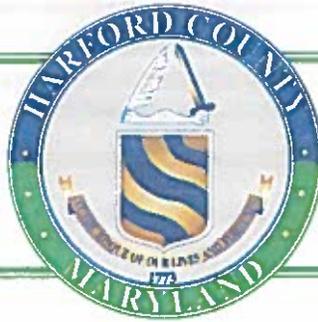


BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



KAREN D. MYERS
DIRECTOR OF PROCUREMENT

Dear Contractors,

Recently the Harford County Department of Procurement made significant changes to the documents *Prequalification of General Contractors* and the *General Contractor Prequalification Application*. I wanted to take this opportunity to make you aware of the changes as this is the first edits to these documents since December, 2014. The complete *Prequalification of General Contractors* and the *General Contractor Prequalification Application* documents can be found on the Harford County Government website at www.harfordcountymd.gov/DocumentCenter/view/7405.

Changes:

- ❖ Updated instructions on where and when to file Page 5
- ❖ Updated Appeal procedures, section 4.3 Page 6
- ❖ New Work Classification Categories Page 3 (under Pre-qualification Application)
 - Under category A, Highway Paving
 - A-3 Cold-in-Place Recycling
 - Under category F, Painting
 - F-4 Water Storage Tanks
 - Under category O, Environmental Remediation
 - O-5 Stream Restoration
 - O-6 Storm Water Management
- ❖ New – Reference Requirements Page 17 (under Pre-qualification Application)
 - Part A to be filled out by the Applicant (Attachment 1)
 - Part B to be filled out by the chosen referenced company for each work classification category designation (Attachment 2)
 - The reference company should mail or deliver Part B to the Applicant in a sealed envelope.
 - All references must be sealed and submitted with Applicant's original completed prequalification application form.

If you have any questions regarding these documents or any of the changes, please contact the Department of Procurement at 410.638.3550.

Sincerely,

Karen D. Myers, CPPB
Director of Procurement

Maryland's New Center Of Opportunity

410.638.3550 | 410.879.2000 | TTY Maryland Relay 711 | www.harfordcountymd.gov

220 South Main Street, Bel Air, Maryland 21014

THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST



**HARFORD COUNTY GOVERNMENT
DEPARTMENT OF PROCUREMENT
220 SOUTH MAIN STREET
BEL AIR, MARYLAND 21014**

**PREQUALIFICATION OF GENERAL CONTRACTORS
&
GENERAL CONTRACTOR PREQUALIFICATION APPLICATION**

EFFECTIVE August 12, 2016

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**HARFORD COUNTY GOVERNMENT
DEPARTMENT OF PROCUREMENT
BEL AIR, MARYLAND**

PREQUALIFICATION OF CONTRACTORS

1. REQUIREMENTS FOR PREQUALIFICATION

1.1 General

1.1.1 Requirements for prequalification of contractors for capital improvement projects are established in Harford County Government Procurement Code Chapter 41-26. Formal Contract Procedure, Section G (2) (a) *The Director of Procurement shall establish by regulation a prequalification procedure for the procurement of capital improvement projects that exceed one hundred thousand dollars (\$100,000.00).*

1.1.2 All General Contractors intending to bid on any construction projects in excess of one hundred thousand dollars (\$100,000.00) must establish proof of its qualification every two years. Certification of Prequalification will be valid for two years as stated on the Certificate of Prequalification.

1.2 Minimum Requirements

1.2.1 A General Contractor applying for Prequalification must:

- a. Possess sufficient capital to perform the specified work;
- b. Have available sufficient and appropriate equipment to perform the specified work;
- c. Perform satisfactorily on current and prior Harford County projects within the past five years;
- d. Have verifiable satisfactory work experience;
- e. For prequalification purposes, demonstrate to the County only relevant experience in the capacity of the prime contractor;
- f. Have the capability to be bonded for over one hundred thousand dollars (\$100,000.00); and upon bidding a project, the cost of the project; and
- g. Have the ability to comply with the required or proposed delivery or performance schedule.

2. CONTRACTOR PREQUALIFICATION COMMITTEE

2.1 Organization

2.1.1. A Contractor Prequalification Committee (Committee) consists of representatives from the Department of Public Works, the Department of Procurement, and a representative from the using agency where appropriate.

2.1.2 Whenever necessary, the Committee shall be assisted by an appropriate staff representative from the Departments of Law and Treasury.

2.2 Duties

2.2.1 The Committee shall review applications for prequalification for capital projects in excess of one hundred thousand dollars (\$100,000.00).

