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PART 1 - GENERAL

A. Project Identification:
   Project # 2007-027
   Phase II Interior Restoration and Rehabilitation
   Van Wagenen / Apple Tree House
   298 Academy Street
   Jersey City, New Jersey

B. Owner:
   City of Jersey City
   280 Grove Street
   Jersey City, New Jersey 07302

C. Architect:
   Holt Morgan Russell Architects
   350 Alexander Street
   Princeton, New Jersey 08540
   Eric Holterman, AIA, Project Manager
   (Ofc.) 609-452-1070  (Fax) 609-452-1074

D. Owner Representative:
   City of Jersey City
   Division of Architecture
   575 Route 440
   Jersey City, New Jersey 07305
   Glenn A. Wrigley, AIA, Chief Architect
   (Ofc.) 201-547-4900  (Fax) 201-547-5806

E. The Work consists of the following:

1. General: The work involves the interior restoration and rehabilitation of the Van
   Wagenen / Apple Tree House (Exterior restoration has been completed under a separate
   contract). Work will include restoration of rooms, new HVAC and electrical systems,
   public facilities, and barrier-free accessibility. The building is listed on the state and
   federal Register of Historic Places and features a high level of exterior and interior
   finishes. Preservation of historic materials is required during the work.

2. The Work includes:
   a. Construction of new LULA elevator and ramps to provide building accessibility.
   b. Alteration of additional areas within the building.
   c. Alteration and restoration of existing building finishes including: wood,
      ornamental metals, plaster and decorative finishes.
   d. Installation of new electrical, HVAC, fire suppression and alarm systems.
   e. Limited site work for new utility connections and new exterior ramp.
1.2 TYPE OF CONTRACT

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

1.3 WORK UNDER OTHER CONTRACTS

A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

1.4 USE OF PREMISES

A. General: Contractor shall have full use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
   1. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times.

C. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and contents during construction period.

1.5 OWNER'S OCCUPANCY REQUIREMENTS

A. Owner will vacate the building during construction.

1.6 WORK RESTRICTIONS

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

1.7 CONSTRUCTION SCHEDULE

A. The anticipated construction commencement is Fall 2008. The duration is expected to be 12 to 15 months.
INFORMATION TO PRE-QUALIFICATION BIDDERS

PROJECT # 2007-027
INTERIOR RESTORATION AND REHABILITATION FOR
THE VAN WAGENEN / APPLE TREE HOUSE

Issued by:
City of Jersey City
Division of Architecture

Statement of General Notice:
The Apple Tree House is located at 298 Academy Street, Jersey City, Hudson County, New Jersey. The building is currently vacant, and the exterior restoration of the building has recently been completed under a separate contract. The scope of work in this phase consists of a single contract for alteration and restoration of the interior portions of the building, barrier-free improvements, and site improvements.

The Architect is Holt Morgan Russell Architects at 350 Alexander Street, Princeton, New Jersey 08540 contact Eric Holtermann – Principal in Charge at 609•924•1358 or via fax at 609•924•5985. The Owner Representative and City Chief Architect is Glenn A. Wrigley, AIA at 201•547•5900.

The Project Fact Sheet provides additional information describing the project requirements and a Scope of Work is provided for your review. Several drawings have also been attached to this Project Summary for your review. This Project Summary is for informational purposes only.

The Architect will conduct a pre-submission conference at the site (Date and time to be established) to review the construction documents in progress, project phasing, quality of existing building construction and site. Attendance at this meeting is strongly encouraged for General Contractors submitting Bidder Pre-Qualification documents.

A completed Bidder’s Qualification Statement must be submitted in triplicate to the City Purchasing Agent at the time and place stated in the Notice to Prequalification Bidders. Failure to fully complete the Bidder’s Qualifications Statement may result in disqualification of the prospective bidder.

