

Borough of Matawan

Public Hearing

**Major John Burrowes Mansion
Proposed Bidder Pre-Qualification Regulations**

PUBLIC HEARING OF PROPOSED BIDDER PRE-QUALIFICATION REGULATIONS FOR THE REHABILITATION OF THE MAJOR JOHN BURROWES MANSION.

PUBLIC NOTICE IS HEREBY GIVEN that the Borough of Matawan is holding a Public Hearing on Tuesday, September 19, 2017, at 7:00 PM, at the Borough of Matawan, Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey Main Meeting Room to on the adoption of Pre-Qualification Regulations and Questionnaire which will apply to the anticipated bid for general rehabilitation contractors for the rehabilitation of the Historic Major John Burrowes Mansion located at 94 Main Street, Matawan, also known as Block 6, Lot 13. The public is invited to this Hearing at which time any member of the public wishing to ask questions or provide comment will be heard. A vote to accept the proposed Pre-Qualification Regulations and Questionnaire for the Historic Rehabilitation of the Historic Major John Burrowes Mansion will take place after the close of the public hearing.

A copy of the proposed Pre-Qualification Regulations and Questionnaire for the Historic Rehabilitation of the Major John Burrowes Mansion prior to the meeting at 7:00 PM on Tuesday, September 19, 2017 may be obtained at the Office of the Borough Clerk, Borough of Matawan, Matawan Municipal Community Center, 201 Broad Street, Matawan, New Jersey during normal business hours, Monday through Friday – 8:30 AM to 4:30 PM, by contacting the Clerk at karen.wynne@matawanborough.com or on the Borough's website www.matawanborough.com.

Karen Wynne, RMC
Municipal Clerk

CONTRACTOR PRE-QUALIFICATION FOR
EXTERIOR RESTORATION OF BURROWES MANSION
MATAWAN, NEW JERSEY

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Issued by:
Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747

A.1 - Statement of General Notice:

Burrowes Mansion is located at 94 Main Street, Matawan, NJ 07747. The property is listed on the New Jersey Register of Historic Places. All work done on this project must conform to the Secretary of the Interior's *Standards for Treatment of Historic Properties (1995)* and is subject to review by the New Jersey Historic Trust and/or the New Jersey Historic Preservation Office.

The principal activities involved in this project are listed below and will be used to compare whether past projects of potential bidders are similar in scope to the proposed Rehabilitation Project at Burrowes Mansion:

- A. Restore all exterior siding and woodwork
- B. Remove exterior storm windows and restore all windows
- C. Provide new wood shutters (Alternates #2 & 5)
- D. Restore exterior doors and provide new
- E. New cedar shake roofing at select locations
- F. New standing seam metal roofing at rear shed roof
- G. New and restored cedar shake siding (Base Bid and Alt. #1)
- H. Structural framing repairs at Room 203 floor (Alt. #3)
- I. Structural framing repairs at Room 104 floor (Alt. #4)
- J. Prep and paint entire exterior
- K. Minor masonry restoration
- L. Tent and fumigate building for powder post beetle treatment (Alt. #6)
- M. New slab, drainage, footings and steel columns at basement (Alt. #7). Work requires monitoring by archaeologist during excavation.
- N. New fixed interior storm window panels throughout (Alt. #8)
- O. New Jersey Historic Trust project sign and permanent marker

The Architect for this work is HMR Architects, 821 Alexander Road, Suite 115, Princeton, New Jersey, 08540, Tel. (609) 452-1070, Fax (609) 452-1074. For answers to site specific questions contact Eric Holtermann at HMR Architects.

The Owner requires that interested bidders submit a completed Pre-Qualification Statement as set forth herein. Completed Contractor's Pre-Qualification Statements must be submitted in triplicate. Failure to fully complete the Contractor's Pre-Qualifications Statement shall result in disqualification of the prospective bidder from bidding the project. Sealed contractor pre-qualification questionnaires will be received by the Council of the Borough of Matawan at the municipal offices of the Borough of Matawan, 201 Broad Street, Matawan, NJ 07747 no later than XX:00 PM on Tuesday, XX, 2017.

A pre-submission meeting will be held at Burrowes Mansion, 94 Main Street, Matawan, NJ 07747 on Tuesday XX at 10:00 AM. Prospective bidders are strongly encouraged to visit the site during the prequalification stage to determine interest and capability.

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Owner and Architect will jointly review the Contractor's Pre-Qualification Statement received from Bidders according to the Evaluation Criteria set forth herein. Bidders whose Pre-Qualification Statement is determined to be acceptable will be identified as Qualified Bidders.

