

MAINE TURNPIKE CONTRACTOR PRE-BID QUALIFICATION QUESTIONNAIRE

Project information and instructions

Maine Turnpike Authority Contract 2012.14 GRAY MAINTENANCE BUILDING

The Maine Turnpike Authority is pre-qualifying Building Contractors for the above noted project. A copy of the Notice to Building Contractors Request for Qualifications is attached. This completed questionnaire shall be returned to Susan Danforth, Purchasing Manager, Maine Turnpike Authority, 2360 Congress Street, Portland, Maine 04102 on or before February 17, 2012, 2:00 p.m. prevailing time as determined by the Authority. Contractors shall submit one copy of the questionnaire along with the original executed signature page in a large envelope marked with the company's identification and the title "Maine Turnpike Contract 2012.14 Pre-Bid Qualifications". Faxed submissions will not be allowed. Use the organizational structure and order of this questionnaire to complete your application. **Provide comprehensive information for each item** and label each section clearly.

A questionnaire submitted late may be disqualified. An incomplete questionnaire, or one found to be materially misrepresented, may be the basis for disqualification.

Contractors currently on the Maine DOT Prequalification List for building construction are already prequalified for this work and do not need to submit any additional information.

Pre-bid qualification procedure

The Maine Turnpike Authority will review the submitted qualifications of building contractors and will publish a list of pre-bid qualified Building Contractors on or about March 1, 2012 on www.maineturnpike.com.

Bidding documents are expected to be available on or about March 5, 2012. Pre-bid qualifications are not required for Sub-contractors. Only General Contractors who meet the pre-bid qualification requirements, as determined by the Maine Turnpike Authority may submit a project bid to the Maine Turnpike Authority.

Contractors deemed not qualified have 5 business days following the Maine Turnpike posting of the pre-qualified contractor list on the above noted web page to appeal the determination. Appeals shall be in writing and shall be directed to Mr. Steven R. Tartre, PE, Maine Turnpike Authority, Director of Engineering and Building Maintenance. The Contractor may receive the bid documents for the project during the period of the appeal with the understanding that any bid will be rejected if the appeal is denied.

The appeal must be reviewed, and a final determination made within 5 days of the Contractor's written notice of appeal, unless extended by the Director of Engineering and Building Maintenance. The decision of the Director is final and binding.

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Information about your organization

- A. Name, address, phone, fax, and e-mail contact information for your organization.
- B. Span of years your organization has been in business as a General Contractor, i.e., 1995-present
- C. Number of years your organization has been in business under its present name.
 - 1. If applicable, indicate other or former names under which your organization has operated, along with the associated years.
- D. If your organization is a corporation, answer the following:
 - 1. Date of incorporation.
 - 2. State in which incorporated.
 - 3. President's name.
 - 4. Vice-president's name(s).
 - 5. Secretary's name.
 - 6. Treasurer's name.
- E. If your organization is a partnership, answer the following:
 - 1. Date of organization.
 - 2. Type of partnership.
 - 3. Name(s) of general partners.
- F. If your organization is individually owned, answer the following:
 - 1. Date of organization.
 - 2. Name of owner.
- G. If the form of your organization is other than those listed above, describe it fully and name the principal.
- H. Indicate whether your organization has a written safety program. If "yes," provide information regarding:
 - 1. Month and year first implemented.
 - 2. Method of review of program.
- I. For the period of the last five years, has your organization been disqualified from bidding on any State of Maine Bureau of General Services, Maine Turnpike, or Maine Department of Transportation project?

1. Project Schedule

- A. List the projects that your organization, as the Contractor, *did not complete* on or before the scheduled completion date, during the period of the last three years. List for *each* project:
 - 1. Project name and owner.
 - 2. Location of project.
 - 3. Type of project.
 - 4. Dollar value of project.
 - 5. Start date of project.
 - 6. Original contract completion date.

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7. Revised contract completion date per change order.
 8. Substantial Completion date.
 9. Name of Contractor's superintendent only if still employed by Contractor.
 10. Names and telephone numbers of owner and owner's representative.
 11. Name(s) and contact information for architect or engineer.
 12. Narrative explaining in detail, the nature of the circumstances.
 13. Narrative explaining in detail the hardship created for the owner as a result of late completion date.
 14. Indication of whether liquidated damages, or other damages, were assessed and details related to the matter.
- B. List at least 5 projects that your organization, as the Contractor, *completed* on or before the scheduled completion date, during the period of the last three years. List for *each* project:
1. Project name and owner.
 2. Location of project.
 3. Type of project.
 4. Dollar value of project.
 5. Start date of project.
 6. Original contract completion date.
 7. Final completion date.
 8. Name of Contractor's superintendent only if still employed by Contractor..
 9. Names and telephone numbers of owner and owner's representative.
 10. Name and contact information for architect or engineer

2. Scope of Work Completion

- A. Of the projects listed under 1. A above, that your organization, as the Contractor, *did not complete* on or before the scheduled completion date, list those where the Owner, a bonding company or another contractor became involved to complete any portion of the project. In addition to the information provided above, provide:
1. Narrative showing the chronology of events leading to involvement by another party.
 2. Summary of your position on the matter.
- B. Of the projects listed under 1. A above, that your organization, as the Contractor, *did not complete* on or before the scheduled completion date, list those where the contract has been terminated or suspended for cause, or considered in default. In addition to the information provided above, provide:
1. Narrative explaining reasons for termination, suspension or default.
 2. Summary of your position on the matter.
- C. Indicate whether your organization, during the period of the last three years, has participated in any form of mediation, arbitration, litigation, dispute resolution, or informal negotiated settlements exceeding \$10,000, related to any aspect of your work. Provide a narrative describing each incident, including the type of proceeding, the issues, and the outcome.

