

LISLE LIBRARY RENOVATION

## **ADVERTISEMENT FOR PRE-QUALIFICATION TO BID**

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### **INVITATION TO BIDDERS TO PREQUALIFY FOR THE LISLE LIBRARY DISTRICT -Submittals due by 2pm on 10/13/2021**

The Lisle Library District (LLD) announces that material is now being accepted to prequalify bidders for the construction of a renovation to the library. Complete general contracting services only are sought. Subcontractors or suppliers interested in providing services for materials or materials for portions of the work will not be considered at this time.

- **PROJECT DESCRIPTION**

The project scope consists of the renovation of the existing library interiors, addition of two new entrances, limited renovation of the exterior facades and minor sitework. The work will be completed in two phases. Phase 1 is anticipated to renovate the west half of the existing building including the two new entrances. Phase 2 is anticipated to renovate the east half of the existing building. The existing library area is approximately 32,386 GSF; with a new entry addition (139 GSF) the completed library will be approximately 32,525 GSF. The library will remain operational throughout the construction period.

Project construction value is approximately \$5.4 Million.

- **PROJECT SCHEDULE**

Bid documents are anticipated to be available in December 2021. The bid period will be 3 weeks. Construction work on site is scheduled to begin in March 2022.

A 10 month construction period is anticipated.

- **PURPOSE OF PREQUALIFYING BIDDERS**

The LLD will select a general contractor via a lump sum bidding process. The purpose of prequalifying general contractors is to ensure that appropriate standards of ability, experience, performance and financial integrity will be met. Potential general contractors will be comparatively judged on the basis of, but not limited to, financial criteria, organization of personnel, experience of personnel, completion of work similar in scope and performance and quality of work previously completed.

- **PREQUALIFYING PROCESS**

The prequalification process will consist of two separate and distinct steps. The first step consists of the submission of all required information and documentation. A respondent who fails to submit the required information and documentation will not proceed to the second step. The second step will consist of interviews with a shortlist of general contractors. Shortlist interviews are tentatively planned for November 2021.



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- **SELECTION OF PREQUALIFIED BIDDERS**

At the end of the two-step process, an approximate number of four to seven of the most qualified bidders from those submissions received will be selected by the *Owner*. The list of prequalified bidders will be advised. Only those prequalified bidders appearing on the list will be allowed to submit bids.

- **SUBMISSION**

Interested bidders must complete AIA Document A305-1986, Contractor's Qualification Statement together with the Supplement to the Contractor's Qualification Statement. This material will be available from the library website (<https://www.lislelibrary.org/about-us/lld-capital-projects>) from 9/24/2021.

Submissions shall be sent to Tatiana Weinstein (LLD Director) and Marc Rogers (CCS Project Manager) via the following e-mails [tatiana@lislelibrary.org](mailto:tatiana@lislelibrary.org) and [mrogers@ccsdifference.com](mailto:mrogers@ccsdifference.com) by 2 PM on 10/13/2021. The subject line for submittals shall be "Lisle Library District Prequalification Materials". Failure to perform the above may deny prequalification to the bidder by the Owner.

An electronic set of preliminary drawings prepared by Sheehan Nagle Hartray Architects delineating the scope of the project will be made available for review only upon email request to Tatiana Weinstein and Marc Rogers.

The Lisle Library District Board of Trustees

# AIA<sup>®</sup> Document A305<sup>™</sup> – 1986

## **Contractor's Qualification Statement**

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:**

**ADDRESS:**

**SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**PRINCIPAL OFFICE:**

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

**NAME OF PROJECT** *(if applicable):*

**TYPE OF WORK** (file separate form for each Classification of Work):

- General Construction
- HVAC
- Electrical
- Plumbing
- Other (please specify)

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

**§ 1. ORGANIZATION**

**§ 1.1** How many years has your organization been in business as a Contractor?

**§ 1.2** How many years has your organization been in business under its present business name?

**§ 1.2.1** Under what other or former names has your organization operated?

**§ 1.3** If your organization is a corporation, answer the following:

**§ 1.3.1** Date of incorporation:

**§ 1.3.2** State of incorporation:

**§ 1.3.3** President's name:

**§ 1.3.4** Vice-president's name(s)

**§ 1.3.5** Secretary's name:

**§ 1.3.6** Treasurer's name:

**§ 1.4** If your organization is a partnership, answer the following:

**§ 1.4.1** Date of organization:

**§ 1.4.2** Type of partnership (if applicable):

**§ 1.4.3** Name(s) of general partner(s)

**§ 1.5** If your organization is individually owned, answer the following:

**§ 1.5.1** Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

**§ 2. LICENSING**

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

**§ 3. EXPERIENCE**

§ 3.1 List the categories of work that your organization normally performs with its own forces.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

§ 3.4.1 State total worth of work in progress and under contract:

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

§ 3.5.1 State average annual amount of construction work performed during the past five years:

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.



