

PRE-QUALIFICATIONS STATEMENT  
TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE NO.</u>
PROJECT FACT SHEET .....	2 - 3
INFORMATION TO PRE-QUALIFICATION BIDDERS.....	4 - 7
Statement of General Notice	
Format	
Definitions	
Evaluation Criteria	
Submissions Checklist	
GENERAL CONTRACTOR FORMS .....	8 - 11
PROJECT MANAGER FORMS .....	12
PROJECT SITE SUPERINTENDENT .....	13
STATEMENT OF FINANCIAL RESPONSIBILITY CURRENT ASSETS AND LIABILITIES.....	14-15
SUMMARY OF CURRENT ASSETS AND LIABILITIES .....	16
CERTIFICATION .....	17

PROJECT FACT SHEET

PART 1 - GENERAL

- A. Project Identification:  
Project # 2007-027  
Phase II Interior Restoration and Rehabilitation  
Van Wagenen / Apple Tree House  
298 Academy Street  
Jersey City, New Jersey
- B. Owner:  
City of Jersey City  
280 Grove Street  
Jersey City, New Jersey 07302
- C. Architect:  
Holt Morgan Russell Architects  
350 Alexander Street  
Princeton, New Jersey 08540  
Eric Holterman, AIA, Project Manager  
(Ofc.) 609-452-1070 (Fax) 609-452-1074
- D. Owner Representative:  
City of Jersey City  
Division of Architecture  
575 Route 440  
Jersey City, New Jersey 07305  
Glenn A. Wrigley, AIA, Chief Architect  
(Ofc.) 201-547-4900 (Fax) 201-547-5806
- E. The Work consists of the following:
1. General: The work involves the interior restoration and rehabilitation of the Van Wagenen / Apple Tree House (Exterior restoration has been completed under a separate contract). Work will include restoration of rooms, new HVAC and electrical systems, public facilities, and barrier-free accessibility. The building is listed on the state and federal Register of Historic Places and features a high level of exterior and interior finishes. Preservation of historic materials is required during the work.
  2. The Work includes:
    - a. Construction of new LULA elevator and ramps to provide building accessibility.
    - b. Alteration of additional areas within the building.
    - c. Alteration and restoration of existing building finishes including: wood, ornamental metals, plaster and decorative finishes.
    - d. Installation of new electrical, HVAC, fire suppression and alarm systems.
    - e. Limited site work for new utility connections and new exterior ramp.

1.2 TYPE OF CONTRACT

- A. Project will be constructed under a single prime contract.

1.3 WORK UNDER OTHER CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

1.4 USE OF PREMISES

- A. General: Contractor shall have full use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times.
- C. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and contents during construction period.

1.5 OWNER'S OCCUPANCY REQUIREMENTS

- A. Owner will vacate the building during construction.

1.6 WORK RESTRICTIONS

- A. Nonsmoking Building: Smoking is not permitted within the building during construction.

1.7 CONSTRUCTION SCHEDULE

- A. The anticipated construction commencement is Fall 2008. The duration is expected to be 12 to 15 months.

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**INFORMATION TO PRE-QUALIFICATION BIDDERS**

**PROJECT # 2007-027  
INTERIOR RESTORATION AND REHABILITATION FOR  
THE VAN WAGENEN / APPLE TREE HOUSE**

**Issued by:  
City of Jersey City  
Division of Architecture**

***Statement of General Notice:***

The Apple Tree House is located at 298 Academy Street, Jersey City, Hudson County, New Jersey. The building is currently vacant, and the exterior restoration of the building has recently been completed under a separate contract. The scope of work in this phase consists of a single contract for alteration and restoration of the interior portions of the building, barrier-free improvements, and site improvements.

The Architect is Holt Morgan Russell Architects at 350 Alexander Street, Princeton, New Jersey 08540 contact Eric Holtermann – Principal in Charge at 609•924•1358 or via fax at 609•924•5985. The Owner Representative and City Chief Architect is Glenn A. Wrigley, AIA at 201•547•5900.

The Project Fact Sheet provides additional information describing the project requirements and a Scope of Work is provided for your review. Several drawings have also been attached to this Project Summary for your review. This Project Summary is for informational purposes only.

The Architect will conduct a pre-submission conference at the site (Date and time to be established) to review the construction documents in progress, project phasing, quality of existing building construction and site. Attendance at this meeting is strongly encouraged for General Contractors submitting Bidder Pre-Qualification documents.

A completed Bidder's Qualification Statement must be submitted in triplicate to **the City Purchasing Agent at the time and place stated in the Notice to Prequalification Bidders**. Failure to fully complete the Bidder's Qualifications Statement may result in disqualification of the prospective bidder.

The qualifications of the prospective bidders will be evaluated by the City of Jersey City Division of Architecture, and the Architect Consultant of Record. They will jointly review the Bidders' Qualifications Statements received from Prospective Bidders according to the Evaluation Criteria set forth herein. Prospective Bidders whose Qualifications Statements are determined to be acceptable will be identified and notified in writing as Qualified Bidders. The City of Jersey City will issue bid proposal forms, plans and specifications only to Qualified Bidders. Only bids from Qualified Bidders will be opened.

