

Prequalification Form for First-Tier Subcontractors under Design-Builder Carillon Design-Build Package

Pursuant to the NC Statute GS143-128.1, 143-135.8, this form gathers information about the Subcontractor seeking to qualify for the work and provides a general format for the prequalification criteria. Completing this questionnaire does not guarantee prequalification. Evaluation of the submittal shall be performed in accordance with the statutes and policies.

Prequalification Due Date/Time: **December 12, 2018 by 5:00 PM (EST)** _____

Date Received by New Atlantic (to be completed by Design-Builder): _____

Submitted By (Company Name): _____

Submitted To: Glenn Wise – Preconstruction Director
New Atlantic Contracting, Inc. – Design Builder
2635 Reynolda Road Winston-Salem, NC 27106
Phone: 336-759-7440 Fax: 336-759-7445
Email: gwise@new-atlantic.net

Project: Name: Restoration of Memorial Belltower
Owner: North Carolina State University
Location: Raleigh, NC
Architect: Walter Robbs
Civil Designer: CLH Design
Structural Engineer: SKA, Inc.
PM&E Engineer: SKA, Inc.
Performance & Payment Bond: Required for Bid Packages \$300,000 or higher
Bid Bond: Required for Bid Packages \$300,000 or higher

Project Description:

This prequalification submittal is for Carillon Design-Builders who desire to bid on the complete fabrication and installation of a 55 bell carillon into the existing Memorial Belltower located on the campus of North Carolina State University. The University owns five (5) bells previously purchased, but not installed. The project goal is to include these 5 existing bells into the complete 55 bell carillon. The carillon scope of work will include, but is not limited to, tuning analysis of the existing bells, new bells, bell accessories, bell structural frame, playing console, transmission system, electro-mechanical automation playing carillon, design services, and restoration/replacement of the existing clock/clock works in the tower.

This overall project in separate to the carillon scope above involves the repair, restoration and preservation of NC States iconic Memorial Belltower. Improvements will address tower accessibility and use restrictions to permit installation of the clavier in the tower and occupancy of the clockworks level to accommodate playing the carillon on site. The addition of interior vertical circulation will be provided for relative ease of navigation to the top of the tower. New mechanical and electrical systems will provide for conditioned space and lighting. Site improvements will address accessibility and deterioration of the concourse and plinth areas.

Instructions to Prequalify:

- For questions about the Prequalification Form contact Glenn Wise – gwise@new-atlantic.net or 336-759-7440 ext. 19.
- Forms may be submitted via email, mail, fax, or hand delivery to Glenn Wise. Please make sure, if submitting a hand written form, that all information is clearly printed. New Atlantic will request illegible information be resubmitted and this will delay the prequalification process.
- Please fill out the Prequalification Form **completely** and **include all requested attachments**. Any form that appears not to contain enough information for prequalification will be sent back for completion and resubmission.

SECTION 1. GENERAL COMPANY INFORMATION

1.1. Office Location

Company Name: _____

Physical Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Prequalification Contact (for prequalification questions and follow up)

Name: _____

Email address: _____

Bidding Contact (for sending bid documents, addenda, clarifications, and other bid notices)

Name: _____

Email address: _____

(Prequalification Matrix: If section above is completely filled in give 2 points. If not, give 0 points.)

1.2. Business Type

Business Type (check box)

Corporation Partnership LLC Sole Proprietor Joint Venture Other

How many years has your organization been in business as a Contractor? _____

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

Historically Underutilized Business Certification - Indicate your NC Statewide Uniform Certification: (check box)

Black Hispanic Asian-American American Indian Female None

Socially and Economically Disadvantage Disabled-Owned Disabled Business Enterprise

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

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

Is your firm owned or controlled by a parent or any other organization? Yes No

If yes, describe Ownership: _____

List all other names your firm has operated as for the past five years: _____

(Prequalification Matrix: If section above is completely filled in give 1 point. If not, give 0 points.)