**§ 4. REFERENCES**

**§ 4.1 Trade References:**

**§ 4.2 Bank References:**

**§ 4.3 Surety:**

**§ 4.3.1 Name of bonding company:**

**§ 4.3.2 Name and address of agent:**

**§ 5. FINANCING**

**§ 5.1 Financial Statement.**

**§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:**

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

**§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:**

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6. SIGNATURE

§ 6.1 Dated at this \_\_\_\_\_ day of \_\_\_\_\_

Name of Organization:

By:

Title:

§ 6.2

\_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public:

My Commission Expires:





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## **SUPPLEMENT TO AIA DOCUMENT A305 CONTRACTOR'S QUALIFICATION STATEMENT**

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SUBMITTED BY:

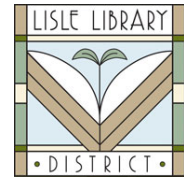
DATED:

Responses may be provided on

1. Can your firm secure a performance bond from a bonding company with a rating of "A" or above as rated by A.M. Best in the amount of \$(10 Million Dollars) for this project on your own? If a joint venture is required in order to secure such bond, explain the reasons why.
2. Can you secure a labor and material bond from a bonding company with a rating of "A" or above as rated by A.M. Best in the amount of \$(10 Million Dollars) for this project on your own? If a joint venture is required in order to secure such bond, explain the reasons why.
3. Provide an organization chart for this project and provide resumes of staff included in the organization chart.
  - a. Identify the supervisory personnel (project manager and site superintendent at a minimum) who will be assigned to the project. Provide their experience including length of time with your company, previously completed relevant projects, current workload and commitments and two owner references.
4. Provide information on a minimum of five (5) projects that your firm has completed in the last ten (10 years) of similar nature, scope and cost with specific reference to:
  - Library experience (*minimum one (1) library project with a construction value a minimum of \$3,000,000*)
  - Phased construction
  - Renovations
  - Additions

Provide the following for each project:

- a. Project Name and Description
- b. Owner reference contact
- c. Architect reference contact
- d. Bid Value (\$)
- e. Number of Change Orders
- f. Final Construction Value (\$)
- g. Construction Duration
- h. Completion Date
- i. Self performed Trades



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5. Provide a list of trades your organization is capable of self-performing.
6. Provide a listing of relevant local work (within 20 miles) completed by your organization in the last 5 years.
7. Please provide your firm's insurance modifier.
8. Please advise if your organization is union and/or adheres to the Prevailing Wage Act.
9. List litigation, debarment, and arbitration your organization or a principal in your organization, while with any company, has been involved in during the last five years. Note the circumstances.



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Prequalification may be denied to any bidder at the library's discretion for any reason, including, but not limited to the following:

1. Unfavorable references.
  - a. Failure to complete work in a timely manner and to meet prescribed time schedules.
  - b. Failure to complete work in strict compliance with approved plans and specifications.
  - c. Failure to complete all work in a workmanlike manner.
  - d. Failure to cooperate with the owner, the owner's architect and the owner's representative.
  - e. Failure to obtain any needed permit.
  - f. Failure to carry out all work in a safe manner.
2. No past experience completing a library project with a minimum construction value of \$3,000,000.
3. Non-Union and inability to adhere to the Prevailing Wage Act.
4. Submittal of a false statement in the pre-application materials.
5. Failure to provide a complete prequalification submittal.
6. Lack of competency, experience, facilities, financial resources or personnel as revealed by the prequalification materials.
7. Failure to pay, or satisfactorily settle, all bills due for labor and material on prior projects.
8. Any default under previous contracts.
9. The submission of any misleading information relative to previous contracts.
10. An unsatisfactory performance record as shown by past construction projects judged from the standpoint of compliance with plans and specifications, quality of workmanship and timeliness of completion of work.
11. Uncompleted work which may hinder or prevent completion of additional work if awarded.

The Lisle Library District Board of Trustees