

Request for Special Prequalification
Harford Community College Chesapeake Welcome Center

Harford Community College, located in Bel Air, MD is seeking a qualified contractor to construct/renovate a 75,000 square foot Chesapeake Welcome Center. The project, located at 401 Thomas Run Road, Bel Air, MD 21015, includes a new Theater, new Campus Dining Services, Conference Center, Admissions Center, and support offices.

The Preliminary Plans (link below) are for information only.
[Chesapeake Welcome Center selected drawings.pdf](#)

Contractors interested in bidding for the forthcoming Invitation for Bid for the Chesapeake Welcome Center Renovation and Addition must complete and submit this application for special prequalification. Only applicants that have been deemed qualified in accordance with this Request for Special Prequalification will be allowed to submit a bid. Bids received by contractors who have not been deemed qualified under the terms of this Request for Special Prequalification will not be considered and will be returned unopened.

Harford Community College plans to complete this special prequalification process by mid-December 2022. Distribution of bid documents is anticipated shortly thereafter. Contract award is anticipated in March 2023 and the project is expected to last approximately 18 months. This schedule is subject to change.

Firms interested in submitting bids for this contract will be required to demonstrate their qualifications to perform the specified work as follows:

1. The applicant must demonstrate their qualification based on past experience on projects of similar scope and scale.
2. The applicant must employ a Project Manager for the duration of the project and provide evidence of qualifications and past experience supervising similar projects.
3. The applicant must employ a Superintendent for the duration of the project and provide evidence of qualifications and past experience supervising similar projects.
4. The applicant must exhibit sufficient bonding capacity to complete this project.
5. The applicant must explain previous contracts held that have been terminated by convenience of the owner or default of the application
6. The applicant must explain any liquidated damages assessed on previous contracts.

INSTRUCTIONS:

Interested firms shall submit PDF applications via email to [Christine Carpenter](#), NIGP-CPP, CPPB, Harford Community College's Director for Procurement, prior to 1:00 PM local time on December 8, 2022. Special Prequalification Applications shall include the following documents:

1. Application Form
2. Affidavit:
This must be fully completed and signed by the Corporation President, Vice President or CEO. If another individual signs, a Power of Attorney or other authorization must accompany the document delegating authority to that individual.

3. Representative Project Information:
The applicant shall submit Project Information for a minimum of three (3) projects (maximum of six (6) projects), constructed by the applicant as the prime applicant. These projects must have been completed within the past ten (10) years and be of similar or greater complexity and scale to Chesapeake Welcome Center Project. Each project submitted must have a bid value greater than \$10,000,000. At least one (1) of the projects must have a bid value greater than \$40,000,000. At least two (2) of the projects submitted must be substantially complete.

Complete the information on the special prequalification application form and submit project details/plans/photos as appropriate on separate pages.

4. On a separate sheet, provide a list of all projects greater than \$5,000,000 worked on by the applicant in the past five (5) years. Include the project title, cost, date completed (or projected completion date) and reference (name, position and phone current phone number) for each project. Limit the list to the fifteen (15) most recent projects.
5. The applicant shall submit a resume for the Project Manager to be used on this project. (More than one Project Manager may be submitted). In addition to general information on the proposed Project Manager's construction background, provide a description of two (2) projects completed within the past five (5) years that included work of a similar nature to the Chesapeake Welcome Center project for which the proposed Project Manager was responsible.
6. The applicant shall submit a resume for the Superintendent to be used on this project. (More than one Superintendent may be submitted). In addition to general information on the proposed Superintendent's construction background, provide a description of two (2) projects completed within the past five (5) years that included work of a similar nature to the Chesapeake Welcome Center project for which the proposed Superintendent was responsible.

7. Bonding Capacity/Statement – Applicants must provide a signed statement from their surety stating that, based on present circumstances, the surety will be willing to provide bid, performance, and payment bonds in the amount of \$40,000,000 or greater for the applicant in connection with this project.
8. On a separate sheet, please provide contract information (dates, owner and amount) and explain any contracts executed within the past five (5) years that have been terminated for either convenience by the Owner, or default by your firm.
9. On a separate sheet, please explain the amount of any assessed liquidated damages, and the percentage of the total contracted price. For projects within the past two (2) years.

In addition to the information provided above, the Evaluation Committee may also consider any additional references via our own investigation or experience with Harford Community College projects when determining acceptability of an applicant.

Applications which do not include the requested information will be considered invalid and will be dismissed. Furthermore, only one special prequalification application may be made by the applicant. If the application is dismissed or if the applicant is not accepted, a second or revised application will not be considered.

No substitutions of the project manager or superintendent represented above will be accepted without prior approval by the College. Request for approval to substitute, for reasons beyond the contractor's control, the project manager or superintendent, may be submitted by the applicant in writing. The contractor must demonstrate that the reason for the substitution is justified and the substituting individual has, at minimum, an equivalent level of experience comparable to that of the individual being substituted. The College reserves the right to accept or reject any request of this nature.

Submissions must be received via email by 1:00 PM local time on December 8, 2022.

Christine Carpenter, NIGP-CPP, CPPB ccarpenter@harford.edu

EVALUATION

The evaluation committee will review and vote on each aspect of the application on a pass/fail basis. All of the following criteria must receive a Pass by a majority of the committee members.

