



## Consultant Prequalification Form

Thank you for your interest in the Niagara Falls Bridge Commission ('Commission'). This form is to be completed by organizations ('Consultant(s)') that tender directly to the Commission. All prospective Consultants are required to complete this prequalification form prior to tendering on Commission projects and be re-qualified every 3 years. Prequalified Consultants are required to notify the Commission of any changes in their organization such as ownership, legal activity/lawsuits and financial capacity; failure to notify the Commission of changes in these or other areas is grounds for revocation of a Consultant's prequalified status.

All information provided in this questionnaire is considered confidential and will be used solely to determine your firm's qualifications and will not be shared with others. The completed form and any questions should be directed to (email is preferred):

Niagara Falls Bridge Commission  
5365 Military Road  
Lewiston, NY 14092

Attn: Katie Bradfield, Administrative Assistant  
Email: [kbradfield@niagarafallsbridges.com](mailto:kbradfield@niagarafallsbridges.com)  
Phone: US 716-285-6322 x4141  
CN 905-354-5641 x4141

### I. General Information

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

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

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

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

Email: \_\_\_\_\_

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

#### Ownership/Principals:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_



How many years has your organization been in business as a consultant? \_\_\_\_\_

How many years has your organization been in business under its present business name? \_\_\_\_\_

Under what other former names has your organization operated? \_\_\_\_\_

Professional Affiliations \_\_\_\_\_

\_\_\_\_\_

Registration Status \_\_\_\_\_

\_\_\_\_\_

Accreditations \_\_\_\_\_

\_\_\_\_\_

Honors & Awards \_\_\_\_\_

\_\_\_\_\_

Provide a company brochure as a separate attachment.

## **II. General Statement of Qualifications**

Provide a general statement of your firm's qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Scope of Services Performed by Firm's Personnel:**

	<b><u>#Licensed Staff</u></b>	<b><u># Unlicensed Staff</u></b>
Architecture	_____	_____
Interior Design	_____	_____
Landscape Architecture	_____	_____
Structural Engineering:		
Buildings	_____	_____
Complex Span Bridges	_____	_____



Scope of Services Performed by Firm's Personnel, continued.....

	<u>#Licensed Staff</u>	<u># Unlicensed Staff</u>
Civil/Heavy Highway Engineering	_____	_____
Geotechnical Engineering	_____	_____
Electrical Engineering	_____	_____
Mechanical Engineering	_____	_____
Environmental/Hazardous Materials Engineering	_____	_____
Chemical Engineering (Bridge Painting/Coatings)	_____	_____
Materials Testing	_____	_____

Additional Services Not Listed Above:  
Describe services and relevant qualified staff

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

Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_

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

Has your organization filed any law suits or requested arbitration within the last five years? \_\_\_\_\_

Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a contract? \_\_\_\_\_

**IV. Experience**

On a separate sheet, list major projects your organization has in progress, giving the name of the project owner and contact (**phone & email**), contractor/construction manager and contact (**phone & email**), your firm's contract amount (**not the contractor's contract amount**), construction cost excluding soft costs/consultant costs, scheduled completion date, a brief project description and a list of services being performed by your firm's personnel.

On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of the project owner and contact (**phone & email**), contractor/construction manager and contact (**phone & email**), your firm's contract amount (**not the contractor's contract amount**), construction cost excluding soft costs/consultant costs, date of completion, a brief project description and a list of services performed by your firm's personnel.

On a separate sheet, provide resumes of the key individuals of your organization.



**V. Financial Information**

Indicate the size of project (**value of your organization's contract, not the contractor's contract**) you are most competitive in performing.

Rank by preference (1, 2, 3, etc.). Mark as 'N/A' ranges or work you do not perform.

Under \$100,000	_____
\$100,000 - \$500,000	_____
\$500,000 - \$1,000,000	_____
\$1,000,000 - \$2,500,000	_____
\$2,500,000 - \$5,000,000	_____
\$5,000,000 - \$10,000,000	_____
\$10,000,000 - Plus	_____

What is the largest contract your Organization has completed? **Provide the value of your firm's contract, not the contractor's contract amount.**

Amount: \$ \_\_\_\_\_ Year: \_\_\_\_\_

Project Name and Scope: \_\_\_\_\_

What is the largest dollar volume job you expect to do during this year? **Provide the value of your firm's contract, not the contractor's contract amount.**

Amount: \$ \_\_\_\_\_

Project Name and Scope: \_\_\_\_\_

What is your firm's expected annual volume this year: \$ \_\_\_\_\_ # of Projects \_\_\_\_\_

What is the dollar volume of work in progress and under contract: \$ \_\_\_\_\_

What was the annual volume of work performed over the past 5 years:

Yr/Vol. _____	Yr/Vol. _____	Yr/Vol. _____
Yr/Vol. _____	Yr/Vol. _____	



**VI. Insurance**

**A. Commercial General Liability**

Insurance Carrier: \_\_\_\_\_

Limits:

	Each Occurrence	Aggregate
Commercial General Liability	_____	_____
Umbrella/Excess Liability	_____	_____

Note: The Commission’s standard practice is to require a minimum of \$2 million liability coverage which can be achieved by any combination of Commercial General Liability and Excess/Umbrella coverage. Exceptions are considered on a case by case basis. Certain Projects will require even higher limits.

**B. Professional Liability**

Insurance Carrier: \_\_\_\_\_

	Each Occurrence	Aggregate
Limits	_____	_____

The Commission’s standard practice is to require a minimum of \$2 million Professional Liability coverage. Exceptions are considered on a case by case basis. Certain Projects will require higher limits.

**VII. Notice**

Regardless of an organization’s qualifications, no organization shall be permitted to submit a tender for, or work on, Commission projects as either a contractor or subcontractor if it:

1. Is in arrears on any debt or contract to or with the Commission;
2. Is in litigation with the Commission;
3. Has previously been in litigation with the Commission;
4. Has had a notice of default issued against it by the Commission arising out of or relating to any previous contract with the Commission;
5. Has demonstrated an inability to work cooperatively with representatives of the Commission;
6. Has demonstrated an inability to maintain open and cooperative communications needed for the successful performance of other previous contracts with the Commission.



**VIII. Signature**

The undersigned certifies under oath that the information provided in this prequalification statement is true and sufficiently complete so as not to be misleading.

Signed: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

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

**IX. Consent to Contact**

**I do/do not (circle one)** hereby grant the Niagara Falls Bridge Commission consent to contact my organization regarding Invitations to Tender and any other details regarding its construction projects. This applies to communications necessary to tender, perform and any associated close-out should my firm be awarded a project by the Commission.

Consent may be withdrawn at any time by emailing Katie Bradfield ([kbradfield@niagarafallsbridges.com](mailto:kbradfield@niagarafallsbridges.com)).