

APPLICATION FOR QUALIFICATIONS

For

General Preservation Construction

Project Number AFQ 034020142

**Commonwealth of Pennsylvania
Pennsylvania Historical and Museum
Commission**

**Tom Corbett
Governor**

**Andrew E. Masich
Chairman**

**James M. Vaughan
Executive Director**

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Part I

General Information for Applicants

I-1 Purpose: This Application for Qualifications (AFQ) provides contractors with sufficient information to enable them to prepare and submit applications for qualification by the Commonwealth of Pennsylvania, Pennsylvania Historical and Museum Commission (PHMC) to satisfy a need for general preservation construction and related services at PHMC historic sites and museums throughout Pennsylvania.

I-2 Issuing Officer: This AFQ is issued by PHMC for the Commonwealth of Pennsylvania. The Issuing Office is the sole point of contact in the Commonwealth for this AFQ. Please refer all inquiries to:

AFQ Coordinator – Lisa Burchfield
Fiscal Office and Support Services
PHMC
State Museum Building, Room 531
300 North Street
Harrisburg, PA 17120-0024

Email: liburchfie@pa.gov

I-3 Scope: This AFQ contains instructions governing the applications to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each application.

I-4 Work Statement: This work consists of general preservation construction for the preservation of historic structures involving any or all of the following specialized work:

- A. Preservation carpentry, including wood repair and restoration, replication of wood moldings, doors, railings, porches, cornices, trim, floors and other wood features.
- B. Restoration of wood windows
- C. Surface preparation and painting of historic structures
- D. Repair of historic plaster (flat and molded)
- E. Preservation repair and pointing of historic masonry
- F. Cleaning and conservation of historic masonry
- G. Repair or replacement of historic roofing - wood shingles
- H. Repair or replacement of historic roofing – slate and tile
- I. Repair or replacement of historic roofing – metal

Contractors submitting an application should have relevant experience in preservation and restoration of historic structures. Each Project that is bid to the Pre-Qualified Bidders list will vary in scope. This single AFQ will be an open enrollment AFQ for five years. Applicants may apply at any time throughout the five year period. The Applicant shall indicate which categories of work they self-perform and which categories they use sub-contractors. Sub-contractors must become pre-qualified under their respective specialty category under separate AFQ #034020143 (Specialty Preservation Construction) in order to be used by a pre-qualified General Preservation Construction contractor on future projects involving that work.

- I-5 Definitions:** These definitions shall apply to terms used in the AFQ, without conflicting with any definitions in the General Conditions of the Construction Contract:
- A. **AFQ** – Application for Qualification - The document submitted by a prospective applicant to PHMC for evaluation to be pre-qualified in order to be eligible to submit a sealed bid on the Project.
 - B. **Applicant** - A Contractor that has submitted an application for this AFQ.
 - C. **Commonwealth** – The Commonwealth of Pennsylvania.
 - D. **Contractor** - The Pre-Qualified Bidder whose firm or entity has been awarded a prime contract by the Commonwealth for each discipline on the Project.
 - E. **CSB** - Competitive Sealed Bid - A sealed bid submitted in response to a Notice to Bidders that is submitted in a sealed envelope and whose contents are not disclosed until bid opening time. If all contracts are within budget, the lowest responsive and responsible bidder will be awarded the prime contract for the Work in each discipline.
 - F. **Design Professional** – PHMC’s retained licensed Professional assigned to develop and seal all design documents used for construction.
 - G. **Notice to Applicants** – The document issued by PHMC to notify interested firms regarding the need to submit applications to be pre-qualified in order to submit a sealed bid on the Project.
 - H. **Notice to Bidders** - The document issued by PHMC only to pre-qualified bidders with details as to where and when to obtain bid documents and where and when to submit bids to PHMC.

- I. **PHMC** - The Pennsylvania Historical and Museum Commission of the Commonwealth of Pennsylvania, also known as “PHMC”, or any of its authorized representatives or designees, and is referred throughout the AFQ as singular in number.
- J. **Pre-Qualified Bidder** – a firm who has submitted an AFQ that was scored by PHMC and received sufficient points to be deemed qualified to proceed to the bidding stage of the Project. Prior to submitting a bid, the firm is technically a Prospective Pre-Qualified Bidder, but for ease of reference, this AFQ will only refer to Pre-Qualified Bidders.
- K. **Project** – A project that is developed by PHMC to be bid to the list of Pre-Qualified Bidders obtained through this AFQ.
- L. **Project Manager** – The Contractor’s person responsible for direct supervision of the Project in accordance with the contract documents and agreement with PHMC.
- M. **Project Superintendent** – The Contractor’s employee responsible for oversight and management of the construction process.
- N. **Prospective Applicant** – A Contractor that has received the Notice to Applicants and this AFQ but has not submitted an application.
- O. **Work Statement** – A detailed description of the Project.