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3. Resources

- A. For your organization's bonding agency, provide:
1. Name, address and telephone number.
 2. Name of contact person.
 3. Contractor's bondable limits, per project and aggregate.
 4. Dollar value of current unfinished work.
 5. Bonding agency's statement of opinion of contractor's financial ability to complete the proposed project, with single project and aggregate limits.
- B. For your organization's bonding underwriter company, provide:
1. Name, address and telephone number.
 2. Name of contact person.
- C. Regarding personnel proposed to be assigned to the project, provide:
1. The total number of Project Managers and Superintendents employed by the Contractor, along with their years of experience with firm and total. (not obligated to provide actual names)
 2. Name and resume of the proposed superintendents from groundbreaking to the completion of the project, specifically noting experience on projects of similar type, size, and schedule.
 3. Name and resume of proposed project manager, specifically noting experience on projects of similar type, size, and schedule.
- D. Of the projects listed under 1. B above, that your organization, as the Contractor, *completed* on or before the scheduled completion date, provide, in addition to the information provided above:
1. Percentage of the cost of the work performed with your own forces.
- E. Indicate if this will be a joint venture with another organization. If "yes," provide separate questionnaires for each member of the joint venture.
- F. List the major construction projects your organization has in progress, giving the following information:
1. Name of project and owner
 2. Contract amount
 3. Percent complete
 4. Scheduled completion date
- G. Provide a summary of your General Contractor experience in the past 8 years with similar projects, particularly in reference to project type, size, and schedule. A similar project is defined as a building project that involved construction of similar buildings with an overall construction budget of at least \$1,500,000. A similar project may also be LEED certified. Identify all projects where the work was LEED certified, the LEED certification level awarded, and provide a brief summary of work performed by the Contractor pertaining to the certification. If projects noted vary from the type, size, and schedule of proposed project, please indicate why you believe they are relevant to this proposed project, i.e., system complexity, multiple building finishes, etc.

Include your organization's project manager and superintendent for each project if still employed by Contractor.

- H. Indicate whether your organization, during the period of the last five years, has sought protection under the bankruptcy laws. If so, provide detailed information regarding the matter.

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This information is confidential and not subject to disclosure under Title 1 M.R.S.A., chapter 13, subchapter I, Freedom of Access.

- I. Identify any damage claims made against your organization which are still outstanding or were made in the last 5 years, including any litigation or arbitration proceedings which are still pending. For each one provide information regarding:
1. Amount of the claim.
 2. Nature of the dispute underlying the claim.
 3. Status of the claim, litigation or arbitration.
 4. Name, address and telephone number of the adverse party.
 5. Summary of your position on the matter.

This information is confidential and not subject to disclosure under Title 1 M.R.S.A., chapter 13, subchapter I, Freedom of Access.

4. Misconduct

- A. Indicate whether your organization, or any of its officers, owners or key personnel, during the period of the last five years, has been convicted of, or plead or consented to a violation of a bid crime, including bid collusion or any other crime involving fraud or knowing misrepresentation. If none, indicate "none." If so, provide detailed information for each occurrence regarding:
1. Description of the violation.
 2. Date and jurisdiction where the judgment of conviction was entered.
 3. Summary of your position on the matter.
- B. Indicate whether your organization, or any of its' officers, owners or key personnel, during the period of the last five years, has been convicted of any other civil or criminal violations relating to construction projects not addressed above. If none, indicate "none." If so, provide detailed information for each occurrence regarding:
1. Description of the violation.
 2. Date and jurisdiction where the judgment of conviction was entered.
 3. Summary of your position on the matter.

5. Safety Record

- A. Indicate whether your organization has a safety program. If "yes," provide information regarding:
1. Month and year first implemented.
 2. Method of review of program.
 3. Whether regular work site safety meetings are held and how frequently.
- B. List all citations issued to your organization, during the period of the last five years, for workplace safety law violations. If none, indicate "none." If applicable, provide detailed information for each occurrence regarding:
1. Nature of the violation for which your organization was cited.
 2. Summary of your position on the matter.
 3. Official resolution of violation.
- C. Provide your organization's OSHA reportable incident rate. If this is greater than 3.0, please provide your OSHA Form 300A Summaries for the last 3 years and a written explanation.

