

**BALTIMORE COUNTY  
DEPARTMENT OF PUBLIC WORKS &  
TRANSPORTATION  
TOWSON, MARYLAND**

**FOR PREQUALIFICATION TO PERFORM WORK TO BE DONE UNDER THE  
DIRECTION OF BALTIMORE COUNTY OR  
THE BOARD OF EDUCATION OF BALTIMORE COUNTY**

**CONTRACTOR'S  
PREQUALIFICATION  
APPLICATION**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**BUSINESS TELEPHONE NO.** \_\_\_\_\_

**BUSINESS FAX NO.** \_\_\_\_\_

**COMPANY E-MAIL ADDRESS** \_\_\_\_\_

**TODAYS DATE:** \_\_\_\_\_

## ABOUT THIS APPLICATION...

This application to Baltimore County is...

- a new application
- a renewal of an existing certificate
- a reinstatement of an expired certificate

My previous Prequalification Number is \_\_\_\_\_ .

Name of preparer of this application in case of questions...

\_\_\_\_\_  
Printed Name

**\*\*Baltimore County only Prequalifies for the classifications listed below. Please do not add or make changes to the classifications shown.**

**APPLICATION FOR PREQUALIFICATION TO PERFORM WORK TO BE DONE UNDER  
THE DIRECTION OF BALTIMORE COUNTY**

**Application for Prequalification is not a  
substitute for any licenses required by law**

The undersigned hereby applies to Baltimore County for Prequalification to perform the following classes of work with the understanding that the work can be performed with the Contractor's own forces.

**A. HIGHWAY CONSTRUCTION/TRAFFIC**

**1. Concrete**

Construction of concrete pavement in a public right-of-way. This work is for highway construction or alleyways. Work includes other construction incidental thereto.

**2. Bituminous**

Construction of bituminous base and surface courses for large bituminous concrete road/highway projects, including other construction incidental thereto. For bituminous paving of parking lots or small areas please refer to the category of M-2 (Parks – Roadways/Parking Lots).

**4. Traffic Signalization**

Installation, removal and modification of traffic signals or traffic signal related equipment, including other construction incidental thereto.

**5. Slurry Seal**

The use of Emulsion Asphalt for the short term maintenance of road surfaces.

**6. NOVACHIP**

Surface treatment using the patented NOVACHIP process.

**7. Recycling & Reclamation**

Reclaiming existing paving, stonebase and/or subgrade. Stabilizing with additives such as Portland Cement, Calcium Chloride or Asphalt Emulsions to achieve new base or surface for existing road.

**B. GRADING**

Mass grading of a site. Grading is usually for highway construction, site preparation, drainage channels, dams, drainage impoundments and construction incidental thereto.

**C. DRAINAGE CHANNELS**

Grading and permanent lining with durable materials of concrete, bituminous, riprap and gabions. Below grade but not covered.

**D. STRUCTURES**

- 1. Bridges**  
Construction or rehabilitation of highway, railroad and pedestrian bridges and work incidental thereto.
- 2. Culverts**  
Construction of pipe culverts and box culverts.
- 3. Structural Plate Arch**  
Construction of structural plate arches and work incidental thereto.
- 4. Retaining Walls (3'+)**  
Construction of retaining walls over 3-foot clear face, including those of reinforced concrete, masonry, timber, etc.

- E. CURB & MISCELLANEOUS APPURTENANCES**  
Construction of curb and gutter, sidewalks, steps, ramps, treewells and low retaining walls under 3-foot clear face.

**F. UTILITIES**

- 1. Sanitary Sewers**  
Installation of new and replacement of existing sanitary sewer pipeline in County rights-of-way and construction incidental thereto. Each individual project must have been 200 L.F. or more and the total for all projects in the last three years must be 3,000 L.F. or more.
- 2. Water Mains**  
Installation of new and replacement of existing water main pipeline in County rights-of-way and construction incidental thereto. Each individual project must have been 200 L.F. or more and the total for all projects in the last three years must be 3,000 L.F. or more.
- 3. Storm Drains**  
Installation of new and replacement of existing storm drain pipeline in County rights-of-way and construction incidental thereto. Each individual project must have been 200 L.F. or more and the total for all projects in the last three years must be 1,500 L.F. or more.
- 4. Tunnels**  
Construction of underground conduit without the continuous disturbance of the ground surface. Includes mining methods; jacking and mining method jacking/boring or auguring method.
- 6. Relining & Rehabilitation of Sanitary Sewers**  
Cleaning and lining of sewer lines and work incidental thereto.
- 7. Grinder Pumps**  
Installation of sanitary sewer grinder pumps for private homes and all associated systems and work incidental thereto.

