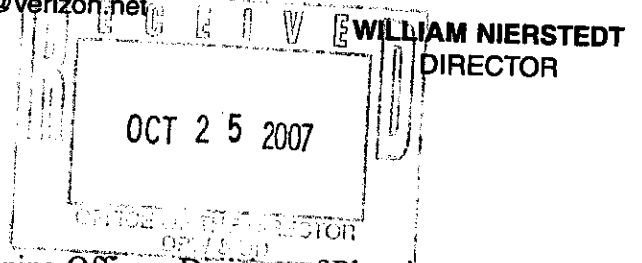




# CITY OF PLAINFIELD

Department of Public Works and Urban Development  
Division of Planning  
515 Watchung Avenue  
Plainfield, New Jersey 07060  
Phone (908) 753-3391 - Fax (908) 226-2587  
Email: wjnierstedt.plfdplanning@verizon.net



## INTER OFFICE MEMORANDUM

**TO:** Marc Dashield, City Administrator  
**FROM:** William Nierstedt, Planning Director & Zoning Officer- Division of Planning  
**DATE:** October 24, 2007  
**RE:** City Council Resolution Authorizing the Adoption of Prequalification Regulations Related to the Exterior Rehabilitation and Repair of Plainfield City Hall

Attached please find a resolution prepared by the Planning Division authorizing City Council to hear public comment and to consider the adoption of prequalification regulations for the exterior rehabilitation and repair of Plainfield City Hall.

In 2005 the City of Plainfield received a grant from the New Jersey Historic Trust (NJHT) in excess of \$100,000 for the exterior rehabilitation and repair of Plainfield City Hall. The prequalification process is a quality control measured employed by the NJHT to ensure that contractors have the skills, resources and experience needed to work on historic buildings. County and municipal governments receiving NJHT grants of over \$100,000 must participate in the prequalification process.

Prequalification is a procedure used to determine the qualifications of a potential bidder prior to their being allowed to receive specifications and submit bids for this project. Bids will be solicited from only those bidders deemed qualified and the lowest responsible bidder will be selected.

It is the request of this office to have this item heard at the November 19, 2007 City Council Agenda Fixing Session and approved at the November 21, 2007 City Council Regular Meeting.

Approved for placement on  
Council agenda

I have reviewed the accompanying  
resolution and attest to its accuracy and viability.

Marc Dashield  
City Administrator

Jennifer Wenson Maier  
Director, Dept. of Public Works & Urban Dev.

**RESOLUTION AUTHORIZING THE PLAINFIELD CITY COUNCIL TO HOLD A PUBLIC HEARING TO CONSIDER THE ADOPTION OF BIDDER PRE-QUALIFICATION REGULATIONS RELATED TO THE EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL**

**WHEREAS**, the City has undertaken the project of rehabilitating and repairing the exterior of Plainfield City Hall and has received a matching grant from the New Jersey Historic Trust to do so in a timely manner; and

**WHEREAS**, in order to complete the project as required under the funding requirements set forth by the New Jersey Historic Trust it is recommended that the City pre-qualify potential contractors due to the unique restoration work; and

**WHEREAS**, state law requires that the City Council hold a public hearing in order to hear comment and adopt pre-qualification regulations; and

**WHEREAS**, on November 21, 2007 the City Council conducted a public hearing for the purpose of receiving public comment and for the consideration of the adoption of pre-qualification regulations for the exterior rehabilitation and repair of Plainfield City Hall; and

**WHEREAS**, the City Council deems that the pre-qualification regulations attached hereto are necessary and appropriate for ensuring that the exterior rehabilitation and repair of Plainfield City Hall is performed by properly qualified contractors.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Plainfield, New Jersey as follows:

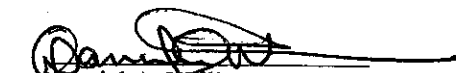
1. The pre-qualification regulations attached hereto and made part hereof for the exterior rehabilitation and repair of Plainfield City Hall consisting of: a) Project Fact Sheet, b) Prequalification Regulations, c) Bidders Qualification Statement, and d) Project Location Map and Directions, is hereby adopted.
2. A duly executed copy of this resolution will be filed in the office of the City Clerk.
3. A certified copy of this Resolution, adopted regulations, and Council minutes shall be forwarded to the New Jersey Department of Community Affairs, Director of the Division of Local Government Services for approval as required by law.