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- D. Provide a copy of your organization's NCCI current experience modification (EMR) rating worksheet. If the rating is greater than 1.0, please attach the NCCI rating information for the last 3 years and a written explanation. As a follow up, you may be asked to provide your written safety plan.
- E. Does the Contractor have a written drug testing policy approved by the Maine Department of Labor under Title 26 M.R.S.A., Chapter 7, Subchapter III-A, "Substance Abuse Testing?"
- Yes _____ No _____
- If Yes, please attach a copy of this policy.

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Signature

A. The undersigned hereby certifies that the information provided in the attached questionnaire is true and sufficiently complete so as not to be misleading.

B. Dated this _____ day of _____ of the year _____

Name of organization: _____

By: _____

Name and title: _____

C. Sworn before me this _____ day of _____ of the year _____

Notary Public: _____

My commission expires: _____

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Maine Turnpike pre-bid qualifications

The Maine Turnpike Authority may disqualify a bidder for any of the following:

1. Untimely completion. If, in the opinion of the Authority, there is evidence the contractor has not completed in a timely manner a prior construction project or projects and the resulting noncompletion clearly reflects disregard for the completion date and has created a hardship for the owner;

2. Incomplete work. If, in the opinion of the authority, there is evidence the contractor has a history of inability to complete similar work;

3. Insufficient resources. If, in the opinion of the authority, there is evidence the contractor does not have sufficient resources to successfully complete the work. The authority may require additional information about the contractor's resources, including identification of major claims or litigation pending and whether the contractor has sought protection under the bankruptcy laws in the past 5 years. That information is confidential and not subject to disclosure under Title 1, chapter 13, subchapter 1. In evaluating the resources of a contractor, the authority may consider the contractor's prior experience, including any significant disparity between the size and type of prior projects and the project or projects under consideration;

4. Misconduct. If the contractor has been convicted of collusion or fraud or any other civil or criminal violation relating to construction projects;

5. Safety record. If, in the opinion of the authority, there is evidence of a history of inadequate safety performance and lack of formal safety procedures;

6. Material misrepresentation. If, in the opinion of the authority, there is evidence of a material misrepresentation on the contractor's prebid qualification statement; or

7. Termination, suspension, defaults. If, in the opinion of the authority, there is evidence that the contractor through its own fault has been terminated, has been suspended for cause, has been debarred from bidding, has agreed to refrain from bidding as part of a settlement or has defaulted on a contract or had a contract completed by another party.

8. Experience. If, in the opinion of the Authority the contractor does not have the experience in similar size and material projects to successfully complete the work.

9. Other. If, in the reasonable opinion of the Authority, the contractor 's qualification or past history represent an unacceptable risk that the project will not be completed successfully, in a timely manner, and to the quality standards that the Authority expects.

If a contractor is disqualified for any of the reasons stated in subsection 1, 2, 4, 5, 6, 7, 8 or 9 the authority may disallow the contractor from bidding on any similar Maine Turnpike project for a period not to exceed one year.

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NOTICE TO BUILDING CONTRACTORS

REQUEST FOR QUALIFICATIONS

MAINE TURNPIKE AUTHORITY CONTRACT 2012.14 GRAY MAINTENANCE BUILDING

The Maine Turnpike Authority is pre-qualifying Building Contractors for the above noted project. Request for Prequalification questionnaires should be directed to Susan Danforth, Purchasing Manager, Maine Turnpike Authority, 2360 Congress Street, Portland, Maine 04102. (SDanforth@maineturnpike.com). An electronic copy of the prequalification questionnaire will be made available to building contractors who provide a valid e-mail address. Prequalification questionnaires will not be distributed in response to requests received by telephone. Contractors shall not contact any other Authority staff or Consultants.

This completed questionnaire shall be returned to Susan Danforth, Purchasing Manager, Maine Turnpike Authority, 2360 Congress Street, Portland, Maine 04102 on or before February 17, 2012 before 2:00 p.m. prevailing time as determined by the Authority. Contractors shall submit one copy of the questionnaire along with the original executed signature page in a large envelope marked with the company's identification and the title "Maine Turnpike Contract 2012.14 Pre-Bid Qualifications". Faxed submissions will not be allowed. An incomplete questionnaire, or one found to be submitted late or materially misrepresented, may be the basis for disqualification.

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Briefly, and without force and effect, the Work consists of relocating the existing paint booth and body shop equipment to the existing 3 bay equipment maintenance building and performing all building modifications, including upgrades and modifications to the HVAC, electrical, and structural components of the building as required and according to the plans; demolition of the existing 40 year old 4,250 SF body repair shop building; demolition of an existing 2,400 square foot salt shed; excavation and disposal of contaminated soils; construction of a new approximately 2,700 square foot material storage building; construction of a new approximately 4,800 square foot, 6-bay equipment maintenance garage and attached 2,600 square foot office/break room/bathroom facility on or about the location of the existing body shop building; relocating vehicle maintenance equipment from the existing equipment maintenance garage to the new equipment maintenance garage; construction of a new leach field; and all related civil-site work including landscaping of existing and new vegetated areas.

The Authority reserves the unqualified right to disqualify any or all Contractors and to prequalify Contractors which in its sole judgment will under all circumstances serves its best interest.

Very truly yours,

Maine Turnpike Authority

Susan Danforth
Purchasing Manager