

Renovation of the Cultural Services Building in NYC



AMBASSADE DE FRANCE AUX ETATS-UNIS D'AMERIQUE

Antenne Immobilière Régionale
Washington DC, USA

Project 723-120 - REQUEST FOR QUALIFICATIONS

1.1 PURPOSE, LAWS, AND REGULATIONS

- A. The purpose of the Prequalification Procedure described in this Document is to provide Owner with a mechanism to evaluate and determine whether Prospective Bidders are qualified to participate in the construction of Project. Evaluation will be limited to that office of the Prospective Bidder that is proposed to perform the Work.
- B. Applicable provisions of federal and local laws and regulations in New York, NY shall be observed in the soliciting, receiving, and evaluating of Prospective Bidders' qualifications.
- C. Applicable provisions of federal and local laws and regulations in New York, NY shall be observed in bidding, letting, and execution of the Work.
- D. Prospective Bidders are required to comply with these Requirements for Prequalification. Only those Prospective Bidders who have complied with the Requirements for Prequalification and have been determined to be qualified will be eligible to submit construction bids on Project.

1.2 DEFINITIONS

- A. **Financial Statement:** The requirement for submitting a financial statement as an attachment to AIA Document A305, "Contractor's Qualification Statement" shall be understood to mean a certified annual audit, prepared according to generally acceptable accounting practices and signed by an independent certified public accountant. A Reviewed Statement of Assets and Liabilities, prepared and signed by an independent certified public accountant, is also acceptable. A self-prepared annual compiled financial statement or balance sheet is unacceptable.
- B. **Prospective Bidder:** A Prospective Bidder is a person or entity who submits a Submittal of Qualifications to Owner.
- C. **Project:** Generally described in the Invitation for Prequalification of Bidders.

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1.3 PREQUALIFICATION DOCUMENTS

- A. Prequalification Documents: Consist of the Invitation for Prequalification of Bidders; this Request for Qualifications document; AIA Document A305, "Contractor's Qualification Statement"; and additional documents issued by Owner.
- B. Obtaining Prequalification Documents: Prospective Bidders may obtain complete sets of the Prequalification Documents from the issuing office designated in the Invitation for Prequalification of Bidders. Prospective Bidders shall use complete sets of Prequalification Documents in preparing their submittal. Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Prequalification Documents.
- C. Interpretation or Correction of Prequalification Documents: If the Prospective Bidder is in doubt as to the interpretation of any part of the Prequalification Documents, or finds discrepancies in or omissions from any part of the Prequalification Documents, it must submit a written Request for Interpretation thereof no later than seven days prior to acceptance of Submittals of Qualifications. Address all communications to Owner.

1.4 PREQUALIFICATION PROCEDURES

- A. Form of Prequalification Submittal:
 - 1. Submittals of Prequalification must be submitted in duplicate on AIA Document A305, "Contractor's Qualification Statement," properly executed and with all items filled out in ink or typed, and all additional data, attachments, and forms provided. Do not change or add words to the Qualification Statement or forms. All signatures must be original (and sealed if a corporation) and must be notarized and sealed by a Notary Public.
- B. Modification to Requirements for Prequalification:
 - 1. Clarifications, alterations, or changes made by Owner to the Requirements for Prequalification shall be in writing only. Verbal information is not valid or binding.
 - 2. Modifications will be mailed or delivered to those Prospective Bidders having obtained Prequalification Documents from the issuing office.
- C. Submission of Prequalification Documents:
 - 1. Each Submittal of Prequalification shall be delivered to the location indicated in the Invitation for Prequalification on or before the day and hour set for receipt of Submittals. Each Submittal of Prequalification shall be submitted in an opaque, sealed envelope marked in the lower left-hand corner as follows:
 - a. Bidder's Prequalification Statement for Renovation of the Cultural Services Building in New York.
 - b. **Prospective Bidder's Name.**
 - c. **Prospective Bidder's Address.**
 - d. Contractor's License No.
 - e. Date and Time for Submittal.

