

ADVERTISEMENT FOR PRE-QUALIFICATIONS

Pursuant to N.C.G.S. 143-135.8, submissions endorsed **“Pre-Qualification for Single Prime Contractors”** will be received by the City of Winston-Salem until **12:00 noon, March 27, 2026** at which time no further proposals will be accepted. The City reserves the right to waive any informalities in the bidding and to reject any or all proposals.

Prospective contractors must comply with the application instructions and requirements noted in the specifications and forms required by the City. The scope of work includes: the Potter’s House renovations at Historic Bethabara Park in Winston-Salem, North Carolina, 27106. This project is federally funded by a U.S. National Parks Service grant.



The prequalification information and questionnaire/forms are attached.

For inquiries regarding this project, submit questions in writing to Darren Redfield at darrenmr@cityofws.org. The End of Question Period is 12:00 noon, March 23, 2026.

Darren Redfield
City/County Purchasing

RFQ26163

DOCUMENT 001115 - ADVERTISEMENT FOR PREQUALIFICATION OF BIDDERS

1.1 NOTIFICATION

- A. Notice to Prospective Bidders: Owner will receive sealed Submittal of Qualifications from contractors interested in submitting construction bids on Project(s) described in this Advertisement, until the time and date given below.
- B. Owner: City of Winston-Salem, North Carolina.
 - 1. Owner's Representative for Pre-qualification: Darren Redfield, City/County Purchasing, 101 N. Main Street, City Hall Room 324, Winston-Salem, NC 27101, 336-747-6936. darrenmr@cityofws.org.

1.2 PROJECT INFORMATION

- A. Project Identification: Historic Bethabara Park, Potter's House.
 - 1. Project Location: 2126 Bethabara Road, Winston-Salem, North Carolina, 27106, United States.
- B. Project Description: Project consists of repairs to the Potter's House at Historic Bethabara Park in Winston-Salem, North Carolina.
 - 1. All work shall be performed in compliance with The Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - 2. All work shall be performed in compliance with the following Standards and receive a Certificate of Appropriateness (COA) prior to commencement of any work and if during the project changes are required, that work will also require a COA:
 - a. Bethabara Historic District Guide to the Certificate of Appropriateness (COA) Process and Design Review Standards.
 - b. Forsyth County Design Review Standards of Local Historic Landmarks.
 - 3. Project cost range is anticipated to be under \$500,000.00.
 - 4. Project is anticipated to commence 1 June 2026.
 - 5. Project is anticipated to be substantially complete no later than 30 September 2026.
- C. Construction Contract: Prospective Bidders will prequalify for the following Work:
 - 1. General Contract (all trades).

1.3 SUBMITTAL OF PROSPECTIVE BIDDERS' QUALIFICATIONS

- A. Owner will receive sealed Submittal of Qualifications until the time and date at the location given below. Owner will consider submittals prepared in compliance with the Request for Qualifications issued by Owner, and delivered as follows:
 - 1. Date and time deadline: **27 March 2026, by 12:00 noon, EST.**

2. Address/Location: City/County Purchasing, 101 N. Main Street, City Hall Room 324, Winston-Salem, NC 27101.

- B. Submittals of Qualifications will thereafter be evaluated by Owner and the names of the prequalified bidders will thereafter be published. Prospective Bidders' qualification information shall be considered privileged and confidential, but are a public record.

1.4 DOCUMENTS

- A. Online Prequalification Documents: Obtain access after 12 March 2026, by contacting Owner's contact above at darrenmr@cityofws.org. Submittal will be in the form provided by the City of Winston-Salem Prequalification of Single Prime Contractors form, with supplemental attachments described in the documents.

1.5 QUALIFICATIONS OF PROSPECTIVE BIDDERS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.
- B. The completed Prequalification Submittal for each Prospective Bidder will be evaluated by Owner according to the following criteria, described in greater detail in the documents:
1. Proper license under the laws governing their respective trade(s).
 2. Capacity to provide adequate Performance Bond, Labor and Material Payment Bond, and Insurance in a form acceptable to Owner.
 3. Adequate financial resources, work-in-hand capacity, adequate organization, and acceptable past performance.
 4. Applicable experience of firm, including experience of Project and field management staff to be assigned to the Work.

