



Prequalification for Single Prime Contractors

Failure to answer all of the following questions may result in disqualification. If general contractor has any questions, contact the person listed below under “Submitted to.” Completing this questionnaire does not guarantee prequalification. The City of Winston-Salem reserves the unqualified right to reject any or all proposals and to waive informalities. The City of Winston-Salem has developed a plan to meet or exceed goals set by GS 143-128 for the participation of minority businesses in public construction contracts. Contractors are expected to be familiar with these initiatives and to comply with those program requirements.

Explanation of Pre-Qualification Selections:

Should a contractor want an explanation of their submittal’s non-prequalified status on an individual project, they should contact the Owner (Jerry Bates, Purchasing Director) in writing (email is sufficient) for an explanation within 3 business days of notification of the prequalified contractors list.

PREQUALIFICATION DUE DATE/TIME: December 19, 2018 12 Noon EST
(date) (time)

Submitted to: Jerry Bates, Purchasing Director
Contact Name receiving prequalifying packages

City of Winston-Salem
Agency/Institution

P. O. Box 2511 (27102)
Address

101 N. Main Street, Room 324
Address

Winston-Salem, NC 27101
City/State/Zip Code

(336) 747-6939
Phone number

jerryjb@cityofws.org
E-mail address

Project: Project: Neilson WTP Modernization
Owner: The City of Winston-Salem
Engineer of Record: Black & Veatch International Company

Project Description:

The project is generally described as “Neilson WTP Modernization”. The construction contract for the Project is anticipated to be bid in early 2019 and the construction period is estimated to be approximately 36 months. The contract will be bid as a single prime contract in accordance with North Carolina General Statutes.

This project consists of the modernization of the existing 48-mgd R.W. Neilson Water Treatment Plant including dewatering and cleaning of existing raw water reservoirs; modifications to existing Raw Water Junction Box; modifications to existing Raw Water Booster Pumping Station; modifications to existing Neilson 1/2 Building including administration area, raw water meter vault, rapid mix and flocculation basins, sedimentation basins, filters, piping, and appurtenances; new finished water pumps and modification of associated piping in Neilson 1/2 Building; modifications to existing Neilson 3/4 Building including raw water meter vaults, rapid mix and flocculation basins, sedimentation basins, filters, piping, and appurtenances; new Airwash Blowers in Neilson 3/4 Building; new Backwash Supply Tank and Backwash Supply Tank Valve Vault; modifications to existing Neilson 1/2 Finished Water Junction Box, Neilson 3/4 Filtered Water Collection Box, Neilson 3/4 Chemical Feed

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Structure, Neilson 3/4 Finished Water Junction Box, and Clearwells; modifications to existing Chemical Building and Sodium Hypochlorite Storage Facility including new chemical storage tanks, chemical metering pumps, and transfer pumps; new Washwater Equalization Tank and Washwater Clarifier; modifications to existing Residuals Lagoons; Power Distribution System including Switchgear Building, Neilson 3/4 Electrical Building, and Residuals Electrical Building; and Sitework.

General:

Close coordination of construction activities with the City's operating staff will be required. The successful bidder(s) will be required to furnish all labor, materials, equipment, tools, services and incidentals to complete the Work in accordance with the Specifications and Drawings.

The City shall not be responsible for any cost incurred by applicants because of participation in this prequalification process. Each applicant shall bear its own expense in connection with the preparation and submission of materials and the provision of any supplemental information requested. The City shall have no liability for cost incurred by applicants in connection with the review and evaluation of prequalification materials and any findings and determinations made therefrom. All materials and information submitted during the prequalification process will become the property of the City and will not be returned to the applicant.

A decision by the City to prequalify or not to prequalify an applicant shall be in accordance with the attached ordinance. The decision to prequalify an applicant shall not constitute a determination that the applicant is responsible, and such applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

Applicants may review construction documents at the offices of Black & Veatch International Company, 10715 David Taylor Drive, Suite 240, Charlotte, North Carolina (704-548-8461), or 9000 Regency Parkway, Suite 200, Cary, North Carolina (919-462-7525). Applicants may also review construction documents at City of Winston-Salem, City Hall, 101 N. Main Street, Room 324, Winston-Salem, North Carolina (336-747-6939). Advance appointment is required.

