REQUEST FOR
GENERAL CONTRACTOR QUALIFICATIONS SUBMISSION

For
Cash Corner Fire Station
South Portland, Maine

Introduction: The City of South Portland, Maine (hereafter known as the “Owner) has elected to Pre-qualify General Contractors for this project. Upon receipt of qualification submissions, the Owner will evaluate each submittal and select Contractors deemed qualified by the Owner to provide a price proposal for the project.

NOTICE: All submitters shall acknowledge receipt of all addenda to this RFQ within their submittal. If you have received this document other than from SEBAGO TECHNICS, INC, and are therefore not registered to receive addenda, you are required to notify SEBAGO TECHNICS, INC of your intent to submit qualifications in response to this RFQ no later than the last day for questions.

Project Description: The project generally includes the construction of a new Fire Station to replace the aged and antiquated Cash Corner Fire Station located at 360 Main Street in South Portland.

The new fire station will be located on the location of the existing fire station. The Fire Department will temporarily relocate operations during the construction period. Replacement of the fire station will include removal of the existing fire station and construction of a new 17,000 square foot 2-story station together with site improvements.

Project Location: The project will be located on the same parcel as the existing fire station located at 360 Main Street in South Portland.

Project Permitting: The Owner is in the process of seeking Planning Board approval through the City of South Portland Site Plan review process. At the time of bidding, plans will be submitted to the Maine Fire Marshal’s office for Maine construction permits including accessibility. The awarded contractor will be responsible for all other construction/trade permits. City building code fees will be waived with the exception of the plumbing permit fees which the contractor will be responsible for.

Attachments: The Owner’s design team is in the process of completing final design plans for the project. Enclosed for the purposes of the pre-qualifications process are the following documents:
1. Project Location Map
2. Preliminary Site Development Plans
3. Preliminary Building Floor Plans and Elevations.

**Funding:** The project will be funded in its entirety through Owner Municipal Bonds approved through a municipal referendum. This project does not involve federal funds. Davis-Bacon wage rates and submission requirements will not apply. The Owner is exempt from Maine sales tax for goods supplied to the Owner.

**Schedule:** The Owner has established the following project schedule. Dates are subject to change at the Owners discretion.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement for Pre-Qualification</td>
<td>July 25, 2019</td>
</tr>
<tr>
<td>Last Date for RFQ Questions</td>
<td>August 8, 2019, 4 PM</td>
</tr>
<tr>
<td>General Contractor Pre-Qualifications Due</td>
<td>August 15, 2019, 4PM (received by SEBAGO TECHNICS, INC., Inc.)</td>
</tr>
<tr>
<td>Analysis and Interview period.</td>
<td>September 2, 2019 thru September 6, 2019</td>
</tr>
<tr>
<td>Notify Pre-Qualified Contractors</td>
<td>Week of September 16, 2019</td>
</tr>
<tr>
<td>Issue Bid Documents</td>
<td>Week of October 1, 2019 (1 full set and 1 CD)</td>
</tr>
<tr>
<td>Bids Due</td>
<td>October 24, 2019, 4 p.m. at South Portland Purchasing Office</td>
</tr>
<tr>
<td>Contract Award</td>
<td>On or about November 6, 2019</td>
</tr>
<tr>
<td>Construction Start</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>Project Completion</td>
<td>January 15, 2021</td>
</tr>
</tbody>
</table>

*Dates are subject to change as deemed necessary by the Owner*

**Pre-Qualifications Due Date:** The deadline for submission of qualifications to the Architect/Engineer is **August 15, 2019 at 4 p.m. (EST).** Submit 6 copies of all documentation and a PDF on USB Drive to the office of SEBAGO TECHNICS, INC., Inc. located at 75 John Roberts Road, Building 4A, South Portland, Maine 04062. Your response shall be in a large manila envelope(s) marked with your company’s identification and the caption “GC Qualifications Enclosed – “South Portland Cash Corner Fire Station.”
Questions: Any questions or inquiries must be received in writing 7 days prior to the due date. Responses will be given to all RFQ holders by email. Inquiries shall be made to:

Owens A. McCullough, P.E., SEBAGO TECHNICS, INC., Inc. at omccullough@sebagotechnics.com.

