

Gates County Schools Pre-qualification Policy

Based on State of North Carolina Prequalification Policy

A. Governing Law (Session Law 2014-42)

This policy is in effect for all Pre-qualifications for **Gates County Schools (GCS)**, including single prime project delivery and construction manager at risk first-tier subcontractors. G.S. 143-135.8(b)(2) requires the governmental entity to “adopt an objective Pre-qualification policy applicable to all construction or repair work prior to the advertisement of the contract for which the governmental entity intends to prequalify bidders.” This policy satisfies this requirement for **GCS**.

B. Requirements for Pre-qualification Criteria Form and Assessment

1. Uniform, consistent, and transparent in its application to all bidders.
2. All bidders who meet the Pre-qualification criteria to be prequalified are allowed to bid on the construction or repair work project.
3. Criteria must be rationally related to construction or repair work.
4. The bidder is not required to have been previously awarded a construction or repair project by the governmental entity.
5. Bidders are permitted to submit history or experience with projects of similar size, scope, or complexity
6. Assessment process of Pre-qualification is stated in this policy.
7. A process for a denied bidder to protest is stated below in this policy.
8. A process for notifying a denied prequalified bidder is stated below in this policy.

C. Review of Application

1. **Pre-qualification Committee** – The owner and/or construction manager shall agree upon the members of the Pre-qualification committee. The Pre-qualification committee will review Pre-qualification applications submitted by the firms and will determine each firm’s Pre-qualification eligibility for the project.
2. **Review of Application** – The Pre-qualification committee shall use the objective assessment process form developed by the owner and/or construction manager. The Pre-qualification committee shall approve or deny the applications in accordance with the Pre-qualification criteria and scoring system based upon the applicants’ initial response to the solicitation for qualified bidders.
3. **Notice of Decision** – All firms that submitted applications for Pre-qualification shall be promptly notified of the Pre-qualification committee’s decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of Pre-qualification.
4. **Informal Meeting** - Upon denial, the applicant may request an informal meeting with the owner’s representative and/or construction manager to receive feedback and suggestions for improvement.
5. Firms wishing to appeal the decision shall follow the protest and appeals procedure described below.

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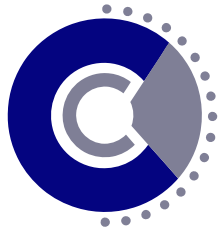
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D. Protest and Appeals Procedure

1. The firm may protest and appeal the denial of Pre-qualification as noted below.
 - a. **Initial Protest** – A firm denied Pre-qualification may protest the Pre-qualification committee’s decision by filing a written protest via hand-delivery or e-mail to the applicable Pre-qualification committee within *the time period indicated within the Pre-qualification Package* of the emailed notice that the firm has been denied Pre-qualification. The written protest shall clearly articulate the reasons why the firm is contesting the denial (i.e., explains how the firm satisfied all required criteria for Pre-qualification in the government’s solicitation in their initial response) and attach all documents supporting the firm’s position. The Pre-qualification committee may contact the firm regarding the information provided prior to ruling on the protest. The Pre-qualification Committee should review the written protest within *the time period indicated within the Pre-qualification Package*. If the Pre-qualification committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Pre-qualification committee upholds its denial, the firm shall be notified in writing via e-mail.
 - b. **Appeal** – Within *the time period indicated within the Pre-qualification Package* of the owner’s emailed notice of the Pre-qualification Committee’s written protest decision, the denied prequalified firm may appeal the Pre-qualification committee’s decision, in writing, via hand-delivery or e-mail, to the Pre-qualification Official (see C.1 above). The Pre-qualification Official should review the appeal within *the time period indicated within the Pre-qualification Package*. In the event the Pre-qualification Official is unable to review in a timely manner, he/she may designate a representative that is not a member of the Pre-qualification committee to handle the appeal.
 - c. **Decision on Appeal** – The decision of the Pre-qualification Official or Representative on the appeal shall be final, and the firm shall be promptly notified of the decision.
 - d. **General Rules for Protests and Appeals** – Firms submitting Pre-qualification applications shall be provided an e-mail address for the communication with the owner and/or construction manager during the protest and appeal process. The firm shall provide at least two e-mail addresses for use by the owner and/or construction manager in communicating with the firm. In the event the Pre-qualification Official or Representative is unable to render a decision on either the initial protest or the appeal prior to the bid date, the firm shall be allowed to submit a bid on the project subject to a final decision on the protest or appeal. If the firm’s bid is opened prior to a final decision on the protest or appeal and the bid is not the lowest monetary bid for the project, the appeal shall be terminated and rendered moot. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm’s failure to comply with any requirements of the protest and appeals procedures of this section shall result in the firm’s protest or appeal being terminated and rendered moot.

