



PRE-QUALIFICATION FOR RESTORATION CONTRACTORS June 1st, 2020

Pursuant to the statute, this form gathers information about contractors seeking to qualify for the work and provides a general format for the pre-qualification criteria. **Completing this questionnaire does not guarantee pre-qualification.** Evaluation of the submittal shall be performed in accordance with North Carolina GS 143-135.8.

Fuller Architecture, Inc., Mocksville, acting as architect for Iredell County, along with Iredell County Staff, will evaluate and pre-approve contractors based upon response to the pre-qualification form. The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of pre-qualification. Iredell County reserves the right to verify the information submitted by the organization, in any related documents, or by supplemental information or data as necessary, but shall not complete any section left blank by the applicant. If it is determined that false or misleading information or data was submitted in conjunction with the application, Iredell County may deny the pre-qualification, revoke previously granted approval, or, if an award has been made may terminate the contract.

PROJECT DESCRIPTION: HISTORIC IREDELL COUNTY COURTHOUSE “DRAINAGE & WATERPROOFING”

The 1899 Historic Iredell County Courthouse is one of six remaining courthouses of similar design built in North Carolina during the late 19th and early 20th Centuries. The building was added to the National Register of Historic Places on May 10, 1979.

The project generally includes the exterior below grade drainage systems and waterproofing of the existing historic courthouse building as shown on the contract documents. Demolition of exterior hardscape around the building will be done. Excavation and waterproofing around the building will be done in sections as not to undermine the foundations. Repointing of deteriorated mortar (below grade) will need to be done and concrete wall extension poured to receive waterproofing. Foundation drains will be installed along with a new on-site drainage system all tied into existing drainage systems in the area. Exterior hardscape will be installed per the contract documents.

INSTRUCTIONS FOR COMPLETING CONTRACTOR PRE-QUALIFICATION

A person who is knowledgeable and duly authorized to attest to the past and present operations of the Applicant and its policies must complete the application. The preparer and at least one general partner, owner, principal, or executive officer of the firm who is authorized to commit the

organization must execute the application. Additional signatures are permissible on a separate sheet to be attached to the application. A Notary Public must properly swear to application.

All questions and inquiries should be answered. Do not leave any section unanswered as it may not be scoreable and shall be assigned no points. One copy shall be returned to Architect. Disclaimers and general statements with global information are not acceptable. Any pages containing supplemental information and other documentation which the Applicant submits to ensure full disclosure should be attached to the application. Each page must contain the Applicant's name and tax identification number. Additional information not specifically requested may be submitted by the Applicant, but the Architect and Iredell County offer no guarantee the additional information will be reviewed and considered.

The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of pre-qualification. The Architect and Iredell County reserve the right to verify the information submitted by the organization, in any related documents, or by supplemental information or data as necessary. If it is determined that false or misleading information or data was submitted in conjunction with the application, Iredell County may deny the pre-qualification, revoke previously granted approval, or, if an award has been made, may terminate the contract.

All costs associated with the completion of the application shall be borne by the Applicant. The Architect, Iredell County or its agents shall not, in any event, be liable for any expense incurred by the organization in connection with the preparation, completion or submittal of the application. The financial information submitted in conjunction with the Applicant's application is considered confidential business information and will be afforded protection to the fullest extent permitted by law. Iredell County shall not release the information except as may be required by access to public records law or court order.

The pre-qualification of a prospective bidder shall not limit or preclude the Architect and Iredell County from consideration of a prequalified firm's responsibility or responsiveness in other factors that may be considered during bidding of the project.

The Architect, will review the responses and evaluate if the Applicant is qualified to perform the project, with results verified by Iredell County. Evaluation will be based on all responses in the questionnaire along with any other factual information to determine if the Applicant is qualified and capable of performing the project. It is the policy of Iredell County to let contracts for construction only to contractors that demonstrate that they are responsible and qualified contractors. Responsible contractors are those firms that have demonstrated that they are financially responsible, have experience suggesting that they have the ability to perform projects responsibly, have demonstrated that they are responsible employers, and have demonstrated that they have fair subcontractor relations, or that they perform all work with their own forces.

Once the review and evaluation are complete, the Applicant will be notified by letter or email whether the pre-qualification has been approved or denied. Applicants denied pre-qualification status may submit a request for appeal in accordance with the Appeal Process Attachment to the Pre-qualification Process. Only Applicants for whom the Pre-qualification Application has been approved will be permitted to submit a bid for the project.