1.6 NOTIFICATION

- A. This Advertisement for Prequalification of Bidders document is issued by Darren Redfield, City/County Purchasing, City of Winston-Salem.

END OF DOCUMENT 001115

DOCUMENT 001153 - REQUEST FOR QUALIFICATIONS

1.1 PURPOSE, LAWS, AND REGULATIONS

- A. The purpose of the Prequalification Procedure described in this Document is to provide Owner with a mechanism to evaluate and determine whether Prospective Bidders are qualified to participate in the construction of Project. Evaluation will be limited to that office of the Prospective Bidder that is proposed to perform the Work.
- B. Prospective Bidders are required to comply with these Requirements for Prequalification. Only those Prospective Bidders who have complied with the Requirements for Prequalification and have been determined to be qualified will be eligible to submit construction bids on Project.

1.2 DEFINITIONS

- A. Financial Statement: The requirement for submitting a financial statement as an attachment to the City of Winston-Salem Prequalification of Single Prime Contractors form shall be understood to mean a certified annual audit, prepared according to generally acceptable accounting practices and signed by an independent certified public accountant. A self-prepared annual compiled financial statement or balance sheet is unacceptable.
- B. Prospective Bidder: A Prospective Bidder is a person or entity who submits a Submittal of Qualifications to Owner.
- C. Project: Generally described in the Advertisement for Prequalification of Bidders.

1.3 PREQUALIFICATION DOCUMENTS

- A. Prequalification Documents: Consist of the Advertisement for Prequalification of Bidders; this Request for Qualifications document; the City of Winston-Salem Prequalification of Single Prime Contractors form; and additional documents issued by Owner.
- B. Obtaining Prequalification Documents: Prospective Bidders may obtain complete sets of the Prequalification Documents from the issuing office designated in the Advertisement for Prequalification of Bidders. Prospective Bidders shall use complete sets of Prequalification Documents in preparing their submittal. Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Prequalification Documents.
- C. Interpretation or Correction of Prequalification Documents: If the Prospective Bidder is in doubt as to the interpretation of any part of the Prequalification Documents, or finds discrepancies in or omissions from any part of the Prequalification Documents, it must submit a written Request for Interpretation thereof no later than seven days prior to acceptance of Submittals of Qualifications. Address all communications to Owner.

1.4 PREQUALIFICATION PROCEDURES

A. Form of Prequalification Submittal:

1. Submittals of Prequalification must be submitted in duplicate on the City of Winston-Salem Prequalification of Single Prime Contractors form, properly executed and with all items filled out in ink or typed, and all additional data, attachments, and forms provided. Do not change or add words to the Qualification Statement or forms. All signatures must be original (and sealed if a corporation) and must be notarized and sealed by a Notary Public.

B. Modification to Requirements for Prequalification:

1. Clarifications, alterations, or changes made by Owner to the Requirements for Prequalification shall be in writing only. Verbal information is not valid or binding.
2. Modifications will be mailed or delivered to those Prospective Bidders having obtained Prequalification Documents from the issuing office.

C. Submission of Prequalification Documents:

1. Each Submittal of Prequalification shall be delivered to the location indicated in the Advertisement for Prequalification on or before the day and hour set for receipt of Submittals. Each Submittal of Prequalification shall be submitted in an opaque, sealed envelope marked in the lower left-hand corner as follows:
 - a. Bidder's Prequalification Statement for Potter's House, Historic Bethabara Park.
 - b. Prospective Bidder's Name.
 - c. Prospective Bidder's Address.
 - d. Contractor's License No.
 - e. Date and Time noted in 1.3.A.1 above.
2. If not delivered in person, this envelope shall be enclosed in a second envelope for posting to the location indicated for receipt of bids. This envelope shall be addressed as follows:
 - a. Bidder's Prequalification Statement for Historic Bethabara Park Potter's House.
 - b. Date and Time noted in 1.3.A.1 above.
 - c. Darren Redfield, City/County Purchasing, City of Winston-Salem.
 - d. 101 N. Main Street, City Hall Room 324.
 - e. Winston-Salem, NC 27101.
3. Include a completed copy of the Prequalification Checklist attached to the cover of the Submittal.
4. It is the sole responsibility of the Prospective Bidder to ensure that its submittal is received by the submittal date and time. No faxed or e-mail submittal or modification of a submittal will be considered. No submittal submitted after the time fixed for receiving submittals will be considered; late submittals will be returned to the Prospective Bidder unopened.
5. Owner reserves the right to waive any informality and to request additional information from Prospective Bidders, at Owner's discretion.

