

REQUEST FOR GENERAL CONTRACTOR  
PREQUALIFICATION SUBMITTALS  
Dairy Milking Parlor Upfit

North Carolina State University is seeking qualification statements from general contractors for the upfit of a new owner-provided shell building for use as a dairy milking parlor and the construction of site improvements at the North Carolina State University Dairy Education Unit at the Lake Wheeler Road Field Lab. The Dairy Education Unit is one of NC State's premier agricultural facilities, used for education, production and related research activities in the dairy industry. The project includes the completion of the site infrastructure as well as the interior upfit of the new owner-provided shell building with owner-provided dairy equipment and additional equipment to be contractor-provided. Sidewalk and utility connections will be made from the existing facilities to the new building and an existing cow path will be modified to serve the existing facilities and the new building. The site will receive a new paved parking area adjacent to the new building.

The project is time sensitive; the construction will begin in the Winter of 2010/2011 and will be completed in the Summer of 2011.

To qualify the contractor must have a general contractor's license in the State of North Carolina as well as applicable bonding requirements. The contractor must have completed at least two (2) similar agricultural building projects within the past five years. Preference will be given to contractors with experience in dairy milking parlor projects, previous projects with North Carolina State University and with projects of a similar scope within the UNC or other University settings.

To be considered, the contractor must obtain an application package from the NC State University Project Manager and submit one sealed, fully completed qualification document by 5:00 pm on Monday, November 8, 2010 to Ed Levy, Design & Construction Services, 2701 Sullivan Dr., Suite 300, NCSU, Campus Box 7216, Raleigh, NC 27695-7216.

NC State University has an affirmative policy of fostering, promoting, and conducting business with women and minority owned enterprises. Women and minority contractors are encouraged to participate in the prequalification process.

Ed Levy  
DCS Project Manager  
Campus Box 7216  
2701 Sullivan Drive, Suite 300  
Raleigh, NC 27695-7216  
Phone: 919.513.7870  
Email: [ed\\_levy@ncsu.edu](mailto:ed_levy@ncsu.edu)

**North Carolina State University**  
**Raleigh, North Carolina**

**Dairy Education Unit**  
**New Dairy Milking Parlor Upfit**

**CODE 40624 ITEM 314**  
**NCSU PROJECT #072099**

**SINGLE PRIME CONTRACTOR'S**  
**APPLICATION AND STATEMENT OF**  
**QUALIFICATIONS TO BID**

## REQUEST FOR GENERAL CONTRACTOR PREQUALIFICATION SUBMITTALS

North Carolina State University is seeking qualification statements from general contractors for the upfit of a new owner-provided shell building for use as a dairy milking parlor and the construction of site improvements at the North Carolina State University Dairy Education Unit at the Lake Wheeler Road Field Lab. The Dairy Education Unit is one of NC State's premier agricultural facilities, used for education, production and related research activities in the dairy industry. The project includes the completion of the site infrastructure as well as the interior upfit of the new owner-provided shell building with owner-provided dairy equipment and additional equipment to be contractor-provided. Sidewalk and utility connections will be made from the existing facilities to the new building and an existing cow path will be modified to serve the existing facilities and the new building. The site will receive a new paved parking area adjacent to the new building.

Any contractor wishing to be considered for pre-qualification to bid on this project must obtain an application package and submit fully completed qualification submittals to:

Ed Levy, DCS Project Manager  
NCSU Design and Construction Service  
2701 Sullivan Drive, Suite 300  
Raleigh, NC 27695-7216

Proposals may be dropped off at the Facilities Division, Design and Construction Services main reception desk, 2701 Sullivan Dr., Suite 300, NC State University, Campus Box 7216, Raleigh, NC 27695-7216, **NO LATER THAN 5:00 PM ON MONDAY, 11/8/2010.**

North Carolina State University reserves the right to reject any or all qualification submittals received and to waive informalities.