Applicants interested in visiting the R.W. Neilson Water Treatment Plant, 5725 Frye Bridge Road, Clemmons, North Carolina may do so on **December 5, 2018 from 1:30 PM to 4:30 PM**. The purpose of the visit will be solely to allow the Contractors to review the site and existing facilities. No requests for interpretation of the RFQ application requirements will be entertained at the site visit. All such requests must be made in writing in accordance with the Addenda and Interpretation Section of this RFQ.

The City will not accept bids for this construction contract from Contractors who fail to submit timely applications for prequalification and from Contractors who fail to prequalify.

Application Requirements:

The applicant must complete and submit an original and three (3) copies (for a total of four sets) of the application and all associated forms and attachments, which together comprise the Application for Bidder Prequalification (referred to herein as the "application" or "submittal"). The application shall be signed where indicated and submitted in a sealed envelope to the City of Winston-Salem. The applicant's name and the project name (Neilson WTP Modernization) should be clearly displayed on the outside of the envelope.

The time and date of receipt shall be indicated on the sealed envelope by the City. Timely submission is the sole responsibility of the applicant. Sealed envelopes and responses received after the specified time will not be considered.

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Responses to the RFQ must be typed or neatly printed. The information presented should be clear, complete, concise and not misleading. All attachments submitted shall be identified with the name of the applicant. Failure to submit a response on the official forms provided for that purpose may be considered just cause for rejection of the response. Modification of any portion of the RFQ may be cause for rejection of the response. The City reserves the right to decide, on a case-by-case basis, at its sole discretion, whether to reject such an application as non-responsive.

Confidential/Proprietary Information:

Submitters should give specific attention to the identification of those portions of their Statement of Qualifications, which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the Owner under North Carolina public records laws. Submitters must clearly indicate each and every section that is deemed confidential, proprietary or a trade secret as required by statute. It is NOT sufficient to preface your entire Statement of Qualifications with a proprietary statement.

If the Owner determines that a document that the Contractor has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the Owner will provide notice of that determination to the contact person designated by the Contractor, in any reasonable manner that the Owner can provide such notice, at least five business days prior to its public disclosure of the document. If the contractor does not designate anyone to receive such notice the Owner will not have any obligation to provide any notice of a determination of non- confidentiality. If the Contractor does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the Contractor does not initiate judicial proceedings to protect the confidentiality of the document, the Owner will not have any obligation to withhold the document from public disclosure.

By submitting to the Owner a document that the Contractor designates as "confidential" or "trade secret", the Contractor agrees that in the event a third party brings any action against the Owner or any of its officials or employees to obtain disclosure of the document, the Contractor will indemnify and hold harmless the Owner and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The Contractor also agrees that at the Owner's request the Contractor will intervene in any such action and assume all responsibility for defending against it, and that the Contractor's failure to do so will relieve the Owner of all further obligations to protect the confidentiality of the document.

Evaluation:

At the time, date and place above, Qualifications will be opened and tabulated for review and consideration. Applications received after this time will not be considered. Each applicant will be notified of the City's determination concerning prequalification in writing prior to advertising this project for bids.

Qualifications will first be evaluated on the Minimum Requirements. An unsatisfactory rating on any item will be considered sufficient cause to determine that the applicant is not qualified to bid. Those Qualifications meeting the Minimum Requirements will be evaluated based on the criteria listed in the General Requirements and Project-Specific References sections. The applicants must achieve a minimum score of 70% to be prequalified.

The City reserves the right to waive any and all irregularities or informalities in the submittal, to reject any and all applications, and to accept the application(s) most favorable to the City. Written notification of each applicant's prequalification status will be provided by **January 18, 2019**. In evaluating each application, the City will consider, by way of illustration and not limitation, the criteria included in this section. It is anticipated that bid advertisement will be mid-February, 2019.