1. Does the application and all related forms been submitted in a complete and acceptable form?
2. Does applicant have sufficient experience to complete this project as demonstrated by the representative projects and list of projects completed over the past five (5) years?
3. Did the applicant submit at least one qualified Project Manager?

4. Did the applicant submit at least one qualified Superintendent?
5. Does the applicant's surety provide evidence of sufficient bonding capacity?
6. Has the applicant ever had a contract terminated for convenience or default?
7. Has the applicant ever been assessed liquidated damages within the past two years?

APPEAL PROCESS

Applicants who have been deemed not qualified will be notified in writing by the Evaluation Committee. Applicants will have three (3) business days in which to submit, in writing with supporting documentation, reasons as to why the Evaluation Committee should change its position. After appropriate review, the Evaluation Committee will inform the applicant in writing as to its decision.

Applicants who are aggrieved by the Evaluation Committee's action may appeal in writing to the Director for Procurement. The time limit for requesting an appeal shall be three (3) business days following receipt by the applicant of the Evaluation Committee's decision.

Following review of the appeal, the Director for Procurement shall make a determination on the issues in question and notify the applicant of the findings concerning their appeal.

The Director's decision is final.

ADDENDA AND INTERPRETATIONS

All requests for interpretation or questions regarding this Request for Special Prequalification and the associated application and attachments must be emailed to: Lou Claypoole, Director of Operations at lclaypoole@harford.edu. To be given consideration, such requests must be received by 1:00 PM on November 28, 2022. Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be posted on the College's website. Failure of any applicant to receive any such addenda shall not relieve such applicant from any obligation under its application as submitted. All addenda so issued shall become part of the Request for Special Prequalification and must be acknowledged by applicants in the appropriate area of their special prequalification submittal.

MISREPRESENTATION

If any applicant knowingly makes a misrepresentation in submitting information or fails to provide all required information, such misrepresentation or omission will be sufficient grounds for rescinding a "qualified to bid" rating or for rejection of a bid submitted as a result of this prequalification.

COLLUSION AMONG APPLICANTS

More than one response from an individual, firm, partnership, corporation, or association under the same or different name will be rejected. Any or all responses will be rejected if there is any reason for believing that collusion exists among the applicants. Participants in such collusion may not be considered in future bids for the same work. Each prospective applicant, by submitting a response, certifies that they are not a party to any collusive action or to any action that is otherwise unlawful. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the Work.

**REQUEST FOR SPECIAL PREQUALIFICATION
APPLICATION FORM**

1. Applicant Company Name: _____

Address: _____

2. Tax Identification Number: _____ Maryland SDAT number: _____

3. Provide contact information including name, title, phone number and email address of the person who can respond authoritatively to any questions regarding this response:

Printed Name, Title: _____

Phone Number: _____ E-Mail: _____

4. Representative Projects: See Instructions: Paragraph 3, Page 2

PROJECT A: (Required)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

PROJECT B: (Required)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

PROJECT C: (Required)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

PROJECT D: (Optional)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

PROJECT E: (Optional)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

PROJECT F: (Optional)

Project Title: _____

Reference Name & Title: _____

Phone Number: _____ E-Mail: _____

5. Proposed Project Manager: (attach resume(s) on separate sheet)

Name: _____

Name (Optional): _____

Name (Optional): _____

6. Proposed Superintendent: (attach resume(s) on separate sheet)

Name: _____

Name (Optional): _____

Name (Optional): _____

Addendum Acknowledgement:

Addendum Number	Date	Initials

Reminder: Submittals must contain the following:

1. Affidavit (page 9)
2. Reference Project information (1 to 3 pages per project preferred)
3. List of all projects over \$5M for past 5 years (attach separate sheets)
4. Project Manager Resume(s)
5. Superintendent Resume(s)
6. Surety statement from bonding capacity
7. Contract termination information, if applicable
8. Assessed liquidated damages, if applicable

**REQUEST FOR SPECIAL PREQUALIFICATION
AFFIDAVIT**

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Application for Special Prequalification (including all submitted attachments and other documentation) are true and correct.
2. To the best of my knowledge neither the applicant, nor its agents, affiliates, partners, employees, officers, directors or other associates of any kind, have colluded with any individual or entity on behalf of the applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this Request for Special Prequalification.
3. By responding to this Request for Special Prequalification and submitting the Application for Special Prequalification (also referred to as the submittal), the applicant agrees to indemnify and hold harmless all parties to this Request for Prequalification, including, but not limited to, the Owner, Engineer and Construction Manager for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. Applicant agrees to use the submitted personnel for the duration of this project. Any changes in the submitted personnel must be approved in writing by the College.
5. Debarment Status – 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 application is submitted and prior to the award of the contract for the project the applicant shall notify Harford Community College of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the applicant is issued a debarment judgment then this will be considered grounds for automatic disqualification.

Applicant Company Name: _____

Officer's Signature*: _____ Date: _____

Printed Name, Title: _____

Phone Number: _____ E-Mail: _____

*Signature must be that of the Corporation President, Vice President or CEO. If another individual signs, a Power of Attorney or other authorization must accompany this document delegating authority to that individual.