- 8. Trenchless Rehabilitation of Storm Drains**  
Rehabilitation of storm drains by trenchless technology methods and will include the cleaning, lining and joint sealing and work incidental thereto.
- 9. HDPE Water Mains**  
Installation and connection of High Density Polyethylene water mains in County rights-of-way using approved electrofusion products (including but not limited to service saddles) and butt fusion welded products. Contractor is to provide a copy of its training certification for this type of work. Certification must come from the manufacturer.

**G. PUMPING STATIONS**

- 1. New Construction**  
All work involved with the construction of new water and/or sewer pumping stations. This category does not involve the actual building structure for the station.
- 2. Renovation/Upgrades**  
Renovations/upgrades to existing water and/or sewer pumping stations. Work to include, but not limited to, piping, valves, pumps, motor control centers, electrical controls, lighting, HVAC, telemetry and instrumentation. This category does is for the internal workings of the station, not the building itself
- 3. Electrical**  
Installation of new electrical service and/or removal and installation of electrical service within pumping stations. Work to include but not limited to motor control centers, pump control panels, telemetry and instrumentation.

- H. ELEVATED WATER STORAGE TANKS**  
Construction of elevated water storage tanks and other construction incidental thereto.

**I. BUILDINGS**

- 1. Construction**  
Construction of new public buildings such as offices, garages, salt storage, libraries, fire stations, police stations, jails, schools, etc. These buildings may not be residential in nature. Please note housing includes hotels, apartments, dormitories, etc.
- 2. Renovation**  
All work involved in renovation of existing public buildings as defined under I-1. These buildings may not be residential in nature.
- 3. Historical Restoration**  
**Historical** restoration of existing public buildings over 100 years old. Work to include but not limited to structural strengthening, matching woodwork and trim, matching hardware, etc.

- 4. Electrical**  
Installation of new electrical work within new buildings and on-site work. Removal and installation of electrical work in buildings and on-site work. Does not include traffic control work or street lights.
- 5. Mechanical**  
Installation or remodeling of plumbing, boilers, chillers, heating, ventilation and air-conditioning systems associated with building construction and/or renovation. Does not include sprinkler systems.
- 6. Roofing**  
Construction or repair of roofs (all types). Includes incidental work such as flashing, gutter work, etc.
- 7. Demolition**  
Razing and disposal of entire buildings and work incidental thereto.
- 8. Asbestos Removal/Encapsulation**  
Contractor must possess a current State of Maryland Department of the Environment License for Asbestos Removal and Encapsulation.
- 9. Lead Paint Abatement**  
Must be accredited by the Maryland Department of the Environment as a lead paint abatement contractor. The Contractor must employ a supervisor who is accredited as a lead paint removal and demolition supervisor.

**J. PAINTING**

- 1. Elevated Structures**  
Cleaning, priming, and application of finish coats to existing (in-place) bridges and elevated water tanks, including all methods and procedures.

**K. LANDSCAPING/ENVIRONMENTAL**

- 3. Landfill**  
Construction of cell floor and/or cell caps in landfills, including, but not limited to, piping, use of various types of geosynthetic materials, and placement of cover materials. Work must have been done in either Maryland or Delaware. Work done in any other state will not be accepted.
- 4. Landfill Gas**  
Installation of extraction wells into landfills, including piping between wells and flares/energy recovery units. Work must have been done in either Maryland or Delaware. Work done in any other state will not be accepted.
- 5. Stream Restoration**  
Stream channel restoration and stabilization utilizing natural materials and/or

bioengineering techniques and work incidental thereto.

- 6. Wetland Creation and Restoration**  
Wetland site preparation and the installation of upland, emergent and/or submergent plants and work incidental thereto.

**M. PARKS**

- 1. Recreational**  
Construction or rebuilding of play fields and work incidental thereto.
- 2. Roadways and Parking Lots**  
Construction of roadways, paved trails and parking areas for light traffic.

**N. MARINE CONSTRUCTION**

- 1. Dredging Services**  
Hydraulic and/or mechanical dredging of navigation channels, spur channels and dredge material placement.
- 2. Shoreline Restoration and Enhancement**  
Structural and non-structural stabilization techniques to include breakwaters, sills, groins, jetties, revetments and beach replenishment.
- 3. Marine Construction Services**  
Construction of piers, bulkheads, boat ramps and pile driving.
- 4. Marine Demolition and/or Salvage**  
Derelict boats, pile extraction and marine debris removal and disposal.