Pre-qualification for Re-bids:

If bids cannot be opened on bid day, a re-bid date will be established and re-advertised. Bids will be accepted from companies who have previously been prequalified for any re-advertised bid whether they actually submitted a bid on the original bid date or not. In addition, the pre-qualification submittal period will be reopened for any re-advertised bid to allow additional companies to participate in the re-bid under the following process:

- Within three calendar days of re-advertisement, company shall notify Architect in writing of their intent to submit a pre-qualification and bid. Bid documents will then be made available for download while company is preparing pre-qualification form and shall submit pre-qualification form to the Architect. Otherwise, company's bid will not be accepted.
- In the event the company has not received notification of pre-qualification status by the re-bid date, the company will be allowed to submit a bid on the re-advertised bid subject to pre-qualification.
- In the event the company is appealing a denial of re-bid pre-qualification by submitting a written appeal within three days of receipt of denial notification, the company will be allowed to submit a bid on the re-advertised bid subject to the final decision of the appeal. If the company's bid is opened prior to a final decision on the appeal and the bid is now the lowest responsive monetary bid for the re-advertised bid, the appeal shall be terminated and rendered moot.

(Continued)

IREDELL COUNTY HISTORIC COURTHOUSE “DRAINAGE & WATERPROOFING”

Pre-qualification Form for Contractors

Pursuant to the NC Statute GS143-128.1, 143-135.8 this form gathers information about the Contractor seeking to qualify for the work and provides a general format for the pre-qualification criteria. Completing this questionnaire does not guarantee pre-qualification. The Architect, or others shall perform evaluation of the submittal as necessary, in accordance with the applicable general statutes and policies.

In general, Iredell County is looking for a General Contractor that specializes in below grade waterproofing, site drainage systems and hardscape installation with experience on historic buildings.

In order to be pre-qualified, Applicant must attain a minimum of 76 points of the 89 points available on this form, or a score of 85%. Applicants not meeting this minimum score will not be qualified.

A denied bidder may protest the decision using only the protest procedure outlined later in this document.

PRE-QUALIFICATION DUE DATE/TIME: June 15, 2020 at 2:00 pm

Submitted to: John Fuller, AIA, Senior Project Manager
Fuller Architecture, Inc.
68 Court Square, Suite 200
Mocksville, NC 27028
336-751-0400
john@fullerarchitecture.com

Project: Historic Iredell County Courthouse – Drainage & Waterproofing
200 S. Center Street, Statesville, NC, 28677
Project Architect: Fuller Architecture, Inc.
Approx. Project Start Date: July 15th, 2020

Anticipated Dates:

Advertisement to Bid: June 29th, 2020

Bid Date: July 21st, 2020, 2:00 PM

(All dates and times are subject to change according to Iredell County's and the Project's needs)

Bid and Performance & Payment Bonds will be required for this project Bid.

The below forms may be submitted electronically via email, mail, or hand delivery to John Fuller, Senior Project Manager. Please make sure, if submitting hand written form, that all information is clearly printed.

SECTION 1. GENERAL COMPANY INFORMATION

1. a. Primary/Main office location

Company Name

Physical Address

Mailing Address

City/State Zip Code

Phone number

Primary Contact Name

Secondary Contact Name

Primary Contact Email Address

Secondary Contact Email Address

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

Organization

1. b. Business type (circle one):

Corporation Partnership Limited Liability Company Sole Proprietor Joint Venture

Indicate your NC Statewide Uniform Certification (circle one):

MBE HBE AABE AIBE WBE SDB DBE

See website link for more information: <http://www.doa.nc.gov/hub/swuc.htm>

_____ Other (specify) _____ Certifying Agency/State (specify)

Is your firm registered with the State of North Carolina to do business (circle one)? Yes No

Is your firm owned or controlled by a parent or any other organization (circle one)? Yes No

If yes, describe ownership:

List all other names your firm has operated as for the past five (5) years:

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

1. c. Licensing Information:

NC General Contractor's License number:

Has your license ever been denied or revoked (circle one)? Yes No

If yes, please describe:

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

1. c. Type of Work Performed on a regular basis

Primary Scope of Work:

Secondary Scope of Work:

Other Scope of Work:

What types of work do you self perform?

[Matrix: 0-1 points. If completely filled in give 1 point. If not, give 0 points.]

