



STANDARD BUILDERS – UCONN HARTFORD PUBLIC LIBRARY PROJECT PREQUALIFICATION APPLICATION REQUEST

Standard Builders, Inc., a construction management company in Newington, Connecticut, Affirmative Action/Equal Employment Opportunity Employer, is currently prequalifying contractors for The University of Connecticut – Hartford Public Library Project. State of Connecticut, University of Connecticut Project #901779D, is the phased occupied renovation of approximately 35,000 square feet of space on multiple floors of the building located at 500 Main Street, Hartford, Connecticut.

You are invited to submit a Prequalification Application and Addendum for the above mentioned project. The UConn - Hartford Public Library Project Prequalification Application is included in this packet of information. Completed applications must be received by Standard Builders no later than 5:00 PM on Thursday, June 9, 2016. Applications may be sent as an attachment to an email addressed to Estimating@standardbuilders.com, or mailed to Standard Builders, 52 Holmes Road, Newington, CT 06111.

The overall goal of this project will be to, at a minimum, award thirty percent (30%) of the total awarded contracts to Connecticut certified SBE's; and of that amount, a minimum of ten percent (10%) of the total awarded contracts to SBE's who are also MBE's (which includes ethnic minorities, WBE's and DisBE's).

Pursuant to P.A. 13-304 (A statutory change to CGS 4a-60g, effective October 1, 2013), for those packages designated as "Set-Aside" (above), any prime S/MBE company that is awarded a contract will be required to self-perform at least 30% of the work. Further, prime S/MBE's that subcontract a remainder of the work under their Set-Aside contract will be required to subcontract at least 50% of that remaining work (i.e. the work not self-performed by the prime S/MBE) to S/MBE's.

EXAMPLE:

If Total Contract Amount = \$100,000.00
Self-Performed by Prime S/MBE = \$30,000.00 (at least)
Remaining Work = \$70,000 (at most)
Subcontracted to/Purchased from other S/MBE = \$35,000.00 (at least)
Total Contract Amount to S/MBEs (Prime and subcontractor(s)) = \$65,000.00 (at least)

Prime S/MBE Contractors are responsible for ensuring that they and the S/MBE firms they have selected are eligible contractors and that they meet State of Connecticut S/MBE requirements.

S/MBE RESOURCES

S/MBE Contractors may find the following resources helpful:

HEDCO, Inc. – <http://www.hedcoinc.com/> – HEDCO, Inc. is a 501 (c 3) Community Development Financial Institution (CDFI) and a Small Business Administration Certified Micro Lender. The agency has been in operation since 1975 and serves the 169 cities and towns in Connecticut, especially small business within the City of Hartford, to help them develop business plans, acquire financing and achieve sustained successful growth. For additional information please contact Kim Hawkins, VP & COO, at (860) 527-1100 or email her at khawkins@brctt.com.

- **The Business Resource Center (BRC)** – <http://www.hedcoinc.com/business-resource-center/> – provides access to professional consultation, resource materials, and, action-oriented training (OSHA, certified payrolls, schedules, billings, estimating, etc.), in the skills/techniques needed to grow business in the Greater Hartford area. The BRC also operates a Minority Business Enterprise Assistance Program with focus on the development of minority construction firms in CT, including assistance with the capacity to qualify for bonding (bid, performance and payment)

U.S. Small Business Administration (SBA) guarantees bid, performance and payment bonds issued by surety companies. This Federal guarantee encourages surety companies to bond S/MBE's who are having difficulty obtaining bonding on their own. For more information, please visit <https://www.sba.gov/surety-bonds>.

- **The Connecticut Small Business Development Center (CTSBDC)** provides no-cost advising assistance to both prospective existing business owners to help them start or grow their business. For more information, please visit <http://ctsbdc.com/contact/>.
- **Creative Insurance Concepts, Inc. (CIC)** - <http://www.creativeic.com/bonds.html> - Participants in the SBA Surety Bond Guarantee Program in most states. Contact Charlene Reynolds, CEO, at 804-674-8330 or cjreynolds@creativeic.com.

Department of Economic and Community Development – (DECD) serves as a resource to help businesses seeking information, technical assistance or financial support. Contact DECD at (860) 270-8215 or visit <http://www.ct.gov/ecd/cwp/view.asp?a=3931&Q=462650&ecdNav=1>.