I-6 Process: This AFQ, pursuant to §532 of the Commonwealth Procurement Code, will result in PHMC creating a pool of Applicants who will be evaluated to determine their eligibility to submit bids on future projects identified by PHMC, using the following procedure:

- A. PHMC issues a Notice to Applicants and the AFQ through the DGS e-marketplace web site and PHMC web site.
- B. Prospective Applicants that desire to be qualified must comply with all terms and conditions of this AFQ and the Notice to Applicants.
- C. Applications received in accordance with the AFQ and Notice to Applicants will be evaluated and scored by PHMC on the criteria set forth in the scoring matrix attached as an appendix to this AFQ.
- D. An Applicant receiving at least **70%** of the total available AFQ points will be considered pre-qualified.
- E. Only Applicants who receive at least 70% of the total available points will be designated as a Pre-Qualified Bidder capable of continuing

with the Competitive Sealed Bid process for award of contracts for future Projects.

- F. PHMC will use the Competitive Sealed Bid procurement method for the selection of contractors for future Projects. This process begins with a Notice to Bidders issued to the Pre-Qualified Bidders. These Bidders shall follow the instructions on the Notice to Bidders to acquire the Bid Package and contract documents (plans and specifications) for bidding purposes.
- G. Only Pre-Qualified Bidders who acquire the Bid Package can submit a competitive sealed bid in accordance with the Notice to Bidders, the Bid Package, and contract documents.
- H. Upon the date and time in the Notice to Bidders, PHMC will proceed with a public bid opening to determine the lowest responsive and responsible bidder for the Project.

I-7 Owner's Rights Reserved: PHMC reserves the right to cancel or withdraw this AFQ in whole or in part any time prior to award of contracts. PHMC reserves the right to reject any and all applications received as a result of this AFQ. PHMC may, in its discretion, waive any informality or technical deficiencies in applications. PHMC reserves the right to request additional or clarifying information from Applicants.

I-8 Incurring Costs: The Commonwealth is not liable for any cost or expenses incurred by the Applicants in the preparation of their applications or bids or for attendance at any conferences or meetings related to this AFQ.

I-9 Requests for Information: If a Prospective Applicant has any questions regarding this AFQ, the Prospective Applicant must submit the question(s) in writing (e-mail is acceptable with the subject line "AFQ 034020142 Question") to the Issuing Office named in this AFQ. The Prospective Applicant shall not attempt to contact the Issuing Office by any other means.

If the Prospective Applicant has questions, they must be submitted in writing NO LATER THAN the Deadline to Submit RFIs listed in the Calendar of Events I-26.

Responses by the Issuing Office to questions are considered a part of this AFQ. PHMC shall not be bound by any verbal information, nor shall it be bound by any written information that is not contained in the AFQ or formally issued as a bulletin by the Issuing Office. PHMC does not consider questions to be a protest of the AFQ or of the solicitation.

- I-10 Changes to the AFQ:** If it becomes necessary to revise any part of this AFQ before the application submission date, a bulletin will be placed on the DGS e-marketplace web site and on the PHMC web site. Such bulletins are the only binding revision to this AFQ and no other form of amendment, either written or oral, will be considered binding upon PHMC. Prospective Applicants shall not rely on information other than written bulletins issued and distributed by PHMC. Applicants shall be solely responsible for ensuring they check the web site for bulletins.
- I-11 Restriction of Contact:** From the issue date of this AFQ until a determination is made regarding the qualification of Applicants, all contacts with PHMC personnel concerning this AFQ, must be made through the Issuing Officer. Any violation of this condition is cause for the Commonwealth to reject an Applicant's application. If it is later discovered that any violations have occurred, the Commonwealth may also reject an application at time of discovery.
- I-12 Application Submission Date:** This is an open enrollment AFQ, so there is no specific deadline for applications. This AFQ will be open throughout the 5 year period (until June 30, 2019). However, the sooner the prospective applicant submits their application, the sooner they could be eligible to bid on future projects.
- I-13 Applications:** To be considered by PHMC, Applicants should submit a complete Statement of Qualification (using the format provided in Part II of this AFQ) and an Application Signature Page (Appendix A). If you are submitting a paper copy, **four (4) copies** of the application must be received by PHMC. Refer to the Notice to Applicants for location. Instead of paper copies, we will accept one emailed copy of the Application and one mailed paper copy of the signature page with original signatures. The Applicant shall make no other distribution of its Application.