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

The successful Pre-qualified Bidders must submit, with the bid, the names of all subcontractors to whom the bidder will subcontract and evidence of performance surety for themselves as well as all subcontractors.

**Format:** The document is comprised of two parts plus Appendix provided for information only.

I. This Statement of General Notice including:

- Definitions
  - Evaluation Criteria
- Submission checklist

II. Qualification Forms (to be completed and returned)

- General Contractor
- Project Manager
- Project Site Superintendent
- Statement of Financial Responsibility – Quick Assets and Liabilities
- Summary of Quick Assets and Liabilities
- Statement of Individual(s) Owning 10% of More of Stock or Interest in Bidders Business Entity
- Certification

Project Summary (for information only)

- Project identification
- Owner
- Architect
- Owner Representative
- Scope of Work Summary
- Type of Contract
- Work under other Contracts
- Use of Premises
- Owner's Occupancy Requirements
- Work Restrictions
- Construction Schedule

Selected Progress Drawings

**Definitions:**

- (1) **Similar Projects** shall be defined as projects that:
  - are of at least \$750,000 in construction cost, including sub-trades.
  - are constructed with high quality materials including, but not limited to, wood and plaster finishes, ornamental metal fabrications, custom quality millwork and installation of MEP (Mechanical/Electrical/Plumbing) systems in historic buildings.
  - included similar construction techniques (such as wood-framed dwellings)
  - required similar construction logistical complexity (time frame, means & methods, trades)
  - similar projects are not required to have been historic dwellings only.
- (2) **Project Manager** is a person that manages the construction project primarily from the office. He/she prepares submissions, shop drawings and invoices, coordinates sub-contractors, schedules the work and handles emergent construction matters. This person is on site not less than weekly, and is in daily communication with his/her Project Site Superintendent.
- (3) **Project Site Superintendent** is a person that manages the construction project at the site. He/she directs the day-to-day construction operations at the site and coordinates with the Owner's Agent. This person is on site full time, and is in daily communication with his/her Project Manager.
- (4) **Verifiable Experience:** Project experience that can be confirmed through contact with Owners and Architects associated with previous projects listed in the submission.
- (5) **Successful Experience:** Project experience which resulted in completion of projects on time, on budget, in accordance with the contract documents, and with evidence of good working relationships with owners, subcontractors and suppliers (based upon our review of submission).

**Evaluation Criteria:**

The following seven (7) criteria will be used for evaluating the qualifications of prospective Bidders. The evaluation will be based on information in the Qualification Statement provided by prospective Bidders as well as information supplied by the Bidders' references.

- (1) The Bidder, acting as general contractor, will be required to demonstrate verifiable, successful experience in project supervision and administration of *similar projects*. (see definition in Submission Instructions) This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades.
- (2) The Bidder's proposed *project manager* (see definition in Submission Instructions) will be required to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades.

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

- (3) The Bidder's proposed *project site superintendent* (see definition in Submission Instructions) will be required to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades.
- (4) The Bidder must have not wrongfully defaulted on a contract or had work terminated for non-performance within the past ten (10) years.
- (5) The Bidder must have not been denied a bid guarantee (bid bond), consent of surety, or a performance bond within the past twelve (12) months, based on the bidder's inability to meet the surety's reasonable underwriting standards.
- (6) The Bidder must demonstrate satisfactory performance on all current projects in progress.
- (7) The Bidder must submit a Statement of Financial Responsibility (See pages 14 thru 16) for evaluation as to the bidder's ability to meet financial obligations.

***Submission Checklist:***

The following forms are required as a minimal submission for Bidder Pre-Qualification:

General Contractor	pages 8-11
Project Manager	pages 12
Project Site Superintendent	page 13
Statement of Financial Responsibility – Current Assets and Liabilities	pages 14-15
Summary of Current Assets and Liabilities	page 16
Certification	page 17

**GENERAL CONTRACTOR**

1. Name and address of Firm:

Phone #

Contact person:

Fax #

2. Under what other name (s) has your business operated within the last ten (10) years?

3. For each such business provide the following:

Business form (corporation, partnership, etc.)

Corporation (or other) name:

Date of formation:

Principal location:

Names of Officers of Corporation or Partners:

Name	Position	Effective Date
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4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last ten (10) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

5. Has your firm, Officers or Partners of your firm or any predecessor firm filed for business or personal bankruptcy within the last ten (10) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

6. Has your firm or any predecessor firm been denied a bid guarantee (bid bond), consent of surety, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.

