

# Town of Maiden

## Contractor Prequalification Application Maiden Town Hall

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### **CBSA Architects**

P.O. Box 1239  
Hickory, NC 28603  
828-322-3403

**Date: 01-17-2012**

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# Section I

## Project Overview and General Instructions

### **Project Overview**

Town of Maiden, North Carolina is seeking prequalification statements from general contractors for work to be performed for the construction of a New Town Hall in Maiden, North Carolina. This project will be bid as a single-prime contract. Any contractor wishing to be prequalified for the work must complete this application in full and be approved by Town of Maiden prior to bidding the project.

The Work generally includes construction of a new one story town hall (approximately 11,240 square feet) and a mezzanine (approximately 2,900 square feet). The town hall includes a council chamber, community room, conference rooms, administrative offices, work area and storage space. Work will also include site grading and storm drainage. The scope of work includes but is not limited to sitework, concrete, masonry, thermal and moisture protection, steel erection, load bearing metal stud partitions, prefab wood floor and roof trusses, metal and membrane roofing, interior finishes, electrical, mechanical, plumbing, bank equipment.

The designer for the facility is:

CBSA ARCHITECTS  
PO Box 1239  
Hickory, NC 28603

Mr. Marty A. Beal, AIA, LEED AP, Project Architect  
828-322-3403

### **Instructions to Applicants**

The preliminary construction documents, as prepared, can be reviewed in the office of CBSA Architects, 226 2<sup>nd</sup> St NW, Hickory, NC 28601.

Failure to answer any or all of the following questions may result in disqualification. If general contractor has any questions regarding this Request for Prequalification please submit in writing to Marty Beal, CBSA Architects, via e-mail to [mbeal@cbsa-archtiects.com](mailto:mbeal@cbsa-archtiects.com). Completing this application does not guarantee prequalification.

This application must be submitted with one (1) original and two (2) copies. Copies shall be marked accordingly. Applications shall be mailed or delivered to:

Mail	Delivery
Marty Beal CBSA Architects P.O. Box 1239 Hickory, NC 28603	Marty Beal CBSA Architects 226 2 <sup>nd</sup> Street NW Hickory, NC 28601

Applications that are incomplete or received after the deadline will not be considered for prequalification for this project.

**The application shall be submitted to CBSA Architects no later than 5:00 p.m., Tuesday, February 14, 2012.**

Town of Maiden reserves the unqualified right to reject any and all applications; to waive all technicalities, irregularities and informalities; and to request additional information from an applicant.

## Section II

### Contractor Prequalification Evaluation Criteria

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In order to be considered for prequalification, the applicant must meet or comply with the following:

1. The contractor must meet the requirements of Chapter 87 of the General Statutes of North Carolina (N.C. Licensing Requirements) applicable for this particular project.
2. The contract must have satisfactorily completed within the past five (5) years at least one project for the State or local government in North Carolina and one of the following project types: town hall, governmental office or other commercial projects of similar size and complexity that has a total actual contract amount in excess of \$2,000,000.00 for a single prime contract.
3. The contractor must provide information on at least three (3) projects successfully completed within the past five (5) years which are similar in size and cost to the Maiden Town Hall.
4. Provide proof of bonding capacity, which will be available no later than April 1, 2013, of at least \$2,000,000.00 for single prime contract.

#### **Additional Criteria**

Other criteria to be used in determining whether the applicant is qualified shall include (not listed in any order of priority):

- a. Satisfactory experience and success with projects of similar scope
- b. Proven experience in good project management and timely completion of previous contracts
- c. Monetary value of construction contract change orders and responsiveness of the contractor in providing sufficient documentation to finalize these Change Orders.
- d. Bonding capacity
- e. Reputation for timely, high quality and workmanlike completion of prior contracts based upon references from owners and architects on previous projects
- f. Prior satisfactory construction experience with State or local government projects within the State of North Carolina
- g. History and frequency of claims, lawsuits, arbitration, mediation, or other disputes on construction projects
- h. Demonstrated practice of encouraging participation of Minority Business firms
- i. Applicant has never failed to complete a project
- j. Proposed personnel and construction methodology
- k. Staff qualifications

l. Knowledge of MWBE participation requirements

m. Ability to construct this project without subcontracting out more than 80% of the work.

**Notification of Applicants**

All contractors who submit an application will be notified of their eligibility for bidding prior to the project being released for bid.

A listing of all contractors qualified to bid on the project will be made available by Town of Maiden at the time the project is released for bid.