Bonding

1. d. (1) Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter (circle one)? Yes No

[Matrix: 0-1 points. If surety letter attached give 1 point. If not, give 0 points.]

1. e. (2) Have any Funds been expended by a Surety Company on your firm's behalf (circle one)?

Yes No

If yes, explain:

[Matrix: 0-1 points. If no funds expended by surety company give 1 point. If not, give 0 points.]

Insurance

1. f. The minimum requirements of coverage are listed in Article 34 of the North Carolina State Construction General Conditions. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder, by attaching a copy of their insurance certificate. Have you attached a copy of your insurance certificate (circle one)? Yes
No

- Workers Compensation Insurance as required by law and Employer’s Liability Insurance Coverage with minimum limits of \$100,000.
- Comprehensive general liability with minimum limits of \$500,000 per occurrence for bodily injury and \$ 100,000 per occurrence/\$300,000 aggregate for property damage.

[Matrix: 0-1 points. If insurance certificate attached give 1 point. If not, give 0 points.]

Financials

1. g. Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of a public record.)

Have you attached a balance sheet (circle one)? Yes No

[Matrix: 0-1 points. If financials attached give 1 point. If not, give 0 points.]

SECTION 2. GENERAL REQUIREMENTS

Experience - Size/Capacity/Workload

2. a. (1) List the annual dollar value of construction work the company has performed for each year over the last (3) three calendar years (if applicable).

1. _____(yr)	2. _____(yr)	3. _____(yr)
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[Matrix: 0-3 points. For each year completed give 1 point each.]

2. a. (2) How many projects do you currently have under contract or in progress and what is their total dollar value?

- _____ # of projects;

- \$ _____ Current projects contract amount;
- \$ _____ Projects current amount remaining to bill.

[Matrix: 0-1 points. If section completed give 1 point. If not, give 0 points.]

2. a. (3) What was your largest job completed?

_____ Sq. Ft. \$ _____ Dollar Amount
 _____ Location _____ Year Completed

[Matrix: 0-3 points. Take the “dollar amount of largest job completed” and multiply by 1.5. If the result is larger than the estimated package cost then give 3 points. If the result is smaller then give 0 points.]

2. a. (4) Current Backlog \$ _____ Dollar Amount

[Matrix: 0-3 points. Take “current backlog” dollar amount and add “largest job completed (2.a.(3)) multiplied by 1.5”. If the result is smaller than the average of the “annual dollar amounts” listed in (2.a.(1)) multiplied by 1.5, then give 3 points. If the result is larger then give 0 points.]

2. a. (5) List the three largest contracts currently under contract or in progress, including for each, the name of the project, owner, architect and/or GC/CMR and **contact information** below.

#1 – Large Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
GC or CM Name/Representative	
GC or CM Address/Phone/Email	
Contract Dollar Value	

Percentage Complete	
Current Anticipated Completion Date	

#2 – Large Project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
GC or CM Name/Representative	
GC or CM Address/Phone/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#3 – Large Project	
Project Name/Location	
Description of Work Performed	

Owner Name/Representative	
Owner Address/Phone/Email	
Architect Name/Representative	
Architect Address/Phone/Email	
GC or CM Name/Representative	
GC or CM Address/Phone/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

[Matrix: 0-9 points. 0-3 points for each project listed. For each project above, give 1 additional point for each positive reference from the owner, architect and GC/CMR.]

Office Locations

2. b. Will this project be managed and directed from an office in NC (circle one)? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c). Yes No

[Matrix: 0-3 points. If office location is managed and directed from NC office give 3 points. If not, give 0 points.]

Litigation/Claims

2. c. (1) Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or suits within the last five years, whether resolved or still pending resolution (circle one)? Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-1 points. If company has not been involved in any of the above give 1 point. If they have, give 0 points.]

2. c. (2) Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners, or agents (circle one)?
Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-1 points. If there are no current judgments, claims, arbitration, suits or mediation pending give 1 point. If there is, give 0 points.]

2. c. (3) Has your company ever failed to complete work awarded to it (circle one)?

Yes No If yes, please provide project name(s), year(s), and reason why:

[Matrix: 0-2 points. If company has never failed to complete work it has been awarded then given 2 points. If they have failed to complete work then, give 0 points.]

2. c. (4) Have you ever paid liquidated damages on any project (circle one)? Yes No

If yes, state the project name(s), year(s), and reason why:

[Matrix: 0-1 points. If "Yes" without sufficient explanation, give 0 points. If "No," give 1 point.]

