



UNIVERSITY SYSTEM *of* NEW HAMPSHIRE
Lee, New Hampshire

REQUEST FOR QUALIFICATIONS/PROPOSAL

To Provide

Design/Build Services for Liquefied Natural Gas (LNG) Storage and Distribution Plant

USNH RFQ/P# 9978-0001

February 2, 2012

Prepared For:

Plymouth State University
Plymouth, New Hampshire 03264

Prepared By:

USNH Purchasing and Contract Services
11 Brook Way
Durham, NH 03824

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

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Durham, NH 03824-3509
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Web Site: www.unh.edu/purchasing

This page MUST be faxed to the USNH Purchasing Office IMMEDIATELY!

REQUEST FOR QUALIFICATIONS REGISTRATION FORM

February 2, 2012

RFQ Number: 9978-0001

Due Date & Time: March 1, 2012 at 2:00 p.m.

Project Description: Design/Build Services for Liquefied Natural Gas (LNG) Storage and Distribution Plant

Returning this form will indicate your intent to attend the site inspection on Wednesday, February 8, 2012.

Will Attend Site Inspection Will Not Attend Site Inspection

If your firm is not submitting qualifications, briefly state why?

(Please Type/Print Legibly)

Firm

Contact Person

Email

Business Address

Phone

Fax

Please fax this page to: 603/862-3390.

/do

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PART 1 – GENERAL**1.1. Project Information**

Project: Design/Build Services for Liquefied Natural Gas (LNG) Storage and Distribution Plant
Plymouth State University
Plymouth, New Hampshire 03264

Project Site: Plymouth State University
Plymouth, New Hampshire

Owner: Plymouth State University
of the University System of New Hampshire

Owner's Agent: Diane J. Cotter, Sr. Contract Officer
USNH Dunlap Center
25 Concord Road
Lee, NH 03861-6659
Telephone: 603-862-0951
Fax: 603-862-0919

Owner's Rep.: William Haverly, Project Manager
University System of New Hampshire
Lee, NH 03861-6624
Telephone: 603-862-0962
Fax: 603-862-0909

1.2. Solicitation Intent

The University System of New Hampshire is seeking qualified, professional firms with prior experience building LNG facilities to provide design/build services outlined herein specific to installation of a liquefied natural gas (LNG) fuel storage and distribution project on the Plymouth State University campus. This solicitation is open to all qualified firms eligible to do business in the State of New Hampshire. Minority and women-owned firms and enterprises are encouraged to participate in this solicitation process.

1.3. Existing Facilities and Conditions

- 1.3.1 For a detailed description of the University's existing cogeneration heating plant, please see Attachment 1.
- 1.3.2 PSU currently has two (2) 20,000 gallon storage tanks that house #6 .5% and #2 fuel oil and it's estimated that 30,000 gallons of LNG storage capacity will be needed to serve peak loads. (See Attachment 3 for the Monthly Oil Consumption for Producing Steam 2004 – 2009.)

PART 2 – PROJECT DESCRIPTION**2.1 Project Overview**

Plymouth State University (PSU) is actively pursuing diversification of its fuel portfolio in conjunction with its commitment to carbon footprint reduction. The LNG fuel storage and distribution construction project will replace the University's primary fuel for the steam distribution system from #6 .5% and #2 fuels to LNG.

2.2 Pertinent Information and Special Conditions

- 2.2.1 The terms "must", "shall" and "will" are used interchangeably in this document. All have the same meaning—they are denoting a basic requirement which the design/build firm must provide or perform or they are denoting an action the university or designated third party will perform.

- 2.2.2 PSU and the design/build firm will follow the USNH General Conditions of the Contract for Design/Build Version 1.2 (06/01/2011). A copy is available at this web site in the “construction forms” section: <http://www.unh.edu/purchasing/forms.html> .
- 2.2.3 The contract form will be USNH’s Design/Build Contract, Parts 1 and 2, **Version 1.0** which is based on the AIA’s Document A191, Parts 1 and 2 (1996). A copy is available from the USNH Purchasing and Contract Services Office.
- 2.2.4 USNH will require 100% payment (Document 00620) and performance (Document 00610) bonds which are available at the following web site: <http://www.unh.edu/purchasing/forms.html> in the Construction Forms section.
- 2.2.5 This project is subject to federal statutory provisions – Not Applicable
- 2.2.6 All work associated with this project must comply – Not Applicable
- 2.2.7 Holiday Closing – Not Applicable