An original Application Signature Page must be included and have one (1) original signature of an official authorized to sign on behalf of the Applicant.

The remaining three (3) copies (if not submitting by email) must have a photocopy of this Application Signature Page.

- I-14 If the Applicant is a Joint Venture.** If the entity that will be signing the application is a joint venture, then there are additional requirements that apply.
- A. The Application for the Joint Venture shall be considered a single applicant and shall receive one total score.
 - B. The Joint Venture must submit a copy of the Joint Venture Agreement with the Application. This Agreement shall not count against the page limits.

- C. Each entity comprising the Joint Venture must submit with the Application the corporate resolution or other legal document evidencing the entity's authorization to participate or form the Joint Venture.
- D. If the JV becomes pre-qualified, and if a bid bond is required for a future Project, the bid bond submitted with the sealed low bid must be issued in the name of the Joint Venture, not in the name of the individual entities comprising the Joint Venture.

I-15 Withdrawal of Applications: Applications may be withdrawn by written request. If the Applicant chooses to attempt to provide such written notice by fax transmission, the Commonwealth shall not be responsible or liable for errors in the fax transmission. An Application may also be withdrawn in person by the Applicant or its authorized representative, provided their identity is made known and he/she signs a receipt for the Application. An Application may only be modified by the submission of a new signed Application or submission of a signed modification received by the AFQ Coordinator.

I-16 Contractor Registration: Each Applicant must be registered with the Pennsylvania Department of State to do business in the Commonwealth. In addition, Applicants must be registered and must have a Current, Active Vendor Number. Joint Ventures must have a unique vendor ID issued for the Joint Venture. Register at www.pasupplierportal.state.pa.us. Contractors are also encouraged to register as a certified small business by registering at

I-17 Economy of Preparation: Applications should be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the AFQ.

I-18 Alternate Applications: The Issuing Office has identified the basic approach to meeting its requirements. The Issuing Office will not accept alternate applications.

I-19 Applicant Responsibilities: The Applicant who is successfully qualified under this AFQ and selected under the Competitive Sealed Bid procurement method will be considered a prime contractor for that particular discipline. Each Applicant selected to contract with PHMC will be required to assume full responsibility for delivery of all services for the Project as specified in the Notice to Bidders, the Bid Package, and the Contract Documents. Further, PHMC will consider the selected Applicant to be the sole point of contact concerning all contractual matters for the duration of the contract term.

Each Pre-Qualified Bidder acknowledges that, if successful and awarded a contract, they shall be responsible to comply with the following requirements, in addition to any other statutory requirements listed in the project specific Bid

Package or Notice to Bidders/Instructions to Bidders documents. These requirements include Commonwealth Terms and Conditions and PHMC Supplemental Terms & Conditions of the contract that are available on the PHMC website:

<http://www.portal.state.pa.us/portal/server.pt?open=512&mode=2&objID=1426>.

If a contract bond is required it will be included with the construction contract.

Some projects that are designed and bid through the Department of General Services (DGS) will be using this AFQ pre-qualified bidders list. In those projects, the successful contractor will be required to sign a contract with DGS and follow all of its contract terms and conditions and procedures. Copies of the following standard documents may be obtained at the DGS website:

http://www.portal.state.pa.us/portal/server.pt/community/construction_and_public_works/1235/application_for_qualification_projects/447902

I-20 Disclosure of AFQ Response Contents:

- A. Confidential Information. The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submission in order to evaluate applications submitted in response to this AFQ. Accordingly, except as provided herein, Applicants should not label application submissions as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit the signed written statement described in subsection C.(1) below and must additionally provide a redacted version of its application, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use of Application Contents. All material submitted with the applications shall be considered the property of the Commonwealth of Pennsylvania and may be returned only at the Issuing Office's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of the contract. Notwithstanding any Applicant copyright designations contained on applications, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure. Public records requests for applications are governed by and shall be handled in the following manner:
 - 1. After the award of a contract pursuant to this AFQ and Notice to Bidders, all applications are subject to disclosure in response to a request for public

records made under the Pennsylvania Right-to-Know-Law, 65 P.S. §67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. §67.707(b) for the information to be considered exempt under 65 P.S. §67.708(b)(11) from public records requests. Financial capability information submitted with this AFQ is exempt from public records disclosure under 65 P.S. § 67.708(b) (26).

