

General Contractor Prequalification Statement  
Contract No. 1 – Wastewater Treatment Facility Upgrades  
Town of Exeter, New Hampshire

**GENERAL INFORMATION**

Owner: Town of Exeter, New Hampshire  
Public Works Department  
13 Newfields Road, Exeter, NH 03833

Engineer: Wright-Pierce  
230 Commerce Way, Suite 302, Portsmouth, NH 03801

Project Location: Exeter WWTF  
13 Newfields Road, Exeter, NH 03833

Informational Meeting:  
(Non-Mandatory) Exeter Public Works Department  
13 Newfields Road, Exeter, NH 03833  
John Doyle Conference Room  
Thursday, November 17, 2016 at 2:00 PM

Site Visit:  
(Non-Mandatory) Exeter Public Works Department  
13 Newfields Road, Exeter, NH 03833  
Thursday, November 17, 2016 after Informational Meeting

Submittal Deadline: 2:00 PM Local Time, Tuesday December 6, 2016  
Public Works Department  
13 Newfields Road, Exeter, NH 03833

Est. Construction Cost: \$37,000,000

Construction Duration: 24 months for substantial completion of AOC elements  
30 months for overall substantial completion

***It is the submitters responsibility to confirm that the latest version of the Prequalification Statement form is utilized.***

**ANTICIPATED SCHEDULE**

Complete Preselection Evaluations: December 20, 2016

Provide Bidding Documents: December 20, 2016

Bid Opening: February 20, 2017

Sign Contract Documents: March 24, 2017

Issue Notice to Proceed: March 31, 2017

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**PROJECT INFORMATION**

The WWTF Upgrades project is a comprehensive upgrade to the wastewater treatment facility, including decommissioning of the Sludge Storage Lagoon. Project elements include the construction of the following new buildings, tankage and associated equipment: Headworks Building, two Biological Nutrient Removal tanks, three Secondary Clarifiers, Pumping Building, Dewatering Building, two Sludge Storage Tanks and Maintenance Garage. The project will also include the renovation of the Control Building, the Disinfection Structure as well as related civil site upgrades, structural, architectural, mechanical, plumbing, instrumentation and electrical upgrades at the Exeter WWTF.

The Town is under Administrative Order on Consent (AOC) to complete certain elements of this project. The construction duration is 24 months for substantial completion of AOC-related elements and 30 months for overall substantial completion. The project will be funded in part by the NHDES State Revolving Loan Fund. State and Federal provisions will apply.

The work of this contract is specialized wastewater infrastructure construction and requires significant experience with heavy construction and maintenance of plant operations. To allow contractors to become more familiar with the project, the 90% Drawings and Specifications may be viewed at the Exeter Public Works Department. Note, these 90% documents are currently being revised to address Town and NHDES comments and will be superseded. Viewing arrangements need to be scheduled ahead of time with Matt Berube of Exeter Water and Sewer at 603.773.6157 or Andy Morrill of Wright-Pierce at 603.570.7113.

***The Town reserves the right to extend prequalification for similar wastewater infrastructure projects which are advertised within one year of initial prequalification.***

The Town reserves the right to reject incomplete SOQ packages.

General Contractors will only be prequalified if it is determined that the prequalification is in the best interest of the Town of Exeter, New Hampshire.

General Contractors interested in bidding on the subject project shall complete all information on this form, including providing all requested attachments. The submitted information will be reviewed by a Prequalification Selection Committee. The Committee will make the determination as to which organizations are prequalified for bidding on the subject project.

Additional information and/or schedule changes will appear on the Town of Exeter website at [www.exeternh.gov/rfps](http://www.exeternh.gov/rfps). Questions are to be addressed to: Andy Morrill of Wright-Pierce email: [andy.morrill@wright-pierce.com](mailto:andy.morrill@wright-pierce.com). Site visits are to be scheduled with Matt Berube of Exeter Water and Sewer at 603.773.5157. Town employees should not be questioned while at the site. See information inquiry above.

Six copies of the following prequalification statements should be submitted, along with one copy of the financial information.

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**General Contractor Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Questions:**

1. How many years has your organization been in business as a general contractor under your present business name?
  
2. If incorporated, answer the following:
  - a. Date incorporated:
  
  - b. State incorporated:
  
  - c. Name of President:
  
  - d. Name of Vice President(s):
  
  - e. Name of Secretary:
  
  - f. Name of Treasurer:
  
3. If a partnership, answer the following:
  - a. Date of partnership:
  
  - b. Is partnership general or limited:
  
  - c. Name and addresses of partners:
    - i.
  
