



## **PRE-QUALIFICATION FOR RESTORATION CONTRACTORS** **April 21, 2022**

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, 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. 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** **“EXTERIOR MASONRY WALLS & WINDOWS RESTORATION”**

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

The project generally includes the exterior masonry walls and windows restoration of the existing historic courthouse building as shown on the contract documents. Also part of this work is the complete restoration of the stucco base and finished painting. The front portico columns will also be restored and painted. As part of the window restoration the window sashes and trim will be scraped, sanded and finish painted.

### **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. 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.

# HISTORIC IREDELL COUNTY COURTHOUSE “EXTERIOR MASONRY WALLS & WINDOWS RESTORATION”

## 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 exterior masonry wall and window restoration on historic buildings.

In order to be pre-qualified, Applicant must attain a minimum of 68 points of the 81 points available on this form, or a score of 85%. Applicants not meeting this minimum score will not be qualified.

**PRE-QUALIFICATION DUE DATE/TIME:** May 18, 2022 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](mailto:john@fullerarchitecture.com)

**Project:** Historic Iredell County Courthouse – Exterior Masonry Walls & Windows Restoration  
200 S. Center Street, Statesville, NC, 28687  
Project Architect: Fuller Architecture, Inc.  
Approx. Project Start Date: July 26, 2022

Anticipated Dates:

Advertisement to Bid: June 14, 2022

Bid Date: July 12, 2022, 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:**

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

If yes, please describe:

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**[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:

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Secondary Scope of Work:

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Other Scope of Work:

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What types of work do you self perform?

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**[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:

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**[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.

<b>#1 – Large Project</b>	
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	

<b>#2 – Large Project</b>	
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	

<b>#3 – Large Project</b>	
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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 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:

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**[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:

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**[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:

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**[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:

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**[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:

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**[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:

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**[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 masonry and window restoration on a building that is 72 years old or older. Include for each, the name of the project, owner, architect and/or GC/CMR and contact information below.**

<b>#1 – Masonry &amp; Window Restoration Project</b>	
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.

**Masonry & Window Restoration Experience:**

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

<b>#1 – Masonry Restoration Project</b>	
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	

<b>#2 – Masonry Restoration Project</b>	
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	

**Window Restoration Experience:**

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

<b>#1 – Window Restoration Project</b>	
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	

<b>#2 – Window Restoration Project</b>	
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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	
<b>#3 – Window Restoration Project</b>	
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	
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**[Matrix: 0-20 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.]**