Adopted by the City Council

November 21, 2007

\_\_\_\_\_  
Laddie Wyatt, City Clerk

Approved as to Form:

  
Daniel A. Williamson  
Corporation Counsel



**BIDDERS QUALIFICATION**

**FOR**

**EXTERIOR REHABILITATION AND REPAIR OF  
PLAINFIELD CITY HALL**

**515 WATCHUNG AVENUE, PLAINFIELD, NEW JERSEY 07060**

**THIS PACKET CONTAINS:**

- (1) PROJECT FACT SHEET
- (2) PREQUALIFICATION REGULATIONS
- (3) BIDDERS QUALIFICATION STATEMENT
- (4) PROJECT LOCATION MAP AND DIRECTIONS

**IF YOU HAVE ANY QUESTIONS REGARDING THE PROJECT CONTACT:  
SCOTT BAUMAN, PROJECT MANAGER**

**PHONE: 908-753-3580**

**FAX: 908-226-2587**

**EMAIL: CITYPLANNERGUY@AOL.COM**

# EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL

## PROJECT FACT SHEET

- PROJECT:** Plainfield City Hall Exterior Restoration and Repair
- LOCATION:** Plainfield City Hall, 515 Watchung Avenue, Plainfield, New Jersey 07060
- OWNER:** The City of Plainfield
- PROJECT MANAGER:** Scott Bauman, PP, AICP- Principal Planner; Plainfield Planning Division  
Plainfield City Hall, Room 202, 515 Watchung Avenue, Plainfield, NJ 07060  
Phone: (908) 753-3580  
Fax: (908) 226-2587  
Email: cityplannerguy@aol.com
- ARCHITECT:** Page Ayres Cowley Architects, LLC, 636 Broadway, New York, NY 10012  
Project Principal: Page Ayres Cowley, AIA, RIBA  
Phone: (212) 673-6910  
Fax: (212) 673-6869  
Email: admin@pac-architects.com
- PROJECT FUNDING:** The New Jersey Historic Trust  
The City of Plainfield
- BACKGROUND INFORMATION:** Plainfield City Hall was designed by Peck & Bottomley in 1917 in the Classical Revival style, popular for civic buildings of this period. The Plainfield City Hall is a local landmark and is listed on the State and National Registers of Historic Places. This project is intended to rehabilitate and repair deteriorated and failing ornamental features on the exterior of the building.
- SCOPE OF WORK:** The project consists of the following components as shown on the drawings and described in the specifications. These include:
- Masonry repair, cleaning, and re-pointing
  - Repair and restore brick and limestone exterior walls
  - Repair all limestone trim
  - Clean granite steps in front of the building
  - Restore, with selective in-kind replacement, wood windows
  - Restore original double-leaf panel door at main entrance

**EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL**  
**PREQUALIFICATION REGULATIONS**

**STATEMENT OF GENERAL NOTICE**

Plainfield City Hall is located at 515 Watchung Avenue, Plainfield, New Jersey. The Plainfield City Hall is a local landmark and is listed on the State and National Registers of Historic Places. The project involves selective demolition, temporary shoring and bracing, protection, masonry repair and re-pointing, brick and limestone repair, wood window restoration / replacement, wood door restoration. All work must be carried out to respect and conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995 edition).

The principal historic preservation activities required for this single contract include:

1. Project supervision, coordination, and administration of historic preservation projects
2. Masonry cleaning and re-pointing
3. Brick and limestone repair and restoration exterior walls and trim
4. Clean granite steps
5. Restore, with selective in-kind replacement, wood windows
6. Restore original double-leaf panel door at main entrance

The complete scope of work consists of a single contract for the General Conditions, selective demolition, temporary shoring and bracing, protection, masonry repair and re-pointing, brick and limestone repair, wood window restoration / replacement, wood door restoration. All work is to be carried out in accordance with the Contract Documents (drawing and specifications).