2.3 Requirements

- 2.3.1 The NH State Fire Marshal’s Office and USNH/PSU will approve construction documents prior to construction.
- 2.3.2 Contractor must be compliant with all OSHA regulations for construction and with NFPA 59A: Standard for the Production, Storage and Handling of Liquefied Natural Gas (LNG), 2009 Edition.
- 2.3.3 The design/build contractor must meet all applicable local, state, and federal codes and regulations.

2.4 Scope of Services Sought

- 2.4.1 The university is seeking a design and construction team familiar with working together and having a history of completing successful projects together. At a minimum, the designer of record and the builder must demonstrate a record of past achievement as a team. In addition, the proposal may be enhanced by the degree to which the larger team including sub consultants and subcontractors also has worked together. In the event of separate primary builder and design firms proposing together, the separate firms should be prepared to create and describe a partnering agreement that shares the project’s risks and rewards, and mutually binds both firms to the terms and spirit of the agreement.
- 2.4.2 The university will require that the design/builder furnish the full range of professional disciplines normally associated with a project of this type. At a minimum, professional disciplines shall include architecture and code review as well as structural, plumbing, fire protection, mechanical and electrical engineering. Note that the university requires that all sub-consultants proposed for the project be identified. Additionally, following an award, the university will require copies of all sub-consultant agreements for its approval in order to ensure that the necessary design and construction phase services have been engaged.
- 2.4.3 The university is seeking full design/build services for this project to design and build the proposed project in accordance with the requirements set forth in this solicitation, its attachments and referenced documents, applicable codes, laws and regulations, and meeting with the university’s full satisfaction and approval. The University intends to engage these services via the university’s standard design/build form of agreement (See: ¶2.2.3) including all basic services as identified therein plus the following:
 - 2.4.4.1 In addition to design meetings with university personnel, multiple meetings with the N.H. State Fire Marshal’s office may be required relative to code matters.
 - 2.4.4.2 Provide coordination of construction, equipment installation, or other required work provided by the university’s own forces or separate contractors employed by the university, if any.
 - 2.4.4.3 Complete third-party commissioning of the facility’s systems and design/builder installed equipment.

- 2.4.4.4 As-built record drawings in both electronic (AutoCAD) and hardcopy (ink on mylar) formats.
- 2.4.4.5 Provide complete warranty and operation and maintenance manuals, electronically (Adobe PDF) and hardcopy (3 sets).
- 2.4.4.6 Detailed training of the university's personnel, service providers and local officials to adequately operate and maintain the completed facility.

2.5 Project Budget and Funding

- 2.5.1 The total design/build cost for the Design/Build Services for Liquefied Natural Gas (LNG) Storage and Distribution Plant is estimated to be between \$1,400,000 and \$1,900,000.

2.6 Project Schedule

- 2.6.1 Design will commence upon award of contract. Substantial Completion shall be attained by December 31st. 2012 and facility shall be operational on or before January 25th, 2013.

PART 3 – GENERAL SOLICITATION INFORMATION

3.1 Revisions, Amendments, and Cancellation

The university may extend the deadline for proposals if deemed by the university to be necessary or otherwise appropriate. The university may also cancel this solicitation, in whole or in part, or reject all submissions when this action is deemed to be in the best interest of the university.

3.2 Acceptance of Submissions

The university reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the best interests of the university.

3.3 Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this RFQ/P will be the sole responsibility of the respondent and will not be reimbursed by the university.

3.4 Economy of Preparation

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this solicitation.

3.5 Discrepancies and Clarifications

The university reserves the right to request clarification of any aspect of materials received or to request further information that might be required to adequately evaluate credentials and qualifications.