2. c. (5) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging (circle one)? Yes No

If yes, state the project name(s), year(s), and reason why:

[Matrix: 0-1 points. If "Yes," give 0 points. If "No," 1 point.]

2. c. (6) Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina (circle one)? Yes No

If yes, state the project name(s), year(s), case number and reason why:

[Matrix: 0-1 points. If "Yes," give 0 points. If "No," 1 point.]

Safety Record

2. d. List your company's Experience Modification Rate (EMR) for past three years. (Attach OSHA 300 Log for the last 3 years.)

Have you attached OSHA 300 log (circle one)? Yes No

Present Rate

Last Rate

Year before rate

If these rates reflect corporate performance over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project:

List any OSHA fines and Jobsite fatalities in the past 3 years with an explanation:

[Matrix: 0-2 points. If EMR rate is less than or equal to 1 then give 2 points. If not, give 0 points.]

Historically Underutilized Business (HUB) Plan

2. e. Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses (circle one)? Yes No

If yes, please attach your company's HUB plan.

[Matrix: 0-2 points. If company has a current documented plan give 2 points. If not, give 0 points.]

SECTION 3. PROJECT SPECIFICS

3.a. The assigned project superintendent for this project shall be:

_____. Include a resume.

Have you included a resume (circle one)? Yes No

[Matrix: 0-3 points. If resume included, give 3 points. If not, give 0 points.]

3.b. The experience this superintendent has on this specific type of project is: ___ 0-2 ___ 3-4 ___ 5-10 ___ >10 years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

3.c. The assigned project manager for this project shall be

_____. Include a resume.

Have you included a resume (circle one)? Yes No

[Matrix: 0-3 points. If resume included, give 3 points. If not, give 0 points.]

3.d. The experience this project manager has on this specific type of project is: ___ 0-2 ___ 3-4 ___ 5-10 ___ >10 years.

[Matrix: 0-5 points. If 0-2 years give 1 pt, 3-4 years give 2 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

3.e. List one (1) Similar project involving the installation of below grade waterproofing on a building that is 100 years old or older. Include for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

#1 – Waterproofing project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	

[Matrix: 0-3 points. 0-2 points for project listed. In addition give 1 point for positive reference from the architect/owner]

SECTION 4. SIMILAR PROJECTS

All similar projects shall have been completed within the last twenty (20) years. If a project meets multiple categories, only the name of the project needs to be listed in subsequent entries.

Below Grade Waterproofing Experience:

4.a. List two (2) projects involving the installation of below grade waterproofing. Include for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

#1 – Waterproofing project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	

#2 – Waterproofing project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	

Architect Phone/Email	
Date Completed	
Contract Dollar Value	

Underground Drainage Systems Experience:

4.b. List three (3) projects involving the installation of underground drainage systems. Include for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

#1 – Underground Drainage project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	

#2 – Underground Drainage project	
Project Name/Location	

Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	
#3 – Underground Drainage project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	

4.c. List two (2) projects involving the installation of Site Hardscaping. Include for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

#1 – Hardscaping project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	
Date Completed	
Contract Dollar Value	

#2 – Hardscaping project	
Project Name/Location	
Description of Work Performed	
Owner Name/Representative	
GC or CM Name/Representative	
Architect Name/Representative	
Architect Phone/Email	

Date Completed	
Contract Dollar Value	

[Matrix: 0-28 points. 0-4 points for each project listed. For each similar project listed above give 3 points. In addition, for each project above, give 1 points for each positive reference from the architect]

SECTION 5. SIGNATURE

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

Company Name (as licensed in NC)

Physical Address

Mailing Address

a. Dated this day of: _____

Submitted by: _____
Signature By Authorized Officer

Print Title of Authorized Officer

Phone: _____
Contact person's phone number

E-mail: _____
Contact person's E-mail address

b. Notary Certification:

North Carolina, _____ County

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20____.

(Official Notary Seal or Stamp)

Signature of Notary Public

My commission expires _____, 20____

[Matrix: 0-1 points. If signature section fully executed with notary give 1 points. If not, 0 points.]