    - ii.
  
    - iii.

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4. If a Limited Liability Company, answer the following:
  - a. Date of limited liability company:
  - b. Where organized:
  - c. Is the LLC member managed or manager managed:
  - d. If member managed, identify member:
  - e. If manager managed, identify the manager:
  - f. Name and title of Officers if any:
5. Is your organization registered with the Secretary of State to do business in the State of New Hampshire?
6. Can your organization provide a liability insurance policy with a limit of \$10,000,000 and a professional liability insurance policy with a limit of \$5,000,000?
7. Has there been a change in ownership of the organization in the past three years?
8. Has your organization been in bankruptcy in the past 10 years? If yes, provide additional information.
9. Is your organization currently a debtor in a bankruptcy case? If yes, provide additional information.
10. Has your organization been denied an award of a public works contract within the past 10 years based on a finding that your firm was not a responsible bidder? If so, provide additional information.
11. Has a surety firm ever completed a contract on your organization's behalf or paid for completion of a contract because your firm was in default? If so, provide additional information.
12. List the names and contact information for all parties that have brought suit against your organization in the past five years and provide an explanation of the suit as well as the current status or outcome.
13. Provide a complete list of water and wastewater treatment facility projects which your organization has successfully completed with a construction cost of \$20,000,000 or greater within the past 10 years and include the following details for each project. For those organizations that have no completed projects of this size, it is strongly recommended that additional emphasis be directed to Items 15, 18 and 19 below.

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- a. Name of Project
  - b. Owner's Name and Contact Information
  - c. Engineer's Name and Contact Information
  - d. Amount of Contract
  - e. Project Final Completion Date
  - f. Percent of total work by Subcontractors
  - g. Name of Organization's Project Manager
  - h. Name of Organization's Project Superintendent
14. Provide a complete list of your organization's current on-going water and wastewater treatment facility construction projects greater than \$2,000,000 and include the following details for each project.
- a. Name of Project
  - b. Owner's Name and Contact Information
  - c. Engineer's Name and Contact Information
  - d. Amount of Contract
  - e. Value of Uncompleted Work
  - f. Value of Uncompleted Work to be completed by Subcontractors
  - g. Project Final Completion Date
  - h. Percent of total work by Subcontractors
  - i. Name of Organization's Project Manager
  - j. Name of Organization's Project Superintendent
15. Provide a complete list of projects your organization's water and wastewater treatment facility construction projects greater than \$10,000,000 that have been successfully completed in the past ten years and include the following details for each project.
- a. Name of Project
  - b. Owner's Name and Contact Information
  - c. Engineer's Name and Contact Information
  - d. Amount of Contract
  - e. Project Final Completion Date
  - f. For Organizations with no projects listed under Item 13 above, provide the following additional information:
    - i. Name of Organization's Project Manager
    - ii. Name of Organization's Project Superintendent
    - iii. Notice to Proceed Date
    - iv. Original Contract Substantial Completion Date (from Bidding Documents)
    - v. Final Contract Substantial Completion Date (if different)
    - vi. Actual Substantial Completion Date
    - vii. Project "Burn Rate" (Contract Amount divided by Duration from Notice to Proceed to Substantial Completion)
16. Has your organization failed to complete a project within the contract time, including approved time extensions? If so, provide additional information.

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17. Has your organization been assessed liquidated damages for failure to complete a project within the contract time within the past 10 years? If so, provide additional information.
18. Identify the Officer in Charge, Project Manager and Project Superintendent(s) that your organization will commit to work on this project:
  - a. Officer in Charge: \_\_\_\_\_
  - b. Project Manager: \_\_\_\_\_
  - c. Project Superintendent(s): \_\_\_\_\_
  - d. For Organizations with no projects listed under Item 13 above, provide a narrative on how the project will be staffed and managed given the anticipated burn rate of the Exeter project.
19. Provide employment records of principal individuals in your organization, including the individuals who will be your Project Manager and Project Superintendent(s) for the proposed upgrade. Please include the following information for all individuals.
  - a. Name
  - b. Present Position
  - c. Years with your organization
  - d. Years of Construction Experience
  - e. Names of Previous Construction Firms
  - f. Years of Wastewater Treatment Facility Construction Experience
  - g. Three largest Wastewater Treatment Facility Construction Contracts successfully completed in the past 10 Years
20. Provide a complete list of all on the job safety accidents and incidents for your organization over the past three years and include all OSHA findings, violations and fines if applicable.
21. List the names and contact information for your organization's top ten suppliers and top ten sub-contractors over the past five years.
22. List the names and contact information for all of your organization's major suppliers and sub-contractors who have given a notice of lien, filed a mechanics lien, or brought suit for payment on any contract over the past five years.
23. Provide the name and contact information for the organizations
  - a. Bank \_\_\_\_\_
  - b. Bonding Company \_\_\_\_\_
  - c. Bonding Company Agent \_\_\_\_\_

Note: Bonding Company must be registered and licensed to do business in the State of New Hampshire.