2.2.2 Project Specific (Special) Prequalification

A Project Specific (Special) Prequalification Application is required for a project which entails unique qualifications and complex construction abilities or if the cost of a project is expected to exceed three million dollars (\$3,000,000.00). Possession of a General Certificate of Prequalification does not deem a contractor eligible to bid on these types of projects without submitting the Special Prequalification Application.*

2.2.3 The Committee shall administer all matters relating to the prequalification.

**A Project Specific (Special) Prequalification Review is initiated separately from the General Prequalification Application. The Special Prequalification Application contains project specific details. The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.*

3. PROCEDURE FOR PREQUALIFICATION OF CONTRACTORS

3.1 Written Applications

3.1.1 General Contractors desiring prequalification shall submit a notarized application. Only originals will be accepted; faxes or PDFs will not be reviewed. In order for the Committee to consider an application for Prequalification Certification, it must contain the following:

- a. Specific Work Classification Category Checklist;
- b. Contractor's Qualification Application Form and Questionnaire (completely filled out) signed by an individual with legal authority to sign on behalf of the General Contractor; and
- c. Three **completed and sealed** Reference Inquiry/Project Information forms for each identified Work Classification Category.

An incomplete application package will not be scored by the Committee and will be returned to the vendor.

3.2 Financial Statement

- 3.2.1 A Financial Statement is not required at the time of application, but the County reserves the right to request one at any time to review the financial stability of a firm.
- 3.2.2 Harford County reserves the right to acquire a Dun and Bradstreet report to assist in analysis of an application.
- 3.2.3 The applicant shall provide evidence of its bonding capacity issued on the letterhead of a commercial surety bonding company.

3.3 Contractor's Rating

- 3.3.1 All Contractors are evaluated by the Prequalification Committee and are given a rating from 0-100 points based on a Prequalification Evaluation Worksheet (See Exhibit 1).
- 3.3.2 Contractors failing to achieve a rating of 70 will not be awarded a Certificate of Prequalification.

3.4 Qualified Limit

- 3.4.1 The Committee will establish a Qualified Limit which indicates the scope and complexity for the types of projects an applicant will be assigned for prequalification approval. The limit is based on the experience and past performance information provided in the Reference Inquiry/Project Information forms submitted with the Application package.

4. PROCESSING APPLICATIONS AND REVIEW BY THE PREQUALIFICATION COMMITTEE

4.1 Where and When to File

4.1.1 It is the responsibility of the Contractor to download the prequalification document which is found on the Department of Procurement's website at www.harfordcountymd.gov/documentcenter/view/7405.

4.1.2 An application for prequalification must be filed in the:

Department of Procurement
Harford County Government
220 South Main Street, 3rd Floor
Bel Air, Maryland 21014

4.1.3 Prequalification is required every two years and is valid through the expiration date noted on the Certificate of Prequalification issued to the applicant upon approval.

4.1.4 In order to be prequalified for a specific bid, the Contractor MUST have completed a Harford County Contractor's Prequalification. Per the County Code, Section 41-26 (7)(2)(5)(e), a person who is not prequalified shall not be permitted to submit a bid.

4.1.5 For projects deemed special in nature, the Director of Procurement reserves the right to establish a prequalification procedure outside of this general process, known as a Project Specific (Special) Prequalification.

4.2 Certificate of Prequalification

4.2.1 On recommendation by the Committee, the Director of Procurement shall issue a Certificate of Prequalification which will be sent to the approved Contractor via the United States Postal Service (USPS).

4.2.2 If the Committee does not recommend an Applicant for certification, the Contractor will be notified via USPS Certified Mail.

4.3 Appeal Procedures

- 4.3.1 Applicants who are not recommended to receive a Certificate of Prequalification, or who are dissatisfied with the established Qualified Limit or with the approved Work Classifications, will have five business days from the date the applicant received the certified letter in which to submit in writing detailed reasons as to why the Committee should change its position. After appropriate review, the Committee will inform the Applicant in writing as to its initial appeal decision via USPS Certified Mail.
- 4.3.2 An Applicant who is still aggrieved by the Committee's decision may request, in writing, a conference with the Committee. The time limit for requesting a conference with the Committee shall be five business days from receipt of the initial appeal decision letter.
- 4.3.3 Following such conference, the Committee shall make a determination on the issue in question and notify the applicant via USPS Certified Mail of its finding. Should the applicant still wish to pursue an appeal, the applicant must complete and submit a Prequalification Committee Action Appeal Form (see Exhibit 2) to the Director of Procurement. The time limit for submitting an appeal to the Director shall be five business days from receipt of the certified letter sent to the applicant of the Committee's determination after the conference. The Appeal Form will be included with the Committee determination notification sent to the applicant.
- 4.3.4 The Director of Procurement will review the Prequalification Committee Action Appeal Form and the detailed reasons and documents provided by the applicant to the Committee. At the Director's discretion, a conference will be scheduled with the applicant to discuss the appeal and supporting documents. Upon conclusion of the appeal process, the Director of Procurement will issue a final ruling in writing via USPS Certified Mail. The Director of Procurement's decision, with respect to the appeal, shall be final.
- 4.3.5 The time limits identified for submitting material and/or filing an appeal shall be strictly enforced. Deviations will only be permitted in the event of a *force majeure* or unscheduled closure of the County Administration Building. Non-compliance with these time limits will terminate the appeal process.