E. General

1. Prequalification does not entitle any person or firm any contract, and the CMAR and the owner reserve the right to reject any and all bids.



A.R. CHESSON CONSTRUCTION CO., INC.

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Gates County Schools Roof Replacement

Scoring and General Information

03/17/2023

After completing the "Prequalification Information Sheet" and following the instruction to submit found in the form, a score for your firm will be generated.

Scores below 50

Not prequalified

Scores from 50 to 80

Additional information may be required

Score above 80

Prequalified

The CMAR reserves the right to require corrections or additional information in order to qualify a firm. Any firm that submits incorrect information or modifies the form in a way that changes the score may be disqualified.

The purpose of the pre-qualification process is to impartially evaluate and determine if a contractor/vendor is qualified to bid on the project listed above. Each prospective bidder shall submit a pre-qualification form. The scoring for each section is indicated on the form.

Project may be broken down into separate phases. Each phase may require pre-qualification. Pre-qualification for one phase does not guarantee pre-qualification for subsequent phases.

Incomplete or inaccurate sections in the pre-qualification form may result in a score of zero.

A contractor shall not be allowed to submit a bid on the project unless their firm has been pre-qualified.

The CMAR reserves the right to reject a pre-qualified contractor's bid if it is determined that the bid was not the lowest responsible and responsive bid, taking into consideration the vendor's acceptance of contract terms, bonding criteria, construction schedule, scope of work or good faith efforts toward HUB participation.

Pre-qualification does not entitle any person or firm any contract, and the CMAR and the owner reserve the right to reject any and all bids.

Reference the "Protest and Appeals Procedure" within Pre-qualification Policy



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Prequalification Information Sheet for Subcontractors under CM at Risk

Gates County Schools Roof Replacement

Prequalification Due Date: Friday, March 31, 2023

Anticipated bid due date: Tuesday, April 25, 2023

Project Information:

Project: Gates County High School Roof Replacement
Gatesville Elementary School

Owner: Gates County Public Schools

Location: 88 US-158, Gatesville, NC 27938
709 Main Street, Gatesville, NC 27938

Architect: Pinnacle Architecture

Construction Duration: 3 months

Advertisement to Bid: Wednesday, April 5th, 2023

Bid date: Tuesday, April 25th, 2023

Performance & Payment Bond: May be required for Bid Packages \$500,000 or higher

Project Description:

Gates County High School:

This project consists of several different roof replacements. This includes the removal of approximately 7,200sf of tar and gravel roof over the existing High School Gym to be replaced with a TPO roof. The removal of approximately 6,642sf of tar and gravel roof with an elastomeric coating to be replaced with a TPO roof (Ag Building). The removal of approximately 3,675sf of gravel roof over the existing Art Room Building to be replaced with a TPO roof. Included in the Art Room Building new roof will be the structural infill of an approximate 375sf existing opening. Build-out of this opening may include structural steel (i.e. bar joist and metal decking) construction. Opening will become part of new TPO roof system. The replacement of

approximately 8,360sf of existing TPO roof over the Performing Arts Building. Installation of new copings, gutters and downspouts as necessary.

Gatesville Elementary School

This project consists of several areas of roof replacement. This includes the removal of approximately 14,700 sf of tar and gravel roof over an existing Classroom wing to be replaced with a TPO roof to be performed over the summer of 2023. There are existing height differences (knee walls) of up to 36" between sections of this roof. The removal of approximately 7,200 sf of tar and gravel roof over the Gym to be replaced with a TPO roof over the summer of 2024. Installation of new copings, gutters and downspouts as necessary.