The qualifications of the prospective bidders will be evaluated by the City of Jersey City Division of Architecture, and the Architect Consultant of Record. They will jointly review the Bidders’ Qualifications Statements received from Prospective Bidders according to the Evaluation Criteria set forth herein. Prospective Bidders whose Qualifications Statements are determined to be acceptable will be identified and notified in writing as Qualified Bidders. The City of Jersey City will issue bid proposal forms, plans and specifications only to Qualified Bidders. Only bids from Qualified Bidders will be opened.
The successful Pre-qualified Bidders must submit, with the bid, the names of all subcontractors to whom the bidder will subcontract and evidence of performance surety for themselves as well as all subcontractors.

**Format:** The document is comprised of two parts plus Appendix provided for information only.

I. This Statement of General Notice including:
   - Definitions
   - Evaluation Criteria
   - Submission checklist

II. Qualification Forms (to be completed and returned)
   - General Contractor
   - Project Manager
   - Project Site Superintendent
   - Statement of Financial Responsibility – Quick Assets and Liabilities
   - Summary of Quick Assets and Liabilities
   - Statement of Individual(s) Owning 10% of More of Stock or Interest in Bidders Business Entity
   - Certification

Project Summary (for information only)

- Project identification
- Owner
- Architect
- Owner Representative
- Scope of Work Summary
- Type of Contract
- Work under other Contracts
- Use of Premises
- Owner’s Occupancy Requirements
- Work Restrictions
- Construction Schedule

Selected Progress Drawings
Definitions:

(1) **Similar Projects** shall be defined as projects that:
   • are of at least $750,000 in construction cost, including sub-trades.
   • are constructed with high quality materials including, but not limited to, wood and plaster finishes, ornamental metal fabrications, custom quality millwork and installation of MEP (Mechanical/Electrical/Plumbing) systems in historic buildings.
   • included similar construction techniques (such as wood-framed dwellings)
   • required similar construction logistical complexity (time frame, means & methods, trades)
   • similar projects are not required to have been historic dwellings only.

(2) **Project Manager** is a person that manages the construction project primarily from the office. He/she prepares submissions, shop drawings and invoices, coordinates sub-contractors, schedules the work and handles emergent construction matters. This person is on site not less than weekly, and is in daily communication with his/her Project Site Superintendent.

(3) **Project Site Superintendent** is a person that manages the construction project at the site. He/she directs the day-to-day construction operations at the site and coordinates with the Owner’s Agent. This person is on site full time, and is in daily communication with his/her Project Manager.

(4) **Verifiable Experience:** Project experience that can be confirmed through contact with Owners and Architects associated with previous projects listed in the submission.

(5) **Successful Experience:** Project experience which resulted in completion of projects on time, on budget, in accordance with the contract documents, and with evidence of good working relationships with owners, subcontractors and suppliers (based upon our review of submission).

Evaluation Criteria:
The following seven (7) criteria will be used for evaluating the qualifications of prospective Bidders. The evaluation will be based on information in the Qualification Statement provided by prospective Bidders as well as information supplied by the Bidders’ references.

(1) The Bidder, acting as general contractor, will be required to demonstrate verifiable, successful experience in project supervision and administration of similar projects. (see definition in Submission Instructions) This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades.

(2) The Bidder’s proposed project manager (see definition in Submission Instructions) will be required to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades.
The Bidder’s proposed project site superintendent (see definition in Submission Instructions) will be required to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades.

The Bidder must have not wrongfully defaulted on a contract or had work terminated for non-performance within the past ten (10) years.

The Bidder must have not been denied a bid guarantee (bid bond), consent of surety, or a performance bond within the past twelve (12) months, based on the bidder’s inability to meet the surety’s reasonable underwriting standards.

The Bidder must demonstrate satisfactory performance on all current projects in progress.

The Bidder must submit a Statement of Financial Responsibility (See pages 14 thru 16) for evaluation as to the bidder’s ability to meet financial obligations.

**Submission Checklist:**

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

- General Contractor: pages 8-11
- Project Manager: pages 12
- Project Site Superintendent: page 13
- Summary of Current Assets and Liabilities: page 16
- Certification: page 17
GENERAL CONTRACTOR

1. Name and address of Firm:

   Phone #     Contact person:
   Fax #

2. Under what other name(s) has your business operated within the last ten (10) years?

3. For each such business provide the following:

   Business form (corporation, partnership, etc.)
   Corporation (or other) name:
   Date of formation:
   Principal location:
   Names of Officers of Corporation or Partners:
   Name   Position   Effective Date

4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last ten (10) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

5. Has your firm, Officers or Partners of your firm or any predecessor firm filed for business or personal bankruptcy within the last ten (10) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.

