

## PREQUALIFICATION INFORMATION & INSTRUCTIONS

### ***Red Hat Amphitheater Relocation***

**Project:** Raleigh Convention and Performing Arts Complex - Expansion and Relocation  
**Location:** Raleigh, North Carolina  
**Owner:** City of Raleigh  
**CM At-Risk:** Clancy & Theys – Skanska – D.A. Everett, a Joint Venture (JV)  
**Approx. Start Date:** Late Q2/Q3 2025  
**Projected Duration:** 17-Months for Total Project

#### **Project Description:**

The new ***Red Hat Amphitheater*** will be constructed adjacent to its current location south of Lenoir Street, and will feature a 1-story building, custom rooftop structure and seating for nearly 4,500 attendees. This is an enabling project for the Raleigh Convention Center Expansion project that will also be performed by the Joint Venture following completion of the amphitheater project.

#### **Prequalification:**

In compliance with G.S. 143-135.8, on December 2, 2014, the City Council adopted the City of Raleigh Policy for Prequalification of Bidders for Construction Projects. The following schedule and procedures shall be utilized for prequalification of first tier subcontractors. First tier bidders shall complete and submit the prequalification application and requested attachments in accordance with the schedule below:

#### Prequalification Schedule

- Advertise for Prequalification:
  - **Bid Package Group 2:** Friday, February 7, 2025
- Last Day to Submit Prequalification:
  - **Bid Package Group 2:** Friday, March 7, 2025 at 5:00pm EDT
- Last Day to Issue Prequalification or Denial Notification:
  - **Bid Package Group 2:** Tuesday, March 11, 2025
- Advertise for Bids:
  - **Bid Package Group 1:** Closed
  - **Bid Package Group 2**
    - RHA.05A – Structural Steel
    - RHA.31A – Mass Grading

#### Prequalification Criteria

Pursuant to the statute, the prequalification form gathers information about the subcontractors seeking to qualify for the work and provides a general format for the prequalification criteria. **This advertisement is for subcontractor pre-qualification only, not for submission or receipt of bids. Completing this questionnaire does not guarantee prequalification.** Bid Package references, identified scopes of work and budgets are set forth for the prequalification process and project interest only, and are not final. Final bid packages will be issued at the time the advertisement to bid is sent to prequalified subcontractors. In determining subcontractor's qualifications, the following shall be considered: (1) financial strength and capacity; (2) prior performance, with particular concern and emphasis given to adherence to schedule, quality of work, experience on projects of similar character, complexity and cost, and claims/disputes history; (3) past experience with the Owner, the Construction Manager, the designer and other subcontractors, including, claims, disputes, arbitration or litigation involving any one or more of those parties. Completing this questionnaire does not guarantee prequalification. To be considered for prequalification, a firm must score **a minimum of 70%** of the available

points indicated. Completion of this questionnaire, together with completion of Construction Manager's own prequalification materials are conditions to consideration for pre-qualification.

#### Prequalification for Re-bids

For any bid package not 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 re-advertised bid package(s) whether they submitted a bid on the original bid date or not. However, the prequalification submittal period may be re-opened for re-advertised bid package(s) to allow additional companies to participate in the re-bid under the following process:

- Within five calendar days of re-advertisement, company shall notify Prequalification Committee in writing of their intent to submit a prequalification and bid. Bid documents will then be made available for download or view on our plan room web site while company is preparing prequalification form and shall submit prequalification form to the Prequalification Committee. Otherwise, company's bid will not be accepted.
- The appeal process for the re-bids will follow the same process as indicated above.
- In the event the company has not received notification of prequalification by the re-bid date, the company will be allowed to submit a bid on the re-advertised bid package(s) subject to prequalification.
- In the event the company is appealing a denial of re-bid prequalification 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 package(s) 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 not the lowest responsive monetary bid for the re-advertised bid package(s), the appeal shall be terminated and rendered moot.

***Continued on Next Page....***

## Prequalification Committee

Pursuant to the Policy for Prequalification of Bidders for Construction Projects, the following people will serve as the Prequalification Committee to review and score applications including approving and denying prequalification.