3.6 Project Risk Issues - NOT USED

3.7 Respondent's Inquiries

Questions and inquiries concerning this solicitation must be submitted in writing to the contact person designated below, either as a signed original, legible facsimile, or electronic mail transmission. Please reference the project name and solicitation number on all communications. The designated contact individual for this project is:

Diane Cotter, C.P.M.
Senior Contract Officer
USNH Dunlap Center
25 Concord Road
Lee, NH 03861-6659

Email: diane.cotter@usnh.edu
Phone: 603-862-0951
Fax: 603-862-0919

PART 4 – SELECTION PROCESS

4.1 Selection Committee

Qualifications submissions and formal proposals will be evaluated by a selection committee comprised of:

- William Haverly, USNH Director of Capital Planning/Development
- William Crangle, Special Assistant to the for Finance and Administration
- Steven Taksar, Vice President for Finance and Administration
- Diane Cotter, USNH Senior Contract Officer
- Ellen Shippee, Director of Physical Plant
- Donald Perrin, Manager of Energy Service Tech and Operations

4.2 Selection Schedule

The selection committee intends to adhere to following schedule in undertaking this solicitation/selection process. Firm dates and times will be established as the process progresses.

- Pre-proposal conference / site tour February 8, 2012 at 11:30 AM
- Deadline for acceptance of questions & inquiries February 15, 2012 at noon
- Deadline for publishing response to questions February 20, 2012
- Deadline for acceptance of proposals March 1, 2012 at 2:00 p.m.
- Announcement of qualified finalists On or before March 9, 2012
- Interviews / oral presentations March 19, 2012
- Award announcement No later than March 23, 2012

4.3 Evaluation Criteria

4.3.1 Based upon the information presented in the submission packages, the university selection committee will determine the most highly qualified candidates. These firms (or collaborations) will be invited to make an oral presentation.

4.3.2 A comprehensive evaluation of the various submitting respondents’ information, in concert with the criteria stated below, shall be made. Selection of finalists, and in turn the successful respondent, will be made on the basis of the selection committee’s determination of the proposal providing the greatest overall benefit to the university. Each package will be evaluated and ranked in part upon the criteria set forth below.

4.3.3 Qualifications:

- 4.3.3.1 Relevant and recent past design/build project experience by firm(s) represented on the primary design/build team.
- 4.3.3.2 Team members’ experience working together in a design/build project delivery environment, and the relevant credentials, qualifications, and experience of the individuals making up the proposed design/build team including design/builder and all proposed sub-consultants and major sub-contractors
- 4.3.3.3 Team members experience or strategy for working together in a design/build project delivery environment to provide seamless delivery of the finished product.
- 4.3.3.4 Range of experienced applicable disciplines, trades, and proposed capabilities to be represented on the team.
- 4.3.3.5 Respondent’s demonstrated ability to deliver projects within tight budget and schedule constraints, while meeting high expectations regarding quality and customer service.
- 4.3.3.6 To be considered for an interview, the design/build contractor must provide documentation which demonstrates experience in designing and building at a minimum 3, and preferably 5, similar facilities whose construction cost were more than \$1.5 million.

- 4.3.3.7 Documentation that both design and construction services are being provided by either a single entity, or multiple entities that have bound themselves together and are committed to delivering a successful project. A clearly described management structure is essential.
- 4.3.3.8 Availability of professional staff for assignment on this project.
- 4.3.3.9 Any additional information that the Respondent believes will further show experience relevant to the proposed project. Describe how prior experience obtained on similar jobs could be applied to achieve the more successful execution of this project.
- 4.3.4 Proposals:
 - 4.3.4.1 The degree to which the university deems the design approach and construction methodology will result in a project that meets or exceeds the university's expectations for enduring quality and efficiency at a competitive cost.
 - 4.3.4.2 Respondent's demonstrated depth of knowledge and understanding of the project objectives and challenges.
 - 4.3.4.3 Respondent's ability to articulate a coherent, plausible approach towards addressing the critical elements of the design and construction process appropriate to this project and its ultimate attainment.
 - 4.3.4.4 Respondent's perceived level of candor, inclusiveness, ability to listen, follow direction, and spirit of collaboration.
 - 4.3.4.5 Respondent's proposed budget figure projecting the anticipated GMP contract amount based on all information provided or referenced in connection with this solicitation or reasonably inferable there from.
 - 4.3.4.6 Other added value or additional stated deliverables that would be received by the university.

