



**HARFORD COUNTY, MARYLAND  
DEPARTMENT OF PROCUREMENT  
220 SOUTH MAIN STREET  
BEL AIR, MARYLAND 21014**

**RULES FOR PREQUALIFICATION OF CONTRACTORS  
AND  
THE CONTRACTOR PREQUALIFICATION APPLICATION**

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**HARFORD COUNTY, MARYLAND  
DEPARTMENT OF PROCUREMENT  
BEL AIR, MARYLAND**

**RULES FOR PREQUALIFICATION OF CONTRACTORS**

**1. REQUIREMENTS FOR PREQUALIFICATION**

**1.1 General Information**

- 1.1.1 Requirements for prequalification of contractors for capital improvement projects are established in Harford County, Maryland Code Chapter 41-26, Formal Contract Procedures, Section G (2) (a) *The Director of Procurement shall establish by regulation a prequalification procedure for the procurement of capital improvement projects that exceed one hundred thousand dollars (\$100,000.00).*
- 1.1.2 Any contractor intending to bid on any County-funded construction project in excess of one hundred thousand dollars (\$100,000.00) must establish proof of its qualification. A certification of prequalification issued by the County acknowledging successful pre-qualification in one or more work classification categories (Certificate of Prequalification) will be valid for 24 (twenty-four) months.
- 1.1.3 A prequalification certificate is not a substitute for any licenses required by law.
- 1.1.5 Contractors may be subject to prequalification requirements per Section 1.3 Special Prequalification or Section 1.4 Developer Funded Prequalification, herein.
- 1.1.6 On a project requiring Prequalification, the County shall not open a bid from a contractor whose Prequalification application has not been approved by the County prior to bid opening.

**1.2 Minimum Requirements**

- 1.2.1 A contractor applying for prequalification in a work classification category or a contractor applying for Special Prequalification must:
  - a. Possess sufficient capital to perform a capital project with a minimum value of \$100,000 for a General Certificate or the full value of the work for a Special Prequalification; and

- b. Have verifiable satisfactory work experience with customers other than Harford County, preferably in public sector projects; and
- c. Demonstrate to the county relevant experience in the capacity of the prime contractor; and
- d. Demonstrate the capacity to be bonded for a minimum of one hundred thousand dollars (\$100,000.00) for a Certificate of Prequalification or the full value of the work for a Special Prequalification; and
- e. Demonstrate the ability to comply with required or proposed performance schedules.

### **1.3 Special Prequalification**

- 1.3.1 A Special Prequalification (Project Specific) application is required for projects, regardless of cost, which entail unique qualifications or complex construction abilities as determined by the County. The Special Prequalification application process, required information, and format will be posted on the Harford County website.
  - a. Possession of a general prequalification certificate does not deem a contractor eligible to bid on projects requiring a Special Prequalification.
  - b. Contractors deemed approved via a Special Prequalification process are not considered a prequalified contractor for any prequalification categories as listed herein.
- 1.3.2 A Special Prequalification is initiated separately from general prequalification. A Special Prequalification application will contain project specific details. The County may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the County with all information and data requested by the County for this purpose. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.
- 1.3.3 On a project requiring Special Prequalification, the County shall not open a bid from a contractor whose Special Prequalification application has not been approved by the County prior to bid opening.

## **1.4 Developer Funded Prequalification**

1.4.1 Contractors retained to install water and/or sewer infrastructure in the categories listed below for private developers, regardless of the cost of the work to be performed, must be prequalified with Harford County as required in the Harford County Division of Water and Sewer Design Guidelines incorporated into Part 25 of the Department of Public Works General Rules and Regulations. Contractors must complete and submit the prequalification application, required sealed references and be approved by the committee to become prequalified.

- a. The approved contractor shall not assign the contract.
- b. This provision applies to contractors retained for the construction of Sanitary Sewers (Category D1), Water Mains (Category D2) or Pumping Stations and Treatment Plants (Category M).
- c. All contractors involved in major mechanical, electrical and structural components must also be prequalified in their respective responsibilities. (ex. Categories: E4-Electrical, E5-Mechanical, and/or E8-Pre-Engineered Buildings).
- d. Qualification Limitations may be imposed on Contractors as determined per Section 3.3: Qualification Limitations.