D. Attachments:

1. Prospective Bidders shall complete all required forms and attachments described in the Prequalification Documents, entering "Not Applicable" where information does not apply. Absence of any of the forms included in the Prequalification Documents will be reason for possible disqualification.

E. Status of Prospective Bidders:

1. Proprietors submitting bids shall indicate their status as proprietors.
2. Prospective Bidders submitting qualifications for partnerships shall indicate their status as partners and shall submit a certified copy of the power of attorney authorizing the executor of the submittal to bind the partnership.
3. Prospective Bidders submitting qualifications for corporations shall indicate their status as corporations and shall submit a certified copy of the board of directors' authorization for the Prospective Bidder to bind the corporation and shall affix the corporate seal on the submittal.
4. Prospective Bidders shall provide the following:
 - a. Names and addresses of proprietors, of all members of a partnership, or of the corporation's officers.
 - b. Name of jurisdiction where the partnership is registered or where the corporation is incorporated. Corporations must be licensed to do business in Project state at the time of executing the Contract.

1.5 WITHDRAWAL

- A. A Qualification Statement may be withdrawn on personal request received from the Prospective Bidder to the Owner's Representative.

1.6 **PREQUALIFICATION CRITERIA**

- A. Prospective Bidders must demonstrate the following to the satisfaction of Owner:

1. Proper licensure under the laws and regulations governing their respective trade(s).
 - a. State and Local Licenses: All necessary state and local licenses for construction and preservation work.
 - b. Historic Preservation Certification: Contractors should have certifications such as the Historic Masonry Preservation Certificate (HMPC) or equivalent.
2. Capacity to provide Performance Bond, Labor and Material Payment Bond, and Insurance in a form acceptable to Owner in amounts adequate to bond the Work based on the scope indicated in the Advertisement for Prequalifications.
3. Applicable experience of firm as described in the Contractor's Qualification Statement, including the following:
 - a. Experience of Firm: The firm in its current organization shall have successfully completed minimum of five projects of similar type, quality, and scope, including a minimum of two within the last three years (to be eligible to receive the maximum score). The firm shall have a record of project completion, credit record, record of judgment claims, arbitration proceedings, and suits pending or outstanding acceptable to Owner.
 - b. Experience of Firm Officers: The firm officers shall have personal record of project completion acceptable to Owner.
 - c. Experience of Project and Field Management Staff to Be Committed by the Prospective Bidder to Carry Out the Work: The assigned project manager and field superintendent must have successfully completed minimum of three projects of similar type, quality, and scope.