The Owner reserves the right to reject all or some of the Bidders if the Owner believes, in good faith, based upon the information submitted by the Bidder or investigation of the Bidder, that such Bidder is not properly qualified to carry out the obligations of the contract and to complete the Work within the specified time.

Only bids received from Pre-Qualified Contractors will be received and opened.

A.2 – Project Fact Sheet:

a. Project Identification:

Burrowes Mansion Exterior Restoration and Electrical Upgrades
94 Main Street
Matawan, NJ 07747

b. Owner:

Borough of Matawan
201 Broad Street
Matawan, New Jersey 07747
Contact: Lou Ferrara – (732) 566-3898 x601

c. Architect:

HMR Architects
821 Alexander Road – Suite 115
Princeton, New Jersey 08540
Contact: Eric Holtermann – (609) 452-1070

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A.3 – Work Summary:

1. Type of Contract

- a. Project will be constructed under a single prime contract.

2. Use of Premises

General: Contractor shall have majority use of premises for construction operations, excluding portions of existing parking lot, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

- a. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
- b. Use of Existing Building: The building will be maintained as a house museum during the construction period, although it will not be open to the public. Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and contents during construction period.

3. Work Restrictions

- a. Nonsmoking Building: Smoking is not permitted within the building during construction.

4. Construction Schedule

- a. The anticipated construction commencement is Fall, 2017. The duration is expected to be (6) six months.

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A.4 - Definitions:

1. ***Similar Projects*** shall be defined as projects that:
 - included similar scope of work and used similar materials for bullet list items found in the statement of general notice on page 2 of this document
 - included similar construction techniques
 - required similar construction logistical complexity
 - similar projects are not required to have been municipal office buildings
2. ***Project Supervisor*** is a person that manages the construction project at the site. He/she directs the day-to-day construction operations at the site and coordinates with the Owner's Agent. This person is on site full time. The same individual may perform the roles of Project Manager and Project Site Superintendent.
3. ***Verifiable Experience:*** Project experience that can be confirmed through contact with Owners and Architects associated with previous projects listed in the submission.
4. ***Successful Experience:*** Project experience which resulted in completion of projects on time, on budget, in accordance with the contract documents, and with evidence of good working relationships with owners, subcontractors and suppliers.

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A.5 - Evaluation Criteria:

The following criteria will be used for evaluating the qualifications of Bidders. The evaluation will be based on information in the Qualification Statement provided by prospective Bidders as well as information supplied by the Bidders' references.

1. The Bidder, acting as GENERAL CONTRACTOR, will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include two (2) projects involving separate historic buildings or sites and **similar activities and scope of work as the subject project as defined in the statement of general notice on page 2 and**, completed in compliance with *the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995)*. At least one (1) of the projects must have been reviewed by the New Jersey Historic Trust, a State Historic Preservation Office or the qualified historic review body of a county or municipality. Both projects must each have an aggregate construction cost of at least \$200,000 and have been completed within the past seven (7) years preceding the issue date of this pre-qualification form.
2. The Bidder's proposed PROJECT SUPERVISOR will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include two (2) projects involving separate historic buildings or sites and **similar activities and scope of work as the subject project as defined in the statement of general notice on page 2 and**, completed in compliance with *the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995)*. At least one of the projects must have been reviewed by the New Jersey Historic Trust, a State Historic Preservation Office or the qualified historic review body of a county or municipality. At least one of the projects must have been completed under the General Contractor seeking pre-qualification through this submission. Both projects must have an aggregate construction cost of at least \$150,000, and have been completed within the past seven (7) years preceding the issue date of this pre-qualification form.
3. The Bidder must have not wrongfully defaulted on a contract or had work terminated for non-performance within the past five (5) years.
4. The Bidder must have not been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months, based on the bidder's inability to meet the surety's reasonable underwriting standards.
5. The Bidder must demonstrate satisfactory performance on all current projects in progress.
6. The Bidder must submit the "Certification", form. (Page 13)

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A.6 - Submission Checklist:

The following forms are required as a minimal submission for Bidder Pre-Qualification:

- | | | |
|--------------------------|--------------------|------|
| <input type="checkbox"/> | General Contractor | 8-11 |
| <input type="checkbox"/> | Project Supervisor | 12 |
| <input type="checkbox"/> | Certification | 13 |

A.7 – Select Progress Drawings:

Refer to Appendix A at the end of this document.

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B - BIDDER'S PRE-QUALIFICATION STATEMENT

These forms must be completed and submitted by prospective Bidders who wish to be considered for this work. Failure to substantially complete the Bidder's Qualification Statement will result in disqualification of the prospective Bidder. Attachments to this sheet are acceptable (please properly label).