- I-21 News Releases:** All news releases and media contacts regarding this project will be made only by PHMC, unless PHMC directs otherwise in specific instances. Applicant(s) shall not issue news releases, internet postings, media contacts or any other public communications pertaining to this Project without prior written permission of the PHMC. This paragraph does not apply to any advertisement soliciting interested subcontractors or suppliers made by the Applicant during the preparation of the application.
- I-22 Notice of Qualification:** Upon completion of the evaluation and review of Applicant's application, PHMC shall issue written notification to those Applicants whose applications are determined to meet the 70% threshold in accordance with the evaluation factors, procedures, and criteria set forth in this AFQ. Those Applicants that did not meet the 70% threshold will receive notice indicating such. PHMC will post a list of all Pre-Qualified Bidders on the PHMC website. PHMC will not post the name of any unsuccessful applicants.
- I-23 Debriefing Conference:** Applicants whose applications are deemed not qualified will be notified and will be given an opportunity to request a debriefing. The purpose of the debriefing is not to compare unsuccessful applicant's applications to successful applications, but to provide information that may assist the unsuccessful applicant in preparing any future applications and to identify areas of concern. Any Applicant who wants to be debriefed must fax in a written request to the AFQ Coordinator **within two calendar (2) days of receiving their unsuccessful notification letter**. PHMC will hold a debriefing conference for each unsuccessful Applicant submitting a written request for such a conference **within five (5) calendar days of receipt of notice of a request for a debriefing but no later than seven (7) calendar days from the date of their notification letter**. The AFQ Coordinator will hold the debriefing conference and will discuss only the strengths and weaknesses of the application submitted by the Applicant being debriefed. The Applicant may request to be debriefed by phone.

The timeframe for debriefing of Applicants neither extends nor modifies in any way the deadlines for the AFQ Protest Procedure. If an Applicant exercises its opportunity to be debriefed, this shall not constitute the filing of an AFQ protest. This AFQ is open enrollment for five years from the issue date. Applicants who are determined not qualified may re-submit a new application at any time during the five year period.

I-24 Applicant's representations and authorizations: By submitting an application, each Applicant understands, represents, and acknowledges that:

- A. All information provided by, and representations made by, the Applicant in the application are material and important and will be relied upon by PHMC in reviewing the application and in awarding the contract. Any misrepresentation of a material fact or omission of material fact by the entity submitting the proposal shall be treated as fraudulent concealment from the Commonwealth of the true facts relating to the submission of the application. If the misrepresentation and/or omission of material fact is discovered during the review of the application, the application will be automatically disqualified. Discovery of the misrepresentation and/or omission of material fact after contract award constitute grounds for defaulting the contractor and may lead to debarment procedures being instituted against the contractor. A misrepresentation shall also be punishable under 18 Pa. C.S. 4904. Nothing in this paragraph waives other potential legal rights and remedies available to PHMC for misrepresentation and/or omission of material facts.
- B. No attempt has been made or will be made to induce any firm or person to refrain from submitting or to submit an application on this AFQ.
- C. The application is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- D. To the best knowledge of the person signing the application for the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any local, state or federal governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Applicant in its application.
- E. To the best of knowledge of the person signing the application for the Applicant and except as otherwise disclosed by the Applicant in its application, the Applicant has no outstanding, delinquent obligations to Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Applicant that is owed to Commonwealth.
- F. The Applicant is not currently under suspension or debarment by Commonwealth, or any other local, state, or the federal government, and if

the Applicant cannot certify, then it shall submit along with the application a written explanation of why such certification cannot be made.

- G. The Applicant has not, under separate contract with the PHMC made any recommendations to PHMC concerning the need for the services described in the application or the specifications for the services described in the AFQ and Notice to Applicants.
- H. Each Applicant, by submitting its application, authorizes all Commonwealth agencies to release to Commonwealth information related to liabilities to Commonwealth of Pennsylvania including, but not limited to, taxes, unemployment compensation, workers' compensation liabilities and Prevailing Wage Act.

I-25 AFQ Protest Procedure: In addition to the summary provided herein, the Protest Procedure is available in the Procurement Code (62 Pa.C.S. § 1711.1).