<b>Trevor Kelly</b> Project Executive Joint Venture
<b>Fleming Herring</b> JV Executive Joint Venture
<b>Ben Huffman</b> JV Executive Joint Venture
<b>Donovan Everett</b> JV Executive Joint Venture
<b>Chris Littlefield</b> Preconstruction Director Joint Venture
<b>Jamahl Greene</b> Regional Manager – Supplier Diversity Joint Venture

**City of Raleigh Prequalification Policy:** Please note that the City’s prequalification policy has been included in this document as Appendix A.

If your firm is interested in prequalifying for this project, please complete the prequalification application via BuildingConnected and submit by the aforementioned date. Instructions to prequalify via BuildingConnected have been included in Appendix B.

Link: <https://app.buildingconnected.com/public/5430e7ad5cdc2e0300dd7c53/projects/6703f995f7e81a003b4347da>

## **MWBE Program:**

Clancy & Theys – Skanska – D.A. Everett, a Joint Venture (JV) and City of Raleigh enthusiastically encourage participation by certified HUB/MBE/DBE firms and support efforts to ensure and promote opportunities for minority and women-owned business enterprises (MWBE). The MWBE Program advocates actions, which increase opportunities for historically underutilized businesses and promote diversity and inclusion in City of Raleigh contracting. The City has an aspirational goal of 15% of the total contract amount to be performed by MWBE businesses on construction and repair projects of \$300,000 or more, and contracts of \$100,000 or more that include any State funding. All bids shall satisfy the requirements of NCGS 143-128.2. Information regarding the City of Raleigh’s MWBE program can be found at <https://raleighnc.gov/doing-business/services/minority-and-women-owned-business-enterprise-mwbe>

## **CITY OF RALEIGH**

### **POLICY FOR PREQUALIFICATION OF BIDDERS FOR CONSTRUCTION PROJECTS**

#### **A. PURPOSE:**

1. The purpose of this prequalification process is to impartially evaluate a contractor, and to properly determine by its responsible business practices, work experience, manpower, and equipment that it is qualified to bid on a construction project, including prime contracts awarded by construction managers pursuant to the Construction Manager at Risk ("CM at Risk") process. The award of contracts should be the result of open competition in bidding; impartiality in the selection of contractors; integrity in business practices; and skillful and safe performance of public contracts.
2. The Bid Agent shall be responsible for prequalifying individual contractors to bid on construction projects when the City believes prequalification is preferred. Prequalification is limited to construction or repair projects (regardless of cost) that are bid under the single-prime, separate-prime (multi-prime), or dual bidding methods. A bidder shall be deemed nonresponsive if it submits a bid on a construction project subject to prequalification for which it has not been accepted for prequalification in accordance with this policy.
3. Prequalification is prohibited for contracts for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services.
4. The Construction Manager at Risk shall use the process outlined in this policy for the prequalification of contractors on CM at Risk projects. The construction manager and the City shall jointly develop the assessment tool and criteria for each CM at Risk project, including the prequalification scoring values and minimum requirement score.
5. Notwithstanding the fact that a contractor was prequalified, the City reserves the right to reject a contractor's bid if it is determined that the contractor has not submitted the lowest responsible and responsive bid. The prequalification of the contractor shall not preclude the City from subsequently concluding that the contractor is not a responsible bidder pursuant to G.S. 143-129. The prequalification of a contractor for a project shall only apply to the individual project. All construction and repair contracts shall be awarded to the lowest responsive and responsible bidder, taking into consideration quality, performance, and the time specified in the bids for the performance of the contract.

#### **B. ORGANIZATIONS AFFECTED:**

- 1 All Departments/Divisions

#### **C. DEFINITIONS:**

- 1 Bid Agent – Person assigned the responsibility to prepare the request for qualification, bid, and contract documents, advertise bids and proposals, and open bids for contracts under the direction of the Project Manager. The Bid Agent may be a professional services consultant retained by the City under an approved contract, a City engineer or designee, the Purchasing Manager, or a department head responsible for the project.
- 2 Project Manager – Employee of the department responsible for a construction, repair, or

purchasing project requiring a contract who shall be assigned the responsibility for managing the project and representing the department in matters relating to the project.

3 Construction Manager at Risk – A person, corporation, or entity that provides construction management at risk services. May also be referred to as Construction Manager.

4 Prequalification - A process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to the faithful performance of a contract for construction or repair work.

