

Brasfield & Gorrie in association with Holt Brothers Construction is accepting prequalification documentation from trade contractors for the City of Raleigh East Civic Tower (ECT) for Bid Package: 12D Ancillary Furniture.

Pursuant to General Statutes of North Carolina Sections 143-128.2 and 143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Woman-Owned Business Enterprise (MWBE) businesses to participate in all aspects of the City's contracting and procurement programs to include Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their Bid, and how that participation will be achieved in accordance with the City of Raleigh guidelines. Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding. Information regarding the City of Raleigh's MWBE program can be found at <https://raleighnc.gov/doing-business/minority-and-women-owned-business-enterprise-mwbe>.

Prequalification form is page two (2) of advertisement and are also available by contacting Amanda Brennan for details at abrennan@BrasfieldGorrie.com. Forms are due January 12, 2026. Only those bidders that have been prequalified shall be eligible to bid. Any bid submitted by a bidder that was not prequalified shall be rejected as being nonresponsive. Completed prequalification packages must be on the provided form. The completed form should either be emailed to mhudson@brasfieldgorrie.com, or be sealed in an opaque envelope addressed to Brasfield & Gorrie at 3800 Glenwood Avenue, Suite 300, Raleigh, NC 27612 with the audited financial statements sealed in a separate opaque envelope marked "Confidential" and placed into the envelope with the prequalification package. The envelope must be marked to indicate the project name, the company's name, and bid package. The financial statements will be shredded after the evaluations have been completed.

City of Raleigh

Prequalification Form for Furniture Dealership

Pursuant to the statute, this form gathers information about the furniture dealer/vendors seeking to qualify for the work and provides a general format for the prequalification criteria. **Completing this questionnaire does not guarantee prequalification.** Evaluation of the submittal shall be performed by the prequalification committee in accordance with GS 143-128.1, 143-135.8 and the City of Raleigh Prequalification Policy.

Furniture Dealer/Vendor must use this project-specific form from the Prequalification Committee. Do not use a blank template from the North Carolina State Construction Office website or any other template previously used.

PREQUALIFICATION DUE DATE/TIME: January 12, 2026 5:00 pm.
(date) (time)

Submit to: Brasfield & Gorrie, L.L.C.

Project: Name of Project: City of Raleigh – East Civic Tower
Project Owner: City of Raleigh, North Carolina
Project Architect: RATIO
Project Phase: Ancillary Furniture Bid - Procurement and Installation

Furniture Mock-Up Start Date (Approx.): 7 Weeks Following Notice of Award
Furniture Installation Start Date (Approx.): September 2026
Project/Phase Duration: September - December 2026
Anticipated Bid Date: Approx. 2/12/2026

Product Performance Requirements:

Dealerships must be able to provide all componentry for open office workstations and private offices from a single systems furniture manufacturer. All manufacturers must provide standard warranty coverage for a minimum of 12 years and include both parts and labor.

Project Description:

The ECT project is located at the intersection of West Hargett and South McDowell Streets and consists of a 360,000 SF, 17-story civic tower. Finished floors consist of floors 1-13.

Anticipated Start of Installation: September 2026

Submittals: Interested firms must submit four (4) hard copies and one (1) electronic copy of this form and all required attachments. **Late submittals will not be accepted.**

SPECIAL NOTE: Bidders shall be disqualified at any time should documents not be notarized as required and/or contain an insufficient bonding capacity amount for the amount bid.

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

City of Raleigh

Prequalification Form for Furniture Dealership

If your firm is interested in prequalifying for this project, please complete the following document and submit as requested.

City of Raleigh
Prequalification Form for Furniture Dealership
SECTION 1. GENERAL COMPANY INFORMATION

1. a. Primary/Main office location:

Company Name:

Physical Address:

Mailing Address

City, State, and Zip Code

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

Indicate your NC Statewide Uniform Certification: (check box):

MBE

HBE

AABE

AIBE

WBE

SDB

DBE

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See website link for more information: <https://www.doa.nc.gov/divisions/historically-underutilized-businesses-hub>

Other (specify): _____

Certifying Agency / State (specify): _____

Is your firm registered with the State of North Carolina to do business?

Yes

No

Is your firm owned or controlled by a parent or any other organization?

Yes

No

Describe Ownership if Yes:

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

List 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. [Note that 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.]

1. c. Licensing Information (The Applicant must provide a copy of their North Carolina Contractor's License)

Name of licensee/NC License number:

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Prequalification Form for Furniture Dealership

License Limit/Level:

State/County/City Privilege License:

Has any license ever been denied or revoked?

Yes

No

If yes, please describe. Attach additional sheets as needed.