Prequalification Instructions:

- Forms may be submitted electronically via email or hand delivery. Please make sure that all information listed on handwritten forms is clearly printed.
- For questions about this form contact prequal-gcs23@archesson.com

If your firm is interested in prequalifying for this project, please check the box for your trade. If multiple packages are selected, please make sure that the project experiences and references are provided to allow the Prequalification Committee to evaluate your firm for EACH bid package selected. Below is a preliminary list of bid packages and may change based on response and qualified bidders.

List of Potential Bid Packages

Gates County High School

Check Box If Prequalifying

-
-

Bid Package

05 Metal Fab, Structural Steel, Metal Decking
07 TPO Roofing

Gatesville Elementary School

Check Box If Prequalifying

-

Bid Package

07 TPO Roofing



A.R. CHESSON
CONSTRUCTION CO., INC.

FOR INTERNAL USE ONLY

Date:
Project Manager:
Job #
Job Name:

Please provide the following information in confidence. We appreciate your continued support of A.R. Chesson Construction and look forward to working with you in the future.

GENERAL: 0-4 PTS

1. Company name(s):
2. Physical address and zip code of principal office:
3. Mailing address and zip code of principle office:
4. Primary telephone number of principle office:
5. Primary contact name:
6. Primary telephone number:
7. Primary contact email address:
8. Indicate if you are certified: MBE () HBE () AABE () AIBE () WBE ()
SDB () DBE () Other (specify):
Certifying Agency/State (specify): Not Certified:

BUSINESS TYPE: 0-5 PTS

9. Does your company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses: Yes () No ()
If yes, please attach your company's plan
10. Business type: Corporation () Partnership () Individual () LLC ()
Subchapter S () Other ()
11. Is your firm registered with the State of North Carolina to do business:
Yes () No ()
12. List all other names your firm has operated as for the past five years (or N/A if none):
13. Ownership (subsidiary of another company, percent ownership, details):

COMPANY INFO: 0-6 PTS

14. Date of incorporation or organization:

15. State of incorporation or organization:

16. Federal ID Number or Social Security Number:

17. Names and positions of officers or principals:

18. Please attach a current list of key personnel likely to be used on this project, including resumes.

LICENSING: 0-10 PTS

19. Scope(s) of work (elec., mech., etc.):

20. What type of work do you self-perform (or N/A if none):

21. Check all license types that apply: General Contractor () Electrical () Mechanical ()
Plumbing () Fire Protection () Other (Trade Specific License ()

22. Has any license ever been denied or revoked: Yes () No () If yes, please describe why:

23. List trades, jurisdictions, and corresponding license numbers where you are legally authorized to do business:

PERFORMANCE: 0-20 PTS

24. List the annual dollar value of construction work the company has performed for each year over the past five years:

Year 1: \$

Year 2: \$

Year 3: \$

Year 4: \$

Year 5: \$

25. Number of active projects that your company is currently working on:

26. Remaining revenue owed on active projects (backlog):

<p>27. Please list three current or completed jobs that closely reflect the proposed scope of work for this project:</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>28. What is the largest job you have completed? Sq. Ft.: Dollar amount: Year completed:</p>
INSURANCE & BONDING: 0-15 PTS
<p>29. Your company must indicate that they can provide evidence of insurance coverage if they are the successful bidder by attaching a copy of their insurance certificate.</p>
<p>30. List the name and address of your bonding agent (Enter N/A if not bondable):</p>
<p>31. List the name of your bonding company:</p>
<p>32. What is your bonding rate:</p>
<p>33. Has your bonding company had to take any action on your company's behalf within the last 10 years? If yes, state the project name(s), year(s) and reasons why. Yes () No ()</p>
<p>34. Has a bid bond been collected on a project your company bid in the last five years? Yes () No () If yes, state the project name(s), year(s), and reason why.</p>
TRAINING & SAFETY: 0-15 PTS
<p>35. Does your company have a written safety program and plan compliant with OSHA requirements? Yes () No ()</p>
<p>36. Does your company provide weekly training to your on-site employees? Yes () No ()</p>
<p>37. Does your company perform weekly safety inspections on the jobsite? Yes () No ()</p>