4.4 Project Information

- 4.4.1 Attachment 2 is a site plan of the area adjacent to the plant. The design/build contractor will be responsible for recommending an appropriate site near the cogeneration facility that will best support receiving fuel deliveries, storing the LNG safely, and delivering LNG to the plant. Proposers should include a preliminary recommendation for the site in any proposal submitted.
- 4.4.2 The following items are a limited program statement about the desired facility:
 - 4.4.2.1 The design/build contractor will be responsible for designing and building a storage facility and pipeline which will provide LNG to the exterior of the cogeneration facility. The interior design will be determined by PSU.
 - 4.4.2.2 PSU prefers having horizontal storage tanks for aesthetic reasons. Throughout the design and planning, PSU expects that aesthetics for a University campus be taken into consideration.
 - 4.4.2.3 Consideration during the planning phase should be given to the possibility that there may be other future uses of LNG, such as the production of electricity or vehicle refueling station
- 4.4.3 Project General Requirements
 - 4.4.3.1 Design/build contractor will use best practices during the design process and construction with the primary goal of creating the safest plant that current construction methods and technology will allow
 - 4.4.3.2 PSU is dedicated to building a safe and reliable fuel storage and distribution system. To achieve this goal, the successful design/build contractor will meet the minimum and, if possible, exceed the NFPA 59A Standard for the Production, Storage and Handling of Liquefied Natural Gas (2009 edition or more recent)

4.5 Pre-Proposal Conference

- 4.5.1 All firms submitting a proposal are expected to attend the pre-proposal conference scheduled for Wednesday, February 8, 2012 at 11:30 AM. The location for the conference will be posted to the USNH Purchasing and Contract Services web site on or before Monday, February 6, 2012.
- 4.5.2 The purpose of the pre-proposal conference is to enable proposers to learn and ask questions about the university's selection process, clarify and/or receive additional information and details about the proposed

project and its scope, delivery process and contractual framework, meet key players for the university, and to afford an opportunity for a joint visit to the proposed project site.

4.6 Oral Presentations and Interviews

- 4.6.1 Following the submission of the qualification statements and proposals, finalists may be invited to the university to make oral presentations of their written proposals to the selection committee and answer the committee's questions; however, the university reserves the right to decline to hold an oral session and make its decision based only upon the written formal proposals submitted.
- 4.6.2 The format, agenda, and specific content for the oral presentations may vary depending upon the particular requirements demanded by the project and/or questions raised about a given finalist. Finalists will be forwarded information about the oral presentations, including time and location information as well as the acceptability and availability of audio-visual support, following the announcement of their selection and sufficiently prior to the session to permit advance preparation. In general, the usual purposes for the oral presentations and interviews are as follows:
- 4.6.2.1 Permit finalists to respond to any selection committee questions arising from the submitted written materials.
 - 4.6.2.2 Permit finalists to discuss selected aspects of their proposals.
 - 4.6.2.3 Permit each finalist to demonstrate its depth of knowledge and understanding about the project and provide evidence of the attributes that set them apart from other finalists.
 - 4.6.2.4 Permit university personnel to meet, interact with, and assess the potential working relationship that might occur with the finalist's key personnel.

PART 5 – SUBMISSION REQUIREMENTS

5.1 Submission Formats

For firms to receive fair consideration, the proposal submissions must be submitted in the format prescribed in this section of the document. The submission must be indexed and tabbed to conform to the requested format. The information presented under each heading must conform strictly to the information and/or issues requested. Each submission package will be reviewed to determine its completeness prior to actual evaluation, if a respondent fails to provide or adequately address all categories of information requested, they may be disqualified from further consideration.

5.2 Delivery Requirements

- 5.2.1 One original, marked "official proposal" and 5 copies, each marked as "copy" (for a total of 6 submittals) of the proposal shall be submitted. In addition to the 6 packages, one electronic copy (on a CD or flash drive, as a single document, in PDF format; file name to be in this format: USNH RFQ/P 9978 – Proposal –[Company Name]) shall also be submitted. Deliver the proposals to:

Diane Cotter, C.P.M.
University System of New Hampshire
Dunlap Center
25 Concord Road
Lee, NH 03861-6659

Faxed submissions and e-mail attachments will NOT be accepted.