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## Section I

### Project Overview & General Instructions

North Carolina State University is seeking qualification statements from general contractors for the upfit of a metal shell building, masonry wall and concrete slab construction, installation of specialized agricultural equipment, and general commercial building construction, including new paving, utility, site, mechanical, electrical and plumbing work tying in to existing services and systems. Work shall be performed using a single prime construction contract delivery method. Any general contractor wishing to bid this work must complete this application and be approved by the University for bidding.

#### 1.0 Project Description

1. Work will include the completion of the site infrastructure as well as the interior upfit of the new owner-provided shell building with owner-provided dairy equipment and additional equipment to be provided. Sidewalk and utility connections will be made from the existing facilities to the new building and an existing cow path will be modified to serve the existing facilities and the new building. The site will receive a new paved parking area adjacent to the new building.

#### 2.0 Instructions to Applicants

- A. The prequalification package requested by NC State University and enclosed herewith consists of the "Contractor Pre-qualification Procedure", "Contractors Qualification Statement - AIA Document A-305", "Supplement to the AIA Document A305", and "Verification of the Contractor's Qualification Statement." Any contractor wishing to be prequalified for work must submit fully executed copies of each of the qualification statements.
- B. Prequalification of each respondent shall be based upon information provided in the prequalification package as well as university system contractor evaluations.
- C. This application must be completed in duplicate and returned to:  
Ed Levy, DCS Project Manager  
NCSU Design and Construction Service  
2701 Sullivan Drive, Suite 300  
Raleigh, NC 27695-7216  
**NO LATER THAN 5:00 PM ON Monday, November 8, 2010.** North Carolina State University reserves the right to reject any qualification statements received after that time and to disqualify any contractor whose submittal is late, incomplete, or contains any ambiguous information.
- D. Contractors are specifically directed to provide only information requested in each of the qualification documents. Do not send corporate brochures or marketing information not intended to address specific questions.
- E. NC State University has an affirmative policy of fostering, promoting and conducting business with women and minority owned enterprises. Women and minority contractors are encouraged to participate in the pre-qualification process.

END OF SECTION

## **Section II**

### **Contractor Pre-qualification Procedure**

1. Authority

This Prequalification procedure is established pursuant to The General Statutes of North Carolina.

2. Definitions

**“Applicant”** means any contractor submitting application for prequalification.

**“Project”** shall mean the North Carolina State University New Dairy Milking Parlor Upfit as described in Section I.

**“Contractor”** means any person, firm or corporation intending to furnish labor and materials under a contract with State of North Carolina through North Carolina State University for the construction of the project.

3. Purpose

The purpose of this procedure is to describe the manner in which contractors shall be determined by North Carolina State University to be qualified to bid on the project. ***No bid shall be accepted by North Carolina State University for the project unless the contractor submitting such bid has been prequalified in accordance with these procedures.***

4. Application for Prequalification

- A. A contractor who seeks to be prequalified for this project shall submit to North Carolina State University a “Contractor’s Qualification Statement – AIA Document A305”, “Supplement to the AIA Document A305”, and “Verification of Contractor’s Qualification Statement (Notarized).
- B. The application shall be submitted in duplicate to:  
Ed Levy, DCS Project Manager  
NCSU Design and Construction Service  
2701 Sullivan Drive, Suite 300  
Raleigh, NC 27695-7216
- C. The application shall be submitted on AIA document A305, to be obtained from the AIA.
- D. The fully completed and executed application must be submitted in duplicate and received by North Carolina State University on or before the deadline designated in the Project Overview & General Instructions.
- E. Contractors who submit applications that are incomplete may, at the discretion of North Carolina State University, not be considered for prequalification.
- F. North Carolina State University reserves the right to waive any informality or irregularity in the application, to request additional information from an applicant, or to reject any and all applications.