## **2. PREQUALIFICATION COMMITTEE**

### **2.1 Organization**

2.1.1 The Procurement Department shall assemble a committee consisting of representatives from the Department of Public Works, the using agency, and, where deemed helpful, by appropriate personnel from the Departments of Law and Treasury ("Committee").

### **2.2 Duties**

2.2.1 The Committee shall review applications for county-funded capital projects estimated to be in excess of one hundred thousand dollars (\$100,000.00), Special Prequalifications, and developer-funded prequalification applications.

2.2.2 The Committee shall review complete application packages within thirty (30) calendar days.

2.2.3 The Committee shall administer all matters relating to the prequalification process.

### **3. PROCEDURE FOR PREQUALIFICATION OF CONTRACTORS**

#### **3.1 Applications**

3.1.1 Applications for prequalification may be accepted at any time.

3.1.2 Contractors may download a prequalification application from the Harford County, MD Department of Procurement website at <https://www.harfordcountymd.gov/596/Procurement-Bid-Process>.

3.1.3 In order for the Committee to consider an application for a new prequalification certificate, the application must contain the following:

- a. Contractor's Prequalification Application Form signed by an individual with legal authority to sign on behalf of the contractor; and
- b. Work Classification Category Checklist; and
- c. Three (3) completed Reference Inquiry Forms Part A for each specific Work Classification Category. For each category applied for, the contractor must show work in excess of \$100,000 in that category on a single project, completed within the past five (5) years.
- d. Evidence of the contractor's bonding capacity issued on letterhead of a commercial surety bonding company with the bonding company's NAIC code listed.

3.1.4 Deliver completed application forms with all relevant documents to:

Harford County, Maryland  
Department of Procurement  
3<sup>rd</sup> floor  
220 South Main Street  
Bel Air, MD 21014

or email completed applications forms with all relevant documents to: [HCGProcurement2@harfordcountymd.gov](mailto:HCGProcurement2@harfordcountymd.gov).

3.1.5 Incomplete application packages will not be processed until all required documents are received.

### **3.2 Contractor Financial Statement**

- 3.2.1 A financial statement is not required at the time of application; however, the County reserves the right to request statements at any time to review the financial stability of a firm.
- 3.2.2 Harford County reserves the right to acquire a Dun and Bradstreet report on a contractor to assist in analysis of an application.

### **3.3 Qualification Limitations**

- 3.3.1 The Committee may establish qualification limitations for each successful contractor which indicate the scope and complexity of projects a contractor will be prequalified to undertake. The Committee will consider and assign limits based on the experience, past performance, and Reference Inquiry Forms submitted with the application package.
  - a. Contractors shall not be considered for projects exceeding the bonding limitation as stated in the Surety letter.
  - b. Specific Work Classifications Limitations shall be determined by the Committee for the classifications of D1-Sanitary Sewers, D2-Water Mains, and M-Pumping Stations and Treatment Plants. Contractors shall not be considered for Projects larger than the qualification limitations as stated in the Surety letter.

## **4. NOTIFICATION OF CERTIFICATION STATUS**

### **4.1 Prequalification Certification**

- 4.1.1 On recommendation by the Committee, a Certificate of Prequalification ("Certificate") shall be issued and sent to the contractor.
- 4.1.2 Once issued, a Certificate shall be valid until the expiration date noted on the Certificate unless it is suspended or revoked for cause. In such cases, the contractor shall be notified in writing of the proposed action to be taken and given an opportunity to appeal such action.
- 4.1.3 If the Committee does not recommend a contractor for certification, the contractor will be notified in writing.

- 4.1.4 Once a Certificate has been issued, it may be revoked or suspended only by written notification from the Director of Procurement.
- 4.1.5 Contractors that are denied a Certificate of Prequalification, or who have a Certificate of Prequalification revoked or suspended will be provided an opportunity to appeal at the time of notification of such action.