5 Purchasing Manager – Person in the Finance Department responsible for the overall conduct or oversight of all procurement activities of the City.

#### **D. PREQUALIFICATION PROCESS:**

1 Each prospective bidder on contracts identified for prequalification by the Bid Agent and all CM at Risk projects shall submit an application on the approved prequalification application form in order to become prequalified.

2 The approved prequalification application form will require information to be provided on the ownership of the firm, experience of firm's personnel, any affiliations with other construction firms, bonding capacity, financial resources, the type of work performed by the firm, and other objective criteria rationally related to the particular contract to be awarded.

3 The Bid Agent shall ensure that applications prepared for the projects comply with this policy and State law. The application is to be submitted by the deadline established in the notice of prequalification. The notice must be posted on the City's website for a minimum of two weeks for any construction project estimated to be \$30,000 or more. The act of submitting the application does not permit the firm to submit a bid. Incomplete applications will be rejected or returned for further detail or correction in the sole discretion of the City.

#### **E. APPLICATION:**

1 The application shall, at a minimum, address the following items:

- a. **Organizational Structure** – The firm shall provide a list of all owners, officers, partners, or individuals authorized to represent or conduct business for or sign legal documents for the firm. This list must include the full legal name, typed or printed in a clear legible form. Firms experiencing changes in ownership, organizational structure, or material changes in assets must inform the Bid Agent prior to the award of a contract. Failure of the firm to comply with this requirement may result in the termination of any contract awarded by the City.
- b. **Classification** – The firm shall indicate the type(s) of work the firm's workforce and equipment normally perform, licensure, and other pertinent information.
- c. **Experience** – The firm shall furnish a history documenting experience with projects of similar size, scope, or complexity involving the type(s) of work for which prequalification is requested.
- d. **Financial** – Firms will be required to provide a minimum of one year of complete audited

financial statements from the most current period available.

- e. **Litigation/Claims** –The firm will be required to submit information regarding its litigation history, including litigation with owners and subcontractors.
- f. **Timeliness** - Firms must provide information on its success at completing projects on time, including the payment of liquidated damages.
- g. **Capacity** – Firms shall demonstrate sufficient bonding capacity, insurance and resources for the project. Firms must provide relevant information on the personnel that will be directly responsible for the work, including the location of the office that will be primarily responsible for work.
- h. **Safety** - Firms shall also demonstrate an acceptable safety history. Firms must provide copies of any complaints, safety violations or reports from the North Carolina Qualifications Board, OSHA, or any other regulating agency associated with any construction project.
- i. **Legal Authorization** –The Applicant must provide a copy of their North Carolina Contractor's License, or provide a statement indicating that they are able to acquire one before submitting a bid on a project. If a statement is required, the Applicant shall identify the states in which they are licensed for this type of work.

#### **F. REVIEW OF APPLICATION – CITY BID PROJECTS:**

1 **Prequalification Committee** – The Project Manager shall establish a Prequalification Committee for each project to review and score applications submitted by the firms to determine the prequalification eligibility.

2 **Review of Applications** – The Prequalification Committee shall use an objective assessment process and criteria for that specific project. The prequalification criteria shall not require the firm to have previously been awarded a construction or repair project by the City. The prequalification criteria used by the Prequalification Committee shall include prequalification scoring values and the minimum required score to be prequalified for the project. The Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.

3 **Notice of Decision** – The firms shall be promptly notified in writing of the Prequalification Committee's decision via e-mail and first class mail. The notification to a contractor determined not to be prequalified shall include the reason(s) for denial. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification.

#### **G. REVIEW OF APPLICATION – CM AT RISK PROJECTS:**

1 **Prequalification Committee** - The Construction Manager and the Project Manager shall agree upon the members of the Construction Manager's Prequalification Committee. The Prequalification Committee will review prequalification applications submitted by the firms and will determine prequalification eligibility for the CM at Risk project.

2 **Review of Applications** – The Prequalification Committee and the Project Manager shall

agree upon an objective assessment process. The Construction Manager and the Project Manager shall develop prequalification criteria, including prequalification scoring values and the minimum required score to be prequalified for the project. The prequalification criteria shall not require the firm to have previously been awarded a construction or repair project by the Construction Manager or the City. The Prequalification Committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system.