- A. Who may file: Any Applicant or Prospective Applicant who is aggrieved in connection with the AFQ or the award of a contract resulting from the AFQ may file a protest.
 - 1. "Prospective Applicant": is an entity that has not submitted an application in response to the AFQ.
 - 2. "Applicant" – is an entity that has submitted an application in response to the AFQ.
- B. Time Limits:
 - 1. If a protest is filed by a **Prospective Applicant**, it must be filed, in writing, with the Issuing Office identified in the AFQ within seven (7) days after the Prospective Applicant knew or should have known of the facts giving rise to the protest.
 - 2. If a protest is filed by an **Applicant**, it must be filed, in writing, with the Issuing Office identified in the AFQ within seven (7) days after the protesting Applicant knew or should have known of the facts giving rise to the protest **EXCEPT IN NO EVENT MAY A PROTEST BE FILED LATER THAN 7 DAYS AFTER THE NOTICE OF AWARD OF CONTRACT IS POSTED ON THE PHMC WEBSITE.**
 - 3. "Filed" shall be defined as the date upon which the Issuing Office receives the written protest.
- C. Protests relating to cancellation of the AFQ and protests relating to rejection of all applications may not be filed.

Part II

Application Format and Required Information

II-1. Application Submission: The Applicant should submit a cover letter in the Application envelope providing, at a minimum, the following information:

- Company name
- Company mailing address
- Contact person
- Contact person's phone number, fax number and e-mail address

The AFQ is intended to provide interested Applicants with the basic information necessary to evaluate the scope of services and requirements. Each Applicant shall develop an independent assessment of the scope of services that shall form a suitable basis for their respective application. Each application shall be a complete response to the AFQ, following the format described in this AFQ. Applications shall be straightforward, concise presentations. Applicants shall include information for all items requested in the AFQ as completely and accurately as possible. By returning a completed application, the Applicant agrees to the terms and conditions as stated in this AFQ.

Applicants are encouraged to become certified under the DGS-Self Certified Small Construction Business program. Provide either a copy of your certificate or a statement in your cover letter that you are not certified under this program. To become certified, visit the DGS website at http://www.dgs.state.pa.us/portal/server.pt/community/construction_and_public_works/1235/small_business_design_and_construction/1292322.

II-2 Mandatory Application Requirements: To qualify for evaluation, each application must include or meet the items listed on the Requirements Checklist (Appendix B to the AFQ). Mandatory Requirements include the submission of:

- Four (4) copies of the application, OR one (1) emailed electronic copy of the application
- Execution of Application Signature Page (Appendix A) with at least one (1) original signature
- Joint Venture documents, if applicable
- Required Disclosures (Appendix D)

Any application that does not comply with these listed requirements will be rejected as non-responsive.

II-3 Statement of Qualifications: Each Applicant shall submit the following technical application information, with responses to each item numbered accordingly. Each Applicant is required to fully answer all questions in each category listed below.

Provide your responses on 8 ½ " x 11" sheets of paper and number and title each answer to the corresponding category. Sheet/page totals and font size for the applications are limited. "Sheet" means 1 piece of paper, consisting of 2 pages (front and back). "Page" means the 1 side of a sheet.

All questions must be addressed by the Applicant in order for this application form to be properly completed. Failure to answer any question, or comply with any directive contained in this form may be used by PHMC as grounds to find the Applicant non-responsive. If a question or directive does not pertain to your firm in any way, please indicate that fact with the symbol N/A.

**THE TECHNICAL APPLICATION INFORMATION
IMMEDIATELY FOLLOWS**

TECHNICAL APPLICATION INFORMATION

Name of Applicant:

Federal I.D. Number:

Vendor I.D. Number:

Contact Person / Title:

Address:

Principal Office:

Telephone Number:

Fax Number:

Owner or Authorized

Representative: _____

Email Address:

1. Submission is for:

- Parent Company (List any Division or Branch Offices to be involved in this project)

- Division (attach separate list if more than one is to be included)

- Subsidiary
- Branch Office: (include all Pennsylvania locations)

2. Type of Firm:

- Corporation
 - Date of incorporation_____
 - State of incorporation_____
 - President's name_____
 - Vice President's name(s)_____
 - Secretary's name_____
 - Treasurer's name_____
- Partnership or Limited Liability Company (LLC)
 - Date of formation_____
 - Type of partnership_____
 - Names of partners_____
- Sole Ownership
 - Date of formation_____
 - Name of owner_____
- Joint Venture
 - Date of formation_____
 - Parties _____

3. Name and Address of Parent Company, if applicable:

4. Provide the annual construction volume in dollars completed by the firm in the past three years:

2012: \$ _____

2011: \$ _____

2010: \$ _____

5. CONTRACTOR FIRM BACKGROUND/HISTORICAL DATA

A. How many years has your firm been in business under its present business name? ____ Years

B. Please identify all states in which your firm is legally qualified to do business.

C. Indicate all other names by which your organization has been known and the length of time known by each name.

D. Identify your firm's insurance underwriter for this project. Provide Name, Address, Telephone Number and Primary Contact. If insurance underwriter is recent to your firm (less than 12 months), please provide information on your previous underwriter. This shall include Name, Address, Telephone Number and Primary Contact.