## **4.2 Prequalification Denial, Revocation or Suspension Appeal Procedures**

- 4.2.1 Contractors who are not recommended to receive a Certificate, who have had their Certificate revoked, who have had their Certificate suspended, who are dissatisfied with the established qualification limitations or with the approved work classifications, will have five (5) business days from the date the contractor received written notification of the decision from the County in which to submit, in writing, detailed reasons as to why the Committee should reconsider its position. After appropriate review, the Committee will inform the contractor of its initial appeal decision.
- 4.2.2 Should the contractor still wish to pursue the appeal; the contractor must submit the request to the Director of Procurement. The time limit for submitting an appeal to the Director shall be five (5) business days from the date notification sent to the contractor of the Committee's determination.
- 4.2.3 The Director of Procurement will review the request received from the vendor detailing the reasons and any other documents provided by the contractor to the Committee. At the Director's discretion, a conference may be scheduled with the contractor to discuss the appeal and supporting documents. Upon conclusion of the appeal process, the Director of Procurement will issue a final ruling. The Director of Procurement's decision, with respect to the appeal, shall be final.
- 4.2.4 The time limits identified for filing an appeal shall be strictly enforced. Non-compliance with these time limits will terminate the appeal process.
- 4.2.5 Any Contractor who has been refused prequalification may file a new application no fewer than twelve (12) months from the receipt of notice not to award Prequalification Certification to the contractor or, in the case of an Appeal, twelve (12) months following the receipt of the notice for the final appeal decision from the Director.

## **5. Causes for Denial, Revocation or Suspension**

### **5.1 Grounds**

5.1.1 The following acts shall be considered grounds for denial, revocation or suspension of a Certificate:

- a. Submission of falsified information; or
- b. Failure to submit additional requested financial information; or
- c. Failure to perform satisfactorily or to comply with requirements of Harford County contracts awarded in the last twenty-four (24) months; or
- d. Failure to secure bonding; or
- e. Failure to comply with applicable Federal, State, or Local Laws, Codes, Executive Orders, and Rules or Regulations; or
- f. Termination through Default or Cause on any contract held with Harford County or other Public Sector entities within the past five (5) years; or
- g. Debarment or suspension imposed by any local, state or federal government entity.
- h. The County reserves the right to investigate projects performed by the Contractor for private organizations or public sector agencies and deny, suspend or revoke Certificates based on its findings.

5.1.2 Grounds specified in 5.1.1, above, shall also be grounds for refusal of a new, renewal, or additional work category certificate.

### **5.2 Term of Revocation or Suspension**

5.2.1 The term period or revocation or suspension of prequalification will be stated at such time action is taken.

## **6. Prequalification Renewal/ Changes**

### **6.1 Renewals**

6.1.1 The renewal of any prequalification is the sole responsibility of the contractor. Contractors should submit the application package a minimum of thirty (30) days prior to the expiration date of the current Certificate.

- a. Contractors renewing their prequalification prior to the expiration of their current Certificate must submit a new application, however, Reference Inquiry Form Part A DOES NOT need to be submitted for each area. Contractors shall provide three (3) references (Business Name, Business Address, point of contact name, email and phone number) on Renewal Reference Form B for each prequalification category of renewal. Harford County reserves the right to contact references should any area be of concern.
- b. Contractors who fail to renew their Certificate prior to their current Certificate expiration must submit a complete application with Reference Inquiry Form Part A.

### **6.2 Changes**

6.2.1 To add categories to an existing Certificate a Contractor must submit three (3) Reference Inquiry Forms Part A, for each additional specific work classification requested. Contractors must show proof of work in excess of \$100,000 on a single project in the respective category applied for completed within the past five (5) years. If the additional specific work classifications are approved, the expiration of the Certificate will remain as originally established.

6.2.2 Contractors are required to notify the Department of Procurement of any changes to information provided in their prequalification application during the prequalification term (ex: Address, Officers, Bonding information, etc.).



***Contractor  
Prequalification  
Application***

## **CONTRACTOR PREQUALIFICATION APPLICATION**

### **1. CONTRACTOR INFORMATION**

A. Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(Please provide email of primary representative and not a general email account, if possible.)

Company Website: \_\_\_\_\_

B. Resident Agent

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

C. Check one: \_\_\_\_\_ Corporation \_\_\_\_\_ Co-Partnership \_\_\_\_\_ Individual \_\_\_\_\_ LLC

D. If a Corporation, state:

Capital paid in cash: \$ \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

State in which incorporated: \_\_\_\_\_

Name and Title of Principal Officers:

Date of Assuming Position:

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E. If Co-Partnership, state: Date of Organization: \_\_\_\_\_  
Nature of Partnership:  GENERAL    LIMITED    ASSOCIATION

Names and Addresses of Partners:

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Contractor: \_\_\_\_\_

F. If Individual, state:  
Full Name and Address of Owner:

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G. If LLC, list Manager, Managing Member or Members:

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H. Has any member of your organization failed to complete a construction project for a Public Sector entity for which they were responsible within the past 5 years?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a separate sheet providing details.

