification for Garrett College STEM Facility

NOTICE IS HEREBY GIVEN that Garrett College has determined that it will only consider bid responses for the above named project from general contractors that have been pre-qualified to bid. General Contractors desiring to bid on the project must be pre-qualified prior to submitting a bid.

Application for Pre-Qualification: All General Contractors that intend to bid must complete the Application for Pre-Qualification questionnaire below and provide all complementary materials requested therein.

The College will evaluate the questionnaires submitted by each Contractor for the purpose of determining, in a timely manner, bidders who are deemed qualified for successful performance of the type of work included in this project.

Deadline for Submission of Prequalification Applications: Prequalification applications must be received no later than:

January 9, 2017 at 2:00 p.m.

Delivery of Applications: 3 sets of completed application, supplemental information and supporting documentation will be received at the Office of the VP of Administrative & Financial Services, Garrett College, 687 Mosser Road, McHenry, MD 21541.

Questions: Questions about this prequalification process must be received no later than January 4 at noon and shall be sent to GCSTEM@GarrettCollege.edu.

Early Submittal Encouraged: Interested General Contractors are encouraged to submit their pre-qualification materials as soon as possible so that they may be notified of omissions that need to be remedied prior to the submission deadline.

Rights Reserved by Garrett College:

- 1. Bidder Responsibility:** While it is the intent of this pre-qualification process to assist the College in determining bidder responsibility prior to the bid and to aid the College in selecting the lowest responsible, responsive bidder, the decision to prequalify a bidder shall not constitute an affirmative determination of bidder responsibility by the College. A pre-qualified bidder's bid may be rejected as non-responsible on the basis of a post-bid determination resulting from subsequently discovered information or changed circumstances. The College's action in rejecting a respondent's bid as non-responsible is final.

2. **Minor-Irregularities/Omissions:** The College reserves the right to waive minor irregularities and omissions in the information contained in an applicant's pre-qualification submission.
3. **Sole Judge:** The College shall be the sole judge in the pre-qualification determination of applicants.
4. **Additional Investigations:** The College reserves the right to request additional information from Applicants and to make any additional investigations deemed necessary by the College to make a determination relating to pre-qualification of an applicant.

Garrett College STEM Facility

SCOPE OF WORK:

The project is comprised of a complete interior reconfiguration of the 15,000 square foot 200 Building and building a 6,500 square foot addition to house Garrett College's Science, Technology, Engineering and Math Facilities.

The project will provide new classrooms, science and engineering labs, staff offices, and student spaces as well as new mechanical, electrical, plumbing, and fire alarm systems.

To better acquaint interested contractors with the project's scope and challenges, preliminary drawings and the LEED Scorecard are available for download on the www.garrettcollege.edu/stem website: Prequalification Drawings and LEED Scorecard.

The estimated construction cost is \$7 million.

Key Project Challenges:

- A. To comply with the Maryland High Performance Building Act of 2010, the project must attain the LEED Silver certification. See download "LEED Scorecard" for more details.
- B. In order to meet the College's requirements for classroom space for the summer/fall 2018 calendar the project must be completed by May 1, 2018.

Project Duration:

Estimated at 365 calendar days, the project must be substantially complete by May 1, 2018.

Bonding Capacity Required:

A minimum of the full value of the bid.

Anticipated Bid Schedule:

February 1, 2017	Issue bid documents
February 14, 2017	Last day for questions
February 23, 2017	Bid due date
March 2017	College's Board of Trustees & State approve Contract Award
April 2018	Commencement of Construction

Insurance Requirements:

Insurance requirements are identified in Attachment A at the end of this document.

IMPORTANT NOTICE REGARDING ADDITIONAL INFORMATION

**Additional information to solicitations often occur prior to solicitation due date.
It is the potential Contractor's responsibility to visit the Garrett College bid board web
site for updates to solicitations.**

www.garrettcollege.edu/stem

PREQUALIFICATION QUESTIONNAIRE

PART I. CONTACT INFORMATION

CONTACT INFORMATION:

Firm Name: _____ Check One: ☐ Corporation
(as it appears on license) ☐ Partnership
☐ Sole Prop.

FEIN: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):

PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no."

1. Contractor possesses a valid and current Maryland Contractor's license (if required) for the project or projects for which it intends to submit a bid.
☐ Yes ☐ No ☐ Not required for this scope of work
2. Contractor has a liability insurance policy with a policy limit meeting the minimum requirements indicated on the "Project Insurance Requirements" sheet attached hereto as Attachment "A".
☐ Yes ☐ No
3. Contractor has current workers' compensation insurance policy meeting the minimum requirements indicated on the "Project Insurance Requirements" sheet attached hereto as Attachment "A".
☐ Yes ☐ No ☐ Contractor is exempt from this requirement, because it has no employees
4. If requested, will you furnish your latest copy of a reviewed or audited financial statement, with accompanying notes and supplemental information?
☐ Yes ☐ No
NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.
5. Have you attached a notarized statement from a surety insurer licensed in the State of Maryland, which states that your current bonding capacity is sufficient for the project for which you seek pre-qualification?
☐ Yes ☐ No
NOTE: Notarized statement must be from the surety company, not an agent or broker.