**O. OTHER SPECIALITY CATEGORIES – TO BE DETERMINED BY COUNTY**

- 1. Prestressed Concrete Tanks**  
Contractor shall furnish complete in place wire-wound circular prestressed concrete tanks constructed in accordance with AWWA Standard D110, latest edition. Prestressed concrete tanks shall be constructed to contain potable water and shall have Type III (precast concrete with steel diaphragm) core wall construction. Contractor shall have a minimum of five (5) years experience in the design, construction and inspection of wire-wound circular prestressed concrete tanks.
- 3. Cathodic Protection**  
Contractor shall provide all engineering services, materials, equipment, labor and supervision to furnish complete in place cathodic protection systems for pipelines and steel structures. Contractor shall have a minimum of five (5) years experience installing and servicing cathodic protection systems of both the impressed current and galvanic anode type. Contractor must utilize the services of a corrosion specialist, accredited by the National Association of Corrosion Engineers (“N.A.C.E.”) as a “Senior Corrosion Technologist” or a “Corrosion Specialist” to supervise the project or task.



### **9. Fuel Centers**

Construction of gasoline above ground storage tanks (AST), diesel ASTs and Diesel Fuel additive (DEF) tanks along with associated dispensers, vapor recovery systems, electrical wiring, mechanical equipment, inventory control systems, structural support slab, oil water separator, and site lighting.



**IMPORTANT**

This section of the Prequalification Application is intended as a basis for establishing the qualifications of a Contractor, for undertaking a program of work to be performed concurrently including County construction, maintenance and repair work under the jurisdiction of the County Department of Public Works & Transportation the Property Management Division of the County Office of Budget and Finance and the Baltimore County Board of Education.

If a Contractor has not filled in such a Prequalification Application and turned it over to the County Department of Public Works & Transportation Division of Construction Contracts Administration, setting forth the Contractor's qualifications to the County's satisfaction, the Contractor will not be able to bid on any contracts put out by Baltimore County.

**I. GENERAL**

A) Legal Title and Address of Company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FEDERAL ID NUMBER: \_\_\_\_\_

B) Resident Agent's Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C)  Corporation  LLC  Partnership  Individual/Sole Proprietorship

D) If a Corporation: ***(ATTACH A COPY OF YOUR ARTICLES OF INCORPORATION, THE BY-LAWS AND ANY RESOLUTIONS WHICH SHOWS CHANGES TO INDIVIDUALS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE CORPORATION)***

State in which incorporated \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

**Principal Officers (Please list all officers as listed in your company's incorporation documentation or latest addendum. This list must include President, Vice President, Secretary and Treasurer)**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Date Position Taken</u></b>
_____	President	_____
_____	Vice-President	_____
_____	Secretary	_____
_____	Treasurer	_____

D-1) If a LLC (**ATTACH A COPY OF YOUR ARTICLES OF ORGANIZATION, THE OPERATIONAL AGREEMENT AND ANY RESOLUTIONS WHICH SHOWS INDIVIDUALS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE LLC**)

State of Organization: \_\_\_\_\_ Date of Organization: \_\_\_\_\_

**Principal Members/Managing Members:**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Date Position Taken</u></b>
_____	_____	_____
_____	_____	_____

E) If Partnership: (**ATTACH A COPY OF YOUR PARTNERSHIP AGREEMENT, THE BYLAWS (IF ANY), AND ANY RESOLUTIONS WHICH SHOWS INDIVIDUALS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE PARTNERSHIP**)

Date of Organization: \_\_\_\_\_

Nature of Partnership \_\_\_\_\_

(General, Limited, Limited Liability, Professional, Association, etc)

<b><u>Name</u></b>	<b><u>Partners/Title</u></b>	<b><u>Date Position Taken</u></b>
_____	_____	_____
_____	_____	_____

F) If Individual or Sole Proprietorship:

<b><u>Full Name</u></b>	<b><u>Address of Owner</u></b>
_____	_____
	_____

**Trade Name (d/b/a, etc.)**

\_\_\_\_\_

G) **Please attach** a list of all **construction** equipment/tools owned by your company, giving approximate value and age. Please note this list should not include any office equipment. If you do not own any equipment, please tell us how you would go about completing a project if you were the low bidder.