I. Has your organization ever been party to any criminal or civil litigation as a result of construction methods, costs, etc.?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a separate sheet providing details.

J. Has your organization ever been Terminated for Default or Cause on any construction contract held with a Public Sector entity within the past 5 years?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a separate sheet providing details.

K. Debarment Status

By submitting an application, the contractor certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government entity. If this contractor experiences a material change in its debarment status after the Prequalification Application is submitted, the contractor shall notify the County of this change in writing at the time this change occurs. If at any time the organization is issued a debarment judgment, then this will be considered grounds for automatic disqualification to obtain Prequalification or revocation of a current Prequalification Certificate.

Has your organization/individual ever been suspended or debarred, either permanently or temporarily from bidding or contracting for Federal, State or Local government projects?

Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a separate sheet providing details.

Are there any suspension or debarment proceedings presently pending against your organization/individual?

Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach a separate sheet providing details.

Contractor: \_\_\_\_\_

L. Is your organization a Certified Minority? If yes, please provide:

MDOT #: \_\_\_\_\_ Category: \_\_\_\_\_

M. Has your organization ever been assessed or negotiated Liquidated Damages?  
If yes, state most recent:

Project Owner: \_\_\_\_\_ Project Name/ Number: \_\_\_\_\_

Amount Assessed: \_\_\_\_\_

Please describe the reason for the Liquidated Damages:

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## 2. FINANCIAL ANALYSIS

(This section must be completed. Financial Statements may also be attached.)

A. Give current value of all equipment fully owned by your organization:

\$ \_\_\_\_\_

B. Give value of total assets of your organization:

\$ \_\_\_\_\_

C. Give value of total liabilities of your organization:

\$ \_\_\_\_\_

D. Give total contract value of work accomplished by your organization in each of the last three years?

\$ \_\_\_\_\_ Calendar Year 20\_\_\_\_\_

\$ \_\_\_\_\_ Calendar Year 20\_\_\_\_\_

\$ \_\_\_\_\_ Calendar Year 20\_\_\_\_\_

E. Give contract value of work presently being accomplished by or pending award to your organization:

Contract Value: \$ \_\_\_\_\_

F. Give value of any judgments or liens outstanding against your organization:

\$ \_\_\_\_\_

Contractor: \_\_\_\_\_

### 3. BONDING

A. Has any Bonding Company refused to write you a bond on any construction work?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Give total value of all contract work for which you could obtain Bond:

\$ \_\_\_\_\_

C. Attach letter from Bonding/Surety Company with bonding capacity statement.

**NOTE:** Bonding Company must have a Certificate of Authority as acceptable Sureties as published annually in Federal Register, Department of the Treasury, Fiscal Service, Department Circular 570 or State of Maryland Insurance Administration, Directory of Maryland Insurers.

D. Name and address of Bond/Surety Company that will issue a performance bond:

Bonding Co.: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

NAIC # \_\_\_\_\_

Agent for Bonding Co.: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### 4. PROJECT EXPERIENCE

A. Indicate classification category of contracting undertaken by your organization and the number of years of experience your company has in each:

As a Contractor _____	Years _____	Subcontractor _____	Years _____
Category _____	Years _____	Category _____	Years _____
Category _____	Years _____	Category _____	Years _____
Category _____	Years _____	Category _____	Years _____

Contractor: \_\_\_\_\_

B. If Contractor, list some Sub-contractors in various fields who have worked under you:

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C. 1. Value of largest public project completed: \$\_\_\_\_\_

2. Maximum value of public works in last five years: \$\_\_\_\_\_

D. 1. Is your organization licensed in the State of Maryland for the current year?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please furnish a copy of the certificate and provide the following information:

Contractor's license number: \_\_\_\_\_

Date of issuance: \_\_\_\_\_

County of issuance: \_\_\_\_\_

2. Contractors must be registered and in good standing with the Maryland Dept. of Assessments and Taxation (SDAT). Maryland SDAT #\_\_\_\_\_

Contractor: \_\_\_\_\_

## 5. EXPERIENCE OF KEY STAFF

State construction experience of principal members of your organization (including Field Supervisors):

Name	Title	Project Experience	Type of Work (Water Mains, Sewers, Roads, Etc.)	Capacity (Foreman, Supervisor, Etc.)