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Procurement Law:

Prequalification and bidding procedures will be governed by, and administered in accordance with, applicable law in the jurisdiction of North Carolina and the attached City of Winston-Salem Construction Contractor Prequalification Policy.

Addenda and Interpretations:

All requests for interpretation of the RFQ and the associated application and attachments must be made in writing to the City of Winston-Salem. Such requests will be addressed to Mr. Jerry Bates, City/County Purchasing Department, Room 324, City Hall Building, 101 North Main Street, Winston-Salem, NC 27101. Requests can be made by email at: jerryjb@cityofws.org. To be given consideration, such requests must be received by **December 11, 2018 by 5:00 pm EST**. Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be sent to all prospective applicants at the addresses furnished for such purposes, not later than 3 days prior to the date fixed for submittal of the application. Failure of any applicant to receive any such addenda shall not relieve such applicant from any obligation under its application as submitted. All addenda so issued shall become part of the RFQ and must be signed by all applicants and returned to the City with the application.

Notice of Substantial Changes:

If the applicant experiences a material change in its debarment status, financial condition, corporate structure or personnel after the application is submitted and prior to the award of the contract for the project, the applicant shall notify the City of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable.

Failure to notify the City of any material change in the applicant's debarment status, financial condition, corporate structure or personnel may constitute grounds for rescinding a "qualified to bid" rating or for rejection of a bid.

Misrepresentation:

If any applicant knowingly makes a misrepresentation in submitting information to the City, or fails to provide all required information, or provides information that is misleading, such misrepresentation, omission or misleading information will be sufficient grounds for rescinding a "qualified to bid" rating or for rejection of a bid submitted as a result of this prequalification.

Collusion Among Applicants:

More than one response from an individual, firm, partnership, corporation, or association under the same or different name will be rejected. Any or all responses will be rejected if there is any reason for believing that collusion exists among the applicants. Participants in such collusion may not be considered in future bids for the same work. Each prospective Bidder, by submitting a response, certifies that they are not a party to any collusive action or to any action that is otherwise unlawful. Nothing in this section will preclude a firm acting as a subcontractor to be included as a subcontractor for two or more prime contractors submitting a response for the Work.



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Section 1. MINIMUM REQUIREMENTS (Satisfactory/Unsatisfactory Score)

1. a. General Company information (Primary/Main office location)

Company Name _____

Physical Address _____

Mailing Address _____

City/State Zip Code + 4 _____

(____) _____
Phone number

(____) _____
Fax number

Primary Contact Name _____

Secondary Contact Name _____

Primary Contact Email Address _____

Secondary Contact Email Address _____

Organization

1. b. (1) Business type (check box) Corporation Partnership Limited Liability Company Sole Proprietor Joint Venture. If a corporation, what is the State of incorporation? If a partnership, attach partnership details (such as partner’s names and individual contact information for each partner). If a Joint Venture (JV), attach the JV agreement and provide details of the intended role of each JV member, including appropriate additional attachments (at a minimum an Item 4 for each JV member).

1.b. (2) Is your firm registered with the State of North Carolina to do business? Yes No

1.b. (3) Is your firm Owned or controlled by a parent or any other organization? No Yes

If yes, please explain:

1.b. (4) List all other names your firm has operated as for the past five (5) years:

1.b. (5) Licensing Information:

NC License Number

License Limit/Level

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Bonding

1. c. (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 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” or better under the A.M. Best Rating system or The Federal Treasury List.

Total bonding capacity \$ _____

Available bonding capacity \$ _____

Have you attached a surety letter? Yes No

1. c. (2) List all surety companies that have provided bonds for your company for the past five (5) years, provide explanation, required, if more than one company.

Date	Firm	Reason

Debarment Status

1. d. Has the applicant, or any affiliate, ever been the subject of any of the following actions:

- Debarment? Yes No
- Deletion from a Prequalified Bidders List? Yes No
- Other action which resembles debarment? Yes No

If yes, provide details on a separate sheet for each instance.

