



60 North Ramona Road  
Myerstown, PA 17067

## **UNT TO TULPEHOCKEN CREEK BANK STABILIZATION PROJECT REQUEST FOR CONTRACTOR PREQUALIFICATION**

PROJECT NO.: 008-020-019

PRE-QUALIFICATION RESPONSE DUE DATE: August 10, 2022, at 10:00 a.m. EST

### **IMPORTANT NOTICE TO ALL APPLICANTS**

**Read this document in its entirety and submit the required information in the format described in this Request for Pre-Qualification.**

#### **CONTRACTOR ELIGIBILITY:**

**This prequalification is open to those Contractors that satisfy the minimum qualifications stated herein.**

Failure to answer all of the following questions may result in disqualification. If prospective Contractor has any questions, contact the Township's Contract Administrator listed herein. Completing this questionnaire does not guarantee prequalification. Jackson Township reserves the unqualified right to reject any non-responsive and/or non-conforming prequalification applications and to waive informalities.

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## 1. INTRODUCTION

### 1.1 Prequalification Overview

Jackson Township (hereinafter, "Township") has established a prequalification for general contractors that elect to bid on the UNT To Tulpehocken Creek Bank Stabilization Project. The prequalification process requires applicants to submit financial information, work/project history, and relevant experience that Jackson Township will use to determine if the applicant is qualified to bid on the proposed bank stabilization project. The prequalification will remain valid until the bid is let for the project. If the bid let date does not occur within twelve (12) calendar months from the date a contractor becomes prequalified, the Township may require applicants to renew their prequalification status.

### 1.2 Project Description

The proposed floodplain restoration project is located in Jackson Township, Lebanon County, Pennsylvania, along an Unnamed Tributary to the Tulpehocken Creek, beginning approximately 50 feet south of West Main Avenue and continuing downstream approximately 1,700 linear feet to just north of the tributary's confluence to the Tulpehocken Creek.

This project extends through three properties owned by JK&B, Inc. The purpose of this project is to provide connection between the stream and floodplain, reduce streambank erosion, and improve riparian habitat by creating a floodplain wetland bench and sloping back the streambanks. The project is part of Jackson Township's Pollution Reduction Plan for their Municipal Separate Storm Sewer System (MS4) Permit.

Preliminary project drawings are posted on the Township's website for information purposes only. However, these drawings are not intended for construction and shall not be used as a basis for bidding construction services. Following the prequalification process, an advertisement and invitation to bid will be published in the local newspaper and prequalified contractors will be invited to submit bids for construction.

### 1.3 General Prequalification Requirements

Pursuant to Pennsylvania's Consolidated Statutes, Title 62, Part I. Commonwealth Procurement Code, §532 (Prequalification of bidders and offerors), Jackson Township is seeking general contractors with proven experience constructing stream and/or floodplain restoration projects using legacy sediment removal floodplain restoration design principles. The proposed stream restoration will establish a floodplain bench, grade back vertical streambanks and establish a diverse native plant community to reduce streambank erosion and improve habitat. Currently, streambanks are vertical and actively eroding. This project will achieve a sediment load reduction for Jackson Township that will be applied to their Pollutant Reduction Plan as part of their MS4 Permit.

Prospective contractors must complete bidder prequalification requirements to demonstrate that they have experience constructing stream and/or floodplain restorations. Prospective contractors shall have floodplain restoration experience in the mid-Atlantic region using legacy sediment removal techniques and demonstrate experience with installing woody debris structures, and native riparian plantings. Additionally, prospective contractors must demonstrate that they will provide sufficient equipment to complete the project in an expeditious manner.

The prequalification requirements shall include the firm's general approach to stream and/or floodplain restoration construction, identify key staff that will work directly on the project, and include descriptions of five (5) stream and/or floodplain restoration construction projects demonstrating their experience with using legacy sediment removal construction techniques. Any contractor that is determined to be prequalified is not guaranteed to be awarded a contract for the project.

General contractors seeking prequalification shall review and follow the information and instructions contained in this application. For additional information, contact Stephen Sherk at 717-272-7110, ext. 103 or via email at [ssherk@steckbeck.net](mailto:ssherk@steckbeck.net).

## 1.4 Objective

The objective of the Request for Pre-Qualification (RFPQ) is to identify responsible general contractors who meet the Township's qualification requirements to provide the goods and/or services outlined in this RFPQ to the Township. All qualified contractors are invited to participate by submitting responses, as further defined within this RFPQ.

This RFPQ will not result in contract award. Instead, this RFPQ will establish a list of all qualified contractors who will be eligible to submit bids on a future solicitation for this project.

