

**City of Portsmouth, New Hampshire
1 Junkins Avenue
Portsmouth, New Hampshire 03801**

**PRE-QUALIFICATION APPLICATION
DISCOVER PORTSMOUTH ADA ACCESSIBLE BATHROOM**

Introduction: The City of Portsmouth, New Hampshire (“City”) seeks to prequalify contractors to bid the following project: Discover Portsmouth ADA Accessible Bathroom. The City anticipates issuing proposals to only those bidders who are pre-qualified. Due to the compressed time frame to both bid the project and to complete the construction, the City is engaging in this two-step process to identify the three to five most qualified contractors to complete the work.

The Work: The City-owned building located at 10 Middle Street is leased to the Portsmouth Historical Society (“PHS”) which operates the Discover Portsmouth Center. The building is of historic significance and subject to restrictive covenants. The City and PHS seek to upgrade the existing first floor bathrooms for purposes of making them ADA-accessible facilities. The project work may include limited and targeted asbestos abatement in the immediate construction area. Architectural plans and specifications are being finalized and should be completed by early December. The estimated construction cost is \$200,000 and will utilize Davis-Bacon wage rates.

The existing bathrooms can be viewed during the Discover Portsmouth Center’s regular hours of operation. There is no pre-application meeting.

This project is contingent on additional approvals which are anticipated to be in place by November 13 and will be confirmed prior to a bid proposal being issued.

Construction Schedule: Work cannot commence until January 2, 2020 and must be completed by April 10, 2020, with substantial completion by March 25, 2020.

Qualifications of Contractor: Contractors wishing to bid on this project must have the following minimum qualifications:

1. Previous experience with historic structures (minimum three projects in the past five years).
2. Previous experience with projects funded by Community Development Block Grant (CDBG) or other federal funds (minimum three projects in the past five years).
3. Previous experience working in occupied buildings (minimum three projects in the past three years).

Submission Requirements: A completed Application, form attached, must be submitted in a sealed envelope to the office of the Purchasing Coordinator, 1 Junkins Avenue, Portsmouth, NH 03801 **no later than 12:00 p.m. on November 22, 2019.**

Process: The City will review the completed applications within ten (10) business days of receipt of both the completed Application and all supporting documentation or sooner as may be required. Each Application will be reviewed by the Qualifications Committee.

As part of the process, the City, or its authorized representatives, will undertake such investigation as deemed necessary to determine the three to five most qualified Contractors. The City, and its authorized representatives, are not limited or prohibited from contacting any and all former owners/clients, material suppliers and other third parties with knowledge of the Contractor's history of performance, practices and reputation. The Contractor may be requested to provide releases of information. Failure to provide requested releases may result in disqualification. It is understood and agreed that all responses from references and others obtained by the City, or its authorized representatives, shall be deemed to be confidential to the extent allowable by law.

Criteria: It is the City's intention to identify the three to four most qualified firms to bid the work. The factors that the City will evaluate are:

- The Contractor's prior experience with historic structures demonstrating an ability, capacity and skill to perform timely, quality work in such setting.
- The Contractor's prior experience with federal Community Development Block Grant (CDBG) or like federally funded projects so as to demonstrate an ability to meet all CDBG requirements, including certified payroll and Davis Bacon wage rate requirements.
- The Contractor's general experience, reputation, efficiency, judgment, and integrity.
- The Contractor's past performance on projects involving a municipality, town or non-profit.
- Sufficiency of Contractor's financial, equipment and personnel resources.

Reservation of Rights: The City reserves the right to amend or terminate this pre-qualification process at any time and to request such additional materials and information from a contractor as the City deems reasonably necessary to make a determination with regard to contractor's qualifications.

The City reserves the following rights with regard to any work placed out for bid:

- to reject any and all bids;
- to reject any bid where, in the opinion of the City, Contractor's circumstances have materially changed and such changes affect the qualifications or responsibility of the Bidder;
- to require additional contractor qualifications in any bid documents;
- to waive technical or legal deficiencies;
- to accept any bid that it may deem to be in the best interest of the City.

APPLICATION TO BE COMPLETED

1. Name of Contractor _____
If Contractor has been in operation less than five (5) years under this name, please identify predecessor entity.

2. Principal/Permanent Address _____

Local Address (if applicable) _____

Contact Person _____

Phone _____

Email _____

3. How many years has Contractor been engaged in the contracting business under the present firm name? _____

4. Is Contractor registered with the Secretary of the State to do business in New Hampshire? _____ (Please provide a copy of certificate of existence/certificate of good standing).

5. Please identify your agent for service of process: _____

6. How many years of experience has Contractor has a General Contractor.

7. Within the last three (3) years, has Contractor

(a) Ever failed to complete any work awarded to it within the scheduled contract time, including approved time extensions?

____(Yes) ____ (No) If so, where and why?

(b) Ever ceased work on a project? ____ (Yes) ____ (No) If so, please explain:

(c) Ever had a performance bond collected upon? _____ (Yes) _____ (No) If so, please explain:

8. Within the last five (5) years has any officer, director, member, owner, partner, or principal individual of Contractor ever been convicted of any anti-trust violation, or been debarred from performing work on any contract? _____ (Yes) _____ (No). If so, please state name of individual and reason for such action:

Date of reinstatement (if reinstated): _____

9. Names and addresses of all adverse parties in any suit involving the Contractor currently and in the last three (3) years.

a. _____

b. _____

c. _____

10a. Provide a list with contact information of major material suppliers and/or subcontractors with whom Contractor has done business in past three (3) years.

10b. Identify by name and address each material supplier and/or subcontractor of the Contractor who has given a notice of lien, filed a mechanics lien, applied for a payment against a payment bond, or brought suit for payment on any contract in the last three (3) years:

11. Provide employment history of principal individuals of Contractor who will most likely be program managers or field superintendents for the proposed work in Portsmouth, New Hampshire. (Attach resumes or summarize history as set forth below)

Individual's Name	Present Position	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

12. References for Work on Historic Properties. On a separate sheet please list all properties started or completed in the last five (5) years involving construction on historic properties or structures: Identify owner, project name and location, date completed, contract amount, engineer/architect involved in the project.

13. References for CDBG/Federally Funded Projects. On a separate sheet please list all properties started or completed in the last five (5) years involving construction on CDBG/federally funded projects: Identify owner, project name and location, date completed, contract amount, engineer/architect involved in the project.

14. References for Occupied Buildings. On a separate sheet please list all properties started or completed in the last three (3) years which have been occupied at the time of the work.

15. Name, contact, telephone number, and address of the following:

a. PRINCIPAL BANK WHERE CONTRACTOR DOES BUSINESS

b. BONDING COMPANY

Contractor may be requested to submit an unqualified letter from the bonding company to the effect that they will provide required performance and payment bonds for work.

16. Additional References: Contractor may submit a list of up to an additional three (3) references from owners, architects or engineers.

All pages of this Application shall be returned; include the following:

- List of major suppliers and subcontractors by question 10a
- References required by question 12
- References required by question 13
- References required by question 14
- Additional references offered by question 15

Affirmation

The undersigned, on behalf of the Contractor, certifies that:

- The Contractor has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with any contract on any municipal, state, or federal project.
- All the statements herein contained, including the declaration of ownership and organization, the financial statement, current workload, and the record of experience have been examined by me, and to the best of my knowledge and belief are true and correct.
- On behalf of Contractor, I hereby authorize the City of Portsmouth, or its representatives, to make such investigation, inquiry, checks and tests as the City, in its sole discretion, deems necessary to attempt to ascertain Contractor's qualifications.

Signed: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public/Justice of the Peace