- d. For purposes of this submittal, reference to "key individuals" as described in the Contractor's Qualification Statement shall be understood to mean the principal in charge, the project manager(s), and the project field superintendent(s) committed by the Prospective Bidder to carry out the Work of this Project. Prospective Bidder by submitting qualifications of key individuals agrees that Owner reserves the right to approve or reject subsequent reassignment of key individuals.
- e. For purposes of this submittal, "successful completion" shall be understood to mean completion of project within project schedule and budget. Provide additional information indicating reasons why any referenced project did not meet project schedule or project budget.
- f. For purposes of this Qualification, "similar project" shall be understood to include the following project elements:
 - 1) Restoration and preservation projects constructed in compliance with The Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - 2) Restoration and preservation projects involving a locally-designated historic structure or within a locally-designated historic district.
 - 3) Restoration and preservation projects within a "museum quality" historic district.
 - 4) Restoration and preservation projects involving timber framing and traditional joinery.
 - 5) Restoration and preservation projects involving historic stone and brick masonry and clay mortars.
 - 6) Restoration and preservation projects involving similar historic structures.
 - 7) Restoration and preservation projects demonstrating expertise in traditional construction methods and materials, as well as contemporary repair techniques suitable for historical buildings.
 - 8) Restoration and preservation projects involving specific knowledge of similar historical building techniques and materials.
4. Adequate financial resources, including ability to secure materials and labor necessary for completion of the Work and other work in hand, within the anticipated contract times, and reflecting the anticipated retainage from progress payments.
5. Work-in-hand capacity, such that the Prospective Bidder demonstrates adequate work under contract to continue its business operations at least at their current level, at the same time indicating the capability to carry out Owner's proposed work.
6. Adequate organization to complete work of the scope anticipated, including firm management, project management, field superintendence, and field engineering and quality control.
 - a. Quality Control: Ability to manage quality control on preservation projects, ensuring high standards of craftsmanship.
 - b. Documentation and Reporting: Competence in maintaining detailed project documentation and reporting, including compliance reports and preservation project checklists.
7. Acceptable past performance as indicated by firm's references, including ability to meet contract time and to monitor, manage, and communicate interim scheduling requirements, to carry out required quality-control activities, to properly prepare interim and final payment requests, and to successfully complete project closeout requirements.
 - a. Client References: Positive references from previous clients, particularly those involving historical preservation projects.
 - b. Professional Recommendations: Endorsements from preservation architects, historians, or other professionals in the field.

8. Acceptable documentation of firm's ability to comply with Owner's Minority-owned business enterprise/woman-owned business enterprise (MBE/WBE) requirements. Prospective Bidders shall contact Owner to obtain copies of requirements.
9. Acceptable documentation of firm's employee screening practices as indicating by affidavit describing background check procedures for firm's employees and requirements for same incorporated in firm's subcontracts.
10. Other criteria:
 - a. Compliance with Regulations
 - 1) National Historic Preservation Act (NHPA) Compliance: Familiarity with and adherence to NHPA Section 106 compliance requirements.
 - 2) Local Preservation Ordinances: Knowledge of and compliance with local historical preservation laws and guidelines.
 - b. Technical Knowledge
 - 1) Timber Framing: Timber frame experience, especially related to historic restoration and traditional joinery.
 - 2) Masonry: Historic stone and brick masonry experience, especially related to clay mortars.
 - 3) Material Science: Understanding of historical building materials, their properties, and mechanisms of deterioration.
 - 4) Diagnostic Methods: Proficiency in examining and evaluating historic fabric and using diagnostic tools to assess the condition of historical structures.
 - c. Training and Continuing Education
 - 1) Ongoing Training: Commitment to ongoing training and education in historical preservation techniques and standards.
 - 2) Workshops and Seminars: Participation in relevant workshops, seminars, and conferences to stay updated on best practices and new developments in the field.
 - d. Collaboration and Communication
 - 1) Team Collaboration: Ability to work effectively with a team of preservationists, architects, and other stakeholders.
 - 2) Clear Communication: Strong communication skills to ensure clear and consistent dialogue with clients and project teams.
- B. Consideration of qualifications may be withheld if the Qualification Statement shows any unexplained erasures, omissions, alterations of form, additions not called for, added restrictions or qualifying conditions, or other irregularities of any kind.
- C. Owner may make such investigations as it deems necessary to determine the ability of the Prospective Bidder to perform the Work, and the Prospective Bidder shall furnish to Owner all such information for this purpose as Owner may request. Owner reserves the right to withhold qualification if the evidence submitted by or investigation of such Prospective Bidder fails to satisfy Owner that such Prospective Bidder is properly qualified to carry out the obligations of the proposed Project. The determination of which bidders are prequalified is not protestable, except as allowed by law.
- D. Prequalification Submittal and data contained therein is considered privileged and confidential and will not be disclosed to any outside party except as required by law.