The project will be divided into the following bid packages:

Bid Package#	Bid Package Name	Preliminary Estimate	DAS Certification Required	Set Aside - 30/10
01.2	Safety Progress Cleaning	\$100,000	N/A	Set Aside
01.3	Indoor Air Quality	\$ 45,000	N/A	Set Aside
01.4	Bookstack Salvage / Reinstallation	\$ 32,000	N/A	Set Aside
01.9	Final Cleaning	\$ 23,000	N/A	Set Aside
02.1	Select Demolition	\$225,000	N/A	30/10
06.5	Finish Carpentry / Millwork	\$453,000	N/A	30/10
07.4	Applied Fireproofing	\$ 52,000	N/A	30/10
07.5	Penetration Firestopping	\$ 23,000	N/A	Set Aside
07.6	Joint Sealants	\$ 39,000	N/A	Set Aside
08.3	Doors/Frames/Hardware	\$ 70,000	N/A	30/10
08.4	Glass & Glazing	\$ 76,975	N/A	30/10

Bid Package#	Bid Package Name	Preliminary Estimate	DAS Certification Required	Set Aside - 30/10
09.1	Ceramic Tile	\$ 23,000	N/A	30/10
09.2	Temp Protection & GWB Assemblies	\$454,000	N/A	30/10
09.3	Acoustical Ceilings	\$ 56,000	N/A	30/10
09.4	Flooring, resilient, linoleum and carpet	\$398,000	N/A	30/10
09.5	Painting	\$ 43,000	N/A	Set Aside
10.2	Visual Display Boards – Furnish Only	\$ 11,000	N/A	Set Aside
10.3	Signage	\$ 20,000	N/A	Set Aside
10.4	Toilet Compartments	\$ 10,000	N/A	Set Aside
10.5	Toilet & Bath Accessories – Furnish Only	\$ 6,000	N/A	Set Aside
10.6	Metal Lockers	\$ 7,000	N/A	Set Aside
10.7	Mobile Storage Shelving	\$190,000	N/A	Set Aside
12.2	Window Shades	\$ 15,000	N/A	Set Aside
15.1	HVAC	\$168,000	N/A	30/10
15.2	Plumbing	\$ 16,000	N/A	Set Aside
15.3	Fire Protection	\$ 56,000	N/A	30/10
15.4	Testing & Balancing	\$ 33,000	N/A	30/10
16.1	Electrical	\$287,000	N/A	30/10
16.2	Communications & Fire Alarm	\$161,000	N/A	30/10



Subcontractor Prequalification Questionnaire

Please mail, email or fax your completed form to:

Standard Builders, Inc.
Attn: Subcontractor Prequalification Processing Department
52 Holmes Road
Newington, CT 06111

Tel: (860) 594-7143 Fax: (860) 594-7151
Email: estimating@standardbuilders.com

Contact Person for Clarification:

Phone _____

Email _____

Date of Response _____

COMPANY INFORMATION

CONTACT INFORMATION

Firm Name

Telephone No.

Fax No.

Email

Street Address

City

State

Zip Code

Web Address

Principal

Phone

Email

CFO

Phone

Email

Lead Estimator

Phone

Email

Under current management since (Date)

ESTIMATING CONTACT (for Bid Invitations)

Name

Title

Email Address

FORM OF BUSINESS

Check one: Sole Owner Partnership Corporation LLC

State of Registration

Date of Registration

Years in Business

Other name(s) your company has operated under

PARENT COMPANY INFORMATION

Parent Company Name

Telephone No.

Street Address

City

State

Zip Code

BIM

Does your firm model its system in three-dimensions in order to minimize potential construction conflicts and/or assist in the prefabrication process? Yes No

TYPE OF WORK PERFORMED (TRADES)

Indicate types of work performed through direct hire and types subcontracted.

Types of work (Trade)	% Direct Hire	% Subcontract
A.		
B.		
C.		
D.		

RELEVANT EXPERIENCE / REFERENCES

List three (3) current contracts:

1. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed
2. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed
3. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed

List the three (3) most recently completed contracts

1. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed
2. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed
3. Client Name		Address	
Contact Person		Phone No.	
Type of Contract	Type of Work	% Volume	Date Completed

GEOGRAPHIC AREA

List the geographic areas in which you work:

COMPETITIVE MARKET

Indicate the size of project in which you are most competitive (enter 1). Show in preference order (i.e., 2,3,4...) other size projects you are capable of performing:

- Under \$100,000
 \$100,000 - \$200,000
 \$200,000 - \$500,000
 \$500,000 - \$1 Million
 \$1 - \$3 Million
 \$3 - \$6 Million
 \$6 - 9 Million
 \$9 - 15 Million
 Over \$15 Million

COMPETITIVE MARKET *(continued)*

Check all building types on which your company has worked:

- | | | | | |
|--|---|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> K-12 | <input type="checkbox"/> Higher Education | <input type="checkbox"/> Government | <input type="checkbox"/> Hospitals | <input type="checkbox"/> Federal |
| <input type="checkbox"/> Athletic Facilities | <input type="checkbox"/> Industrial Buildings | <input type="checkbox"/> Laboratories | <input type="checkbox"/> Housing (Dorms) | <input type="checkbox"/> Design Build |

What is the largest contract your company has completed?