1. d. Type of Work Performed on a regular basis

Primary Scope of Work: _____

Secondary Scope of Work: _____

Other Scope of Work: _____

What type of work does the firm self-perform? _____

Provide a brief explanation (Note that the firm shall indicate the type(s) of work the firm's workforce and equipment normally performed, licensure, and other pertinent information. Attach additional sheets as needed.):

Bonding:

1. e. (1) Attach letter, dated within the last 30 days, from your surety company, signed by its Attorney in Fact, verifying its 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.

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Have you attached a surety letter?

Yes

No

1. e. (2) Have any Funds ever been expended by a Surety Company on your firm's behalf?

Yes

No

If yes, please explain:

Insurance:

1. f. The minimum requirements of coverage are included in Appendix A (City of Raleigh Insurance Requirements for a CONTRACT FOR CONSTRUCTION/REPAIR) located on pages 18 and 19 of this form. 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. See Appendix A in this document for requirements.

Have you attached a copy of your insurance certificate?

Yes

No

Financials:

1. g. Attach a minimum of one year of complete audited financial statements from the past two years. If financial statements have NOT been audited in the last two years, please provide the most recent unaudited financial statements. Have you attached financial statement(s)?

Yes

No

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SECTION 2. GENERAL REQUIREMENTS

Experience – Size/Capacity/Workload:

2. a. (1) List the annual dollar value of furniture work the company has performed for each year over the last (3) three calendar years as listed (if applicable) within the state of NC.

2024 _____

2023 _____

2022 _____

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)

2. a. (3) What was your largest job completed?

_____ Sq. Ft.

\$ _____ Dollar Amount

_____ Name of Project and Location
(City/State)

_____ Name of Owner, Designer, and General
Contractor

_____ Year Completed

2. a. (4) Current Backlog:

\$ _____ Dollar Amount

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2. a. (5) List the three largest contracts currently under contract or in progress during the timeline of this project, including for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

1 –Project Name	
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	
#2 –Project Name	
Description of Work Performed	
<i>Owner Name/ Representative</i>	
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	

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Current Anticipated Completion Date	
#3 –Project Name	
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	

Office Locations:

2. b. Will this project be managed and directed from a regional office in Raleigh, Durham, or Chapel Hill? (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 143-59c).

Yes

No

Location of Office Primarily Responsible for Work _____

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Litigation/Claims:

The firm will be required to submit information regarding its litigation history, **including litigation with owners and subcontractors.**

2. c. (1) Has your company been involved in any judgments, claims, arbitration or mediation proceedings, or lawsuits within the last five years, whether resolved or still pending resolution?

Yes

No

If yes, state the project name(s), year(s), case number, and case disposition:

2. c. (2) Are there currently any judgments, claims, arbitration or mediation proceedings or lawsuits pending or outstanding against your company, its officers, owners, or agents?

Yes

No

If yes, state the project name(s), year(s), case number, and case disposition (Provide additional sheets as needed):

2. c. (3) Has your company ever failed to complete work awarded to it?

Yes

No

If yes, state the project name(s), year(s) and reason why. (Provide additional sheets as needed):

2. c. (4) Have you ever paid liquidated damages on any project?

Yes

No

If yes, state the project name(s), year(s) and reason why. (Provide additional sheets as needed):

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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?

Yes

No

If yes, state the project name(s), year(s) and reason why. (Provide additional sheets as needed):

2. c. (6) Has your present company, its officers, owners, or agents ever been barred from bidding public work?

Yes

No

If yes, state the project name(s) and location(s), year(s), case number, and reason(s) why (Provide additional sheets as needed):

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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.). 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.e., OSHA 300 log). Have these documents been attached?

Yes

No

Current rate: _____

2024 rate: _____

2023 rate: _____

2022 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:

Historically Underutilized Business (HUB) Plan:

2. e (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. e (2). Is the company familiar with the City of Raleigh's MWBE Program?

Yes

No

Additional information about the City of Raleigh's MWBE Program is available at:

<https://raleighnc.gov/doing-business/services/minority-and-women-owned-business-enterprise-mwbe>

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SECTION 3. PROJECT SPECIFICS/TEAM

3. a. The assigned project superintendent for this project shall be: _____

Include a resume. Have you included a resume?

Yes

No

3. b. The experience this superintendent has on this specific type of project is:

0-2 years

3-4 years

5-10 years

greater than 10 years

3. c. The assigned project manager for this project shall be: _____

Include a resume. Have you included a resume?

Yes

No

3. d. The experience this project manager has on this specific type of project is:

0-2 years

3-4 years

5-10 years

greater than 10 years

3. e. The assigned sales/account manager for this project shall be: _____

Include a resume. Have you included a resume?

Yes

No

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3. f. The experience this sales/account manager has on this specific type of project is:

- 0-2 years
- 3-4 years
- 5-10 years
- greater than 10 years

3. g. The assigned designer for this project shall be: _____

Include a resume. Have you included a resume?