Contractor will be immediately disqualified if the answer to any of questions 6, 7, or 8 is "yes."

6. Has your contractor's license been revoked at any time in the last five years?
☐ Yes ☐ No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
☐ Yes ☐ No
8. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving obtaining, attempting to obtain or performing a government construction contract?
☐ Yes ☐ No

PART III. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated: _____
1b. Under the laws of what state: _____
1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
1b. Under the laws of what state: _____
1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of 10% or more of the business, or 10% or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date of commencement of business. _____
- 1b. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of 10% or more of the business, or 10% or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

2. Has there been any change in ownership of the firm at any time during the last three years?

NOTE: A corporation whose shares are publicly traded is not required to answer this question.

☐ Yes ☐ No

If “yes,” explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
- NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

☐ Yes ☐ No

If "yes," explain on a separate signed page.

4. Are any corporate officers, partners or owners connected to any other construction firms.
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed page.

5. State your firm's gross revenues for each of the last three years:

6. How many years has your organization performed construction work in Maryland as a contractor under your present business name? _____ years

7. Is your firm currently the debtor in a bankruptcy case?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

9. List all Maryland construction license numbers, classifications and expiration dates of the Maryland contractor licenses held by your firm:
- _____
- _____
10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) who meet(s) the experience and examination requirements for each license.
- _____
- _____
11. Has your firm changed names or license number in the past five years?
☐ Yes ☐ No
If "yes," explain on a separate signed page, including the reason for the change.
12. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?
☐ Yes ☐ No
If "yes," explain on a separate signed page, including the reason for the change.
13. Has any license held by your firm been suspended within the last five years?
☐ Yes ☐ No
If "yes," please explain on a separate signed sheet.

Disputes:

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?
☐ Yes ☐ No
If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?
NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.
☐ Yes ☐ No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

17. In the past five years has any claim against your firm concerning your firm's work on a construction project been **filed in court or arbitration?**

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration?**

☐ Yes ☐ No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

* * * * *

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

☐ Yes ☐ No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

21. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

☐ Yes ☐ No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ Yes ☐ No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Bonding

24. Provide documentation from your surety identifying the following:

Name of bonding company/surety:

Name of surety agent, address, telephone number and email address:

25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

27. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

☐ Yes ☐ **No**

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

28. Has MOSH cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

☐ Yes ☐ No

If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

30. Has the EPA or the Maryland Department of the Environment cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

☐ Yes ☐ No

If "yes," attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

32. List your firm's Experience Modification Rate (EMR) for each of the past three premium years:
NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

Prevailing Wage Compliance Record

33. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon or State of Maryland prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

PART IV. RECENT CONSTRUCTION PROJECTS COMPLETED

34. Contractor shall provide information about its ***five most recently completed projects***. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Engineer: _____

Engineer Contact (name and current phone number):

Commissioning Agent (name and current phone number):

Construction Manager/Inspector that were assigned and worked on the project (name and current phone number):

Contractor's Project Manager's name(s) that were assigned to and worked on the project:

Contractor's Superintendent's name(s) that were assigned to and worked on the project:

Description of Project including functional use, gross square footage, Scope of Work Performed:

Planned sustainable goals and certifications achieved

Prevailing wage rate requirements: Yes or No

Original Contract Value: _____

Final Contract Value: _____

Value of Owner Initiated Change Orders: _____

Value of Contractor Initiated Change Orders: _____

Original Scheduled Completion Date (OSCD): _____

Time Extensions Granted (TEG) (number of days): _____

Actual Completion Date (ACD): _____

Reason for difference between ACD and OSCD not attributed to TEG:

35. Contractor shall provide information about ***five most recently completed projects that are similar in magnitude, scope and complexity to the College's project for which the Contractor seeks prequalification.*** Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Engineer: _____

Engineer Contact (name and current phone number):

Commissioning Agent (name and current phone number):

Construction Manager/Inspector that were assigned and worked on the project (name and current phone number):

Contractor's Project Manager's name(s) that were assigned to and worked on the project:

Contractor's Superintendent's name(s) that were assigned to and worked on the project:

Description of Project including functional use, gross square footage, Scope of Work Performed:

Planned sustainable goals and certifications achieved

Prevailing wage rate requirements: Yes or No

Original Contract Value:

Final Contract Value:

Value of Owner Initiated Change Orders:

Value of Contractor Initiated Change Orders:

Original Scheduled Completion Date (OSCD):

Time Extensions Granted (TEG) (number of days):

Actual Completion Date (ACD):

Reason for difference between ACD and OSCD not attributed to TEG:

PART V. Supplemental Information to be submitted

Provide the following supplemental information. The supplemental information should correlate with the key project challenges (see page 4) and the work.