The Architect for the project is Page Ayres Cowley Architects, LLC, 636 Broadway, New York, NY 10012; telephone (212) 673-6910. The project principal is Page Ayres Cowley, AIA, RIBA. The Owner's representative is Scott Bauman, PP / AICP, Principal Planner, Plainfield Planning Division, City of Plainfield; telephone (908) 753-3580. A Fact Sheet describing the project scope and work is attached. A set of plans and specifications will be available for inspection in the Plainfield Purchasing Department, basement level, 515 Watchung Avenue, Plainfield, New Jersey during regular working hours, Monday through Friday, 9:00 AM to 4:30 PM. All prospective bidders are strongly encouraged, but not required, to visit the site.

**All prospective bidders shall submit a completed Qualifications Statement as set forth herein. Completed Bidders Qualification Statements shall be submitted in duplicate in sealed envelopes to the Plainfield City Clerk, 515 Watchung Avenue, Plainfield, New Jersey 07060 by 10:00 AM on Wednesday, December 19, 2007. Failure to substantially complete the Bidders Qualifications Statement may result in disqualification of the prospective bidder.**

The qualifications of prospective bidders will be evaluated by the City of Plainfield Bids Committee, the Project Architect, and the New Jersey Historic Trust. Prospective bidders will be notified of their qualification status in writing.

The City of Plainfield Bids Committee will notify in writing the Prospective Bidders that that have been determined to be Qualified Bidders. The City of Plainfield will issue bid proposal forms, plans and specifications only to Qualified Bidders. Only bids received from previously Qualified Bidders will be opened.

Pre-qualified Bidders must designate those named / listed certain subcontractors with their bids, as required by law (N.J.S.A. 40A:11-16) and must supply evidence of performance surety for themselves and all named / listed and other designated subcontractors. Each such designated subcontractor must also be "responsible" as such term is interpreted under the Local Public Contracts Law. Additional subcontractors may be hired by the successful Bidder during the project to perform work other than that performed by the designated subcontractors, subject, however, to the prior approval of the City of Plainfield and the New Jersey Historic Trust.

## **EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL**

### **STATEMENT OF BIDDER QUALIFICATIONS / CRITERIA FOR EVALUATING BIDDERS**

The following five (5) criteria will be used for evaluating the qualifications of 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 Potential Bidder, acting as general contractor, will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects, masonry / limestone / granite cleaning and repair, and wood window restoration / replacement in Historic Buildings. This experience shall include at least two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject property completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Buildings (revised 1995) within the past five (5) years preceding the date of the submission of this pre-qualification form. The aggregate construction value of each previous project must be a minimum \$275,000. At least one of the projects must have been reviewed by the New Jersey State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or local municipal authority.
2. The Potential Bidder's proposed project supervisor will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects, masonry / limestone / granite cleaning and repair, and wood window restoration / replacement in Historic Buildings. This experience shall include at least two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject property completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Buildings (revised 1995) within the past five (5) years preceding the date of the submission of this pre-qualification form. The aggregate construction value of each previous project must be a minimum \$275,000. At least one of these projects must have been reviewed by the New Jersey State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or local municipal authority.
3. The Bidder must have not wrongfully defaulted on a contract or had work terminated for non-performance within the past five (5) years.
4. The Bidder must not have been denied a bid guarantee, 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.
5. The Bidder must demonstrate satisfactory performance on all current projects in progress.

**EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL**  
**BIDDER'S QUALIFICATION STATEMENT**

This form must be completed and submitted by prospective Bidders who wish to be considered for this work. Failure to complete the Bidder's Qualification Statement will result in disqualification of the prospective Bidder. Attachments to this sheet are acceptable (please properly label).

1. Name and Address of Firm: \_\_\_\_\_  
\_\_\_\_\_
  
2. Under what other name(s) has your business operated? \_\_\_\_\_  
\_\_\_\_\_
  
3. Business form (corporation, partnership, etc.) \_\_\_\_\_  
Date of formation \_\_\_\_\_  
Principal location: \_\_\_\_\_  
Names of Officers of Corporation, or Partners: \_\_\_\_\_  
\_\_\_\_\_
  
4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date, and circumstances/reasons.
  
5. Has your firm or any predecessor firm been denied a bid guarantee, consent of surety, or a performance bond within the past twelve (12) months? If so, on a separate sheet describe the circumstances / reasons.
  