4.4 Re-application After Denial

- 4.4.1 Any Contractor who has been refused prequalification may file a new application twelve months from the receipt of the Department of Procurement letter not to award Prequalification Certification to the

applicant or, in the case of an Appeal, twelve months following the receipt of the notice for the final appeal decision from the Director.

5. DISQUALIFICATION OF CONTRACTORS DEBARMENT STATUS

By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government or business entity. If the Applicant experiences a material change in its debarment status after the Prequalification Application is submitted and prior to the award of a contract, the Applicant shall notify the County of the change in writing at the time the change occurs. If at any time before, during, or after the evaluation process the Applicant is issued a debarment judgment, this will be considered grounds for automatic disqualification.

5.1 Notification to Contractor

5.1.1 Once issued, a Certificate shall be valid until the expiration date noted on the Certificate of Prequalification unless it is suspended or revoked for cause. In such cases, the Contractor shall be notified in writing of the proposed action to be taken and given an opportunity to appeal such action.

5.2 Cause for Revocation or Suspension

5.2.1 The following acts shall be considered grounds for revocation of a Certificate:

- a. Submission of falsified information;
- b. Failure to submit additional requested financial information;
- c. Failure to perform satisfactorily or to comply with requirements of current or prior Harford County contracts awarded in the last twenty four months;
- d. Failure to secure bonding;
- e. Failure to comply with applicable Federal, State, and Local Laws and Executive Orders and Rules;
- f. Defaulting on Contract(s) in Harford County or other jurisdictions;
and
- g. Debarment or suspension imposed by any local, state or federal government entity.

5.2.2 Grounds for revocation or suspension shall also be grounds for refusal of an original or renewal certificate.

5.2.3 Length of suspension or revocation of prequalification and conditions for reinstatement of prequalification will be stated at such time action is taken.

**6. PREQUALIFICATION MEMO AND APPLICATION FOLLOWS EXHIBITS 1 AND 2.
Please make sure you include all requested information.**

GENERAL PRE-QUALIFICATION EVALUATION FORM

NOTARY _____

LICENSE _____

BONDING AMOUNT \$ _____

DATE _____

Company Name _____

Previous Pre-Qualified - YES/NO

If YES, any changes? _____

Disbarment - YES/NO

Areas Requested

A-1 _____	E-3 _____	G-2 _____	N-1 _____
A-2 _____	E-4 _____	H _____	N-2 _____
B _____	E-5 _____	I-1 _____	O-1 _____
C _____	E-6 _____	I-2 _____	O-2 _____
D-1 _____	E-7 _____	J-1 _____	O-3 _____
D-2 _____	E-8 _____	J-2 _____	O-4 _____
D-3 _____	E-9 _____	J-3 _____	P-1 _____ (Utility Locating/Test Pitting)
D-4 _____	F-1 _____	J-4 _____	
D-5 _____	F-2 _____	K _____	OTHER: Manhole Rehabilitation _____
E-1 _____	F-3 _____	L <u>Place Holder</u>	
E-2 _____	G-1 _____	M _____	

Contractor Rating (Must score an average of 70 or higher to be pre-qualified)

<u>General Performance -</u>	<u>1</u>	<u>2</u>	<u>3</u>
Equipment (10)	_____	_____	_____
Financial Analysis (10)	_____	_____	_____
Bonding (10)	_____	_____	_____
 <u>Experience and Workmanship -</u>			
Project Experience (20)	_____	_____	_____
Experience of Key Staff (15)	_____	_____	_____
Harford County Experience (5) None (0)	_____	_____	_____
Reference Inquiry/Project Information (30)	_____	_____	_____

Three (3) favorable references are required for each classification of pre-qualification requested.

Committee Member Name	Departmental Role	Signature	Score
1. _____	Project Manager	_____	_____
2. _____	Procurement Agent	_____	_____
3. _____ (Will review Utility D-1 and D-2)	Water and Sewer	_____	_____
or			
3. _____ (Will review Pumping Stations M)	Water and Sewer	_____	_____
or			
3. _____ (Will review J-1 Bridges)	DPW Engineering	_____	_____

TOTAL SCORE _____

BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



KAREN D. MYERS
DIRECTOR OF PROCUREMENT

PREQUALIFICATION COMMITTEE ACTION APPEAL FORM

This appeal is made in accordance with Section 4.3.3 Appeals Procedures, as set forth in the Harford County Department of Procurement Rules for Prequalification of Contractors. Please complete items one through eight and sign and date the form.

1. Firm Name: _____

2. Point of Contact (POC): _____

3. POC Title: _____

4. Firm Address: _____

5. Telephone/Email: _____

6. Date of Prequalification Committee decision or action: _____

7. Nature of Appeal. Please identify the decision or action issued by the Prequalification Committee and provide a concise statement of the grounds for the appeal.