Amount: \$ _____ Year Completed _____ Project Name: _____ Scope of work: _____

What is the largest dollar volume job you expect to do during this year?

Amount: \$ _____ Project Name: _____ Scope of Work: _____

What is your expected annual volume this year:

Amount: \$ _____ No. of Projects: _____

FINANCIAL INFORMATION

ANNUAL DOLLAR VOLUME FOR THE PAST 3 YEARS

20__ \$ _____ 20__ \$ _____ 20__ \$ _____

LARGEST JOB DURING:

The last 3 years \$ _____

TOTAL WORK IN PROGRESS

(ie Current Work Load) \$ _____ (Attach List of Current Work)

BANK REFERENCES

Bank Name _____ Address _____

Contact Person _____ Phone No. _____

Amount of Bank Line Credit \$ _____ Secured Yes No

FINANCIAL STATEMENT

Include your company's latest balance sheet.

SURETY AND INSURANCE

BONDING REFERENCES

Name _____ Address _____

Contact Person _____ Phone No. _____

Total Bonding Capacity \$ _____ Maximum Single Project Bonding Capacity \$ _____

A.M. Best Rating of Bonding Company \$ _____ U.S. Treasury Limit of Bonding Company \$ _____

SURETY AND INSURANCE (continued)

INSURANCE

List types of insurance carried in addition to that required by laws and state limits.

Limits:

Work Compensation:

Automobile Liability:

General Liability:

Excess Umbrella Liability:

Insurance Carrier:

SAFETY POLICIES AND PROCEDURES

Do you have a documented safety policy and program? Yes No (Attach a copy of the Safety Program)

Do you have a Safety Officer/Department in your company? Yes No

Name: _____ Phone No. _____

Do you employ full time Safety Supervisor on all job sites? Yes No

Do you have a Personal Protective Equipment (PPE) Policy or Program?
(i.e.: mandatory hard hats, gloves, safety glasses, etc.) Yes No

If yes, what does it cover?

Does your Safety Program address all OSHA Standards as they apply to Contractors, (i.e. Hazardous Communication (29 CFR/1910.1200/Standard 1926.59) and Respiratory Protection (29 CFR 1910.134/Standard 1926.103) and all of the requirements associated with these Standards? Yes No

Does your company have a Substance Abuse Program designed to provide a drug free workplace? (Attach a copy of policy) Yes No

Pre-employment screening? Yes No Random testing? Yes No
For Cause testing? Yes No

Comment on any areas of your company's Safety Program and policies that may be appropriate for our evaluation.

SAFETY TRAINING

Do you require on-site Supervisor/Foreman to have completed the OSHA 30-hour Training Course? Yes No

What type of safety orientation do you provide for new hires?
 Film Slides Handbook Verbal Other

Topics included in Orientation:

Is on-site supervision trained in? First Aid CPR

Are jobsite safety meetings required? Yes No Frequency: _____

Are weekly toolbox safety meetings required? Yes No Frequency: _____

Are regular safety/housekeeping audits conducted? Yes No Frequency: _____

SAFETY AUDITING AND INCIDENT INVESTIGATION

Do you have procedures for accident investigations? Yes No

Does senior management participate in accident investigations? Yes No

Do you require your subcontractors to meet the same safety standard? Yes No

What level of management in your company receives field safety reports?

SAFETY POLICIES AND PROCEDURES *(continued)*

SAFETY PERFORMANCE HISTORY

Connecticut Workers Compensation Experience Modification Rate (as shown on Workers Compensation Insurance Policy) for the three (3) most recent years as follows:

20__ EMR: _____ 20__ EMR: _____ 20__ EMR: _____

Utilizing the OSHA No. 300 log for the last three years, the number of injuries and illnesses were recorded as follows