Contractor: \_\_\_\_\_

## 6. REFERENCE INQUIRY

Three (3) references are required in each Work Classification Category for which the contractor is seeking certification.

**For new applications, for contractors adding a category to their current certificate, or for contractors failing to renew a certificate prior to current certificate expiration:**

The Reference Inquiry Form Part A is to be completed by the contractor.

Referenced projects must include work in the category applied for in excess of one hundred thousand dollars (\$100,000) each completed with the contractor's own forces within the past five (5) years. Public sector projects are preferred.

**For contractors renewing certification prior to the expiration of their current certificate:**

Renewal Reference Form B for each area of prequalification to be renewed shall be submitted with the application package. Reference Forms Part A DOES NOT need to be completed or submitted with the application package.

The undersigned acknowledges they have read the Rules for Prequalification of Contractors and all attached forms and exhibits and agrees to be bound by those rules and comply with all provisions of the Harford County Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
*[Signature]*

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**Name of Contractor**

By \_\_\_\_\_

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(Print Name and Title)

Contractor: \_\_\_\_\_

### Work Classification Category Checklist

<input checked="" type="checkbox"/>	CATEGORY	CLASSIFICATION	DESCRIPTION
<b>HIGHWAY PAVING</b>			
	<i>A</i>	<i>1</i>	PLACEHOLDER
	<i>A</i>	<i>2</i>	BITUMINOUS  <i>Construction of bituminous base and surface courses, including other incidental construction.</i>
	<i>A</i>	<i>3</i>	COLD-IN-PLACE RECYCLING  <i>Construction consisting of recycling, in place, existing bituminous pavement in a simultaneous multi-step process of scarifying, remixing, reshaping, and compacting the asphalt material.</i>
	<i>A</i>	<i>4</i>	MICRO-SURFACING  <i>Construction of an asphalt emulsion seal course using micro-surfacing.</i>
<b>GRADING</b>			
	<i>B</i>	<i>1</i>	GRADING  <i>Grading for highway construction, site preparation, drainage channels, dams, drainage improvements and other incidental construction.</i>
<b>CURBS AND MISCELLANEOUS APPURTENANCES</b>			
	<i>C</i>	<i>1</i>	CURB AND MISC. APPURTENANCES  <i>Construction of curb and gutter, sidewalks, steps, ramps, tree wells, and low retaining walls under three feet clear face height.</i>
<b>UTILITIES</b>			
	<i>D</i>	<i>1</i>	SANITARY SEWERS  <i>Construction of sewer pipelines in County rights-of-way and construction incidental thereto.</i> <b>NOTE:</b> Information required for this classification: diameter and linear feet of utility installed, number of manholes, and if there was a tie-in to existing sewer. Project details should include type/size of pipe installed (PVC, ductile iron, PCCP, HDPE, etc.), type/size of ancillaries installed (manholes, precast structures, etc.), additional features associated with the project (traffic control, bypass pumping, dewatering, etc.) and the cost of project with this category classification, not the entire project. WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY.

Contractor: \_\_\_\_\_

	<i>D</i>	2	WATER MAINS	<i>Construction of water mains in County rights-of-way and construction incidental thereto. <b>NOTE:</b> Information required for this classification: type/size of pipe installed, quantity (linear feet) of water line installed, number of valves and fire hydrants and additional features associated with the project (ex.: tie-in to existing water), and the cost associated with this category classification, not the entire project. WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY.</i>
	<i>D</i>	3	STORM DRAINS	<i>Construction, maintenance, repairs and modifications of storm drain pipelines in County rights-of-way and work incidental thereto. <b>NOTE:</b> Information required for this classification: size and linear feet of storm drain installed and any miscellaneous structures. WHEN APPLYING FOR THIS CATEGORY, THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY</i>
	<i>D</i>	4	CLEANING AND LINING	<i>Cleaning and lining pipelines and other incidental construction pipeline work.</i>
	<i>D</i>	5	PLACEHOLDER	
	<i>D</i>	6	MANHOLE REHABILITATION	<i>Eliminate points of infiltration, identify structural defects, alleviate root problems, identify degradation of systems, and construct of manhole liners.</i>
<b>BUILDINGS</b>				
	<i>E</i>	1	CONSTRUCTION	<i>Construction of new public buildings such as offices, libraries, schools, etc.</i>
	<i>E</i>	2	REMODELING	<i>All work involved in remodeling existing buildings.</i>
	<i>E</i>	3	HISTORIC RESTORATION	<i>Restoration of existing buildings such as structural strengthening, matching woodwork and trim, matching hardware, etc. and construction incidental thereto as associated with historic or old structures.</i>