- Yes
- No

3. h. The experience this designer has on this specific type of project is:

- 0-2 years
- 3-4 years
- 5-10 years
- greater than 10 years

3.i. Similar Projects: List three (3) current or completed projects of similar type which most closely reflects the size and complexity of the type of work being requested for the currently proposed project within the last 10 years, within the state of North Carolina.

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Indicate if any project descriptions or other pertinent information are attached separately as a continuation page.

Additional project information related to this Furniture Project is available or upon request and includes a current set of plans. (Note the additional project information is preliminary and IS LIKELY TO CHANGE at the time of bid. This additional project information is provided solely as a courtesy for the purposes of responding to 3.e.)

1 –Project Name	
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	
If complete, was the project on time? If not, explain.	
Percentage Complete	
Current Anticipated Completion Date	

#2 –Project Name	
Description of Work Performed	

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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	
If complete, was the project on time? If not, explain.	
Percentage Complete	
Current Anticipated Completion Date	
#3 –Project Name	
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	
If complete, was the project on time? If not, explain.	
Percentage Complete	
Current Anticipated Completion Date	

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SECTION 4. PRODUCT PERFORMANCE REQUIREMENTS

(Included Above)

4.a. Dealership must be able to provide all componentry for open office workstations and private offices from a single systems furniture manufacturer. All manufacturers must provide standard warrantee coverage for a minimum of 12 years and include both parts and labor.

SECTION 5. CONTRACTOR PERFORMANCE EVALUATIONS

5.a. Have you received unsatisfactory performance evaluations for performance of the work for which you were responsible for any projects?

Yes

No

If the answer is yes, please provide an explanation on a separate sheet and provide responses to the following: 1) Name of the project; 2) Name of the general contractor if you were a subcontractor; 3) Identify the tier status if you were a subcontractor; 4) Describe the scope of work for which you were responsible; 5) What remedial measures were instituted to cure the unsatisfactory performance evaluation; 6) Indicate if payment, in addition to retainage, was withheld for unsatisfactory work; 7) Indicate if your surety was notified; and 8) Describe any assistance provided by the surety to improve performance.

5.b. Have your received unsatisfactory at the conclusion of a project?

Yes

No

If the answer is yes, please provide an explanation on a separate sheet.

5.c. Has your firm ever been defaulted on a project or notified of intent to default on a project?

If the answer is yes, please provide an explanation on a separate sheet and provide responses to the following: 1) Name of the project; 2) Name of the general contractor if you were a subcontractor; 3) Identify the tier status if you were a subcontractor; 4) Describe the scope of work for which you were responsible; 5) What remedial measures were instituted to cure the unsatisfactory performance evaluation; 6) Indicate if payment, in addition to retainage, was withheld for unsatisfactory work; 7) Indicate if your surety was notified; 8) Describe any assistance provided by the surety to improve performance; 9) Indicate the amount of liquidated damages assessed, and 10) Provide the name, address, telephone number, and email address for a contact for each project cited.

SECTION 6. 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)

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Physical Address _____

Mailing Address _____

a. Dated this day of: _____

b. Submitted by: _____

Signature By Authorized Officer

Print Title of Authorized Officer

Contact person's telephone number

Contact person's e-mail address

c. Notary Certification:

State of 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 _____
_____, 2022.

(Official Notary Seal or Stamp) _____

Signature of Notary Public

My commission expires _____, 20__

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Prequalification Form for Furniture Dealership
Appendix A
City of Raleigh Insurance Requirements for a
CONTRACT FOR CONSTRUCTION/REPAIR

City of Raleigh
Prequalification Form for Furniture Dealership
Appendix B
City of Raleigh Surety Bonds for a
CONTRACT FOR CONSTRUCTION/REPAIR

Performance and Payments Bonds

Subcontractors will be enrolled in the Brasfield & Gorrie Subcontract Default Insurance program at no cost to the subcontractor. If a subcontractor with a scope of work exceeding \$350,000 in value is not accepted in to the SDI program, they will be required to furnish a performance and payment bond. Therefore, all subcontractors submitting bids must be capable of furnishing a performance and payment bond for the full amount of subcontract value. If the cost of furnishing the performance and payment bond exceeds 1.4% of the subcontract amount, the additional cost will be reimbursed by the subcontractor to the CM, and as such, should be included in this bid. **Payment Bond Form and Performance Bond Form will be located in the bid manual. All bond providers must be licensed to provide services in North Carolina.**

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Appendix C
City of Raleigh Prequalification Policy
RESOLUTION 2014 – 43

**A RESOLUTION ESTABLISHING POLICY FOR PREQUALIFICATION OF BIDDERS FOR
CONSTRUCTION PROJECTS UNDERTAKEN BY THE CITY OF RALEIGH**

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

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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.

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- 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

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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

City of Raleigh

Prequalification Form for Furniture Dealership

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.

Adopted and Effective : 12/2/14