Selection Scoring Criteria:

<table>
<thead>
<tr>
<th>Description</th>
<th>Scoring Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Organization Structure &amp; Experience</td>
<td>20%</td>
</tr>
<tr>
<td>II. Prior Performance (Claims, Bond Actions, Project Termination, Quality Control)</td>
<td>20%</td>
</tr>
<tr>
<td>III. Adherence to Budgets, Financial Health and Bonding Capacity</td>
<td>15%</td>
</tr>
<tr>
<td>IV. Services</td>
<td>20%</td>
</tr>
<tr>
<td>V. References</td>
<td>20%</td>
</tr>
<tr>
<td>VI. Safety Program</td>
<td>5%</td>
</tr>
</tbody>
</table>

Upon review of the submittals it is the intent of the Owner to select a minimum of three pre-qualified contractors.

Grounds for Determination of "Not Qualified"

"NOT QUALIFIED": With respect to the Project under consideration, the submitted information does not demonstrate that the General Contractor (GC) can provide for the construction of an acceptable project in a timely manner and at the bid price.

A finding by the Owner that any one of the following conditions exists shall be sufficient grounds for a determination of "Not Qualified."

1. Prior performance related issues such as claims, bonds, termination, quality control and failure to complete projects on-time.
2. History of change orders.
3. Lack of adequate references.
4. Lack of demonstrated experience and personnel to complete projects of this size and type.
5. Misconduct, including but not limited to:
   - Environmental violations.
   - Civil Rights or Equal Opportunity violations.
• A denial of pre-qualification or a debarment related to any federal, state, or municipal construction project.
• Conviction of a crime regarding any construction project.

Automatic disqualification will result if any question has not been answered. Deceptive, evasive, or fraudulent statements or omissions contained in the Application, made or omitted at any interview or hearing, or otherwise made to or omitted from Owner or Owner’s agents will result in automatic disqualification.

Please note that the Owner retains the option to accept or reject any or all Qualifications Submissions for this Project. Any and all decisions by the City shall be final. The Contractor agrees that by submitting a Qualification Package, any and all City decisions shall be final without exception and that the Contractor waives all rights to take legal action against the City and/or its agents and waives any rights to protest.

Submittal Requirements:

I. ORGANIZATION STRUCTURE AND EXPERIENCE

A. The GC is legally organized under the laws of the State of Maine. The GC has the following organizational structure.

( ) individual    ( ) corporation    ( ) partnership
( ) limited liability company    ( ) joint venture    ( ) other __________

B. How many years has your organization been in business as a General Contractor?

C. If your organization is a corporation, answer the following:

1. Date of incorporation:
2. State in which incorporated:
3. President’s name;
4. Vice-President name(s):
5. Secretary’s name:
6. Treasurer’s name:
D. If your organization is a partnership, answer the following:

1. Date of organization:
2. Type of partnership (if applicable):
3. Name(s) of general partners:

E. If your organization is individually owned, answer the following;

1. Date of organization:
2. Name of owner:

F. If the form of your organization is other than listed above, describe it and name the principal.

G. Experience:

1. Provide a summary of the GC's and Major Sub Contractors and suppliers experience in similar projects in terms of schedule, project size, project type, and project delivery method as an attachment. Identify for each project listed the percentage of the work in dollars that was performed by the GC's own forces and not sub-contracted.

2. Provide summary of experience with owner, architect and engineer of listed projects to include RFI’s, Submittals, Change Orders, and other processes associated with them.

3. Provide Summary of experience with owner.

II. PRIOR PERFORMANCE (CLAIMS, BOND ACTIONS, PROJECT TERMINATION, QUALITY CONTROL)

A. Claims History: Within the last five (5) years, has the GC (or any predecessor entities or related entities) been a party to a contract claim with an originally claimed amount in excess of $20,000? Add section about subs having any claim against GC?

Yes ________ No ________

If yes, please provide full details of each claim on attached sheets including:

1. Whether the claim was brought by or against the general contractor (or any predecessor entities or related entities),
2. The nature of the dispute underlying the claim,

3. Originally claimed amounts,

4. The resolution of such claims, and

5. The name, address, and phone number of the primary adverse party who can be contacted for additional information, and

6. A written summary of your position on the matter (if desired).

B. How many projects within the last five (5) years has the GC completed?

1. On a separate sheet, list the major projects (6 projects minimum) your organization has completed in the last five (5) years, giving the name of project, delivery method (i.e. CM-At-Risk, Design-Bid-Build, etc.), including major subcontractors, owner, architect/engineer, contract amount and percentage of the cost of the work performed with your own forces. Provide owner contact information.