Do you give the Owner or Engineer permission to contact these individuals?

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24. Provide a list of equipment owned by the organization which will be available for the upgrade and include a brief description and age.
25. List the names and contact information for three Owners (municipal officials) and five Engineers, not employed by your organization, for current contracts or contracts completed in the past five years. References shall be able to speak to your organization's ability to complete a project of similar size and complexity. Information provided by references will remain confidential. Complete five copies of the attached Prequalification Reference Forms authorizing the Town to solicit information from your references.
26. Submit a commitment letter from your organizations Bonding Company (i.e., not agent or broker) stating that they will provide the required performance and payment bonds, each in the amount of the full construction cost, provided that your organization be awarded the contract. The letter shall also identify your organization's current and available bonding capacity (both individual project and aggregate).
27. The Town requests that your organization provide a copy of their latest audited financial statement.

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**CERTIFICATION**

I swear that all the statements herein contained, including the declaration of ownership or organization, the financial information, and the record of experience have been examined by me, and to the best of my knowledge and belief, are true and correct.

I hereby authorize the Prequalification Committee or their agents to make such investigation, inquiry, checks, and tests as they, in their sole discretion, deem necessary to attempt to ascertain my qualifications. I hereby waive any and all claims, release and agree to hold harmless any person who provides to the Committee information or opinions held in good faith.

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.**

\_\_\_\_\_  
Notary Public or Justice of the Peace

My commission expires on \_\_\_\_\_

Seal



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**TO:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

**FROM:**

Town of Exeter, New Hampshire  
Public Works Department  
Prequalification Committee

**FOR:**

Wastewater Treatment Facility Upgrade (\$37M)

**RE:**

PREQUALIFICATION OF:

\_\_\_\_\_  
(Name of Contractor)

Dear Sir/Madam:

Your name has been obtained in connection with the application of the above-referenced contractor. The application will be carefully considered by the appropriate Town body and your reply, as well as other replies, is an important part of that consideration. Your responsibility in replying to this request is as a responsible citizen rather than as a friend, adversary, or acquaintance of the applicant. The Town must rely on replies such as yours to be candid, fair, and complete.

Please answer the questions on the other side as accurately and completely as you can from your or your company's experience with the applicant. All responses will remain confidential.

Very truly yours,

Town of Exeter, New Hampshire  
Public Works Department

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**RELEASE AND HOLD HARMLESS**

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Individual Name) (Contractor Name)

hereby authorize \_\_\_\_\_  
(Leave Blank)

to provide to the Town of Exeter, New Hampshire, Public Works Department with all information of any kind which you or the Town deem relevant to my qualification as an applicant. I hereby release, discharge, and hold you harmless from any claim arising out of the provision of such information.

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Date: \_\_\_\_\_ By: \_\_\_\_\_  
Official Title

Do you or your company have business experience with the applicant? \_\_\_\_Yes \_\_\_\_No

Please state the nature, frequency, and time period of your experience with the applicant.

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With respect to that experience, please respond to the following inquiries. Please provide detail on separate paper as to any "No" answer.

Applicant:

|  |           |          |
|--|-----------|----------|
| Had satisfactory work progress   | _____ Yes | _____ No |
| Paid all bills for labor and materials timely                          | _____ Yes | _____ No |
| Satisfactorily settled contract disputes                               | _____ Yes | _____ No |
| Demonstrated financial capacity  | _____ Yes | _____ No |
| Demonstrated skill, equipment, and manpower to perform your contract   | _____ Yes | _____ No |
| Provided a quality product in accordance with plans and specifications | _____ Yes | _____ No |
| Complied with all laws and ordinances                                  | _____ Yes | _____ No |
| Provided all warranty, maintenance, and service requirements           | _____ Yes | _____ No |
| Managed subcontractors effectively                                     | _____ Yes | _____ No |
| Worked cooperatively with engineer and the owner                       | _____ Yes | _____ No |

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Did you have any job related problems with the applicant?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please explain.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date