1.7 BONDS AND INSURANCE

- A. The Prospective Bidder shall provide as part of the Submittal of Qualifications evidence of its ability to furnish below:
 - 1. Performance Bond, a Payment Bond, and a Labor and Material Bond, each in the amount of 100 percent of the Contract Sum, with a corporate surety authorized to transact business in Project's jurisdiction.
 - 2. Satisfactory certificates of insurance in the amount and types required by statute, but not less than the following:
 - a. Professional design errors and omissions insurance endorsement for delegated design by Contractor's professional engineer.
 - b. Workers' Compensation insurance provisions: statutory limits.
 - c. Commercial General Liability insurance provisions: at limits established by Owner in Project Contract Documents.

1.8 ACCEPTANCE OF QUALIFICATIONS

- A. Prospective bidders will be notified of Owner's determination, within 14 days from the date of submission.
- B. Evaluations will be confidential. Notifications will be publicly available information.
- C. Owner may deny prequalification if it finds one or more of the following:
 - 1. The Prospective Bidder does not have sufficient financial capacity to perform the Work.
 - 2. The Prospective Bidder does not have the appropriate experience to perform the Work, including, but not limited to, having met the experience criteria set forth herein.
 - 3. The Prospective Bidder or any officer, director, or owner thereof has had judgments entered against him within the past five years for the breach of contracts for governmental or nongovernmental construction work including, but not limited to, design-build or construction management contracts.
 - 4. The Prospective Bidder has been in substantial noncompliance with the terms and conditions of prior construction with Owner, or in documented substantial noncompliance with the terms and conditions of prior construction with another public body without good cause.
 - 5. The Prospective Bidder or any officer, director, owner, or chief financial official thereof has been convicted within the past 10 years of a crime related to governmental or nongovernmental construction or contracting.
 - 6. The Prospective Bidder or any officer, director, or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the Federal Government.
 - 7. The Prospective Bidder failed to provide to the public body in a timely manner any information required by the public body relevant to the six preceding subparagraphs.
 - 8. The Prospective Bidder provides false, nonresponsive, misleading, or incomplete information for items required herein.
- D. The acceptance of a Prospective Bidder's qualifications will be a Notice of Prequalification, signed by a duly authorized representative of Owner; no other act by Owner or its agents shall constitute the acceptance of qualifications. The acceptance of a Prospective Bidder's

qualifications by Owner does not constitute a contract or promise to award a contract to the Prospective Bidder.

1.9 PROSPECTIVE BIDDER'S CHECKLIST

- A. In an effort to assist the Prospective Bidder in properly completing all documentation required, the following checklist is provided for the Prospective Bidder's convenience. The Prospective Bidder is solely responsible for verifying compliance with prequalification requirements.
- B. Attach this completed checklist to the outside of the Submittal envelope.
 - 1. Reviewed the Prequalification Documents, including the Advertisement for Prequalification and Requirements for Prequalification, prior to preparing this submittal.
 - 2. Prepared City of Winston-Salem Prequalification of Single Prime Contractors form, as required by the document instructions and by the Requirements for Prequalification, including all attachments and data required as part of the Qualification Statement, properly notarized.
 - 3. Attached: Copy of applicable Contractor's license(s).
 - 4. Attached: Affidavit of Employee Screening.
 - 5. Attached: Resumes of key individuals.
 - 6. Attached: Other attachments as necessary to provide information required.
 - 7. Envelope shows name and address of the Prospective Bidder.
 - 8. Envelope shows the Prospective Bidder's Contractor's License No.
 - 9. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide executed Performance Bond and Labor and Material Bond meeting requirements given in the Requirements for Prequalification.
 - 10. By submitting notarized statement, the Prospective Bidder certifies that the Bidder can provide Certificates of Insurance in the amounts indicated in the Requirements for Prequalification.

END OF DOCUMENT 001153

City of Winston-Salem
Prequalification for Single Prime Contractors

Section 1. MINIMUM REQUIREMENTS

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. Business type (check box) Corporation Partnership Limited Liability Company Sole Proprietor
 Joint Venture

NC License number **License Limit/Level**

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.