## 1.5 Minimum Qualifications

The contractor shall have an established federal employee identification number (EIN) and shall have been in the business of general contracting for a minimum of five (5) years.

Contractors who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any submittal that is rejected as non-responsive will not be evaluated or scored.

## 1.6 Definitions

Definitions for the purposes of this RFPQ include:

Business Days. The normal days of operation for Jackson Township; specifically, Monday through Friday, from 7:00 AM to 3:30 PM, excluding certain holidays and election days.

Designer. Individual, company, or firm responsible for the project design, construction management, and administration of construction contracts associated with this pre-qualification.

Contractor. Individual or company, or firm submitting a pre-qualification package for this project.

Request for Pre-Qualifications (RFPQ). Formal procurement document in which services needed are identified and firms are invited to provide their qualifications to provide the services.

Submittal. A contractor's submitted response to this RFPQ.

Township. Jackson Township.

Township Engineer. Steckbeck Engineering & Surveying, Inc.

## 2. PRE-QUALIFICATION PROCEDURES

### 2.1 Township Contract Administrator

The Township Engineer is the Township's sole point of contact in the Township for this prequalification. All communication between the contractor and the Township upon receipt of this RFPQ shall be with the Township Engineer.

Direct all inquiries concerning this Request for Pre-Qualification in writing via email to:

Name	Stephen Sherk, P.E.
Company:	Steckbeck Engineering & Surveying, Inc.
Street Address	279 N. Zinns Mill Road, Suite A Lebanon, PA, 17042
E-Mail Address	<a href="mailto:ssherk@steckbeck.net">ssherk@steckbeck.net</a>

Any other communication will be considered unofficial and non-binding on the Township. Contractors are to rely on written statements issued by the Township Engineer. Communication directed to parties other than the Township Engineer may result in disqualification of the contractor.

## 2.2 Schedule of Pre-Qualification Activities

The Township reserves the right to revise the following schedule:

Activity	Date	Time (EST)
Issue Request for Qualifications	July 22, 2022	8:00 a.m.
Pre-qualification submittals due	August 19, 2022	10:00 a.m.
Completion of RFPQ Review	September 9, 2022	5:00 p.m.
Notice of Prequalification Status	September 16, 2022	5:00 p.m.

## 2.3 Pre-Qualification Submittals

Contractors are required to submit one (1) original hardcopy, two (2) hardcopies and one (1) digital copy of their RFPQ submittal. Contractors may submit the digital copy on a thumb drive; PDF format is required. The submittal, whether mailed or hand delivered, **must arrive at Jackson Township, 60 North Ramona Road, Myerstown, PA 17067, no later than 10:00 a.m., Eastern Standard Time, on the submittal due date.**

When preparing a response, the supplier must consider the following instructions:

1. Use the prequalification form provided in Section 4 to prepare your response. Enter your responses directly into the form's worksheet. Unless otherwise directed, do not insert "see attached file" (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. The RFPQ response must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators but should assist the contractor in preparing a thorough response.

This section prescribes the mandatory format for the presentation of information in response to this RFPQ. For the contractor's RFPQ submittal to be considered, each contractor must provide the following components in the order listed:

1. Cover Letter
2. Completed Prequalification Form
3. Letter from bonding company with information requested in Section 4.1.c
4. Certificate of Insurance
5. Financial Statement

The contractor's RFPQ submittal shall be delivered to the Township at the address specified above in an opaque envelope clearly labeled as **"UNT to Tulpehocken Creek Bank Stabilization Project – General Contractor Application for Prequalification."**

Contractors mailing their RFPQ submittal should allow normal mail delivery time to ensure timely receipt of their submittals by the Township Engineer. Contractors assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service.

RFPQ submittals sent to the Township via electronic means, including but not limited to email, in response to this RFPQ will not be accepted.

Late submittals will not be accepted and will be automatically disqualified from further consideration.

## **2.4 Confidentiality**

All submittals and any accompanying documentation become the property of the Township and will not be returned. All information received shall remain confidential to the extent permitted by law.

## **2.5 Responsiveness**

All submittals will be reviewed by the Township Engineer to determine compliance with administrative requirements and instructions specified in this RFPQ. The contractor is specifically notified that failure to comply with any part of the RFPQ may result in rejection of the submittal as non-responsive.

The Township also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

## **2.6 Costs to Prepare RFPQ**

The Township will not be liable for any costs incurred by the contractor in preparation of a submittal, in conduct of a presentation, or any other activities related to responding to this RFPQ.

## **2.7 No Obligation to Contract**

This RFPQ does not obligate the Township to contract for services specified herein. The pre-qualified contractors will receive a separate bid solicitation for the construction of the project.