**A RESOLUTION ADOPTING THE CONTRACTOR PREQUALIFICATION POLICY FOR
CONSTRUCTION AND REPAIR PROJECTS**

WHEREAS, the North Carolina General Assembly enacted legislation that requires the local governing board to adopt a prequalification policy applicable to all construction and repair work prior to the advertisement of the contract; and

WHEREAS, Iredell County may choose to prequalify contractors for specific projects; and

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS OF IREDELL COUNTY hereby adopts the following Contractor Prequalification Policy for Construction and Repair Projects:

Contractor Prequalification Policy for Construction and Repair Projects

I. GENERAL

1. The purpose of this prequalification process is to impartially evaluate a contractor, or subcontractor, and/or other vendor, and to properly determine by its responsible business practices, work experience, manpower, and equipment that it is qualified to bid on an Iredell County construction project in accordance with N.C.G.S. § 143-135.8, and related articles of Chapter 143 of the General Statutes. The award of contracts should be the result of open competition in bidding; impartiality in the selection of contractors; integrity in business practices; and skillful and safe performance of public contracts.

2. The Bid Agent shall be responsible for prequalifying individual contractors to bid on construction projects when prequalification is preferred by the County and authorized by statute. A bidder shall be deemed nonresponsive if it submits a bid on a construction project subject to prequalification for which it has not been accepted for prequalification in accordance with this policy.

3. Prequalification is prohibited for contracts for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services.

4. Any third party construction services provider, i.e. construction manager at risk, shall use the process outlined in this policy for the prequalification of contractors on projects. Such provider and the County shall jointly develop the assessment tool and criteria for each project, including the prequalification scoring values and minimum requirement score.

5. Notwithstanding the fact that a contractor was prequalified, the County reserves the right to reject a contractor's bid if it is determined that the contractor has not submitted the lowest responsible and responsive bid. The prequalification of the contractor shall not preclude the County from subsequently concluding that the contractor is not a responsible bidder pursuant to N.C.G.S. § 143-129. The prequalification of a contractor for a project shall only apply to the individual project. All construction and repair contracts shall be awarded to the lowest responsive and responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract.

II. ORGANIZATIONS AFFECTED:

1. All Departments/Divisions

III. DEFINITIONS:

- 1 Bid Agent – Person assigned the responsibility to prepare the request for qualification, bid, and contract documents, advertise bids and proposals, and open bids for contracts. The Bid Agent may be the Purchasing Manager, a County Manager designee, a professional services consultant retained by the County under an approved contract, or the Construction Manager at Risk in the case of a project being delivered under that delivery method.
- 2 Project Manager – Employee of the County department responsible for a construction or repair project requiring a contract who shall be assigned the responsibility for managing the project and representing the department in matters relating to the project.
- 3 Construction Manager – A person, corporation, or entity that provides construction management services to the County pursuant to an authorized contract.
- 4 Prequalification - A process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to the faithful performance of a contract for construction or repair work.
- 5 Purchasing Manager – Person in the Finance Department responsible for the overall conduct or oversight of all procurement activities of the County.

IV. PREQUALIFICATION PROCESS:

- 1 Each prospective bidder on contracts identified for prequalification by the Bid Agent and/or the County shall submit an application on the approved prequalification application form in order to become prequalified.
- 2 The approved prequalification application form will require information to be provided on the ownership of the firm, experience of firm's personnel, any affiliations with other construction firms, bonding capacity, financial resources, the type of work performed by the firm, and other objective criteria rationally related to the particular contract to be awarded.
- 3 The Bid Agent shall ensure that applications prepared for the projects comply with this policy and State law. The application is to be submitted by the deadline established in the notice of prequalification. The notice must be posted on the County's website for a minimum of two weeks for any construction project estimated to be \$30,000 or more. The act of submitting the application does not permit the firm to submit a bid. Incomplete applications will be rejected or returned for further detail or correction in the sole discretion of the County.

V. APPLICATION:

1. The County Manager is hereby authorized to adopt the assessment tool and criteria (also known as the Application) for each specific project. The Bid Agent and County shall ensure that applications prepared for the project comply with this policy and State law.
2. The application shall, at a minimum, address the following items:
 - a. **Organizational Structure** – The firm shall provide a list of all owners, officers,

partners, or individuals authorized to represent or conduct business for or sign legal documents for the firm. This list must include the full legal name, typed or printed in a clear legible form. Firms experiencing changes in ownership, organizational structure, or material changes in assets must inform the Bid Agent prior to the award of a contract. Failure of the firm to comply with this requirement may result in the termination of any contract awarded by the County.