B.1 - GENERAL CONTRACTOR

1. Name and address of Firm:

Phone #

Contact person:

Fax #

Email:

2. Under what other name (s) has your business operated?

3. Business form (corporation, partnership, etc.)

Date of formation:

Principal location:

Names of Officers of Corporation or Partners:

4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

5. Has your firm or any predecessor firm been denied a consent of surety, a bid bond, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.

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B.1 - GENERAL CONTRACTOR – (continued)

Provide verifiable evidence of successful experience on two (2) projects involving separate historic buildings or sites and **similar activities and scope of work as the subject project as defined in the statement of general notice on page 2 and**, completed in compliance with *the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995)*. At least one (1) of the projects must have been reviewed by the New Jersey Historic Trust, a State Historic Preservation Office or the qualified historic review body of a county or municipality. Both projects must each have an aggregate construction cost of at least \$200,000 and have been completed within the past seven (7) years preceding the issue date of this pre-qualification form. Submit an overall color photo of each project listed below.

PROJECT #1

Project Name: _____ Location: _____

Approximate Construction Date
of Historic Building or Site: _____

Historic Review By? _____ Cost: _____

Completion Date: _____

Project Supervisor: _____

Scope of Work and Nature of Project:

Owner: _____ Phone: _____

Owner Contact Person: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

PROJECT #2

Project Name: _____ Location: _____

Approximate Construction Date
of Historic Building or Site: _____

Historic Review By? _____ Cost: _____

Completion Date: _____

Project Supervisor: _____

Scope of Work and Nature of Project:

Owner: _____

Owner Contact Person: _____ Phone: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

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B.1 - GENERAL CONTRACTOR – (continued)

PROJECT #3

Project Name: _____ Location: _____

Approximate Construction Date
of Historic Building or Site: _____

Historic Review By? _____ Cost: _____

Completion Date: _____

Project Supervisor: _____

Scope of Work and Nature of Project:

Owner: _____ Phone: _____

Owner Contact Person: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

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B.1 - GENERAL CONTRACTOR – (continued)

PROVIDE THE FOLLOWING INFORMATION ON ALL CURRENT PROJECTS IN PROGRESS.
(Use additional sheets if necessary)

SUBMIT AN OVERALL COLOR PHOTO OF EACH PROJECT LISTED BELOW.

Project Name	_____
Location	_____
Owner	_____ Phone _____
Owner's Contact	_____ Phone _____
Architect	_____ Phone _____
Architect's Contact	_____ Phone _____
Contract Amount	_____
Scheduled Completion Date	_____

Project Name	_____
Location	_____
Owner	_____ Phone _____
Owner's Contact	_____ Phone _____
Architect	_____ Phone _____
Architect's Contact	_____ Phone _____
Contract Amount	_____
Scheduled Completion Date	_____

Project Name	_____
Location	_____
Owner	_____ Phone _____
Owner's Contact	_____ Phone _____
Architect	_____ Phone _____
Architect's Contact	_____ Phone _____
Contract Amount	_____
Scheduled Completion Date	_____

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B.2 - PROJECT SUPERVISOR

Provide verifiable evidence of successful experience on two (2) projects involving separate historic buildings or sites and **similar activities and scope of work as the subject project as defined in the statement of general notice on page 2 and**, completed in compliance with *the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995)*. At least one of the projects must have been reviewed by the New Jersey Historic Trust, a State Historic Preservation Office or the qualified historic review body of a county or municipality. At least one of the projects must have been completed under the General Contractor seeking pre-qualification through this submission. Both projects must have an aggregate construction cost of at least \$150,000, and have been completed within the past seven (7) years preceding the issue date of this pre-qualification form. Submit an overall color photo of each project listed below.

Name of Project Supervisor: _____

PROJECT #1

Project Name: _____ Location: _____

Historic Review By? _____

Approximate Construction Date
of Historic Building or Site: _____

Completion Date: _____ Cost: _____

Contractor: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner Contact Person: _____ Phone: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

PROJECT #2

Project Name: _____ Location: _____

Historic Review By? _____

Approximate Construction Date
of Historic Building or Site: _____

Completion Date: _____ Cost: _____

Contractor: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner Contact Person: _____ Phone: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

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B.3 - CERTIFICATION

I (we) the undersigned certify the truth and correctness of all statements and answers contained herein:

Date: _____

Name of Bidder: _____

Address of Bidder: _____

Telephone & Fax Numbers: _____

By (signature, no stamps) _____

(print / type name and title) _____

Witnessed: (if corporation, by the secretary of the corporation)

By: (sign, no stamps) _____

(print name and title) _____

Subscribed and sworn to before me

this _____ day of _____.

Notary Public of the State of:

My commission expires:

(Seal)

END OF BIDDER'S PRE-QUALIFICATION STATEMENT