Insurance

1. e. In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. Have you attached a copy of your insurance certificate? Yes No

- Worker’s Compensation insurance as required by law.
- Commercial General Liability to protect the Contractor against any and all injuries to third parties, including personal injury and property damages, resulting from any negligent action, omission or operation by the Contractor or in connection with the project. The insurance shall also include, coverage for explosion, collapse, and underground hazards, where required. This insurance shall provide bodily injury and property damage limits of not less than \$3,000,000 for each occurrence, respectively and \$5,000,000.00 for an annual aggregate and shall provide at least \$5,000 in Medical Expenses (Med Pay) coverage.
- Owned, non-owned, and hired Automobile Liability insurance, including property damage insurance, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor in connection with this project. In addition, all mobile equipment used by the Contractor in connection with this project will be insured under either a standard Automobile Liability policy or a Commercial General Liability policy. This insurance shall provide bodily injury and property damages limits of not less than \$1,000,000 combined single limit/each accident.
- Builder’s risk at the full insurable value of the entire work site.

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Section 3. PROJECT SPECIFIC REQUIREMENTS

Project-Specific References (Maximum Points – 30, Weight 30%)

2. a. (1) Please identify three projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Include:

#1 –Similar - Project Name	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Construction Delivery Method	
Project Manager	
Project Superintendent	
Owner Name/ Representative	
Owner Address/Phone #	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Original Contract Dollar Value	
Final Contract Dollar Value	
Value of Change Orders to Date	
Outstanding Claims to Date	
Notice to Proceed Date	
Contractual Completion Date	
Actual Completion Date	
List the five largest subcontractors on this project in terms of percentage of participation.	
#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#2 – Sub-Contractor Reference#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#3 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#4 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#5 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	

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#2 –Similar - Project Name	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Construction Delivery Method	
Project Manager	
Project Superintendent	
Owner Name/ Representative	
Owner Address/Phone #	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Original Contract Dollar Value	
Final Contract Dollar Value	
Value of Change Orders to Date	
Outstanding Claims to Date	
Notice to Proceed Date	
Contractual Completion Date	
Actual Completion Date	
List the five largest subcontractors on this project in terms of percentage of participation.	
#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#2 – Sub-Contractor Reference#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#3 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#4 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#5 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	

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#3 –Similar - Project Name	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Construction Delivery Method	
Project Manager	
Project Superintendent	
Owner Name/ Representative	
Owner Address/Phone #	
Engineer Name/Representative	
Engineer Address/Phone #/Email	
Original Contract Dollar Value	
Final Contract Dollar Value	
Value of Change Orders to Date	
Outstanding Claims to Date	
Notice to Proceed Date	
Contractual Completion Date	
Actual Completion Date	
List the five largest subcontractors on this project in terms of percentage of participation.	
#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#2 – Sub-Contractor Reference#1 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#3 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#4 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	
#5 – Sub-Contractor Reference (Company Name and Address, Trade, Participation %, and Contact Person Title and Phone #)	

3. a. (2) Attach a list of all projects with a contract value greater than ten (10) million dollars over the last five (5) years. Include the following data: project name, owner, engineer and/or construction manager, contact information, completion date, percent of work performed by your own forces, original and final contract values.

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Staffing and Organizational Structure (Maximum Points – 20, Weight 25%)

3. b. (1) Staff Qualifications - Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project and job descriptions for all key positions. Provide evidence that the key personnel have worked together successfully as a team.

3. b. (2) Project-specific Staff Experience - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

Information should include project size and description, time and budget performance, position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers.



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Other Unique Information

4. Signature

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.

1. The contents of the Application for Bidder Prequalification (including all submitted attachments and other documentation) are true, correct and not misleading.
2. To the best of my knowledge neither the Applicant, nor its agents, affiliates, partners, employees, officers, director or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFQ.
3. By responding to this RFQ and submitting the Application for Bidder Prequalification (also referred to as the submittal), the Applicant agrees to indemnify and hold harmless all parties to this RFQ, but not limited to , the Owner and Engineers for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. Applicant agrees to use the submitted personnel for the duration of this project. Any changes in the submitted personnel must be approved in writing by the City.

Submitted by:

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

Email: _____

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 ____