	20__	20__	20__
A. Number of hours employees worked the year			
B. Number of restricted workday cases only <i>(extracted from Column L of OSHA log and not to include cases involving days away from work)</i>			
C. Number of cases involving lost work days <i>(Column K OSHA 300 log)</i>			
D. Number of cases defined as recordable but without lost workdays. <i>(Column J of OSHA 300 log)</i>			
E. Number of fatalities <i>(if yes, attach full explanation)</i>			
F. Total number of cases for B, C D and E <i>(not workdays)</i>			
G. Recordable rate <i>(injury x 200,000/man hours worked)</i>			
H. Lost workday rate <i>(rate x 200,000/man hours worked)</i>			

LEGAL ISSUES

Are you now or have you ever been involved in any bankruptcy or reorganization proceedings? Yes No

Are there judgments, claims or suits pending or outstanding against your company? Yes No

Have you ever received notices of environment, health or safety violations from Regulatory agencies? Yes No

Within the last five (5) years, have you failed to complete a contract? Yes No

If yes, please explain.

SIGNATURE OF COMPANY OFFICER

Signature

Title

Date

All information will be treated confidentially.

- 1) Has your firm ever had a conviction or entry of a plea of guilty or nolo contendere for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract? (Connecticut General Statute 31-57c) **YES / NO**
- 2) Has your firm ever had a conviction or entry of a plea of guilty or nolo contendere under state or federal law for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which affects responsibility as a contractor?
(Connecticut General Statute 31-57c) **YES / NO**
- 3) Has your firm ever had a conviction or entry of a plea of guilty or nolo contendere under state or federal antitrust, collusion or conspiracy statutes arising out of the submission of bids or proposals? (Connecticut General Statute 31-57c) **YES / NO**
- 4) Has your firm ever been cited for noncompliance with contract provisions on a public project, of a character regarded by the awarding authority to be of such gravity as to indicate a lack of responsibility to perform as a state contractor, including deliberate failure, without good cause, to perform in accordance with specifications or time limits provided in a contract? **YES / NO**
- 5) **On a separate sheet of paper**, identify any OSHA citations within the past five (5) years under present business name or any past business name. Have you been cited for three or more willful or serious violations of OSHA, or of any standard, order or regulations promulgated pursuant to such Act which violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or the Occupational Safety and Health Act of 1970 and which were not abated within the time fixed by the citation; and which citation has not been set aside following appeal to the appropriate agency or court having jurisdiction? Additionally list any criminal convictions related to the injury or death of any employee.
(Connecticut General Statute 31-57b)
- 6) Has your firm ever appeared on any list published by the Connecticut State Labor Department of persons or firms that have been found by the National Labor Relations Board and by a final decision rendered by a Federal Court to have been in violation of the National Labor Relations Act, 29 USC 151 et. seq. or to have been found in contempt of court by a final decision of a Federal Court for failure to correct a violation of the National Labor Relations Act on three or more occasions involving different violations?
(Connecticut General Statute 31-57a) **YES / NO**
- 7) **On a separate sheet of paper**, identify any instances within the previous five years in which you or any entity in which you have an interest, has appeared on a list published by the State of Connecticut Labor Department of persons or firms which the Labor Department has found to have disregarded or violated your obligations to employees and subcontractors on public works projects under Connecticut General Statutes 31-53 and 31-76c (i.e. payment of prevailing wages and overtime payments) or in which you have been barred from Federal government contracts in accordance with the provisions of the Davis Beacon Act, 40 U.S. C. 276a-2. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation. (Connecticut General Statute 31-53a) On the same sheet describe the policies and procedures that you would implement on this project to ensure that you will remain in compliance with the statutory wage rates and payment of wages as noted above.

- 8) On a separate sheet of paper, identify any instances in which any complaint has been made to, or any investigation or inquiry has been conducted by, the State of Connecticut Department of Labor regarding any alleged non-compliance by your firm of any provision of Part III of Chapter 557 (CT General Statutes Sections 31-52 through 31-57e, prevailing wage and other requirements) during the past five calendar years. Describe in detail the circumstances of each violation, including but not limited to, the date and nature of the violation, the project on which the violation occurred, the source, the source, if known, of any complaint giving rise to any Department of Labor investigation, the results of any such investigation, the penalty imposed or other action taken by the Department of Labor, any remedial action which was taken and any other resolution of any such complaint or violation. On the same sheet of paper describe the policies and procedures that you would implement on this project to ensure that you will remain in compliance with the statutory wage rates and payment of wages as noted above.

- 9) State whether you have ever been cited or penalized by any government agency for failure to comply with any affirmative action, non-discrimination, or other human rights requirements applicable to any work performed by you. **If so, provide on a separate sheet of paper date(s), details, disposition and docket number(s) for each such instance.**