8. Hearing requested? Yes _____ No _____

(If No, all arguments and supporting documents must be submitted within 10 days of your request for appeal unless additional time is granted by the Director of Procurement.)

Signature _____ Date of this Appeal _____

Upon completion, send this form and any required information to:
Director of Procurement
Harford County Government
220 South Main Street, 3rd Floor
Bel Air, Maryland 21014

BARRY GLASSMAN
HARFORD COUNTY EXECUTIVE

BILLY BONIFACE
DIRECTOR OF ADMINISTRATION



KAREN D. MYERS
DIRECTOR OF PROCUREMENT

HARFORD COUNTY GOVERNMENT

MEMORANDUM

SUBJECT: Contractor's General Pre-Qualification Application- Effective May 9, 2016

Ladies/Gentlemen:

Under Harford County, Maryland Code Chapter 41.PROCUREMENT Section 41-26.G Harford County Government requires General Contractor's to be prequalified for all capital improvement projects with a budget in excess of \$100,000.00.

Applicants' work experience submitted in support of the requested work classification category(s) must be accomplished with its own forces. As such, we require that applicants provide a minimum of three references for examples of projects in excess of \$100,000.00 which have been completed within the past five years for each work classification category requested. In order to be considered responsive, the work experience **must** be filled out and submitted using Harford County's reference form provided in this application package. **Detailed project descriptions must be submitted on the reference forms, especially for Categories D1/D2/D3 and M. Failure to comply will result in the application being considered non-responsive.**

Should you have any questions regarding prequalification, please contact the Department of Procurement at (410) 638-3550.



General Contractor Prequalification Application

Company Name: _____

Company Website: _____

Contact Person: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-Mail Address: _____

Date: _____

If this application is being submitted for a specific project, indicate:

Bid Number _____ **Bid Opening Date:** _____

INFORMATION FOR PROSPECTIVE BIDDERS

Prequalification of General Contractors (hereinafter referred to as "Contractor") is based on a Contractor's record of performance and financial condition. For those projects with a budget of over one hundred thousand dollars (\$100,000.00), Harford County Government requires all contractors to submit fully completed, sealed Reference Inquiry/Project Information Forms from three references for projects the Contractor has performed in excess of one hundred thousand dollars (\$100,000.00) for each Work Classification Category requested. The referenced projects must have been completed with the applicant's own forces within the past five years. Public sector projects are preferred. All Harford County Capital Projects performed by the Contractor must be listed on a separate sheet detailing project name, contract number (if known), year the work was performed, and name of the County engineer. Harford County reserves the right not to award a project to a prequalified contractor where the estimated project cost exceeds by 20% or more the average of supplied referenced projects. Subcontractors are not required to be pre-qualified; however, General Contractors are responsible for the performance of the subcontractor. Subcontractors for private developers for the construction of pumping stations do need to be prequalified with Harford County as required in the Harford County Division of Water and Sewer Design Guidelines incorporated into Part 25 of the Department of Public Works General Rules and Regulations.

A contractor desiring prequalification or change in classification must submit the application in sufficient time to permit adequate review.

- A. Per the County Code, Section 41-26 (7)(2)(5)(e), a person who is not prequalified shall not be permitted to submit a bid.
- B. Prequalification Renewal: The renewal of any prequalification is the sole responsibility of the Contractor. The Prequalification Application is downloadable from the Department of Procurement's website. Contractors should submit the application a minimum of thirty days prior to the valid term expiration date.
- C. Certification of Prequalification will be valid for two years as stated on the Certificate of Prequalification.

Return completed applications to:

Department of Procurement
Harford County Government
220 South Main Street, 3rd Floor
Bel Air, Maryland 21014

Contractors who hold prequalifications are required to notify the Department of Procurement of any informational changes during the prequalification period. Examples should include, but are not limited to, address, phone number, officers, and bonding information.

EXPERIENCE RECORD

A **minimum of three references** per Work Classification Category requested, **completed on the form provided by Harford County** (see Attachment 1 and 2), must be submitted with the application. Harford County intends to contact references listed in the application and may contact other potential references if referred to them in the course of this evaluation. Harford County reserves the right to contact any party it deems appropriate and by submitting a response to this General Contractor Prequalification Application, the contractor releases Harford County and any references from all liability concerning this exchange of information.

It is the responsibility of each prequalified contractor to renew its certification every two years. To renew certification, the Contractor Prequalification Application form is available on the Harford County Government Department of Procurement website, www.harfordcountymd.gov/documentcenter/view/7405.

Harford County Government reserves the right to establish qualification limits (see Procedures for Prequalification of Contractors, Section 3).

For further information and assistance, contact the Department of Procurement at 410.638.3550 or in the Baltimore area 410.879.2000, extension 3550.