6. Has your firm or any predecessor firm been denied a bid guarantee (bid bond), consent of surety, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.
7. Indicate below your firm’s ability to provide performance bonds in excess of $2 million.

8. Indicate below the amount of insurance limits presently carried by your firm.
   (by type - $1 million minimum)

9. Provide evidence of successful experience on two (2) projects to demonstrate verifiable, successful experience in project supervision and administration of similar projects. (see definition in Submission Instructions) This experience shall include projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades. Provide additional information and photographs as appropriate for each project.

PROJECT #1 (Required)

Project Name: ___________________________ Location: ___________________________
Completion Date: ___________________________ Cost: ___________________________
Project Manager and / or Site Superintendent: ___________________________
Scope of Work and Nature of Project: ____________________________________________

Approx. original construction date of historic building or site: ___________________________
Was this project completed under public bidding laws? ___________________________
Was this building listed under local, state or federal historic preservation guidelines? If so, which? __________
Owner: ___________________________
Owner’s Contact Person: ___________________________ Phone: ___________________________
Architect: ___________________________
Architect’s Contact Person: ___________________________ Phone: ___________________________
Fire suppression sub-contractor ___________________________ Phone: ___________________________
Mechanical sub-contractor ___________________________ Phone: ___________________________
Plumbing sub-contractor ___________________________ Phone: ___________________________
Electrical sub-contractor ___________________________ Phone: ___________________________
Fire detection subcontractor ___________________________ Phone: ___________________________
Tele/data – security subcontractor ___________________________ Phone: ___________________________
<table>
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<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Project Name</td>
<td></td>
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<tr>
<td>Location</td>
<td></td>
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<tr>
<td>Completion Date</td>
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<td>Cost</td>
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<tr>
<td>Project Manager and / or Site Superintendent</td>
<td></td>
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<tr>
<td>Scope of Work and Nature of Project</td>
<td></td>
</tr>
<tr>
<td>Approx. original construction date of historic building or site</td>
<td></td>
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<tr>
<td>Was this project completed under public bidding laws?</td>
<td></td>
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<tr>
<td>Was this building listed under local, state or federal historic preservation guidelines? If so, which?</td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td></td>
</tr>
<tr>
<td>Owner’s Contact Person</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Architect</td>
<td></td>
</tr>
<tr>
<td>Architect’s Contact Person</td>
<td></td>
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<td>Phone</td>
<td></td>
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<tr>
<td>Fire suppression sub-contractor</td>
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<tr>
<td>Mechanical sub-contractor</td>
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<td>Plumbing sub-contractor</td>
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<td>Electrical sub-contractor</td>
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<td>Fire detection subcontractor</td>
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<td>Tele/data – security subcontractor</td>
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<td>Phone</td>
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## GENERAL CONTRACTOR – (continued)

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

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Location</th>
<th>Owner</th>
<th>Owner’s Contact Person</th>
<th>Architect</th>
<th>Architect’s Contact Person</th>
<th>Contract Amount</th>
<th>Scheduled Completion Date</th>
</tr>
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<tbody>
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</table>
PROJECT MANAGER
Provide evidence of successful experience to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades.

Name of Project Manager: ______________________________________________________

Address: ____________________________________________________________________

PROJECT #1 (Required)
Project Name: _______________________________________________________________
Location: __________________________________________________________________

Completion Date: __________________________ Cost: ____________________________
Contractor: __________________________________________________________________
Scope of Work and Nature of Project: ____________________________________________

Approx. original construction date of historic building or site: ______________________
Owner: _____________________________________________________________________
Owner’s Contact Person: ____________________________ Phone: _________________
Architect: __________________________________________________________________
Architect’s Contact Person: ____________________________ Phone: _________________

PROJECT #2 (Required)
Project Name: _______________________________________________________________
Location: __________________________________________________________________