## **2.8 Rejection Of Submittals**

The Township reserves the right at its sole discretion to reject any and all submittals received without penalty and not to issue a contract as a result of this RFPQ.

## **2.9 Completion Of Review**

The Township will complete reviews of all RFPQ Submittals and provide notice to all contractors in accordance with the schedule of prequalification activities from Section 2.2.

# **3. EVALUATION OF PRE-QUALIFICATION SUBMITTALS**

## **3.1 Evaluation**

Responsive submittals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of submittals shall be accomplished by an evaluation team to be designated by the Township, which will determine the ranking of the submittals.

## **3.2 Scoring**

All pre-qualification submittals will be evaluated using a pre-qualifications matrix. The matrix is divided into three sections:

Section 1. Minimum Requirements	zero points; must meet minimum requirements to proceed to Section 2
Section 2. General Requirements	up to 50 points; need 40 to proceed to Section 3
Section 3. Project-specific Requirements	up to 50 points
Section 4. Signature Form	zero points; any submittal not signed will be disqualified

The maximum possible score will be 100 points. Submittals receiving a score of at least 70 points will be deemed pre-qualified.

### **3.3 Notification**

Notice of approval or denial of prequalification will be made by the Township within five (5) business days of such determination by registered mail, certified mail, or other legally valid method.

The Township will maintain a registry of all contractors prequalified to bid on the UNT to Tulpehocken Creek Bank Stabilization Project. This registry will show the name, address, phone number, and email of the contractor; the date the contractor was deemed qualified; and the prequalification expiration date. All other information submitted by contractors will remain confidential to the fullest extent allowed by law. This registry will be posted on the Township's website.

<https://jacksontownship-pa.gov>

Upon completion of the Township's review of the prequalification information submitted by the contractor, a decision will be made to either approve or deny the prequalification application. All contractors seeking prequalification will be notified of the Township's decision, in writing, within five (5) business days of such determination. Any contractor denied prequalification may request, in writing, a review of such decision with the Township Engineer. This request must occur within five (5) business days of the contractor's receipt of the Township's notice of denial.

**4. GENERAL CONTRACTOR PREQUALIFICATION FORM**

Project Name: UNT to Tulpehocken Creek Bank Stabilization Project  
 Municipality: Jackson Township, Lebanon County  
 Designer: Land Studies, Inc.

Submitted to:

Jackson Township  
 60 North Ramona Road  
 Myerstown, PA 17067

**4.1 Minimum Requirements**

**4.1.a General Company Information**

Provide the following information company information.

<b>Company Name</b>					
<b>Physical Address</b>					
<b>Mailing Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>	
<b>Telephone:</b>			<b>Fax:</b>		
<b>Primary Contact Name:</b>					
<b>Primary Contact Email:</b>					
<b>Secondary Contact Name:</b>					
<b>Secondary Contact Email:</b>					

**4.1.b Business Type and Company Officers**

Check the box matching business type and provide company officer information.

- Corporation
- Partnership
- Limited Liability Company
- Sole Proprietor
- Joint Venture

**Company Officers**

Title	Full Name	Years of Service



**4.1.c Bonding**

Your surety company's bond rating must be rated "A" or better under the A.M. Best Credit Rating system or the Federal Treasury List. Provide a letter from your surety company, on the company's letterhead, indicating the following:

- Surety company's name.
- Surety company's address.
- Your company's aggregate work capacity (the maximum amount of work your company is capable of undertaking for any and all projects).
- Your company's single limit (the estimated cost of a single project that your company is capable of undertaking).
- Surety company's bond rating.
- Surety company's representative's contact information.

4.1.c.(1) Have you provided a letter from your surety company describing your company's bonding capacity?

- No
- Yes

4.1.c.(2) In the last five years, have any funds been expended by a surety company on your company's behalf?

- No
- Yes If yes, provide an explanation below:

**4.1.d Litigation/Claims**

4.1.d.(1) Has your company been involved in any suits, bankruptcy filings, or arbitration proceedings within the last five years?

- No
- Yes If yes, provide explanation:

4.1.d.(2) Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?