APPLICATION FORM

The Contractor's Experience Questionnaire is to be included with and made a part of this application.

Prequalification of Work Classification Categories is not a substitute for any licenses required by law.

The undersigned hereby applies to Harford County Government for qualification to perform the classes of work checked below with the understanding that the contractor can perform the work with his/her own forces:

WORK CLASSIFICATION CATEGORY CHECKLIST

A. HIGHWAY PAVING

1. Concrete Construction of concrete highway pavement, including other construction incidental thereto.

2. Bituminous Construction of bituminous base and surface courses, including other construction incidental thereto.

3. Cold-in-place Recycling Construction consisting of recycling, in place, existing bituminous pavement in a simultaneous multi-step process of scarifying, remixing, reshaping, and compacting the asphalt surface.

4. Micro-surfacing Construction of an asphalt emulsion seal course using micro-surfacing

B. GRADING Grading for highway construction, site preparation, drainage channels, dams, drainage improvements and construction incidental thereto.

C. CURB and MISC. APPURTENANCES Construction of curb and gutter, sidewalks, steps, ramps, treewells, and low retaining walls under three feet clear face.

D. UTILITIES

1. Sanitary Sewers Construction of sewer pipelines in County right-of-ways and construction incidental thereto.

NOTE: Pertinent information required for this classification: size and linear feet of utility installed, number number of manholes, and if there was a tie-in to existing sewer. Specifically, project details should include type/size of pipe installed (PVC, ductile iron, PCCP, HDPE, etc), type/size of ancillaries installed (manholes, precast structures, etc),

*additional features associated with the project (traffic control, bypass pumping, dewatering, etc) and the cost associated with this category classification, not the entire project. **WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY/PROJECT INFORMATION FORM (see Attachment 1 and 2).***

2. Water Mains Construction of water mains in County right-of-ways and construction incidental thereto.

*NOTE: Pertinent Information required for this classification: type/size of pipe installed, quantity (linear feet) of water line installed, number of valves and fire hydrants and additional features associated with the project (i.e.: tie-in to existing water), and the cost associated with this category classification, not the entire project. **WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY/PROJECT INFORMATION FORM (see Attachment 1 and 2).***

3. Storm Drains Construction, maintenance, repairs and modifications of storm drain pipelines in County right-of-ways and construction incidental thereto.

*NOTE: Pertinent Information required for this classification: size and linear feet of storm drain installed and any miscellaneous structures. **WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY/PROJECT INFORMATION FORM (see Attachment 1 and 2).***

4. Cleaning and Lining Cleaning and lining of pipelines and pipeline work incidental thereto.

5. Tunnels Construction of underground conduit without the continuous disturbance of the ground surface. Includes mining methods; jacking/boring or auguring method.

E. BUILDINGS

1. Construction Construction of new public buildings such as offices, libraries, schools, etc.

2. Remodeling All work involved in remodeling existing buildings.

3. Historic Restoration Restoration of existing buildings such as structural strengthening, matching wood work and trim, matching hardware, etc. and construction incidental thereto as associated with historic or old structures.

4. Electrical Installation of new electrical work within new buildings and on-site work. Removal and

installation of new electrical work in existing/old buildings and on-site work. Includes pumping stations and treatment plants, electrical specialties. (Does not include traffic control work or street lights.)

5. Mechanical

Installation or remodeling of plumbing, heating, ventilation and air conditioning systems associated with building, pumping stations and treatment plant construction and remodeling. (Does not include sprinkler system.)

6. Roofing

Construction or repair of roofs (all types). Includes incidental work such as flashing, gutter work, down spouts, chimney repair, etc.

7. Demolition

Razing and disposal of buildings and work incidental thereto.

8. Pre-Engineered Buildings

Design build including pole buildings and pavilions.

9. Reinforced Concrete

For Pumping Stations

F. PAINTING

1. Interior

Caulking, cleaning, priming, surface preparation and application of finish coats to the interiors of buildings, including all methods and procedures.

2. Exterior

Caulking, cleaning, priming, surface preparation and application of finish coats to the exteriors of buildings, including all methods and procedures.

3. Bridges

Cleaning, priming and application of finish coats to bridges, including all methods and procedures.

4. Water Storage Tanks

Cleaning, priming and application of finish coats to elevated/ground water storage tanks, including all methods and procedures.

G. LANDSCAPING

1. Roadside Landscaping roadsides, including seeding, mulching, sodding and ground cover planting.

2. Site Landscaping sites, including planting of trees, shrubs and all ground covers on various types of sites.

H. FENCING Construction or repair of chain-link or fabric fence and items incidental thereto.

I. PARKS

1. Recreational Construction or rebuilding of playfields, tennis courts, and trails and work incidental thereto. (Does not include buildings, bulkheads, utilities, mechanical or electrical construction.)