H) Is any member of your company employed by the County or in any way officially connected with the County government? \_\_\_\_\_  
If yes – Explain: \_\_\_\_\_

I) Give name and data about any construction projects you failed to complete (attach separate sheet if necessary) \_\_\_\_\_

J) Has your organization ever been party to any criminal litigation as a result of construction methods, costs, etc.? \_\_\_\_\_ If yes, explain completely (attach separate sheet if necessary) \_\_\_\_\_

**II. FINANCIAL** (Financial Figures must be filled in)  
**DO NOT ATTACH FINANCIAL STATEMENTS**

A) Give value of all construction equipment fully owned by your company:  
 \$ \_\_\_\_\_

B) Give value of total assets of your company, including equipment value (II-A above): \$ \_\_\_\_\_

C) Give value of total liabilities of your organization: \$ \_\_\_\_\_

D) Give total contract value of work accomplished by your company in each of the last three (3) calendar years:

	<b>Contract Value of Work</b>	<b>Year</b>
	\$ _____	_____
	\$ _____	_____
	\$ _____	_____

E) Give the value of all **work completed, work on hand and all work pending award**, for the current calendar year (from January 1<sup>st</sup> to the date of the application.) Contract Value: \$ \_\_\_\_\_

F) Give value of any judgments or liens against your company: \$ \_\_\_\_\_

G) Has any Bonding Company refused to write you a bond on any construction work? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

H) Give total value of all contract work for which you could obtain Bond:  
 \$ \_\_\_\_\_

I) Please provide the name of the Surety Company who will issue your bonds and your bonding agent's information:

Surety Company: \_\_\_\_\_

Bonding Agent: \_\_\_\_\_

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

**III. SAFETY**

What is your Experience Modification Rate for the past three (3) years?

20 \_\_\_\_\_ EMR \_\_\_\_\_ (current year)

20 \_\_\_\_\_ EMR \_\_\_\_\_

20 \_\_\_\_\_ EMR \_\_\_\_\_

**IV. EXPERIENCE**

**A)** Indicate what type of work your company does and for how many years.

**General Contractor:** Type of Work \_\_\_\_\_ Number of years \_\_\_\_\_

**B)** State construction experience of principal members of your company (including Field Supervisors):

**DO NOT ATTACH RESUMES**

**CONSTRUCTION EXPERIENCE**

Name	Years of Construction Experience	Type of Work (Water Mains, Sewers, Storm Drains, Roads, Buildings, etc.)	Capacity Served (Superintendent, Foreman, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**C)** Give any special qualifications of firm members (Registered Engineer, Surveyor, etc.)

Name	Qualifications
_____	_____
_____	_____
_____	_____
_____	_____

- D) Please attach a list of all public projects (that correspond to the categories you are requesting) under construction and/or completed in the last three (3) years.

**\*\*NOTE: Building Contractors (I Categories) ONLY please list all commercial and public projects that were non-residential in nature under construction and/or completed within the last three (3) years.**

Please include the following:

- Name of Project
- Location of Project
- Prime or Subcontractor
- Summary of work completed – Include the scope of work that your firm self-performed on the project. Include specific quantities.
- Contract Value
- Name of Owner for project
- Date Project was started and completed.
- Reference – name and phone number of owner(s), representative or inspector.

- E) **Please attach a Copy of your Current State of Maryland Contractors Business License** – To obtain this license contact the Circuit Court of Baltimore County, License Bureau at 410-887-2607 ***For I-4 (Electrical) you must also submit a copy of the master electrician license for your company. For I-5 (Mechanical) you must also submit a copy of your HVAC License from the State of Maryland. For I-8 (Asbestos) you must submit a copy of your MD State Asbestos License and a letter stating if your license is revoked you will notify Baltimore County in writing within seventy-two (72) hours. For I-9 Lead Paint Abatement you must submit a copy of your State of MD Lead Paint Abatement License.***

- F) Please provide a list of after hour/weekend emergency contacts for your company including home and cell phone numbers.

- F) Is your company a certified Minority? If yes, please provide  
MDOT # \_\_\_\_\_  
City of Baltimore Certificate # \_\_\_\_\_

**THE STATEMENTS OF THIS APPLICATION ARE CERTIFIED TO BE TRUE AND ACCURATE.**

By \_\_\_\_\_  
Signature of Authorized Officer

Printed Name of Person Signing: \_\_\_\_\_

Title of Person Signing: \_\_\_\_\_

Name of Company: \_\_\_\_\_

**NOTARY PUBLIC CERTIFICATION**

State of \_\_\_\_\_ County/City of \_\_\_\_\_, S.S.

\_\_\_\_\_ Being duly sworn, states that  
Name (Person Signing As Listed Above)

he/she is the

\_\_\_\_\_ of \_\_\_\_\_ and  
Officer Company

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

SWORN TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Day Month Year

\_\_\_\_\_ My Commission expires \_\_\_\_\_  
NOTARY PUBLIC (Also Apply Seal) Date