## Section III Minimum Requirements

**1. General Company Information**

a. Company Name:

\_\_\_\_\_

b. Physical Address:

\_\_\_\_\_  
\_\_\_\_\_

c. Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

d. Telephone:

\_\_\_\_\_

e. Facsimile:

\_\_\_\_\_

f. Primary Contact Name:

\_\_\_\_\_

g. Primary Contact Email Address:

\_\_\_\_\_

h. Secondary Contact Name:

\_\_\_\_\_

i. Secondary Contact Email Address:

\_\_\_\_\_

**2. Organization**

a. Type of Business

Corporation                       Partnership                       Limited Liability Company  
 Sole Proprietor                       Joint Venture

b. Type of Work:

General Construction     Electrical                       Mechanical                       Plumbing  
 Other (please specify)

c. Licensing Information:

Please provide the following information in which your organization is legally qualified to do business and perform your services in North Carolina and Catawba County. List license numbers, license types, license limit/level and provide copy of required privilege licenses. **Attach a copy of all applicable privilege licenses.**

NC License Number	NC License Type (trade)	License Limit/Level	State / County / City Privilege License (provide copy)


Have you attached a copy of privilege license(s)? \_\_\_Y \_\_\_ N

- d. **Attach a letter**, dated within 30 days of the dead line date of this application, from your surety company, not the agent, signed by their Attorney in Fact, verifying their willingness to issue performance and payment bonds for 100% of the applicable amount(s) on this project, on behalf of your firm or its agent licensed to do business in North Carolina, and verifying your company’s capability and capacity based on your current value of work. Surety company bond rating shall be rated “A” of better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter? \_\_\_ Y \_\_\_ N

- e. Have any funds been expended by a surety company on your firm’s behalf? \_\_\_ Y \_\_\_ N If yes, explain:

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- f. List all surety companies that have provided bonds for your company for the past five (5) years, provide explanation, required, if more than one (1) company.

Date of Coverage	Surety Company	Reason for Change

**3. Litigation/Claims**

- a. Has your organization ever failed to complete any work which it has been awarded?  
\_\_\_ Y \_\_\_ N

If yes, please explain:

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- b. Has your company been involved in any lawsuits or requested or been involved in any arbitration proceedings with regard to construction contracts within the past five (5) years? \_\_\_ Y \_\_\_ N

If yes, please explain:

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- c. Are there currently any judgments, claims, pending claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents? \_\_\_ Y \_\_\_ N

If yes, please explain:

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- d. Have there been or are there currently any claims and/or liens filed by your subcontractors and/or material suppliers against the owner, your company or your bonding company? \_\_\_ Y \_\_\_ N

If yes, please explain:

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**4. Insurance**

- a. In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. **Attach certificates of insurance for the following types of insurance.** Have you attached certificate(s) for each of the following types of insurance? \_\_\_ Y \_\_\_ N
- i. Worker’s Compensation insurance as required by law
  - ii. Employer’s Liability Insurance coverage with minimum limits of \$100,000.00
  - iii. General liability insurance with minimum limits of \$500,000.00 per occurrence for bodily injury and \$100,000.00 per occurrence/\$300,000.00 aggregate for property damage.
  - iv. Builder’s risk at the full insurable value of the entire work site.

**5. Size/Capacity**

- a. How many full-time permanent employees work for your company? \_\_\_\_\_
- b. If the company has more than one (1) office location, how many full-time permanent employees work for the company at the location which will serve this project? \_\_\_\_\_
- c. List the annual dollar value of construction work the company has performed for each year over the past five (5) calendar years (if applicable).

2011	2010	2009	2008	2007

## Section IV General Requirements

**6. Experience**

a. How many years has your company been in business as a Contractor under the name listed in 1.a. above?

\_\_\_\_\_ years

b. List any other names your firm operated under previously. List respective dates.

1	2	3	4	5
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c. List date, state and type of incorporation, partnership or proprietorship establishment.

Date of Establishment	State of Business Establishment	Type of Business Establishment

d. List names of the firm's principals appropriate to the type of firm:

*Corporation: President, Vice-president, Secretary, Treasurer*

*Partnership: Partners*

*Proprietorship: Owner*

*Other: List and explain*

Title	Full Name	Years of Service

e. Within the last five (5) years, has any officer or principal of your company ever been an officer or principal of another organization which failed to complete a construction contract? \_\_\_ Y \_\_\_ N (If yes, please explain)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. List the categories of work that your organization normally performs with its own forces:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- g. Has your company ever performed construction work for the State of North Carolina and/or local county/municipal government agencies and/or related public agencies and/or this specific Owner? \_\_\_ Y \_\_\_ N  
 If yes, list the name of the agency, project, dollar value, owner and architect names and contact telephone numbers, scheduled completion and actual completion dates for all projects completed within the last five (5) years.

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled/Actual Completion Date

- h. Has your organization been pre-qualified to bid on a State, County, Municipal or related public agency project and failed to submit a bid without notice of good cause a minimum of one (1) day before bid date? \_\_\_ Y \_\_\_ N  
 If yes, on a separate sheet list name of project and reason you did not submit a bid.