2. Roadways and Parking Lots Construction of roadways and parking lots for light traffic, normally on park property.

J. STRUCTURES

1. Bridges Construction or rehabilitation of highway, railroad and pedestrian bridges and work incidental thereto.

2. Culverts Construction, maintenance, and repairs of pipe culverts and box culverts and work incidental thereto.

3. Structural Plate Arches Construction of structural plate arches and work incidental thereto.

4. Retaining Walls (over 3 ft.) Construction of retaining walls over 3 ft. clear face, including those of reinforced concrete, masonry, timber, etc.

K. DRAINAGE CHANNELS Grading and permanent lining with durable materials of concrete, bituminous, riprap and gabions.

[] L. PLACEHOLDER

- [] M. PUMPING STATIONS and TREATMENT PLANTS Construction or remodeling of water and sewer pumping stations and treatment plants and other construction incidental thereto.

NOTE: Pertinent information citing experience in reference to size of station in MGD, new station or upgrade to existing station is required for this classification category. Project details for category of work should include type of structure and purpose, type of equipment installed (pumps, generator, electrical, instrumentation/controls, etc.) and unique aspects of the project (bypass pumping, type of installation, etc.), identify General Contractor or Sub-Contractor responsibilities, and the cost associated with this category classification (not the entire project). WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY/PROJECT INFORMATION FORM (see Attachment 1 and 2).

N. MARINE CONSTRUCTION OR SALVAGING

- [] 1. Pile Driving and Excavation Construction, repair and demolition of piers and wharfs, bulkheads and jetties and work incidental thereto. (Does not include derelict boat salvage)

NOTE: Pertinent Information required for this classification: key personnel must provide documentation of MD Marine Contractor's Licensing Board License.

- [] 2. Dredging Dredging by hydraulic and/or mechanical methods.

NOTE: Pertinent Information required for this classification: key personnel must provide documentation of MD Marine Contractor's Licensing Board License

O. ENVIRONMENTAL REMEDIATION

- [] 1. Afforestation Establish forest cover over vacant land.
- [] 2. Reforestation Renew forest cover over existing growth.
- [] 3. Wetlands Creation and Restoration Wetland site preparation and the installation of upland, emergent and/or submergent plants and work incidental thereof.
- [] 4. Landfill Remediation Completion of landfill closure and remediation projects.
- [] 5. Stream Restoration Restore stream channel profile and geometry utilizing natural materials and/or bioengineering techniques and work incidental thereto.
- [] 6. Storm Water Management Construct new, or retrofit existing stormwater facilities and best management practices in

accordance with the latest stormwater regulations and work incidental thereto.

**P-1 UTILITY LOCATING/
TEST PITTING**

Identifying and labeling location and depth of public and private underground utilities.

MANHOLE REHABILITATION

Eliminate points of infiltration, identify structural defects, alleviate root problems, identify degradation of systems, and construction of manhole liners.

POC SIGNATURE

Check: OWNER PARTNER OFFICER OF CORPORATION

FIRM NAME

DATE: _____, 20_____

CONTRACTOR'S QUALIFICATION QUESTIONNAIRE

IMPORTANT

This questionnaire is intended as a basis for establishing the qualifications of Contractors desiring to perform work for Harford County.

Certification of Qualification will be valid for two years.

1. GENERAL

A. Legal Title

Name _____

Street Address _____

City, State, Zip Code _____

Maryland ID# _____

B. Resident Agent

Name _____

Street Address _____

City, State, Zip Code _____

Telephone No. _____

C. Check one: _____ Corporation _____ Co-Partnership _____ Individual

D. If a Corporation, state:

Capital paid in cash: \$ _____ Date of Incorporation _____

State in which incorporated _____

Name and Title of Principal Officers

Date of Assuming Position

E. If Co-Partnership, state:

Date of Organization _____

Nature of Partnership:

Check: GENERAL LIMITED ASSOCIATION

Names and Addresses of Partners

F. If Individual, state:

Full Name and Address of Owner

G. Has any member of your organization failed to complete a project for which they are responsible?

Yes____ No____

If yes, attach a separate sheet providing details.

H. Has your organization ever been party to any criminal or civil litigation as a result of construction methods, costs, etc?

Yes____ No____

If yes, attach a separate sheet providing details.

I. Debarment Status

By submitting an application, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government entity. If the Applicant experiences a material change in its debarment status after the Prequalification Application is submitted and prior to the award of a contract, the Applicant shall notify the County of this change in writing at the time this change occurs. If at any time the organization is issued a debarment judgment, then this will be considered grounds for automatic disqualification.

Has your organization/individual ever been suspended or debarred, either permanently or temporarily from bidding or contracting for Federal, State or Local government projects?

Yes____ No____

If yes, attach a separate sheet providing details.