1.3. Type of Work Performed on a Regular Basis

Primary Scope of Work: _____

Secondary Scope of Work: _____

Other Scope of Work: _____

What type of work do you self- perform? _____

Number of employees? _____

Has your company participated in a Design-Build project before? Yes No

(Prequalification Matrix: If section above is completely filled in give 1 point. If not, give 0 points.)

1.4. Bonding - Surety Letter

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. Rating system or the Federal Treasury List.

Have you attached a surety letter? Yes No

(Prequalification Matrix: If surety letter attached give 3 points. If not, give 0 points.)

1.5. Bonding – Funds Expended by Surety Company

Have any funds been expended by a Surety Company on your firm’s behalf? Yes No

If yes, explain: _____

(Prequalification Matrix: If no funds expended by Surety Company, give 3 points. If yes, give 0 points.)

1.6. Insurance

The minimum requirement of insurance coverage is listed below. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their current insurance certificate.

Have you attached a copy of your insurance certificate? Yes No

- General Liability with a required limit of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate
- Worker’s Compensation with the required limit of no less than \$500,000 each accident, \$500,000 Disease policy limit, \$500,000 Disease each employee
- Additional Insured – New Atlantic Contracting Inc. and Owner
- Excess Liability (Umbrella) policy with the required limit of no less than \$5,000,000 each occurrence, \$5,000,000 aggregate
- Automobile Liability Insurance combined single limit of \$1,000,000 for bodily injury and property damage per each occurrence.
- Professional Liability Insurance with a required limit of no less than \$1,000,000 each occurrence.

(Prequalification Matrix: If insurance certificate is attached give 3 points. If not, give 0 points.)

1.7. Financials

Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred. Information will be kept confidential. If desired, financial information may be sent directly to NAC Controller, Devon Eudy via email at deudy@new-atlantic.net Failure to submit or inadequate financials throughout this submittal could be reason for rejection of prequalification.

Have you attached a balance sheet? Yes No

(Prequalification Matrix: If financials are attached give 6 points. If not, 0 points.)

SECTION 2. GENERAL REQUIREMENTS

2.1. Annual Dollar Value Last Three Years

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

Year 1: \$ _____ Year 2: \$ _____ Year 3: \$ _____

(Prequalification Matrix: For each year completed give 1 point – 3 points maximum)

2.2. Number of Construction Projects Under Contract

How many projects do you currently have under contract or in progress and what is the total dollar value?

A: Number of Projects Under Contract: _____

B: Current Projects Contract Amount: \$ _____

C: Current Amount Remaining to Bill: \$ _____

(Prequalification Matrix: If section above is completed give 3 points. If not, give 0 points.)

2.3. Largest Job Completed

What was your largest job COMPLETED within the last three years?

A: Dollar Amount: \$ _____

B: Location: _____

C: Year Completed: _____

(Prequalification Matrix: If section above is completely filled in give 2 points. If not, give 0 points.)

2.4. Current Project Experience

List the three largest Carillon/Bell contracts currently under contract or in progress. For each project list the name of the project, owner, designer and general contractor/construction manager (GC) and contact information below. If there are no Designers or GCs involved, list "Not Applicable". Failure to provide current contact information will impact points given by Prequalification Committee.

1. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
GC Name/Representative	
GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Material Lead Time From Approval	
Anticipated Completion Date	

2. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
GC Name/Representative	
GC Phone Number/Email	
Contract Dollar Amount	

Scope of Work	
Percentage Complete	
Material Lead Time From Approval	
Anticipated Completion Date	

3. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Material Lead Time From Approval	
Anticipated Completion Date	

(Prequalification Matrix: For the projects above give 4 points per project for a positive referral (verbal or written) from the references listed. Up to 12 points may be awarded for this section.)

2.5. Office Location

Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS143-59(c).

Yes No

(Prequalification Matrix: If office location is managed and directed from NC office give 1 point. If not, give 0 points.)