**GENERAL CONTRACTOR** – (continued)

7. Indicate below your firm's ability to provide performance bonds in excess of \$2 million.
  
8. Indicate below the amount of insurance limits presently carried by your firm.  
(by type - \$1 million minimum)
  
9. Provide evidence of successful experience on two (2) projects to demonstrate verifiable, successful experience in project supervision and administration of *similar projects*. (see definition in Submission Instructions) This experience shall include projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades. Provide additional information and photographs as appropriate for each project

PROJECT #1 (Required)

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Project Manager and / or Site Superintendent: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Was this project completed under public bidding laws? \_\_\_\_\_

Was this building listed under local, state or federal historic preservation guidelines? If so, which? \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fire suppression sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Fire detection subcontractor \_\_\_\_\_ Phone: \_\_\_\_\_

Tele/data – security subcontractor \_\_\_\_\_ Phone: \_\_\_\_\_

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**GENERAL CONTRACTOR** – (continued)

PROJECT #2 (Required)

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Project Manager and / or Site Superintendent: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Was this project completed under public bidding laws? \_\_\_\_\_

Was this building listed under local, state or federal historic preservation guidelines? If so, which? \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fire suppression sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical sub-contractor \_\_\_\_\_ Phone: \_\_\_\_\_

Fire detection subcontractor \_\_\_\_\_ Phone: \_\_\_\_\_

Tele/data – security subcontractor \_\_\_\_\_ Phone: \_\_\_\_\_

**GENERAL CONTRACTOR** – (continued)

10. PROVIDE THE FOLLOWING INFORMATION ON ALL CURRENT PROJECTS IN PROGRESS  
(Use additional sheets if necessary)

Project Name \_\_\_\_\_  
Location \_\_\_\_\_  
Owner \_\_\_\_\_  
Owner's Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_  
Architect' Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Contract Amount \_\_\_\_\_  
Scheduled Completion Date \_\_\_\_\_

Project Name \_\_\_\_\_  
Location \_\_\_\_\_  
Owner \_\_\_\_\_  
Owner's Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_  
Architect's Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Contract Amount \_\_\_\_\_  
Scheduled Completion Date \_\_\_\_\_

Project Name \_\_\_\_\_  
Location \_\_\_\_\_  
Owner \_\_\_\_\_  
Owner's Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Architect \_\_\_\_\_  
Architect's Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Contract Amount \_\_\_\_\_  
Scheduled Completion Date \_\_\_\_\_

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**PROJECT MANAGER**

Provide evidence of successful experience to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades.

Name of Project Manager: \_\_\_\_\_

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

**PROJECT #1 (Required)**

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Contractor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROJECT #2 (Required)**

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Contractor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**PROJECT SITE SUPERINTENDENT**

Provide evidence of successful experience to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least \$750,000 dollars in construction cost, including sub-trades.

Name of Project Site Superintendent: \_\_\_\_\_

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

**PROJECT #1(Required)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Contractor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROJECT #2 (Required)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Contractor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

Approx. original construction date of historic building or site: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_

Architect's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**STATEMENT OF FINANCIAL RESPONSIBILITY**  
**CURRENT ASSETS AND LIABILITIES**

Statement of Current Assets and Liabilities at close of business on \_\_\_\_\_(date).

Submitted by \_\_\_\_\_ (The Potential Bidder)

An Individual \_\_\_\_\_ A Co-partnership \_\_\_\_\_ A Corporation \_\_\_\_\_

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

\_\_\_\_\_

**TO BE COMPLETED FOR A CO-PARTNERSHIP:**

Date of Organization \_\_\_\_\_

State whether partnership is general, limited or association \_\_\_\_\_

Name of Partners:

Address:

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**TO BE COMPLETED FOR A CORPORATION:**

Date Incorporated: \_\_\_\_\_

State: \_\_\_\_\_

Capital Paid in Cash: \_\_\_\_\_

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

Present Officers of the Corporation:

	Name	Address
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____

If the by-laws of the corporation provide for other officers, attach a statement listing their titles, names and addresses.

**SUMMARY OF CURRENT ASSETS AND LIABILITIES**

**ASSETS**

1. A. Cash on Hand	\$ _____
B. Cash on Deposit	\$ _____
C. Cash Elsewhere	\$ _____
2. Deposits with Bids	\$ _____
3. Accounts Receivable, not from Construction Contract	\$ _____
4. A. Retainage	\$ _____
B. Amount Due on Estimate Submitted	\$ _____
5. Listed Securities at Market Value	\$ _____
6. Cash Surrender Value of Life Insurance	\$ _____
7. Other Current Assets	\$ _____
8. Unused Portion of lines of Credit	\$ _____
TOTAL CURRENT ASSETS	\$ _____

**LIABILITIES**

9. Notes Payable	\$ _____
10. Accounts Payable	\$ _____
11. Other Current Liabilities	\$ _____
12. 10% of Balance of Contracts on Hand	\$ _____
NET CURRENT LIABILITIES	\$ _____

Project # 2007-027  
Interior Restoration and Rehabilitation  
The Van Wagenen / Apple Tree House

**CERTIFICATION**

I (we) the undersigned certify the truth and correctness of all statements and answers contained herein:

Date: \_\_\_\_\_

Name of Potential Bidder: \_\_\_\_\_

Address of Potential Bidder: \_\_\_\_\_

Telephone & Fax Numbers: \_\_\_\_\_

By (signature, no stamps) \_\_\_\_\_

(print / type name and title) \_\_\_\_\_

Witnessed: (if corporation, by the secretary of the corporation)

By: (sign, no stamps) \_\_\_\_\_

(print name and title) \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public of the State of:

\_\_\_\_\_  
My commission expires:

\_\_\_\_\_