3 **Notice of Decision** – The firms shall be promptly notified of the Prequalification Committee's decision via e-mail and first class mail. The notification to a contractor determined not to be prequalified shall include the reason(s) for denial. Notice shall be provided prior to the advertisement of bids for the project and with sufficient time for the firm to protest the denial of prequalification.

## **H. PROTEST PROCEDURE:**

1 **Protest Procedure** – The protest procedure is as follows:

- a. The firm may protest the denial of prequalification. A written protest must be received by the Purchasing Manager, or designee, within two business days of notice of denial. The written protest shall clearly identify the project and the Project Manager, clearly articulate the reasons for the protest, and attach any documents or additional information in support of the firm's position. The Purchasing Manager, or designee, will contact the firm and set up a date and time to discuss the protest. If upon review, the Purchasing Manager, or designee, determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the Purchasing Manager, or designee, upholds the denial, the firm shall be notified in writing by e-mail and first class mail.
- b. If the firm desires further review after receiving the decision of the Purchasing Manager, the firm may request an administrative review and final decision by the City Manager, or designee. A written request for administrative review must be received by the City Manager, or designee, within two business days of the firm's receipt of the decision from the Purchasing Manager, or designee. The request for administrative review shall clearly identify the project and the Project Manager, clearly articulate the reasons for the review, and attach any documents or additional information in support of the firm's position. The City Manager, or designee, will contact the firm and set up a date and time for the administrative review. If, upon review, the City Manager, or designee, determines that the firm meets the criteria for prequalification, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the City Manager, or designee, upholds the denial, the firm shall be notified in writing by e-mail and first class mail.

2 **General Rules for Protests** – Firms submitting applications shall be provided an e-mail address for communication with the Purchasing Manager during the protest process. The firm shall provide at least two e-mail addresses for use by the Purchasing Manager in communicating with the firm. The bid opening cannot occur until the protest process is completed. The bid opening must be scheduled in order to allow sufficient time for a bidder that is prequalified as a result of a protest to submit a bid on that project.

## Appendix B

### Instructions for Submitting Prequalification Application:

The Prequalification Application and associated attachments shall be submitted through BuildingConnected's **Bid Form** module. Each subcontractor shall receive a "Bid Invite" email through BuildingConnected in order to view and respond to the prequalification application. As a subcontractor, you may receive individual invitations to prequalify for multiple bid packages. **ONLY ONE PREQUALIFICATION APPLICATION WILL BE REQUIRED**, however you must indicate which package you wish to prequal for, as shown in Step 4 below. If you wish to be considered for prequalification for an additional Bid Package in which you did not receive an invitation, you must submit a request to the Construction Manager through BuildingConnected.

**Step 1** – Confirm intent to submit Prequalification Application by clicking "Bidding" or "Decline". This will let us know if you are interested in continuing to receive information about the project.

The screenshot shows the 'Bid Board' interface. At the top, there's a navigation bar with tabs: BID BOARD, CALENDAR, LEADERBOARD, ANALYTICS, REPORTS, and SETTINGS. Below this, there's a summary bar showing counts for Undecided (1), Accepted (0), Submitted (0), Won (0), and Archived. A search bar and a '+ Bid Invite' button are also present. The main section is titled 'Tell your client if you intend to submit' and includes a filter dropdown set to 'All opportunities, All offices'. Below this is a table with columns: Assign, Number, Name, Due Date, Project Size, Location, Comments, Client, and Action. A row is highlighted for 'Wake Tech - EWS - CEP...' with a due date of 4/30/2021 at 5:00 PM EDT, located in Wendell, North Carolina. The client is 'Skans... Greg S...' and the action buttons are 'Bidding' (highlighted with a red arrow) and 'Decline'.

**Step 2** – Review the Project Information posted under the Files Tab.

The screenshot shows the 'Files' tab for the project 'Wake Tech - EWS - CEP & Infrastructure...'. The navigation bar on the left includes tabs: OVERVIEW, FILES (highlighted with a red arrow), MESSAGES, and BID FORM. The main content area shows a list of 'Client Files' with columns: Name, Publish to project, Size, and Date Modified. Two folders are listed: '00 - Project Information' and '10 - Prequalification Information...'. A 'Download All' button is visible. On the right, there's a sidebar with a message: 'Keep your team in sync with one shared calendar.' and a 'Check it out' button.