2.6. Litigation/Claims Last 5 Years

Has your company been involved in any judgments, claims, arbitrations, mediation proceedings, or suits within the last five years, whether resolved or still pending resolutions? Yes No

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

(Prequalification Matrix: If company has been involved in any litigation indicated above without adequate explanation give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.7. Litigation/Claims Currently Outstanding

Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners or agents? Yes No

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

(Prequalification Matrix: If there is currently any litigation indicated above against your company without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.8. Failure to Complete Construction Contract

Has your company failed to complete work awarded to it within the last 15 years? Yes No

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

(Prequalification Matrix: If yes in section above, without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.9. Liquidated Damages

Have you paid liquidated damages on any project within the last 15 years? Yes No

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

(Prequalification Matrix: If yes in section above, without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.10. Convicted of Conflicts of Interest/Bribery/Bid-Rigging

Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid rigging? Yes No

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

(Prequalification Matrix: If yes in section above, give 0 points. If no, give 3 points.)

2.11. Barred From Public Work in NC

Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? Yes No

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

(Prequalification Matrix: If yes in section above, give 0 points. If no, give 3 points.)

2.12a Safety - Experience Modification Rate

List your company's Experience Modification Rate (EMR) for the past three years.

Present Rate: _____ Previous Rate: _____ Year Before Rate: _____

Attach OSHA 300 Log and 300A Summaries for the three years listed above. Have you attached? Yes No

(Prequalification Matrix: Give 2 points if present EMR is equal to or less than 1.0 and OSHA logs are attached.)

2.12b Safety Record

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

Has your company been issued any OSHA fines or had any jobsite fatalities in the past 3 years? Yes No

If yes, please provide specific explanation: _____

(Prequalification Matrix: If yes in section above without sufficient explanation, give 0 points. If no or sufficient explanation provided, give 2 points.)

2.12c Safety Program - Does your company have a written Safety/Health Program? Yes No

2.12d Safety Training - Does your company provide weekly safety and health training to your on-site employees? Yes No

2.12e Safety Inspections - Does your company perform weekly safety and health inspections of the workplace? Yes No

(Prequalification Matrix: Give 2 points for each yes response above.)

SECTION 3. Project Specifics

3.1. Superintendent Resume

The assigned project superintendent for this project shall be: _____

Include a resume identifying project experience (i.e. dollar value, schedule, scope).

Have you included a resume? Yes No

(Prequalification Matrix: If resume included, give 1 point. If no, give 0 points.)

3.2. Superintendent Experience

The years of experience this superintendent has on this specific project type is <1 1-2 3-4 5+

(Prequalification Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)

3.3. Project Manager Resume

The assigned project manager for this project shall be: _____

Include a resume identifying project experience (i.e. dollar value, schedule, scope).

Have you included a resume? Yes No

(Prequalification Matrix: If resume included, give 1 point. If no, give 0 points.)

3.4. Project Manager Experience

The years of experience the project manager has on this specific project type is <1 1-2 3-4 5+

(Prequalification Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)

3.5. Similar Project Experience

List three current or completed projects of similar type (Carillon & Clocks) within the last 10 years that most closely reflect the size and complexity of the type of work being requested for the proposed project. For each project list the name of the project, owner, designer and general contractor/construction manager (GC) and contact information below. If there are no Designers or GCs involved, list "Not Applicable". Failure to provide current contact information will impact points given by Prequalification Committee.

1. Similar Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
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2. Similar Project Name	
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Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
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Contract Dollar Amount	
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3. Similar Project Name:	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Material Lead Time From Approval	
Anticipated Completion Date	

(Prequalification Matrix: For the projects above, give 2 points for each Similar Project provided with complete information. Give an additional 4 points per project for a positive referral (verbal or written) from the references listed. Up to 18 points may be awarded for this section.)

SECTION 4. 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: _____

Dated this day of: _____

Submitted by: _____ (signature)

_____ (print)

_____ (title)

_____ (phone)

_____ (email)

Notary Certification:

State: _____ 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__ .

Signature of Notary Public

(Official Notary Seal or Stamp)

My commission expires _____, 20__

(Prequalification Matrix: If signature page fully executed give 2 points. If not, give 0 points.)