6. **GENERAL CONTRACTOR:**  
Provide evidence of successful experience in Project Supervision and Administration of Historic Preservation Projects, masonry / limestone / granite cleaning and repair, and wood window restoration / replacement in Historic Buildings. This experience shall include at least two (2) projects involving separate historic buildings or sites and of scope as the subject work completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Buildings (revised 1995) within the past five (5) years preceding the date of the submission of this pre-qualification form. The aggregate construction value of each previous

project must be a minimum \$275,000. At least one of these projects must have been reviewed by the New Jersey State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or local municipal authority.

**Project #1**

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

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

Construction Cost: \_\_\_\_\_

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

Approximate Construction Date of Historic Building or Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Historic Review Agency: \_\_\_\_\_

**Project #2**

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

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

Construction Cost: \_\_\_\_\_

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

Approximate Construction Date of Historic Building or Site: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Historic Review Agency: \_\_\_\_\_

**7. PROPOSED PROJECT SUPERVISOR:**

Provide evidence of successful experience in Project Supervision and Administration of Historic Preservation Projects, masonry / limestone / granite cleaning and repair, and wood window restoration / replacement in Historic Buildings. This experience shall include at least two (2) projects involving separate historic buildings or sites and of scope as the subject work completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Buildings (revised 1995) within the past five (5) years preceding the date of the submission of this pre-qualification form. The aggregate construction value of each previous project must be a minimum \$275,000. At least one of these projects must have been reviewed by the New Jersey State Historic Preservation Office, the New Jersey Historic Trust, or the historic review body of a county or local municipal authority.

Name and Address of Project Supervisor: \_\_\_\_\_

\_\_\_\_\_

Years of Experience: \_\_\_\_\_

With Whom: \_\_\_\_\_

**Project #1**

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

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

Construction Cost: \_\_\_\_\_

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

Approximate Construction Date of Historic Building or Site: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Historic Review Agency: \_\_\_\_\_

**Project #2**

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

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

Construction Cost: \_\_\_\_\_

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

Approximate Construction Date of Historic Building or Site: \_\_\_\_\_

Scope of Work and Nature of Project: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Owner's Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Historic Review Agency: \_\_\_\_\_

**8. GENERAL CONTRACTOR: PROVIDE THIS FOLLOWING INFORMATION ON ALL CURRENT PROJECTS IN PROGRESS:**

**Project Name:** \_\_\_\_\_

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Architect \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Architect's Contact Person: \_\_\_\_\_

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

**Project Name:** \_\_\_\_\_

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Architect \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Architect's Contact Person: \_\_\_\_\_

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

**Project Name:** \_\_\_\_\_

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Architect \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Architect's Contact Person: \_\_\_\_\_

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

**Project Name:** \_\_\_\_\_

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

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Architect \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Architect's Contact Person: \_\_\_\_\_

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

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

EMAIL: \_\_\_\_\_

BY: (sign name, no stamps): \_\_\_\_\_

(Print / type name and title): \_\_\_\_\_

WITNESSED: (If a Corporation, by the secretary of the corporation)

BY (sign name, no stamps): \_\_\_\_\_

(Print / type name and title): \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2007