**Step 3** – Have a question? Send us a message!



**Wake Tech - EWS - CEP & Infrastructure...**

DUE DATE: Apr 30, 2021 5:00 PM EDT

STATUS: ✓ Bidding ✗ Decline

PROJECT: Not linked

OVERVIEW FILES **MESSAGES** BID FORM

+ New Message

From Subject Date

No messages yet.

Communicate with Skanska USA Building by sending them a message here.

**Step 4 – Complete the Prequalification Application using the Bid Form tab. Be sure to re-enter a “\$0.00” bid for your application to be processed or you will be reminded when submitting.**

**Wake Tech - EWS - CEP & Infrastructure...**

DUE DATE: Apr 30, 2021 5:00 PM EDT

STATUS: ✓ Bidding ✗ Decline

PROJECT: Not linked

OVERVIEW FILES MESSAGES **BID FORM**

To: **Greg Shenker**  
Title Unknown • Skanska USA Building

[DRAFT] Send proposal: \$0

LINE ITEMS

Description	Quantity	Unit Cost	Total Cost
*Test			\$ 0.00
Base Bid			\$0

Your base bid value is the sum of these line items.

Already submitted your bid outside of BuildingConnect  
[Log your bid instead >](#)

If you were invited to prequalify for multiple bid packages, be sure to indicate here which ones you would like to us to consider.

**Wake Tech - EWS - CEP & Infrastructure - PR...**

BID AMOUNT: \$0  
Mar 8, 2021 at 12:54 ...

STATUS: ✓ Submitted

PROJECT: Not linked

OVERVIEW FILES MESSAGES **BID FORM**

GENERAL ACKNOWLEDGMENTS [Mark "yes" to all yes/no questions >](#)

0 - BID PACKAGES FOR PREQUALIFICATION:

IF YOU WERE INVITED TO PREQUALIFY FOR MULTIPLE BID PACKAGES, PLEASE LIST THE PACKAGES YOU WISH TO BE CONSIDERED FOR HERE. ONLY ONE PREQUALIFICATION APPLICATION WILL BE REQUIRED. IF YOU DID NOT RECEIVE AN INVITATION TO A PACKAGE THAT YOU WOULD LIKE TO BE CONSIDERED FOR, PLEASE SEND A MESSAGE TO SKANSKA

1 - MINIMUM REQUIREMENTS (MUST BE COMPLETED):

1A - GENERAL COMPANY INFORMATION:

Company Name: G&I Contracting

Be sure to complete all the required fields.

BID BOARD

Undecided 1

Accepted 0

Submitted 0

Won 0

CALENDAR

LEADERBOARD

ANALYTICS

REPORTS

RECENTLY VIEWED:

Wake Tech - EWS - CEP & I...  
Test

Wake Tech - EWS - CEP & Infrastructur...

DUE DATE

Apr 30, 2021  
5:00 PM EDT

STATUS

✓ Bidding

✗ Decline

PROJECT

Not linked

▼

OVERVIEW FILES MESSAGES **BID FORM**

1 - MINIMUM REQUIREMENTS (MUST BE COMPLETED):

1A - GENERAL COMPANY INFORMATION:

\* Company Name

\* Main Office Physical Address (Office Managing this Project)

\* Main Office Phone Number

\* Primary Contact Name

\* Primary Contact Email Address

\* Secondary Contact Name

\* Secondary Contact Email Address

1B - ORGANIZATION:

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

Attach all your supporting documents and click "Preview & send". You're done!

BID BOARD

Undecided 1

Accepted 0

Submitted 0

Won 0

CALENDAR

LEADERBOARD

ANALYTICS

REPORTS

RECENTLY VIEWED:

Wake Tech - EWS - CEP & I...  
Test

Wake Tech - EWS - CEP & Infrastructur...

DUE DATE

Apr 30, 2021  
5:00 PM EDT

STATUS

✓ Bidding

✗ Decline

PROJECT

Not linked

▼

OVERVIEW FILES MESSAGES **BID FORM**

By submitting this form, 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.

ADDITIONAL INFORMATION

Message

Add a message

B

I

U

☰

☰

Attachments

⊕ Attach your proposal

Print

Preview & send