Personnel:

Provide an organizational chart which includes all principals, supervisory staff and key personnel to be assigned to this project. The organizational chart should outline each individual's position within the organization, their assigned function with respect to this project, and percentage of their time to be dedicated to this project. At a minimum, the organizational chart must identify (If more than one person is proposed for this project, provide information on each):

- A. Project Executive or Principal-in-Charge
- B. Project Manager
- C. Project Superintendent
- D. Provide a resume, including a list of projects of similar size, type, systems and requirements that each of the Project Executives or Principals-in-Charge, Project Managers, and Project Superintendents have worked on.

Construction Documentation:

- A. Provide information that explains the reporting systems and documentation that will be used to report the following information to the Owner, Commissioning Agent and Architect and specify what projects the reporting systems have been used for:
 - 1. General communications.
 - 2. Actual progress.
 - 3. Problems resolution.
 - 4. Costs.
- B. Provide information that explains how describes how Quality Control and project closeout will be managed and documented.
- C. Provide information that explains how training Owner's staff will be managed and documented.

LEED Experience:

Provide information that includes a description of procedures, methods and approaches to manage the following:

- A. Tracking of LEED submittals (see download "LEED Scorecard" – LEED Resources Provided by GC)
- B. Experience tracking enhanced commissioning submittals

How do you intend to identify sub-contractors that can successfully execute the LEED components of the project?

Evidence of Ability to Meet Schedule for Project Completion

List all projects that the specific office which will perform this work has received a contract for and the project's start and substantial completion dates that will overlap this project. Do not include projects being performed by an office other than the specific office that will perform this work.

What methods will you use to complete this project, include:

- A. A description of trades provided internally to your organization and how your firm plans to procure key sub-contractors
- B. Plan for management and control of subcontractors.

Noteworthy Experience:

Provide noteworthy experience/ special expertise of not more than two (2) pages summarizing any additional information as appropriate to provide a better understanding of the firm, firm philosophy, if the firm provides a unique or special service, possesses noteworthy expertise on staff, or can provide any other added feature or value.

DECLARATION/SIGNATURE

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated:

(Name)

(Title)

(Signature)

(Date)

ATTACHMENT A

Project Insurance Requirements

- a. Workmen's Compensation Insurance as required by laws of the State of Maryland:
Coverage A Statutory Coverage B, Employers Liability:
 - Bodily Injury by Accident: \$500,000 each accident
 - Bodily Injury by Disease: \$500,000 policy limit
 - Bodily Injury by Disease: \$500,000 each employee
- b. Commercial General Liability Insurance with limits of not less than:
 - General Aggregate Limit (other than products/completed operations) \$2,000,000
 - Products/Completed Operations Aggregate Limit \$2,000,000
 - Personal and Advertising Injury Limit \$1,000,000
 - Each Occurrence Limit \$1,000,000
- c. Comprehensive Automobile Liability Insurance with limits of not less than:
 - Combined Single Limit of Liability Bodily Injury and Property Damage- \$1,000,000
- d. Umbrella Liability Insurance with limits of not less than:
 - Each occurrence Limit - \$5,000,000

Coverage shall be applicable to all autos, owned, hired and non-owned.

All policies shall be issued by Insurance Carriers licensed to do business in the State of Maryland and having a rating in the latest edition of Best's Key Rating Guide, with a rating of an "A-VIII" or better. All of the policies of the Offeror, as addressed above, shall be primary to any insurance maintained by Frederick Community College and shall contain an endorsement acknowledging that any insurance maintained by Frederick Community College is excess. All policies shall include a Waiver of Subrogation in favor of the College.

Each policy of insurance shall contain the following endorsement: "It is understood and agreed that the Insurance Company shall notify the College in writing, 30 days in advance of the effective date of any reduction in the dollar amount of coverage, notice of non-renewal, termination or cancellation of this policy". Certificates of Insurance evidencing each of the above coverages shall be delivered to the College within fifteen (15) days following the date of notice of contract award. Such certificates shall also include:

- a. The College as additional insured.
- b. The requirement for advance notice of reduction in the dollar amount of insurance, non-renewal, termination or cancellation of or change in coverage.

The successful firm shall not allow any liens to be filed against Frederick Community College, or the property of the City of Frederick, by a person or firm for any reason arising out of the furnishing of services or materials by the firm. Any lien filed against Frederick Community College or its property shall be disposed of within thirty (30) days of its filing. Failure of the Contractor to dispose of such liens within the thirty (30) day period shall constitute a default.

Also see files available for download at www.garrettcollege.edu/stem:

Prequalification Drawings

LEED Point Expectations