- b. **Classification** – The firm shall indicate the type(s) of work the firm's workforce and equipment normally perform, licensure, and other pertinent information.
- c. **Experience** – The firm shall furnish a history documenting experience with projects of similar size, scope, or complexity involving the type(s) of work for which prequalification is requested.
- d. **Financial** – Firms will be required to provide a minimum of one year of complete audited financial statements from the most current period available.
- e. **Litigation/Claims** –The firm will be required to submit information regarding its litigation history, including litigation with owners and subcontractors.
- f. **Timeliness** - Firms must provide information on its success at completing projects on time, including the payment of liquidated damages.
- g. **Capacity** – Firms shall demonstrate sufficient bonding capacity, insurance and resources for the project. Firms must provide relevant information on the personnel that will be directly responsible for the work, including the location of the office that will be primarily responsible for work.
- h. **Safety** - Firms shall also demonstrate an acceptable safety history. Firms must provide copies of any complaints, safety violations or reports from the North Carolina Qualifications Board, OSHA, or any other regulating agency associated with any construction project.
- i. **Legal Authorization** –The Applicant must provide a copy of their North Carolina Contractor's License, or provide a statement indicating that they are able to acquire one before submitting a bid on a project. If a statement is required, the Applicant shall identify the states in which they are licensed for this type of work.

VI. REVIEW OF APPLICATION – COUNTY BID PROJECTS:

1 **Prequalification Committee** – The Bid Agent shall establish a Prequalification Committee for each project to review and score applications submitted by the firms to determine the prequalification eligibility. The Project Manager shall be a member of the Prequalification Committee.

2 **Review of Applications** – The Prequalification Committee shall use an objective assessment process and criteria for that specific project. The prequalification criteria shall not require the firm to have previously been awarded a construction or repair project by the County. The prequalification criteria used by the Prequalification Committee shall include prequalification scoring values and the minimum required score to be prequalified for the project. The Prequalification Committee shall approve or deny the applications in accordance with the

prequalification criteria and scoring system.

3 **Notice of Decision** – The firms shall be promptly notified in writing of the Prequalification Committee’s decision via e-mail and first class mail. The notification to a contractor determined not to be prequalified shall include the reason(s) for denial. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification.

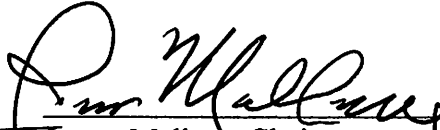
VII. PROTEST PROCEDURE:

1 **Protest Procedure** – The protest procedure is as follows:

- a. The firm may protest the denial of prequalification. A written protest must be received by the Purchasing Manager, or Construction Manager in the cases where a third party construction services manager is engaged, within two business days of notice of denial. The written protest shall clearly identify the project and the Project Manager, clearly articulate the reasons for the protest, and attach any documents or additional information in support of the firm’s position. The Purchasing Manager or Construction Manager will contact the firm and set up a date and time to discuss the protest. If upon review, the Purchasing Manager or Construction Manager determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Purchasing Manager or Construction Manager upholds the denial, the firm shall be notified in writing by e-mail and first class mail.
- b. If the firm desires further review after receiving the decision of the Purchasing Manager or Construction Manager, the firm may request an administrative review and final decision by the County Manager, or designee. A written request for administrative review must be received by the County Manager, or designee, within two business days of the firm’s receipt of the decision from the Purchasing Manager or Construction Manager. The request for administrative review shall clearly identify the project and the Project Manager, clearly articulate the reasons for the review, and attach any documents or additional information in support of the firm’s position. The County Manager, or designee, will contact the firm and set up a date and time for the administrative review. If, upon review, the County Manager, or designee, determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the County Manager, or designee, upholds the denial, the firm shall be notified in writing by e-mail and first class mail.

2 **General Rules for Protests** – Firms submitting applications shall be provided an e-mail address for communication with the Purchasing Manager or Construction Manager. The firm shall provide at least two e-mail addresses for use by the Purchasing Manager or Construction Manager in communicating with the firm. The bid opening cannot occur until the protest process is completed. The bid opening must be scheduled in order to allow sufficient time for a bidder that is prequalified as a result of a protest to submit a bid on that project.

Adopted this the 4 day of April, 2017.



James Mallory, Chairman
Iredell County Board of Commissioners

Attest:



Retha Gaither, Clerk to the Board