3. FINANCIAL ANALYSIS (Financial figures must be completed. Financial Statements may also be attached.)

- A. Give value of all construction equipment fully owned by your organization:
\$ _____
- B. Give value of total assets of your organization (including equipment value [2] above): \$ _____
- C. Give value of total liabilities of your organization: \$ _____
- D. Give total contract value of work accomplished by your organization in each of the last three years?
\$ _____ Calendar Year 20____
\$ _____ Calendar Year 20____
\$ _____ Calendar Year 20____
- E. Give contract value of work presently being accomplished by or pending award to your organization:
Contract Value: \$ _____
- F. Give value of any judgments or liens outstanding against your organization: \$ _____

4. BONDING

- A. Has any Bonding Company refused to write you a bond on any construction work?
Yes _____ No _____ If yes, please explain _____

- B. Give total value of all contract work for which you could obtain Bond:
\$ _____

NOTE: Bonding Company must have a Certificate of Authority as acceptable Sureties as published annually in Federal Register, Department of the Treasury, Fiscal Service, Department Circular 570 or State of Maryland Insurance Administration, Directory of Maryland Insurers.

- C. Name and address of Bond/Surety Company that will give performance bond for 100% of the bid:

Bonding Co.: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

Agent for Bonding Co.: _____

Address: _____

City, State, Zip: _____

Phone No.: _____

5. PROJECT EXPERIENCE

- A. Indicate type of contracting undertaken by your organization and the number of years of experience your company has in each type:

General _____ Subcontractor _____
Years Years

Type _____
Years

Type _____
Years

Type _____
Years

6. EXPERIENCE OF KEY STAFF

State construction experience of principal members of your organization (including Field Supervisors):

Name	Title	Construction Experience	Type of Work (Water Mains, Sewers, Roads, Etc.)	In What Capacity (Foreman, Supervisor, Etc.)

A. Give any special qualifications of firm members (Registered Engineer, Surveyor, etc.)

6. EXPERIENCE OF KEY STAFF (continued)

B. If General Contractor, list some Sub-contractors in various fields who have worked under you:

- C. 1. Money value of largest public project accomplished by your organization: _____
2. Maximum value of public works in last five years: _____
- D. 1. Is your organization licensed in the State of Maryland for the current year? Yes ___ No ___
 If yes, please give number of license _____ and date of issuance _____

2. Do your key personnel have a MD Marine Contractor's Licensing Board License (if applicable) for Categories N-1 or N-2? Yes ___ No ___

If yes, please list the following:

NAME	LICENSE NUMBER	DATE OF ISSUANCE

Contractors must have current Maryland License and be registered with the Maryland Department of Assessments and Taxation prior to the issuance of bid award.

7. REFERENCE INQUIRY/PROJECT INFORMATION

Three (3) references are required in each Work Classification Category for which the Applicant is seeking certification. The REFERENCE INQUIRY/PROJECT INFORMATION FORM (Attachments 1 through 3) **is to be completed by the Applicant's chosen referenced companies** for each Work Classification Category designation requested. Public sector projects are preferred. Please see instructions on Page 17 of this General Contractor Prequalification Application.

The undersigned acknowledges they have read the Rules for Prequalification of Contractors and all attached forms and exhibits and agrees to be bound by those rules and comply with all provisions of the Harford County Code whether specified or not.

Dated this _____ day of _____, 20_____.

By _____

(Print Name and Title)

(Name of Organization)

State of _____

County of _____

_____ being duly

sworn, states that he/she is _____

(Officer)

of _____ and that

(Organization)

responses to the foregoing questions and all statements therein contained are true and correct.

SWORN BEFORE ME THIS _____ DAY OF _____, 20_____.

Notary Public

My commission expires _____.

**PRINCIPAL PUBLIC PROJECTS COMPLETED BY APPLICANT'S ORGANIZATION
IN THE PAST FIVE YEARS MUST INCLUDE THREE PROJECTS FOR EACH WORK
CLASSIFICATION CATEGORY DESIGNATED ON APPLICATION.**

TO BE CONSIDERED RESPONSIVE

HARFORD COUNTY FORMS MUST BE USED FOR APPLICATION

PART A of the REFERENCE INQUIRY/PROJECT INFORMATION FORM (Attachments 1 through 3) is to be completed by the Applicant. **PART B is to be completed by the chosen referenced companies** for each Work Classification Category designation checked on pages three through seven of the application form. Three references are required for each Category. The reference companies should mail or deliver the completed forms to the Applicant in individually sealed envelopes with the Applicant Company Name and Work Classification Category clearly indicated on the outside of the envelope. The sealed (unopened) envelopes should be included with the Applicant's **original** completed prequalification application form and mailed or delivered to:

Department of Procurement
Harford County Government
220 South Main Street, 3rd Floor
Bel Air, Maryland 21014

REFERENCE INQUIRY/PROJECT INFORMATION FORM
FOR PREQUALIFICATION APPLICATION

PART A: TO BE FILLED OUT BY CONTRACTOR/APPLICANT

To: _____
(NAME OF REFERENCE) is applying for pre-qualification certification

(NAME OF CONTRACTOR/APPLICANT)

with Harford County, Maryland in order to bid on projects. We have chosen you as a reference in light of our work on the project below for Work Classification Category _____.