2. State the average annual amount of construction work performed and/or managed during the past five (5) years.

3. State total worth of work in progress and under contract to you at the present time.

C. Untimely Completion (Substantial Completion occurs after the scheduled Completion Date)

1. Within the last five (5) year’s list the projects which you, as the GC, did not complete on or before the original contract date for completion.

As an attachment, list for each project:

a. Project name and owner
b. Project location
c. Project manager
d. Dollar value of project
e. Project start date
f. Original contract date of substantial completion
g. Actual date of substantial completion
h. Provide narrative explaining in detail the nature of the circumstances
i. Provide name and telephone number(s) of owner or owner’s representative as a reference for the project listed.

D. Liquidated Damages: In the last five (5) years, has the GC (or any predecessor entities or related entities) had liquidated damages assessed against it?

Yes ____ No ____

If yes, how many days of LD’s was assessed and what was the dollar value per day and in total.

E. Terminations/Suspensions/Defaults:

1. Within the last five (5) years, has the GC (or any predecessor entities or related entities) been considered in default of a contract that was not cured within the time frame allowed by the contract?

Yes ____ No ____

2. Within the last five (5) years, has the GC (or any predecessor entities or related entities) been terminated or suspended for cause?

Yes ____ No ____

3. Within the last five (5) years, has another party (e.g. surety or owner) completed work which the GC (or any predecessor entities or related entities) was originally responsible to perform?

Yes ____ No ____

If the answer to any of the questions above is Yes, please provide full details on an attached sheet. Please feel free to provide a written summary of your position on the matter.

F. Has your Organization ever been convicted of, or found liable for, collusion or fraud for civil or criminal violations relating to a construction project?

Yes ____ No ____

If yes, explain in an attachment.

G. Are there any judgments, claims, arbitrations, proceedings or suits pending or outstanding naming your organization or its officers?
H. Bid or other Crimes: Within the last ten (10) years, has the GC (or any predecessor entities or related entities), or any officers, owners, or key personnel of the same ever been indicted for, convicted of, or pleaded or consented to a violation of a crime; including bid collusion or any other crime involving fraud or knowing misrepresentation?

Yes ____ No ____

If Yes, please provide full details, including a summary of your position, on attached sheets.

I. Environmental Record: Within the last five (5) years, has the GC (or any predecessor entities or related entities) been found to be in violation of any federal, state, or local environmental law or regulation in an administrative, civil, or criminal proceeding in which the fact finder found that the GC intentionally or knowingly committed the violation and/or failed to comply after having been notified of the violation? Language changed to cast a wider net of any violations.

Yes ____ No ____

III. ADHERANCE TO BUDGETS, FINANCIAL HEALTH AND BONDING CAPACITY

A. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

1. Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventories, and prepaid expenses)
2. Net Fixed Assets
3. Other Assets
4. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued payroll taxes)
5. Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings)
6. Available credit to handle monthly values and process for this project including the ability to fund all deposits for all building and site materials, equipment, labor and related work. The City of South Portland will not all for the requisition of deposits to order materials. The contractor must be able to pay all deposits.

B. Bonding Capacity and Performance

1. Provide name, address, telephone number and contact person for bonding agency.
2. Provide name, address, telephone number and contact person for bonding underwriter company.

3. Provide GC’s bondable limits per project and aggregate.

4. Provide dollar value of current unfinished work under bond.

5. Provide bonding company’s statement of opinion of General Contractor’s financial ability to complete the proposed project.

6. In the last five (5) years, has the GC had any project NOT completed under its bond?

As an attachment, list for each project:
   a. Project name and owner
   b. Project location
   c. Project manager
   d. Dollar value of project
   e. Project start date
   f. Original contract date of substantial completion
   g. Actual date of substantial completion
   h. Provide narrative explaining in detail the nature of the circumstances
   i. Provide name and telephone number(s) of owner or owner’s representative as a reference for the project listed

C. Provide confirmation that all the following insurances can be provided for the project based upon $15 million-dollar project cost.