**7. Workload**

- a. How many projects do you currently have under contract or in progress and what is their total dollar value?
- i. \_\_\_\_\_ (#) of projects
  - ii. \$\_\_\_\_\_ (Value of current projects contract amount)
  - iii. \$\_\_\_\_\_ (Value of projects current amount remaining to bill)
- b. List your company's three (3) largest projects currently under contract or in progress, including for each, the name of the project, description of work, owner and architect contacts, contract dollar values, percentage complete and currently anticipated completion dates.

<b>Project 1 – Name of Project</b>	
Description of Work Performed	

Owner Name / Representative	
Owner Address / Telephone / Email	
Architect Name / Representative	
Architect Address / Telephone / Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>Project 2 – Name of Project</b>	
Description of Work Performed	
Owner Name / Representative	
Owner Address / Telephone / Email	
Architect Name / Representative	
Architect Address / Telephone / Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

<b>Project 3 – Name of Project</b>	
Description of Work Performed	
Owner Name / Representative	
Owner Address / Telephone / Email	
Architect Name / Representative	
Architect Address / Telephone / Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

**8. Quality Control/Administration**

- a. Describe quality control procedures, including contractor inspection and approval process. List the most recent project where these procedures were used, and provide owner and architect contact names and contact information.

<b>Quality Control Procedures</b>	
Project Name	
Owner Name/Representative	
Owner Address/Telephone	
Architect Name/Representative	
Architect Address/Telephone	



## Section IV Contractor's Project Information

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### 1. Project Information

Attach a listing of projects completed for local governments in North Carolina within the past five (5) years, identifying the dollar amount of the contract and owner.

### 2. North Carolina Projects

On the following forms; provide background information on a minimum of three (3) projects completed in the past five (5) years that are similar in size and scope to the work for which you seek prequalification.

Include at least one project completed for the State or a local government in North Carolina.

## Contractor's Project Information

### Project one of three

#### 3. Most Similar Project Information

Provide the following background information on your firm's most recent completed projects (in the past five (5) years) that is most similar in size and cost to the scope of work for which you seek prequalification.

- a. Project Name:
- b. Project Owner:
- c. Project Location:
- d. Project Designer (include company, lead designer, and phone):
- e. Year Completed:
- f. Contract Times:
  - i. Original Contract Time (Days):
  - ii. Final Contract Time (Days):
- g. Delay or Liquidated Damages Claims Made by the Owner (Dollars):
- h. List any arbitration, mediation, lawsuits, or other disputes associated with this project:
- i. Contract Cost:
  - i. Original Contract Amount:
  - ii. Final Contract Amount:
- j. Minority Business Participation:
  - i. Percent of total M/WBE participation:
- k. LEED certification if applicable:
- l. Briefly describe the project.
  
- m. List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

## Contractor's Project Information

### Project two of three

#### 4. Similar Project Information

Provide the following background information on your firm's recently completed project (in the past five (5) years) that is similar in size and cost to the scope of work for which you seek prequalification.

- a. Project Name:
- b. Project Owner:
- c. Project Location:
- d. Project Designer (include company, lead designer, and phone):
- e. Year Completed:
- f. Contract Times:
  - i. Original Contract Time (Days):
  - ii. Final Contract Time (Days):
- g. Delay or Liquidated Damages Claims Made by the Owner (Dollars):
- h. List any arbitration, mediation, lawsuits, or other disputes associated with this project:
- i. Contract Cost:
  - i. Original Contract Amount:
  - ii. Final Contract Amount:
- j. Minority Business Participation:
  - i. Percent of total M/WBE participation:
- k. LEED certification if applicable
- l. Briefly describe the project.
  
- m. List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

## Contractor's Project Information

### Project three of three

#### 5. Similar Project Information

Provide the following background information on your firm's recently completed project (in the past five (5) years) that is similar in size and cost to the scope of work for which you seek prequalification.

- a. Project Name:
- b. Project Owner:
- c. Project Location:
- d. Project Designer (include company, lead designer, and phone):
- e. Year Completed:
- f. Contract Times:
  - i. Original Contract Time (Days):
  - ii. Final Contract Time (Days):
- g. Delay or Liquidated Damages Claims Made by the Owner (Dollars):
- h. List any arbitration, mediation, lawsuits, or other disputes associated with this project:
- i. Contract Cost:
  - i. Original Contract Amount:
  - ii. Final Contract Amount:
- j. Minority Business Participation:
  - i. Percent of total M/WBE participation:
- k. LEED certification if applicable
- l. Briefly describe the project.
  
- m. List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

**Section V**

**Application Certification**

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

Submitted by (Firm):

Address of principal office:

Address of office to be prequalified:

Scope of work for which applicant intends to prequalify  
(File separate form for each contract for which the Applicant is proposing to be prequalified):

\_\_\_\_\_  
Person submitting application  
Print/type name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date