Please complete this evaluation and return **both pages** of this form to me (Contractor/Applicant) in a sealed envelope. Please sign the outside of the envelope which will be forwarded to Harford County UNOPENED as part of our application.

Thank you for your assistance.

(APPLICANT SIGNATURE)

(APPLICANT STREET ADDRESS)

(PRINTED NAME)

(CITY, STATE, ZIP CODE)

(TITLE)

(PHONE NUMBER)

PROJECT INFORMATION

Reference Project Title:	_____
Project Location:	_____
Contractual Completion Date	_____
Actual Completion Date	_____
Bid/Initial Construction Cost:	_____ \$
Project Cost Attributed to each Work Classification Category requested by Applicant	_____ \$
Non-Owner Initiated Changes:	_____ \$
Final Construction Cost:	_____ \$

PROJECT DESCRIPTION: This information must be stated below for ALL categories , in order to be considered responsive, especially for Categories D1/D2/D3 and M.

Please use the space below to provide specific information and a description of how the referenced Project Title is directly applicable to the Work Classification Category for which the applicant has requested a Prequalification Certificate.

PART A: TO BE FILLED OUT BY CONTRACTOR/APPLICANT (continued)

Amount of Work Completed by Prime Contractor and Major Sub-Contractors:	List actual \$ OR % of total Construction Cost	
Prime Contractor:	\$	%
Sub-Contractors:		
1.	\$	%
2.	\$	%
3.	\$	%
4.	\$	%
5.	\$	%

INSTRUCTIONS TO PERSON/FIRM PROVIDING THE REFERENCE FOR THE APPLICANT

PART A (Attachment 1) of this REFERENCE INQUIRY/PROJECT INFORMATION FORM is to be completed by the Applicant. PART B (Attachment 2) is to be completed by the person/firm providing the reference for the Applicant. The Applicant is required to provide three references for each Work Classification Category designation for which they are seeking a Prequalification Certificate. The reference company should mail or deliver the completed forms (Attachments 1 & 2) for each category they are being asked to provide a reference to the Contractor/Applicant in an individually sealed envelope. The Applicant's company name and Work Classification Category should be clearly indicated on the outside of the sealed envelope. It is the Applicant's responsibility to include the sealed, unopened references as a part of its application to Harford County Government.

PART B: TO BE FILLED OUT BY REFERENCE

CIRCLE THE APPROPRIATE RATINGS POOR AVERAGE OUTSTANDING

PROJECT SUPERVISION

Scheduling	1	2	3	4	5
Coordination of Sub-contractors	1	2	3	4	5
Time to Complete Project	1	2	3	4	5
Project Closeout	1	2	3	4	5
Professionalism/Courtesy	1	2	3	4	5

QUALITY

Overall Quality of Work	1	2	3	4	5
Quality of Sub-contractors	1	2	3	4	5

Is the Project Information in Part A accurate? _____

What was your role in the project? _____

GENERAL COMMENTS: Please include exact information pertaining to the referenced project below.

_____ of _____
 (SIGNATURE OF REFERENCE) (NAME OF FIRM)

_____ (DATE) _____ (PHONE NUMBER)
 (PRINTED NAME)

_____ (EMAIL ADDRESS)
 (TITLE)

_____ (REFERNCED PROJECT RESPONSIBILITY)

_____ (REFERENCE FIRM STREET ADDRESS)

_____ (CITY, STATE, ZIP CODE)

MINORITY BUSINESS ENTERPRISE and WOMEN BUSINESS ENTERPRISE CERTIFICATION

A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned, operated and controlled by minority group members. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American.

Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.

A women-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories. All prospective members must provide clear and documented evidence that at least 51% or more is women-owned, managed, and controlled. The business must be open for at least six months. The business owner must be a U.S. citizen or legal resident alien.

To identify Minority or Women Business Enterprises, please check one of the following blocks. Applicants should check only one block. No checks are an indication that your firm claims NO minority enterprise status.

- Asian A U.S. citizen whose origins are from India, Pakistan, Bangladesh, Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
- African American A U.S. citizen having origins in any of the Black racial groups of Africa.
- Hispanic A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America and the Caribbean Basin only.
- Native American A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part. Native Americans must be documented members of a North American tribe, band or otherwise organized group of native people who are indigenous to the continental United States and proof can be provided through a Native American Blood Degree Certificate (i.e., tribal registry letter, tribal roll register number).
- Women Owned Prospective members have provided clear and documented evidence that at least 51% or more of the business is women-owned, managed, and controlled.

NOTE: *If any blocks are checked, please attach any governmental Certifications thereof.*