

# GENERAL CONTRACTOR PRE-BID QUALIFICATION QUESTIONNAIRE

## PROJECT INFORMATION AND INSTRUCTIONS

LONG FORM QUESTIONNAIRE FOR  
Brunswick School Department  
Brunswick Elementary School Construction  
Brunswick, Maine

**Brunswick School Department** and its consultant, PDT Architects, Architect / Engineer, are soliciting the interest of General Contractors for this project. A copy of the advertisement is attached. Responses to these criteria shall be returned to the address listed in the advertisement. The deadline for returning the completed questionnaire to the Architect / Engineer is Tuesday, June 5, 2018 by or before 3:00pm EDST. General Contractors shall submit six (6) hard copies of the questionnaire in a large envelope marked with the company's identification and the title, "General Contractor Pre-Qualifications – Brunswick Elementary School." **Submit completed questionnaire / qualifications package to Superintendent of Schools, Brunswick School Department, 46 Federal Street, Brunswick, ME 04011.**

The Pre-Bid Qualifications Questionnaire may be downloaded from <http://www.brunswick.k12.me.us/> Provide comprehensive information for each item. Address questions on this questionnaire submittal process to Matthew Pitzer, AIA by telephone at 207-775-1059 or email at [pitzer@pdtarchs.com](mailto:pitzer@pdtarchs.com).

General Contractors shall provide comprehensive information for each item below on separate pieces of paper: do not submit answers on these pages. Label each section clearly:  
"I. INFORMATION ABOUT YOUR ORGANIZATION," A through H;  
"II. PROJECT SCHEDULE AND RESOURCES" A through C;  
"III. COMPLETION OF WORK," A through C;  
"IV. RESOURCES," A through I;  
"V. MISCONDUCT," A through E;  
"VI. SAFETY RECORD," A through D.

Complete the questionnaire by attaching an executed "Signature" sheet, using the last page of this document. An incomplete questionnaire or one found to be materially misrepresented may be the basis for disqualification.

## PRE-BID QUALIFICATION PROCEDURE

Under the authority of Title 5 M.R.S.A., section 1747(first sentence) and 1748, the Owner for this project, Brunswick School Department, has elected to review qualifications of General Contractors.

The Owner will advertise for interested General Contractors, document receipt of the submitted material, and review the questionnaires. Contractors that in the opinion of the Owner and its consultant do not meet the pre-qualification requirements, are deemed nonresponsive or not qualified, or have submitted an incomplete application, will receive a written notification of disqualification. A Contractor that has been disqualified may submit a written appeal with additional information to the Owner within five (5) days of receipt of disqualification notice from the Owner. The School Board, acting as the Public Official, will review appeals submitted, conduct a hearing, and make a final determination within five (5)

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days of the Contractor's written notice of appeal, unless extended by the Owner. The decision of the School Board is final and binding.

All Contractors who meet the pre-qualification requirements, as determined by the Owner and its consultant, shall receive bid documents. Bid documents shall not be provided to any Contractor not meeting the requirements.

### I. INFORMATION ABOUT YOUR ORGANIZATION

#### A. Company / Contact Information

- 1 Company Name
- 2 Contact Person
- 3 Address
- 4 Telephone
- 5 Fax
- 6 Email

#### B. Number / span of years your organization has been in business as a General Contractor.

#### 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 associated years.

#### D. If your organization is a corporation, (including LLC,) 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; and

#### E. If your organization is a partnership, answer the following:

- 1 Date of organization
- 2 Type of partnership
- 3 Names(s) of general partners; and

#### 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

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H. For the period of the last five years, has your organization been disqualified from bidding on any State of Maine or public school project(s)?

**Yes**

**No**

If "yes" state why, and the name and year of the project.

### II. PROJECT SCHEDULE AND RESOURCES

A. Has your organization, during the period of the last five years, as the Contractor, **not completed** a project on or before the scheduled completion date?

**Yes**

**No**

If "yes," on the attached spreadsheet labeled **Question II. A** 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 Revised contract completion date per change order
- 8 Substantial completion date
- 9 Name of Contractor's superintendent
- 10 Names and telephone numbers of owner and owner's representative
- 11 Percentage of the cost of the work performed with your own forces
- 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 were assessed and details related to the matter
- 15 Name of the Architect / Engineer and contact information

B. List on attached spreadsheet labeled **Question II.B** the project that your organization, as the Contractor, **completed** on or before the schedule completion date, during the period of the last five 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
- 9 Names and telephone numbers of owner and owner's representative
- 10 Name of the Architect / Engineer and contact information

C. Also, on the attached spreadsheet labeled **Question II.C**, provide a summary of your Contractor experience in the past 10 years with similar projects, particularly in reference to project type, size and schedule. Include projects in the past 5 years with the following attributes: school building, \$20M-\$25M budgets, phased construction, coordination with Owner's other contractors, such as IT and

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Security System contractors. If projects noted vary from the type, size and schedule of the proposed project, please indicate why you believe they are relevant to the proposed project, eg. system complexity, multiple building finishes, complex phasing plan, etc.