<p>38. List your company's Experience Modification Rate (EMR) for the past three years. Present Rate: Last year's Rate: Year before Rate:</p>
<p>39. List any OSHA fines or jobsite fatalities within the past three years and provide an explanation as necessary. N/A if none.</p>
<p>FINANCIAL: 0-10 PTS</p>
<p>40. Do you have a line of credit available to your firm through your bank institution? Yes () No ()</p>
<p>41. Has your firm ever filed for bankruptcy? Yes () No ()</p>
<p>42. Has your firm ever been subject to any IRS tax levy or tax judgement? Yes () No ()</p>
<p>43. Will your company require joint checks for this project? Yes () No ()</p>
<p>LITIGATION: 0-10 PTS</p>
<p>44. Has your firm been a party to any mediations, arbitrations, lawsuits, or other proceedings involving performance defaults, extra work, construction/design defects, or other construction related issues within the past five (5) years? Yes () No ()</p>
<p>45. Are there currently any claims, liens, mediations, arbitrations, lawsuits, or other legal proceedings pending involving your firm? Yes () No ()</p>
<p>46. Has your company ever failed to complete work awarded to it? Yes () No ()</p>
<p>47. Has your company, its officers, owners or agents ever been convicted of charges relating to conflict of interest, bribery, or bid-rigging: Yes () No () If Yes, describe:</p>
<p>48. Has your company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? Yes () No () If yes, explain:</p>
<p>HUB: 0-5 PTS</p>
<p>49. Is your firm NC HUB certified? Yes () No ()</p>
<p>50. Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? Yes () No ()</p>

Signature: 0-1 PTS

51. 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 ban you from being prequalified for projects.

Date:

Name:

Signature:

Upon request Supplementary Information may be required to be submitted with this Prequalification Form:

1. Your most recent reviewed / audited financial statement
2. Bonding letter from your Surety Company listing single and aggregate bonding limits and what bonding capacity that is available
3. A current Certificate of Insurance listing all insurance policies
4. Letter form Insurance carrier stating last five years of EMR ratings
5. The last five years of your OSHA 3001 report
6. Copy of HUB engagement plan (if applicable)
7. Copy of HUB certification (if applicable)
8. Copy of Professional Licenses (if applicable)

*All supplementary documentation shall be provided. If not, your prequalification is deemed incomplete and may be rejected.

Prequalification & Tentative Schedule:

• Advertise for pre-qualification:		Fri Mar 17, 2023	
• Pre-qualification period:	10 Work Days	Fri Mar 17, 2023 to	Fri Mar 31, 2023
• Last date to submit pre-qualification:		Fri Mar 31, 2023	
• Review of submittals: Last day for CMAR to issue pre-qualification or denial notification:	1 Work Days	Mon Apr 03, 2023	
• Appeal Period - Last Day for Initial Protest	1 Work Days	Tue Apr 04, 2023	
• Appeal Period - Last Day for Protest Review	1 Work Days	Wed Apr 05, 2023	
• Advertise for bids:		Wed April 05, 2023	
• Proposed <u>Mandatory</u> Pre-Bid Meeting	30	Thu Apr 13, 2023	
• Anticipated Bid date	8 Work Days	Tue Apr 25, 2023	12 Calendar Days from Proposed Mandatory Pre-Bid Meeting
• Submit to Owner Proposed Low Bidders	2 Work Days	Thu Apr 27, 2023	2 Calendar Days from Anticipated Bid date
• Award Date	1 Work Days	Fri Apr 28, 2023	1 Calendar Days from Submit to Owner Proposed Low Bidders
• Construction Start	32 Work Days	Mon Jun 12, 2023	46 Calendar Days from Submit to Owner Proposed Low Bidders
* Last Day of 2023 School Year - June 9th *			