- 5.2.2 Proposal packages must be sealed. The name and address of the respondent as well as the project name and solicitation number must be clearly indicated on the outside of the package, and it must be addressed to the contact individual designated above.
- 5.2.3 Each respondent is solely responsible for the timely delivery of its package by the deadline(s) stated in 4.2 above. Please allow sufficient time with regard to weather, traffic and parking to deliver the submissions. Failure to meet the deadline for submission will result in rejection.

5.3 Submission Package

Tab 1 – Cover Letter – Provide a cover letter indicating the name of the firms(s) making the submission, indicating their interest in being selected for the project. If the respondent is a collaboration of firms, the letter should briefly describe the intended organizational structure of the collaboration. Acknowledge receiving any addenda that may have been issued for this RFQ/P. The letter should be signed by the responsible principal(s) of the firm or the collaborative.

Tab 2 – Business Information – Provide a fully executed Appendix A – 00420 Contractor Statement of Qualifications (n.b., the information requested in ¶21 of the Statement of Qualifications may be provided in Tab 4 and the information requested in ¶12 may be provided in Tab 5). Based upon the existence of present and/or past design/build projects pursued by the responding A/E and construction partners, the firm/firms shall provide documentation detailing the functional, day-to-day process of how the entity interacts for design and/or construction delivery. If submission is by a collaborative group, attach a description of the arrangements and responsibilities proposed for the group members.

Tab 3 – Relevant Experience - Complete Appendix B - Project Data Form for a minimum of at least three and preferably five similar projects in excess of \$1,500,000 or otherwise relevant projects conducted by the candidate firm or collaborative team. Also include photographs of the project.

Tab 4 – Respondent’s Team – Summarize the relevant credentials, qualifications, and experience of the individual key personnel proposed to comprise the design-build team from the primary firm(s), all sub-consultants and major subcontractors, and identify and describe the roles for each individual. Note relevant project experience, and note individuals who have previously worked together in a design/build relationship. Note each individual’s recent (5 years) experience on higher education projects. .

Tab 5 – Respondent’s Capacity – Provide the following information about the firm(s) named above:

- Number of current projects and total anticipated construction value of present workload.
- Location of primary office from which the services would be provided and number of employees (licensed professionals, interns, master tradesmen, technical support) at that location

Tab 6 – Project Approach, Challenges, and Opportunities – Provide a brief narrative outlining the significant challenges and/or opportunities of this project. Identify the critical elements that need to be skillfully addressed in order to deliver a successful project. This can be seen as an opportunity for the respondent to suggest ideas and design concepts for which they have allowed in their proposal, and to illustrate that they understand the requirements, scope, and intent of the project. While a graphic submission is not required for the proposal, if the respondent feels that drawings, sketches, or other illustrations can best demonstrate its vision and understanding of the project, they are free to support their narrative in such a fashion. This is not to be misconstrued as to require a complete design upon which an award would be based. Rather, it should be approached as an opportunity for the respondent to articulate its understanding of the project’s requirements in a conceptual solution, upon which its proposal has been based, and demonstrate the level of design skills they can provide toward meeting those requirements.

Tab 7 – Project Schedule – Outline the key tasks, durations, lead times for equipment, and approximate construction start/completion dates for the project assuming an award is made in late March 2012. Include a complete discussion of the design/builder’s ability to meet the University’s goal to have the LNG facility operational by January 25, 2013—note any obstacles, from the D/B perspective, to achieving this goal.

Tab 8 – Projected Part 2 Project Sum

- 8.1 Provide a best estimate of what the projected project contract sum will be. (Note: Stating an amount above or below the targeted project contract sum amount will not necessarily, in and of itself, enhance or detract from a respondent’s proposal but will be used in combination with other factors to determine an award.)
- 8.2 Provide an order of magnitude estimate in a 16 division breakdown with adequate descriptions, noting assumptions made, to demonstrate your understanding of the key cost elements. (Note: This estimate shall be the basis on which the design proceeds.)
- 8.3 Confirm that all basic and additional services as identified in USNH’s standard design/build form of agreement will be provided and identify any additional services or deliverables proposed to be included to

add extra value for the university. Make specific mention of any areas where the university's requirements have either been exceeded or have not been met.