### III. COMPLETION OF WORK

- A. Of the projects listed under **II.A** above, that your organization, as the Contractor, did not complete on or before the scheduled completion date, list below those where a bonding company or another contractor became involved to complete any portion of the project. Also include a narrative showing the chronology of events leading to involvement by another party and summary of your position on the matter.
- B. Of the projects listed under **II.A** above, that your organization, as the Contractor, did not complete on or before the schedule
- C. Has your organization, during the period of the last five years, participated in any form of mediation, arbitration, or litigation?
- Yes**
- No**
- If “**yes**” provide a narrative describing each incident, including the type of proceeding, the issues, and the outcome.

### IV. RESOURCES

- A. For your organization’s bonding agency, provide:
- 1 Name
  - 2 Address
  - 3 Telephone
  - 4 Name of the contact person
  - 5 Contractor’s bondable limits per project and aggregate
  - 6 Dollar value of current unfinished work
  - 7 Attach the 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
  - 2 Address
  - 3 Telephone
  - 4 Name of contract person
- C. Regarding personnel assigned to the proposed project, provide:
- 1 Name of all superintendents and project managers currently with your organization, and the number of years with your organization for each:

Names of Superintendents	Numbers of years with firm

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<b>Names of Project Managers</b>	<b>Number of years with firm</b>

- 2 Name and resume of the **proposed superintendent** from groundbreaking to the completion of the project, specifically noting experience on projects of similar type, size, and schedule
- a) Name
  - b) Past project experience

- 3 Name and resume of the **proposed project manager** from groundbreaking to the completion of the project, specifically noting experience on projects of similar type, size, and schedule
- a) Name
  - b) Past project experience

D. Indicate if this will be a joint venture with another organization.

**Yes**

**No**

If **“yes”** provide separate questionnaires for each member of the joint venture.

E. List the major construction projects your organization has in progress, giving the following information:

<b>Name of Project</b>	<b>Contract Amount</b>	<b>Percent Complete</b>	<b>Scheduled Completion Date</b>

F. Indicate whether your organization has a quality control program

**Yes**

**No**

If **“yes,”** provide information regarding:

- 1. Month and year first implemented
- 2. Method of review of program

G. Identify all projects in which quality of construction issues have been raised against your firm or subcontracting firms during the past five years, which at minimum would include the premature failure of major building systems or

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components. Include in your response the name of the project and the date(s) of the issue or claim.

- H. Indicate whether your organization, during the period of the last five years, has sought protection under the bankruptcy laws

**Yes**

**No**

If **“yes,”** provide detailed information regarding 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.

- I. Have there been any damage claims made against your organization which are still outstanding or were made in the last five years including any litigation or arbitration proceeding which are still pending?

**Yes**

**No**

If **“yes,”** 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*

### V. MISCONDUCT

- A. Has your organization, or any of its officers, owners or key personnel, during the period of the last five years, been convicted or plead or consented to a violation of a bid crime, including bid collusion or any other crime involving fraud or knowing misrepresentation?

**Yes**

**No**

If **“yes,”** provide detailed information for each occurrence regarding:

1. Description of the violation
2. Date and jurisdiction where the judgement of conviction was entered.
3. Summary of your position on the matter

- B. Has your organization, during the period of the last five years, been disbarred from bidding or has agreed to refrain from bidding on a contract?

**Yes**

**No**

If **“yes,”** provide detailed information for each occurrence regarding

1. Date and description of project
2. Summary of your position on the matter

- C. Has your organization received any citations or other notices of violation during the period of the last five years, for labor law violations?

**Yes**

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**No**

If “**yes**,” 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 the violation

- D. Has your organization or any of its officers, owners, or key personnel, during the period of the last five years, been found to be in violation of any federal, state, or local environmental law or regulation in which the authority ruled that the violator intentionally or knowingly committed the violation or failed to comply after having been notified of the violation?

**Yes**

**No**

If “**yes**,” 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

- E. Has your organization or any of its officers, owners, or key personnel, during the period of the last five years, been convicted of any other civil or criminal violations relating to construction projects not addressed above?

**Yes**

**No**

If “**yes**,” provide detailed information for each occurrence regarding:

1. Description of the violation
2. Date and jurisdiction where the judgement of conviction was entered
3. Summary of your position on the matter

### VI. SAFETY RECORD

- A. Does your organization have a safety program?

**Yes**

**No**

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. Have any citations been issued to your organization, during the period of the last five years, for workplace safety law violations?

**Yes**

**No**

If “**yes**,” 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: \_\_\_\_\_

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If this is greater than 3.0, please attach your OSHA Form 300A Summaries for the last three years and a written explanation.

- 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 three years and a written explanation. As a follow up, you may be asked to provide your written safety plan.

***Please include the following signature page with your Qualifications Submission:***



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**Signature**

A. THE UNDERSIGNED HEREBY CERTIFIES THAT THE RESPONSES OF \_\_\_\_\_ ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

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: \_\_\_\_\_  
STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in good standing for the County and State aforesaid, do hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he/she is \_\_\_\_\_ of \_\_\_\_\_ and by that authority duly given and as an act of \_\_\_\_\_, the foregoing instrument was signed by \_\_\_\_\_, its \_\_\_\_\_, attested by him/herself as Secretary, and sealed with the common seal of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and Notarial Seal this the \_\_\_\_\_ day of \_\_\_\_\_ of the year \_\_\_\_\_.

Notary Public: \_\_\_\_\_  
My commission expires: \_\_\_\_\_