- No
- Yes If yes, provide explanation:

**4.1.e Insurance**

In order to prequalify, contractor must indicate that they can provide evidence of insurance coverage as follows:

- 1. Workmen's Compensation:
  - a. State Statutory
  - b. Applicable Federal (e.g., Longshoreman's) Statutory
  - c. Employer Liability:
    - Each Accident \$500,000
    - Disease Policy Limit \$500,000
    - Disease Each Employee \$500,000
  
- 2. Contractor's General Liability shall include completed operations and product liability coverages and eliminate the exclusion with respect to property under care, custody and control of contractor.
  - a. General Aggregate \$2,000,000
  - b. Products – Completed Operations Aggregate \$2,000,000
  - c. Personal and Advertising Injury \$1,000,000
  - d. Each Occurrence \$1,000,000  
(Bodily Injury and Property Damage)
  - e. Property Damage Liability Insurance will provide explosion, collapse, and underground coverage where applicable
  - f. Excess or Umbrella Liability (list underlying coverages)
    - 1) General Aggregate \$5,000,000
    - 2) Each Occurrence \$5,000,000
  
- 3. Automobile Liability:
  - a. Bodily Injury:
    - Each Person \$1,000,000
    - Each Accident \$1,000,000
  - b. Property Damage \$1,000,000
    - Each Accident \$1,000,000
  - c. Combined Single Limit \$1,000,000
  
- 4. Contractual Liability coverage shall provide coverage for not less than the following amounts:
  - a. Aggregate \$2,000,000
  - b. Each Occurrence \$1,000,000

The insurance certificate must have a 30-day notice cancellation clause.

Have you attached a copy of your insurance certificate?

Yes

No

**4.1.f Completion of Work/Charges/Barred from Bidding/USACE**

4.1.f.(1) In the last five years has your company failed to complete work awarded to it?

No

Yes If yes, provide the following information on a separate page for each instance.

- Project name
- Contract amount
- Contract year(s)
- Owner contact information
- Designer name and contact information
- Reason(s) for not completing the work
- Supporting documentation

4.1.f.(2) Does your present company, its owner(s), officers, or agents have any civil judgments and/or criminal history?

No

Yes If yes, provide the following information:

Project Name	Year	Reason

4.1.f.(3) Has your present company, its officers, or owners ever been debarred, disqualified, or suspended by any government agency?

No

Yes If yes, provide the following information:

Project Name	Case Number	Year	Reason

4.1.f.(4) In the last five years has your company been issued a Cease-and-Desist Order by the US Army Corps of Engineers?

No

Yes If yes, provide the following information:

Project Name	Case Number	Reason for Order	Resolution

**4.2 General Requirements**

**4.2.a Company History**

4.2.a.(1) Has your company operated under any names other than the name listed in Section 4.1.a. General Company information?

No

Yes If yes provide the following information:

Company name	Company Address	Company Type (Corp., Partnership, Proprietorship, etc.)	Date Established	Number of years in business	Number of full-time permanent employees







#### **4.2.c Quality Control/Administration**

4.2.c.(1) Describe the company's work inspection and approval procedures:

4.2.c.(2) Describe management procedures for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues.

4.2.c.(3) Describe company's approach to dispute and claims resolution.

#### **4.2.d Financials**

4.2.d.(1) Attach financial statement for the most recent fiscal year. Contractor must submit financial data to be considered for prequalification.

Have you attached a financial statement?

Yes

No If no, provide explanation:

#### **4.2.e Liquidated Damages/Claims**

4.2.e.(1) In the last five years has your company paid liquidated damages on a project?

No

Yes If yes, provide the following information on a separate sheet for each instance:

- Project name
- Contract amount
- Contract year(s)
- Owner contact information
- Designer name and contact information
- Reason(s) for paying liquidated damages
- Supporting documentation



4.2.e.(2) In the last five years has your company filed a claim for any contracts?

No

Yes If yes, provide the following information on a separate sheet for each instance:

- Project name
- Contract amount
- Contract year(s)
- Owner contact information
- Designer name and contact information
- Reason(s) for filing claim(s)
- Outcome of claim(s)
- Supporting documentation

#### **4.2.f Permit Compliance**

4.2.f.(1) In the last five years has your company been issued a Notice of Violation and/or fine by any governmental agency?

No

Yes If yes, provide the following information on a separate sheet for each instance:

- Project name
- Contract amount
- Contract year(s)
- Owner contact information
- Designer name and contact information
- Reason(s) for Notice of Violation
- Resolution

### **4.3 Project Specific Requirements**

#### **4.3.a Project Information**

Complete the attached information sheets for up to five (5) similar projects. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Firms are strongly encouraged to highlight projects that match the region, watershed, and type of work in the Project Information Sheet attached below:



## Project Information Sheet

**Project Name,  
Municipality, County,  
State:**

<b>Contract Type:</b>	<input type="checkbox"/> Design Bid Build	<input type="checkbox"/> Design Build	<input type="checkbox"/> Full Delivery	<input type="checkbox"/> Other: _____
<b>Project Watershed:</b>	<input type="checkbox"/> Chesapeake Bay	<input type="checkbox"/> Delaware Bay	<input type="checkbox"/> Other: _____	
<b>Project Type:</b>	<input type="checkbox"/> Stream Restoration	<input type="checkbox"/> Floodplain Restoration/Reconnection	<input type="checkbox"/> Wetlands Restoration	
Linear Feet Treated: _____	Acres Treated: _____	_____	Acres Treated: _____	_____

**Project Requirements:**

**Provide a brief project description:**

- Floodplain, Wetland Grading
- Removal of Legacy Sediment
- In-Stream Structure Installation
- Streambank Stabilization
- Other

**Owner Name/ Representative:**

Firm/Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Designer Name/ Representative:**

Firm/Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contract Dollar Value:**

Award Amount: \_\_\_\_\_

Change Order(s) Amount: \_\_\_\_\_

Final Contract Amount: \_\_\_\_\_

**Number of Change Orders Approved with Explanation/Reason:**

Quantity: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Total Additional Days: \_\_\_\_\_

Reason(s): \_\_\_\_\_

**Project Schedule:**

State Date: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

**Project Staff:**

Contract Manager: \_\_\_\_\_

Site Superintendent: \_\_\_\_\_

Operator(s): \_\_\_\_\_

**Sub-Contractor(s) Reference**

Firm/Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Sub-Contractor(s) Reference**

Firm/Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_







**5. Signature Page**

By signing this document, you are acknowledging that all answers are true and correct to the best of your knowledge. You acknowledge that you understand all Township policies and procedures regarding contractor prequalification.

Submitted by: \_\_\_\_\_  
Print Name and Title of Authorized Company Officer

Company Name (as registered w/ PA Department of State or IRS):  
\_\_\_\_\_

Physical Address:  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Phone of Signatory: \_\_\_\_\_

Email of Signatory: \_\_\_\_\_

Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature by Authorized Representative

Notary Certification:

Commonwealth of Pennsylvania

\_\_\_\_\_ County

I, a Notary Public of the aforesaid County and State, certify that \_\_\_\_\_,  
personally, appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Signature of Notary Public

My Commission Expires \_\_\_\_\_, 20\_\_\_\_

**6. PRE-QUALIFICATION RATINGS MATRIX FOR GENERAL CONTRACTORS**

Contractor Name:		Date of Evaluation:	
<b>4.1. MINIMUM REQUIREMENTS</b> (Must meet minimum requirements to proceed to Section 2.)		YES	NO
4.1.a	Was the General Company Information section complete?		
4.1.b	Was the Business Type section complete?		
4.1.c.(1)	Was the Bonding Letter acceptable?		
4.1.c.(2)	Funds Expended by Surety? If yes is the explanation acceptable?		
4.1.d.(1)	Lawsuits, Bankruptcy, or Arbitrations Involvement in past 5 Years? If yes is the explanation acceptable?		
4.1.d.(2)	Judgments, Claims, Arbitrations, Lawsuits Pending? If yes is the explanation acceptable?		
4.1.e.	Was the Evidence of Insurance acceptable?		
4.1.f.(1)	Has company failed to complete an awarded contract in the past 5 years? If yes, is the explanation acceptable?		
4.1.f.(2)	Does company have any civil judgments/criminal history? If yes, is the explanation acceptable?		
4.1.f.(3)	Has company been debarred, disqualified, or suspended by any government agency? If yes, is the explanation acceptable?		
4.1.f.(4)	Has company been issued a US Army Corps of Engineers Cease and Desist Order? If yes, is the explanation acceptable?		
5. Signature Form			
5.a.	Signed/Dated		
5.b.	Notary Certification		
<b>4.2. GENERAL REQUIREMENTS</b> (Must have a minimum of 40 points to proceed to Section 3.)		Points Available	Points Rec'd
4.2.a	Company History	5	
4.2.b	Workload and Staffing	20	
4.2.c	Quality Control/Administration	5	
4.2.d	Financials - Listed/Attached	5	
4.2.e	Liquidated Damages/Claims	10	
4.2.f	Permit Compliance	5	
		Subtotal	50
<b>4.3. PROJECT INFORMATION</b>			
4.3.a.(1)	Similar Project #1	10	
4.3.a.(2)	Similar Project #2	10	
4.3.a.(3)	Similar Project #3	10	
4.3.a.(4)	Similar Project #4	10	
4.3.a.(5)	Similar Project #5	10	
		Subtotal	50
<b>TOTAL POINTS</b> (Must have a minimum of 70 points to pre-qualify)		<b>100</b>	