Insurance and 100% Payment and Performance Bonds

Statutory workers compensation, comprehensive, general and automobile liability insurance with the following minimum limits:

Workers’ Compensation, etc.

1) State: Statutory
2) Applicable Federal: Statutory
   (i.e. Longshoreman’s)
3) Employer’s Liability $100,000
**Commercial General Liability**

1) Bodily Injury:
   - $2,000,000 General Aggregate Limit
   - $3,000,000 Annual Aggregate, Products and Completed Operations

2) Property Damage:
   - $2,000,000 Each Occurrence
   - $3,000,000 Annual Aggregate

3) Property Damage liability insurance will provide Explosion, Collapse and Underground coverages.

4) Personal and Advertising Injury Limit:
   - $1,000,000 Annual Aggregate
   - $1,000,000 Each Occurrence

5) Fire Damage Limit:
   - $50,000

6) Medical Expense:
   - $5,000

**Comprehensive Automobile Liability**

1) Bodily Injury:
   - $1,000,000 Each Person
   - $1,000,000 Each Accident

2) Property Damage:
   - $1,000,000 Each Occurrence
   - $1,000,000 Umbrella Minimum

3) Fire Damage Limit:
   - $50,000

4) Medical Expense:
   - $5,000

**Comprehensive Automobile Liability**

1) Bodily Injury:
   - $1,000,000 Each Person
$1,000,000 Each Accident

2) Property Damage:
   $2,000,000 Each Occurrence
   $3,000,000 Umbrella Minimum

* Actual values will be determined in contract specifications and are subject to change pending legal counsel review.

Builders Risk Insurance

The City of South Portland will be providing Builders Risk Insurance.

IV. SERVICES

A. Team: Identify the proposed General Contractor Team, personnel, their role on the project, and their qualifications and experience

B. Local Participation: The Owner desires to solicit participation from local contractors and suppliers to provide services and goods to the project. Identify actions the GC will follow to encourage competitive participation by local contractors and suppliers Edit this to keep us from having unqualified contractors.

V. REFERENCES:

A. In addition to requirements of other sections in this RFQ, submit 6 references including names, e-mail, telephone, company, associated projects and mailing address. Include the references role in the project and written testimonials (either formal or in e-mail format).

VI. SAFETY PROGRAM

A. Quality Control: Does the GC have a written quality control plan? What is the focus of this question and why?

   Yes ____ No ____

   If Yes, please answer the following two questions:

   1. What year was it first adopted?

   2. In what year was its substance last reviewed?
B. Safety: does the GC have a written safety program?

Yes ____ No ____

If Yes, please answer the following two questions:

1. What year was it first adopted?
2. In what year was its substance last reviewed?
3. During the past five years list the injury reports?
4. Have you been fined for safety violations by OSHA violations?

C. Does the GC hold regular work site safety meetings for immediate supervisors and subcontractors?

Yes _____ No _____

If Yes, at what frequency: Weekly ____ Monthly ____ Other (specify) ____

D. Provide the GC’s workers’ compensation “EMR” Experience Modification Rate.

EMR = ________________.

E. Has any project managed by the GC in the past five (5) years had any accident that caused over $10,000 in property damage?

Yes ____ No_____

If Yes, Please provide the details of each such accident on attached sheets.

Please feel free to include a written summary of your positions regarding any of the information provided in this section on safety.

N. Does the GC have a written drug testing policy approved by the appropriate Maine agency regarding substance abuse testing? Define the item and what agency?

SIGNATURE

A. The undersigned hereby declares under oath and subject to the penalties of perjury that the statements made herein are true, upon the personal
knowledge, information and belief of the undersigned, and so far as upon
information and belief, that the undersigned believes them to be true.

B. Dated at ___________________ this _____ day of _________________ 2019.

Name of organization: _______________________________________________

By: ______________________________________________________________

Title: ______________________________________________________________

STATE OF MAINE

__________________________ County                Date: ____________________

Personally, appeared the above-named ___________________ and signed
and made oath to the foregoing affidavit, before me.

__________________________ Notary Public/Attorney-at-Law

My Commission Expires: _______________