Contractor: \_\_\_\_\_

	<i>E</i>	4	ELECTRICAL	<i>Installation of new electrical work within new buildings and on-site work. Removal and installation of new electrical work in existing/old buildings and on-site work. Includes pumping station and treatment plants, electrical specialties. (Does <u>NOT</u> include traffic control work or streetlights).</i>
	<i>E</i>	5	MECHANICAL/ PLUMBING	<i>Installation or remodeling of plumbing, heating, ventilation, and air conditioning systems associated with building, pumping stations and treatment plant construction and remodeling. (Does <u>NOT</u> include sprinkler systems).</i>
	<i>E</i>	6	ROOFING	<i>Construction or repair of roofs (all types). Includes incidental work such as flashing, gutter work, down spouts, chimney repair, etc.</i>
	<i>E</i>	7	DEMOLITION	<i>Razing and disposal of buildings and incidental work.</i>
	<i>E</i>	8	PRE-ENGINEERED BUILDINGS	<i>Design/build including pole buildings and pavilions.</i>
	<i>E</i>	9	PLACEHOLDER	

### **PAINTING**

	<i>F</i>	1	INTERIOR	<i>Caulking, cleaning, priming, surface preparation and application of finish coats to the interiors of buildings, including all methods and procedures.</i>
	<i>F</i>	2	EXTERIOR	<i>Caulking, cleaning, priming, surface preparation and application of finish coats to the exteriors of buildings, including all methods and procedures.</i>
	<i>F</i>	3	BRIDGES	<i>Cleaning, priming and application of finish coats to bridges, including all methods and procedures.</i>
	<i>F</i>	4	WATER STORAGE TANKS	<i>Cleaning, priming and application of finish coats to elevated/ground water storage tanks, including all methods and procedures.</i>

Contractor: \_\_\_\_\_

<b>LANDSCAPING</b>				
	<i>G</i>	1	ROADSIDE	<i>Landscaping roadsides, including seeding, mulching, sodding and ground cover planting.</i>
	<i>G</i>	2	SITE	<i>Landscaping sites, including planting of trees, shrubs and all ground covers on various types of sites. Includes tree removal, tree trimming, and stump removal.</i>
<b>FENCING</b>				
	<i>H</i>	1	FENCING	<i>Construction or repair of chain-link or fabric fence and other incidental construction.</i>
<b>PARKS</b>				
	<i>I</i>	1	RECREATIONAL	<i>Construction or rebuilding of playfields, tennis courts, and trails and work incidental thereto. (Does <u>NOT</u> include buildings, bulkheads, utilities, mechanical or electrical construction).</i>
	<i>I</i>	2	ROADWAYS AND PARKING LOTS	<i>Construction of roadways and parking lots for light traffic, normally on park property.</i>
<b>STRUCTURES</b>				
	<i>J</i>	1	BRIDGES	<i>Construction or rehabilitation of highway, railroad and pedestrian bridges and other incidental construction.</i>
	<i>J</i>	2	CULVERTS	<i>Construction, maintenance, and repairs of pipe culverts and box culverts and other incidental construction.</i>
	<i>J</i>	3	STRUCTURAL PLATE ARCHES	<i>Construction of structural plate arches and other incidental construction.</i>
	<i>J</i>	4	RETAINING WALLS (OVER 3 FT.)	<i>Construction of retaining walls over 3ft. Clear face, including those of reinforced concrete, masonry, timber, etc.</i>
<b>DRAINAGE CHANNELS</b>				
	<i>K</i>	1	DRAINAGE CHANNELS	<i>Grading and permanent lining with durable materials of concrete, bituminous, riprap and gabions.</i>
<b>VACANT</b>				
	<i>L</i>	1	PLACEHOLDER	