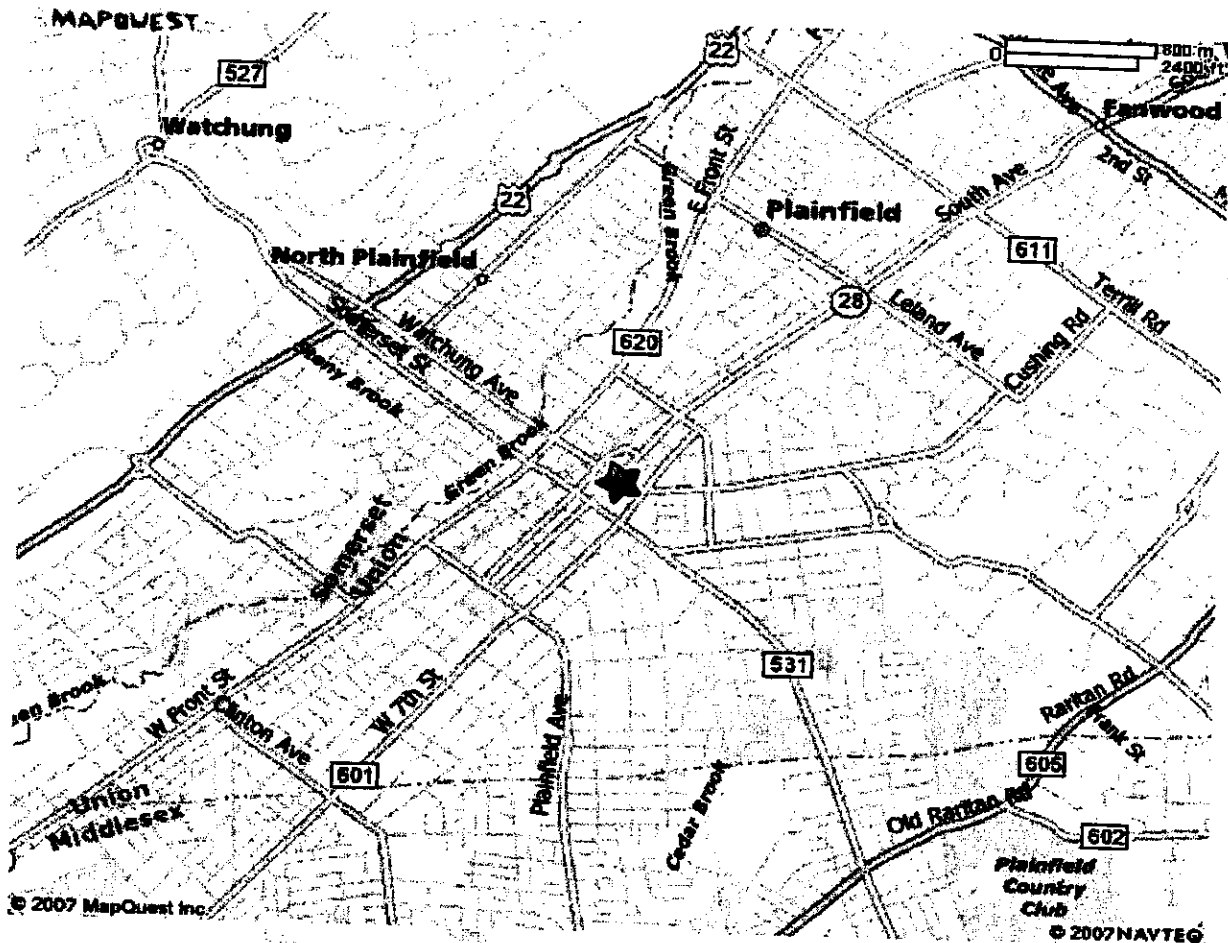
Notary Public of the State of \_\_\_\_\_

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
My commission expires

# EXTERIOR REHABILITATION AND REPAIR OF PLAINFIELD CITY HALL

## PROJECT LOCATION MAP & DIRECTIONS



### Directions to Plainfield City Hall, 515 Watchung Avenue, Plainfield, New Jersey 07060 latitude longitude coordinates: 40° 37' 04" N / 74° 24' 60" W

**From Garden State Parkway North:** Take US Route 22 West exit and continue 13 miles to the Watchung Avenue exit through the intersection loop and overpass and remain on Watchung Avenue in a southerly direction. Continue through North Plainfield into the City of Plainfield and the City Hall is three blocks past the Rail Road overpass on the left side. Turn left onto Sixth Street and into the City Hall parking lot.

**From Garden State Parkway South:** Take State Highway Route 28 West exit and continue on Route 28 into the City of Plainfield and make a right turn onto Leland Avenue and go one block and make right turn onto East 7<sup>th</sup> Street and continue past two traffic lights and make right turn at third traffic light. This is Watchung Avenue and the City Hall is one block to the right side. Turn right onto Sixth Street and make a left into the City Hall parking lot.

**From Route 287:** Take Route 22 East exit and continue 9 miles to the Watchung Avenue exit and follow road into Plainfield. The City Hall is on Watchung Avenue three blocks past the Railroad overpass on the left side.

**From Interstate 78:** Take Hillcrest Road exit south to County Road 531 and continue on Watchung Avenue exit and follow this road through North Plainfield into Plainfield. The City Hall is on Watchung Avenue three blocks past the Railroad overpass on the left side.