Completion Date: __________________________ Cost: ____________________________
Contractor: __________________________________________________________________
Scope of Work and Nature of Project: ____________________________________________

Approx. original construction date of historic building or site: ______________________
Owner: _____________________________________________________________________
Owner’s Contact Person: ____________________________ Phone: _________________
Architect: __________________________________________________________________
Architect’s Contact Person: ____________________________ Phone: _________________
PROJECT SITE SUPERINTENDENT
Provide evidence of successful experience to demonstrate verifiable, successful experience in project supervision and administration of similar projects. This experience shall include two (2) projects involving separate buildings or sites and similar activities and scope of work as the subject project completed within the past five (5) years preceding the date of the execution of this pre-qualification form. Each project must be at least $750,000 dollars in construction cost, including sub-trades.

Name of Project Site Superintendent: ____________________________________________

Address: ___________________________________________________________________

PROJECT #1 (Required)
Project Name: Location:

Completion Date: Cost: ________________________________________________________
Contractor: ________________________________________________________________
Scope of Work and Nature of Project: __________________________________________

Approx. original construction date of historic building or site: _______________________
Owner: _____________________________________________________________________
Owner’s Contact Person: ___________________________ Phone: ________________
Architect: __________________________________________________________________
Architect’s Contact Person: ___________________________ Phone: ________________

PROJECT #2 (Required)
Project Name: Location:

Completion Date: Cost: ________________________________________________________
Contractor: ________________________________________________________________
Scope of Work and Nature of Project: __________________________________________

Approx. original construction date of historic building or site: _______________________
Owner: _____________________________________________________________________
Owner’s Contact Person: ___________________________ Phone: ________________
Architect: __________________________________________________________________
Architect’s Contact Person: ___________________________ Phone: ________________
STATEMENT OF FINANCIAL RESPONSIBILITY
CURRENT ASSETS AND LIABILITIES

Statement of Current Assets and Liabilities at close of business on _____________ (date).

Submitted by ________________________________ (The Potential Bidder)

An Individual _____ A Co-partnership ____ A Corporation _____

Address: ____________________________________________

____________________________________________________

TO BE COMPLETED FOR A CO-PARTNERSHIP:

Date of Organization ________________________________
State whether partnership is general, limited or association _________________________

Name of Partners: Address:

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

TO BE COMPLETED FOR A CORPORATION:

Date Incorporated: ________________________________

State: ________________________________

Capital Paid in Cash: ________________________________
Present Officers of the Corporation:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>President</td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td></td>
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<tr>
<td>Treasurer</td>
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</tbody>
</table>

If the by-laws of the corporation provide for other officers, attach a statement listing their titles, names and addresses.
SUMMARY OF CURRENT ASSETS AND LIABILITIES

ASSETS

1. A. Cash on Hand $ __________
   B. Cash on Deposit $ __________
   C. Cash Elsewhere $ __________
2. Deposits with Bids $ __________
3. Accounts Receivable, not from Construction Contract $ __________
4. A. Retainage $ __________
   B. Amount Due on Estimate Submitted $ __________
5. Listed Securities at Market Value $ __________
6. Cash Surrender Value of Life Insurance $ __________
7. Other Current Assets $ __________
8. Unused Portion of lines of Credit $ __________
   TOTAL CURRENT ASSETS $ __________

LIABILITIES

9. Notes Payable $ __________
10. Accounts Payable $ __________
11. Other Current Liabilities $ __________
12. 10% of Balance of Contracts on Hand $ __________
   NET CURRENT LIABILITIES $ __________
CERTIFICATION

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

Date: _________________________________
Name of Potential Bidder: _________________________________
Address of Potential Bidder: _________________________________
Telephone & Fax Numbers: _________________________________
By (signature, no stamps) _________________________________
(print / type name and title) _________________________________

Witnessed: (if corporation, by the secretary of the corporation)
By: (sign, no stamps) _________________________________
(print name and title) _________________________________

Subscribed and sworn to before me
this _____ day of _____________
Notary Public of the State of:
My commission expires:
______________________________