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2. If not delivered in person, this envelope shall be enclosed in a second envelope for posting to the location indicated for receipt of bids. This envelope shall be addressed as follows:
 - a. Bidder's Prequalification Statement for Renovation of the Cultural Services Building in New York.
 - b. Date and Time for Submittal.
 - c. Mr. Yohann CUYNET
 - d. French Cultural Services
 - e. 972 5th Avenue.
 - f. New York City, NY 10075.
 - g. Contractor's License No. (In return address).
3. Include a completed copy of the Prequalification Checklist attached to the cover of the Submittal.
4. It is the sole responsibility of the Prospective Bidder to ensure that its submittal is received by the submittal date and time. No faxed or e-mail submittal or modification of a submittal will be considered. No submittal submitted after the time fixed for receiving submittals will be considered; late submittals will be returned to the Prospective Bidder unopened.
5. Owner reserves the right to waive any informality and to request additional information from Prospective Bidders, at Owner's discretion.

D. Attachments:

1. Prospective Bidders shall complete all required forms and attachments described in the Prequalification Documents, entering "Not Applicable" where information does not apply. Absence of any of the forms included in the Prequalification Documents will be reason for possible disqualification.

E. Status of Prospective Bidders:

1. Proprietors submitting bids shall indicate their status as proprietors.
2. Prospective Bidders submitting qualifications for partnerships shall indicate their status as partners and shall submit a certified copy of the power of attorney authorizing the executor of the submittal to bind the partnership.
3. Prospective Bidders submitting qualifications for corporations shall indicate their status as corporations and shall submit a certified copy of the board of directors' authorization for the Prospective Bidder to bind the corporation and shall affix the corporate seal on the submittal.
4. Prospective Bidders shall provide the following:
 - a. Names and addresses of proprietors, of all members of a partnership, or of the corporation's officers.
 - b. Name of jurisdiction where the partnership is registered or where the corporation is incorporated. Corporations must be licensed to do business in Project state at the time of executing the Contract.

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1.5 WITHDRAWAL

- A. A Qualification Statement may be withdrawn on personal request received from the Prospective Bidder.

1.6 PREQUALIFICATION CRITERIA

- A. Prospective Bidders must demonstrate the following to the satisfaction of Owner:
 - 1. Proper license under the laws and regulations governing their respective trade(s).
 - 2. Applicable experience of firm as described in the Contractor's Qualification Statement, including the following:
 - a. Experience of Firm: The firm in its current organization shall have successfully completed minimum of five projects of similar type, quality, and scope, including a minimum of two within the last three years. The firm shall have a record of project completion, credit record, record of judgment claims, arbitration proceedings, and suits pending or outstanding acceptable to Owner.
 - b. Experience of Firm Officers: The firm officers shall have personal record of project completion acceptable to Owner.
 - c. Experience of Project and Field Management Staff to Be Committed by the Prospective Bidder to Carry Out the Work: The assigned project manager and field superintendent must have successfully completed minimum of three projects of similar type, quality, and scope.
 - d. For purposes of this submittal, reference to "key individuals" as described in the Contractor's Qualification Statement shall be understood to mean the principal in charge, the project manager(s), and the project field superintendent(s) committed by the Prospective Bidder to carry out the Work of this Project. Prospective Bidder by submitting qualifications of key individuals agrees that Owner reserves the right to approve or reject subsequent reassignment of key individuals.
 - e. For purposes of this submittal, "successful completion" shall be understood to mean completion of project within project schedule and budget. Provide additional information indicating reasons why any referenced project did not meet project schedule or project budget.
 - f. For purposes of this Qualification, "similar project" shall be understood to include the following project elements:
 - 1) HVAC, Electrical, Fire Alarm Sprinkler and plumbing systems upgrade works
 - 2) Interior office renovation.
 - 3) Renovation/addition work on occupied sites.
 - 4) Steel work
 - 3. Acceptable past performance as indicated by firm's references, including ability to meet contract time and to monitor, manage, and communicate interim scheduling requirements, to carry out required quality-control activities, to properly prepare interim and final payment requests, and to successfully complete project closeout requirements.
 - 4. Adequate financial resources, including ability to secure materials and labor necessary for completion of the Work and other work in hand, within the anticipated contract times, and reflecting the anticipated retainage from progress payments.