Contractor: \_\_\_\_\_

<b>PUMPING STATIONS AND TREATMENT PLANTS</b>				
	<b>M</b>	<b>1</b>	<b>PUMPING STATIONS AND TREATMENT PLANTS</b>	<i>Construction or remodeling of water and sewer pumping stations and treatment plants and other construction incidental thereto. <b>NOTE:</b> Information required for this classification: experience in reference to the size of station in MGD, new station or upgrade to existing station is required. Project details should include type of structure and purpose, type of equipment installed (pumps, generator, electrical, instrumentation/controls, etc.) and unique aspects of the project (bypass pumping, type of installation, etc.), identify general contractor or subcontractor responsibilities and the cost of project with this category classification, not the entire project. WHEN APPLYING FOR THIS CATEGORY. THIS INFORMATION MUST BE INCLUDED ON THE REFERENCE INQUIRY.</i>
	<b>M</b>	<b>2</b>	<b>PLACEHOLDER</b>	
<b>MARINE CONSTRUCTION OR SALVAGING</b>				
	<b>N</b>	<b>1</b>	<b>PILE DRIVING AND EXCAVATION</b>	<i>Construction, repair and demolition of piers and wharfs, bulkheads, jetties and other incidental construction. (not including derelict boat salvage). <b>NOTE:</b> Information required for this classification: Key personnel must provide documentation of current MD Marine Contractor's Licensing Board License</i>
	<b>N</b>	<b>2</b>	<b>DREDGING</b>	<i>Dredging by hydraulic and/or mechanical methods. <b>NOTE:</b> Information required for this classification: Key personnel must provide documentation of current MD Marine Contractor's Licensing Board License.</i>
<b>ENVIRONMENTAL REMEDIATION</b>				
	<b>O</b>	<b>1</b>	<b>AFFORESTATION</b>	<i>Establish forest cover over vacant land.</i>
	<b>O</b>	<b>2</b>	<b>REFORESTATION</b>	<i>Renew forest cover over existing growth.</i>
	<b>O</b>	<b>3</b>	<b>WETLANDS CREATION AND RESTORATION</b>	<i>Wetland site preparation and the installation of upland, emergent and/or submerging plants and other incidental construction.</i>

Contractor: \_\_\_\_\_

	O	4	<i>LANDFILL REMEDIATION</i>	<i>Completion of landfill closure and remediation projects.</i>
	O	5	<i>STREAM RESTORATION</i>	<i>Restore stream channel profile and geometry utilizing natural materials and/or bioengineering techniques and other incidental construction.</i>
	O	6	<i>STORM WATER MANAGEMENT</i>	<i>Construct new, or retrofit existing stormwater facilities and best management practices in accordance with the latest stormwater regulations and other incidental construction.</i>
	O	7	<i>RESTORATION LANDSCAPING</i>	<i>Establish conservation landscapes including but not limited to native meadows, urban tree canopies, riparian stream buffers, and work incidental thereto.</i>
<b>VACANT</b>				
	P	1	<i>PLACEHOLDER</i>	

## REFERENCE INQUIRY FORM PART A: TO BE FILLED OUT BY CONTRACTOR

Complete the one Part A form for each reference project and submit with application.

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

### PROJECT INFORMATION

#### **Reference Project Title:**

Project Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **PROJECT DESCRIPTION:**

Please use the space below to provide specific description of how the referenced Project is directly applicable to the Work Classification Category for which you have requested a Prequalification Certificate.

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**Work Completed by the Contractor on this project. Each category dollar amount must exceed \$100,000:**

Category Letter	Brief Category Description	Dollar Amount
ex: B	<i>Grading: highways and site work</i>	\$250,000.00
<b>Contractor Project Total</b>		
<b>COMPLETE PROJECT TOTAL</b>		

CONTRACTOR: \_\_\_\_\_

WORK CLASSIFICATION CATEGORY: \_\_\_\_\_

**RENEWAL REFERENCE FORM B**  
(Submit three (3) references for each work classification to be renewed)

Company Name:	
Street Address:	
City, State, ZIP:	
Contact Name:	
Contact Email:	
Contact Phone:	

Company Name:	
Street Address:	
City, State, ZIP:	
Contact Name:	
Contact Email:	
Contact Phone:	

Company Name:	
Street Address:	
City, State, ZIP:	
Contact Name:	
Contact Email:	
Contact Phone:	