Note: Failure to deliver future project milestone estimates or a final agreement, inclusive of all such requirements, for no more than the stated projected project contract sum, provided the absence of concealed conditions, additional Owner imposed requirements, or conflicting or indefinite provisions, shall entitle the Owner to terminate the agreement, retain rights to work product to date, and engage another design/builder.

END OF DOCUMENT

APPENDIX A - DOCUMENT 00420 STATEMENT OF QUALIFICATIONS

(Must be completed for each firm identified in Tab 1.)

1. Business Name: _____

2. Name, Addresses and Telephone Numbers (800 if available) for:

a. Address and Phone/Fax Number of Principal Place of Business:

b. List names, addresses, phone numbers and email addresses of the company's chief executive officer (CEO), chief financial officer (CFO) and, if appropriate, other LLC principals.

CEO:

Name: _____ Phone: _____

Address: _____

E-mail address: _____

CFO:

Name: _____ Phone: _____

Address: _____

E-mail address: _____

Other LLC Principals:

Name: _____ Phone: _____

Address: _____

E-mail address: _____

Name: _____ Phone: _____

Address: _____

E-mail address: _____

c. List Project Manager or Sales Representative and phone number NOT USED:

d. Quotation Department Phone Number: NOT USED

e. Order Placement Phone Number: NOT USED

f. Accounts Receivable Phone Number: NOT USED

3. DUNS Number: _____

4. Registration with the NH Secretary of State (<http://www.sos.nh.gov/corporate/index.html>):

New Hampshire business entity – **Attach a current certificate of existence** (ref. NH-RSA 293-A:1.28).

Non-New Hampshire business entity – **Attach a current certificate of authority to transact business in the State of New Hampshire**. Note that NH-RSA 293-A:15.01 prohibits foreign business entities from transacting business in the State of New Hampshire, without first obtaining a certificate of authority from the secretary of state.

5. General Classification of Business or Character of Work Performed: NOT USED

6. Doing Business as:

Contractor ___ Manufacturer ___ Wholesaler ___ Distributor ___ Dealer ___

Individual ___ Partnership ___ Corporation ___ in State of _____

7. Year Organized: _____

8. Number of years engaged in this business under the present business name: _____

If now or formerly in business under another name, supply details:

9. Standard Conditions of Order: **NOT USED**

10. If a contractor, what categories of work do you perform with your own forces?

11. Total dollar value in construction projects your firm completed in the last five years:

2011 _____; 2010 _____; 2009 _____; 2008 _____; 2007 _____

12. List all major (≥\$1,000,000.00) current projects. Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary. (To be include in Tab 5 of the proposal; do not duplicate that information here.)

13. List any projects completed for the University System of New Hampshire within the last ten years. Include name, final contract amount, completion date, and name of owner representative. Attach separate sheet if necessary.

14. List your major equipment available. Attach separate sheet if necessary.

15. Has this business ever defaulted on a contract or failed to complete any project awarded to it? Yes No If so, state the circumstances in an attachment.

16. Has any surety which issued a performance bond on behalf of this business ever completed work in its own name or financed such completion? Yes No If so, state the circumstances in an attachment.

17. Has this business or any principal or officer of this business ever been disqualified or precluded from bidding? Yes No If so, state the circumstances in an attachment.

18. Has this business ever had liquidated damages or other contract penalties assessed to it? Yes No If so, state the circumstances in an attachment.

19. Are there any civil or criminal judgments, claims, arbitration proceedings, or suits pending or outstanding against this business or any of its principals or officers? Yes No If so, state the circumstances in an attachment.

20. Has this business filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? Yes No If so, state the circumstances in an attachment.

21. List the key personnel of this business proposed to, or likely to, work on this project including Principal-In-Charge, Project Manager, Site Superintendent, Field Engineer, Safety Manager, and other prominent field crew and office personnel. **Attach brief resumes of all listed personnel, complete with qualifications and construction experience.** (To be included in Tab 4 of the proposal; do not duplicate that information here.)