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5. Capacity to provide Performance Bond, Labor and Material Payment Bond, and Insurance in a form acceptable to Owner in amounts adequate to bond the Work based on the scope indicated in the Invitation for Pre qualifications.
 6. Work-in-hand capacity, such that the Prospective Bidder demonstrates adequate work under contract to continue its business operations at least at their current level, at the same time indicating the capability to carry out Owner's proposed work.
 7. Adequate organization to complete work of the scope anticipated, including firm management, project management, field superintendence, and field engineering and quality control.
 8. Acceptable documentation of firm's employee screening practices as indicating by affidavit describing background check procedures for firm's employees and requirements for same incorporated in firm's subcontracts.
- B. Consideration of qualifications may be withheld if the Qualification Statement shows any unexplained erasures, omissions, alterations of form, additions not called for, added restrictions or qualifying conditions, or other irregularities of any kind.
- C. Owner may make such investigations as it deems necessary to determine the ability of the Prospective Bidder to perform the Work, and the Prospective Bidder shall furnish to Owner all such information for this purpose as Owner may request. Owner reserves the right to withhold qualification if the evidence submitted by or investigation of such Prospective Bidder fails to satisfy Owner that such Prospective Bidder is properly qualified to carry out the obligations of the proposed Project. The determination of which bidders are prequalified is not protestable, except as allowed by law.
- D. Prequalification Submittal and data contained therein is considered privileged and confidential and will not be disclosed to any outside party except as required by law.

1.7 BONDS AND INSURANCE

- A. The Prospective Bidder shall provide as part of the Submittal of Qualifications evidence of its ability to furnish below:
1. Performance Bond, a Payment Bond, and a Labor and Material Bond, each in the amount of 100 percent of the Contract Sum, with a corporate surety authorized to transact business in Project's jurisdiction.
 2. Satisfactory certificates of insurance in the amount and types required by statute, but not less than the following:
 - a. Professional design errors and omissions insurance endorsement for delegated design by Contractor's professional engineer: min. \$2,000,000 usd
 - b. Workers' Compensation insurance provisions: statutory limits.
 - c. Commercial General Liability insurance provisions: at limits established by Owner in Project Contract Documents and including below: min. \$10,000,000 usd
 - 1) Mold Endorsement or separate certificate.

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1.8 ACCEPTANCE OF QUALIFICATIONS

- A. Owner reserves the right to reschedule or cancel this Request for Qualifications at any time prior to the submission deadline, to terminate the selection process at any time, to waive informalities and irregularities in the responses or submissions, to reject any and all responses, and may consider submissions not made in compliance with the Request for Qualifications if it elects to do so, although the Owner will have no obligation for such consideration.
- B. The acceptance of a Prospective Bidder's qualifications will be a Notice of Prequalification and an Invitation to Bid, from a duly authorized representative of Owner; no other act by Owner or its agents shall constitute the acceptance of qualifications. The acceptance of a Prospective Bidder's qualifications by Owner does not constitute a contract or promise to award a contract to the Prospective Bidder.

1.9 PROSPECTIVE BIDDER'S CHECKLIST

- A. In an effort to assist the Prospective Bidder in properly completing all documentation required, the following checklist is provided for the Prospective Bidder's convenience. The Prospective Bidder is solely responsible for verifying compliance with prequalification requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
 - 1. Reviewed the Prequalification Documents, including the Invitation for Prequalification and Requirements for Prequalification, prior to preparing this submittal.
 - 2. Prepared AIA Document A305, "Contractor's Qualification Statement," as required by the document instructions and by the Requirements for Prequalification, including all attachments and data required as part of the Qualification Statement, properly notarized.
 - 3. Attached: Copy of applicable Contractor's license(s).
 - 4. Attached: Affidavit of Employee Screening.
 - 5. Attached: Resumes of key individuals.
 - 6. Attached: Other attachments as necessary to provide information required.
 - 7. Envelope shows name and address of the Prospective Bidder.
 - 8. Envelope shows the Prospective Bidder's Contractor's License No.
 - 9. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide executed Performance Bond and Labor and Material Bond meeting requirements given in the Requirements for Prequalification.
 - 10. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide Certificates of Insurance in the amounts indicated in the Requirements for Prequalification.