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
_____	_____	_____
_____	_____	_____
_____	_____	_____

City of Winston-Salem

Prequalification for Single Prime Contractors

Litigation/Claims

1. d. (1) Has your company been involved in any suits or arbitration proceedings within the last five years? No Yes
If yes, please explain:

1. d. (2) Are there currently any judgments, claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents? No Yes If yes, please explain:

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.

Size/Capacity

1. f. (1) How many full-time permanent employees work for the company? _____

1. f. (2) If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? _____

1. f. (3) List the annual dollar value of construction work the company has performed for each year over the last 5 calendar years (if applicable).

1 _____(yr)	2 _____(yr)	3 _____(yr)	4 _____(yr)	5 _____(yr)
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City of Winston-Salem
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Section 2. GENERAL REQUIREMENTS

Experience

2. a. (1) Number of years in business as a contractor under the company name listed in 1.a., above: _____years. List any other names your firm operated under previously, and years of operation under each name.

1	2	3	4	5
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Maximum Points: 10 Weight: 5%

2. a. (2) Has your company ever performed construction work for the City of Winston-Salem? Yes No

If yes, list the name of the department, project, dollar value, owner and architect names and contact phone numbers, scheduled completion and actual completion dates for all projects completed within the last five to ten (5-10) years.

Department	Project Name	Dollar Value	Owner Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

2. a. (3) Has your organization been pre-qualified to bid on a public project and failed to submit a bid without notice of good cause a minimum of one day before bid date? Yes No If yes, on a separate sheet list name of project and reason you did not submit a bid.

Maximum Points (2.a.(2) + 2.a.(3)): 10 Weight: 5%

City of Winston-Salem

Prequalification for Single Prime Contractors

Office Locations

2. b. Will this project be managed and directed from an office in Forsyth County? Yes No Will this project be managed and directed from an office within the corporate limits of Winston-Salem? Yes No An office is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c).

Maximum Points: 10 Weight: 5%

Workload

2. c. (1) 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)

Maximum Points: 10 Weight: 3%

2. c. (2) List the three biggest contracts (public or private) currently under contract or in progress, including for each, the name of the project, owner and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates.

#1 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#2 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

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#3 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

Maximum Points: 10 Weight: 3%

Quality Control/Administration

2. d. (1) Describe quality control procedures, including contractor inspection and approval processes. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers.

Quality Control Procedures	
Project Name	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contractor Inspection Process	
Approval Process	

2. d. (2) Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution.

Management Plan Process	
Name of Key Personnel	
Requests for Information (RFI's)	
Shop Drawings	
Submittals	

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Historically Underutilized Business (HUB) Plan

2. g. (1) Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? Yes No If yes, please attach your company’s HUB Plan.

2. g. (2) What has been your company’s typical percentage level of Historically Underutilized Business participation for similar projects in North Carolina for the past 5 years? _____%

List the HUB participation you provided in the three “similar” projects cited in Section 3.a., below, including name, percentage achieved and owner representative’s name and telephone number.

Project Name	HUB %	Owner’s Rep	Contact Phone #

Maximum Points: 10 Weight: 12%

Section 3. PROJECT SPECIFIC REQUIREMENTS

Project-Specific References

3. a. 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	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	

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Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

#2 –Similar - Project Name	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

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#3 –Similar - Project Name	
Project description and its' Similarity to proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Architect Name/Representative	
Architect Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

[General project references were requested in section 2. a. (2), based on a “Yes” response, and 2. c. (2). If this comparable project information is already reflected in those responses, please simply identify the relevant projects and detailed information.]

Similar Projects Maximum Points: 10 Weight: 15%
Owner References Maximum Points: 10 Weight: 5%

Staffing and Organizational Structure

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.

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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.

Project Manager Experience Maximum Points: 10 Weight: 5%

Project Superintendent Experience Maximum Points: 10 Weight: 2%

Other Unique Information

City of Winston-Salem
Prequalification for Single Prime Contractors

4. Signature

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

Overall Form Completion Accuracy Maximum Points: 10 Weight: 5%