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<u>Name</u>	<u>Position</u>
_____	Principal-In-Charge
_____	Project Manager
_____	Site Superintendent
_____	Field Engineer
_____	Safety Manager
_____	_____
_____	_____
_____	_____

22. Trade References and Phone Numbers:

23. List banks and phone numbers with which your firm does business. Do you grant permission to a responsible USNH Administrator to contact these banks? Yes No

24. Name of submitting contractor's Surety (Important Note: Surety must be authorized to transact business in the State of New Hampshire and must appear in the U.S. Treasury Department's most current Circular 570, as amended):

Attach hereto a letter from the above-listed Surety containing a statement indicating the prospective Contractor's total bonding capacity, current bonding liability and currently available bonding capacity.

25. If submitted with a proposal, list projects that are similar to this project and/or all major projects completed by this business in the past five years. For each, include name of project, owner, contract amount, and completion date. Attach separate sheet if necessary.

26. Number of full-time employees: _____ AA/EEO Employer? _____

27. Does your Concern meet any of the following US Government criteria?

- a. _____ Minority Enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below.)
 - _____ Black American (not of Hispanic origin) _____ Asian American
 - _____ American Indian/Alaskan Native _____ Hispanic American
- b. _____ Women Owned and Operated Concern. A business that, regardless of ethnic background, is at least fifty percent owned by women members, or in the case of publicly-owned businesses at least fifty-one percent of the stock is owned by women.
- c. _____ Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.
- d. _____ Labor Surplus Area Concern. A business located in an area (designated by the US Government, Department of Labor) in which unemployment exceeds the national average.

28. No financial statements are required to be submitted with your qualifications package. However, prior to an award, the university may request financial statements from your firm, credit reports and letters from your bank and suppliers. If requested, and your firm does not comply with the request, this may be grounds for rejection of your bid.

Financial statements are considered confidential by the USNH Purchasing and Contract Services Office and, as such, will be destroyed when said documents are no longer required.

29. USNH Substitute W-9 Form

- Submit the completed form in a separate sealed envelope. The sealed envelopes shall carry the name and address of the Bidder, the Bid Number and shall be marked "Confidential – USNH Substitute W-9 Form".
 - a. The form is available on our website at <http://unhinfo.unh.edu/purchasing/sub-w9.PDF>.
 - b. In order to maintain confidentiality of this information, the form should not be included in the electronic copy.

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DEBARMENT: The firm certifies, by submitting this Statement of Qualifications, that neither it nor its principals are presently debarred, suspended, proposed for debarment, have been declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the firm cannot certify this statement, attach a written explanation for review by the University.

I hereby certify the above information to be correct and authorize the University System of New Hampshire to investigate all facts contained therein, including facility visitation.

Dated at _____ this _____ day of _____, _____.

Name of Organization

By: _____

Title: _____

State of _____

County of _____

_____, being duly sworn, deposes and says that he
is _____ of _____ and that the
(Title) (Name of Organization)

answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires _____.

END OF DOCUMENT

APPENDIX B - PROJECT DATA FORM

RFQ/P#«BidNumber»

(Complete and submit this form for a minimum of 3 representative projects)

DESIGN/BUILD TEAM: _____

Project Name: _____

Project Address: _____

Owner Name: _____

Owner Address: _____

Owner Contact: _____ Phone Number: _____

Project Description (please emphasize similarities to this project):

Principal Design/Engineering Firm: _____

Address: _____

Contact Name: _____ Phone Number: _____

Key Individuals and their Roles: _____

Major Sub consultants with their Key Individuals and Roles: _____

Prime Contractor: _____

Address: _____

Contact Name: _____ Phone Number: _____

Key Individuals and their Roles: _____

Major Subcontractors with their Key Individuals and Roles: _____

Construction Costs:

Original Contract Amount: \$ _____

Change Order Total: \$ _____

Final Contract Amount: \$ _____

If Change Order Total exceeds 5% of the Original Contract Amount, please explain:

Project Schedule:

Contracted Completion Date: _____

Notice to Proceed Date: _____

Date of Substantial Completion: _____

Date of Final Completion (final payment): _____

If Date of Substantial Completion varies more than three weeks from the Contracted Completion Date, please explain:

Photographs: Please attach representative photographs of project.

Additional Comments/Information: In addition to filling out this form completely, please feel free to attach other project information hereto.