E. List current insurance limits for the following:

General Liability _____

Professional Liability _____

Builders Risk _____

Workers Compensation _____

Excess Liability _____

F. Indicate your firm's current Modification Factor _____

6. EXPERIENCE

ALL APPLICANTS SHALL RESPOND TO ITEMS 6(a) – 6(d)

A. Applicant's experience in the preservation of historic structures involving any or all of the following specialized work:

1. Preservation carpentry, including wood repair and restoration, replication of wood moldings, doors, railings, porches, cornices, trim, floors and other wood features.
2. Restoration of wood windows
3. Surface preparation and painting of historic structures
4. Repair of historic plaster (flat and molded)
5. Preservation repair and pointing of historic masonry
6. Cleaning and conservation of historic masonry
7. Repair or replacement of historic roofing - wood shingles
8. Repair or replacement of historic roofing – slate and tile
9. Repair or replacement of historic roofing – metal

Limit to five (5) project examples. Sheet/Page Limits: 5 sheets (10 pages).

Provide five (5) detailed project descriptions for projects relevant to all or portions of the scope in the description in 6a, above. Indicate what aspects of the project/trades were self-performed and which ones were subcontracted. Management experience may be scored less than direct experience. The project descriptions shall include, at a minimum, the following information presented in the order listed below:

1. Name of project, type of project, building name and location. To be considered relevant, the work must have been performed on a building that is either listed on, or determined eligible for listing on, the National Register of Historic Places. Indicate the National Register listing status.
2. Description of the project and relevance of work to the scope of specialty services listed in 6a above, including historic restoration work completed.
3. Contact information for an owner representative familiar with the firm's work performed on this project. Include name, address, telephone number(s) and e-mail address.
4. The original bid/proposal price or final contract price.
5. Completion date. If the project is ongoing, estimate the completion date.

B. Applicant's Project Manager. Sheet/Page Limits: 1 sheet (2 pages)

1. The Applicant shall identify the Project Manager that will be assigned to this project. The Applicant shall include a brief narrative for the Project Manager describing, at a minimum:
 - Management, coordination and unique technical skills
 - Project experience with the scope of services in 6a, above.
 - Project History

C. If Applicant is using any subcontractors to do any of the work described in 6a, indicate what work is being subcontracted.

D. Applicant's Quality Control Plan. Sheet/Page Limits: 1 sheet (2 pages)

The Applicant shall provide a description of how the Applicant will implement a Quality Control (QC) Plan during construction. This section shall describe the measures that the Applicant shall undertake to provide the following components of a QC Plan (provide examples of QC documents, as appropriate (does not count toward Sheet/Page Limit)):

1. Project tracking and reporting: describe the Applicant's procedures or software for tracking and reporting.
2. Description of measures or software for tracking Change Orders.
3. Procedures for tracking requests for information (RFIs), shop drawings and project submissions.
4. Punchlist and project closeout procedures.
5. Approach to assuring subcontractor performance and methods to assure timely payment of subcontractors.
6. Method for tracking material certifications, on-site testing, etc.
7. Coordination with other Prime Contractors and steps to resolve differences with other Primes.

II-4. Required Disclosures: Appendix D has required disclosures that must be addressed and submitted with the Application. Failure to submit a properly completed Appendix D Required Disclosures may result in rejection of your Application.

Part III

Evaluation Criteria for Qualification

III-1. Requirements Checklist:

- 1. Applications will first be reviewed to determine if each application met the mandatory requirements listed on the Requirements Checklist (Appendix B).**
- 2. A “NO” under the “Mandatory Requirements” will result in rejection of the application.**
- 3. A “NO” under the “Non-Mandatory Requirement” will not result in rejection but Applicant will forfeit the available points for that specific line item.**

III-2. Criteria Evaluation and Scoring of Applications: The Scoring Matrix for Technical Application Information (Appendix C) will be used by the Evaluation Committee to evaluate and score each Applicant.