5. Consideration of an Application of Prequalification

North Carolina State University shall evaluate the application and determine whether the applicant is qualified to bid on the project based on the information contained in the application, on supplemental information acquired by North Carolina State University from the applicant, or any other relevant information known to North Carolina State University. In order to be considered for qualification, the applicant must meet the following:

- A. All contractors must meet each of the following criteria:
- The contractor must meet the requirements of Chapter 87 of the General Statutes of North Carolina (North Carolina Licensing Requirements).
  - The contractor must have completed at least two (2) similar agricultural projects within the past five years that are similar in scope.
- B. If a contractor wishes to prequalify for the project, the contractor must show proof from the surety company of a bonding capacity of at least \$500,000, which is available in January 2011.

Other criteria to be used in determining whether the applicant is qualified shall include:

- A. The capability of the applicant to perform the work based on:
- Experience and success with projects of similar scope and project type
  - Experience of key members of the applicant's staff who will be assigned to the project
  - Current workload
  - Timely completion of previous contracts
  - Value of construction contract change orders with definition of who initiated each change order.
  - Financial stability and bonding capacity
  - Timely, high quality and workmanlike completion of prior contracts based upon references from owners, architects, and contractors on previous projects
  - Prior construction experience with public agencies within the State of North Carolina
  - Firm organization, background and resources, and
  - Past claims, suits, judgments or failure to complete work awarded
- B. The applicant's specific work plan to address the utilization of Historically Underutilized Business (HUB) subcontractors, suppliers and vendors.

6. Notifications of Applicants

- A. All contractors who submit an application will be notified in writing of their eligibility for bidding prior to the project being released for bidding.
- B. A listing of all contractors qualified to bid on the project will be made available prior to the project being released for bidding.

7. General

- A. Contractors having questions concerning this procedure or the application may contact the North Carolina State University Project Manager at the following address:  
Ed Levy, DCS Project Manager  
NCSU Design and Construction Service  
2701 Sullivan Drive, Suite 300  
Raleigh, NC 27695-7216
- B. A determination concerning the qualification of a contractor to bid on the project is applicable to this project only.

Applicants having questions regarding the prequalification documents or project scope of work, or in doubt as to the meaning, should promptly notify the University in writing. If received five or more working days before the date set for the submission of applications, they will be given consideration. Neither the Owner nor the Designer will be responsible for any interpretation other than those issued in written form. All questions regarding the prequalification process shall be directed to the address given in Section 7A above.

END OF SECTION



**Section III**

**Contractor's Qualification Statement**  
**(AIA Document A305)**

The applicant shall provide the information as required on AIA Document A305, Contractor's Qualification Statement, 1986 Edition.

Applicants shall obtain at their own expense original AIA Document A305 for their submittal.

**END OF SECTION**

**Section IV**

**SUPPLEMENT TO THE AIA DOCUMENT A305**

**As a supplement to the AIA Document A305 please provide the following information:**

**1.) REFERENCES:**

CONTRACTOR OR OWNER REFERENCES: List three (3) Contractor and Owner References

COMPANY                      CONTACT                                      DIRECT PHONE #                      EMAIL

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

**2.) EXPERIENCE: If you have similar experience relative to this project:  
Provide three (3) Project References**

COMPANY(General Contractor)                      CONTACT                                      DIRECT PHONE #                      EMAIL

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

3.) Does your firm qualify as a HUB (Historically Underutilized Business)                      YES ( )    NO ( )

4.) List the names, project experience and responsibilities/duties of personnel who will be directly responsible for project delivery.

NAME                      YEARS EXPERIENCE                      PROJECT EXPERIENCE

Project Manager: \_\_\_\_\_

Field Superintendent: \_\_\_\_\_

Foreman: \_\_\_\_\_

Will these individuals be INVOLVED IN THIS PROJECT? YES ( )    NO ( )

*If contractor is successful bidder, the name of the above personnel may become a part of the contract documents.*

5.) Indicate how your firm obtains most of its work (bid, negotiated, etc.) \_\_\_\_\_

6.) Has your firm ever participated in a project utilizing the CM at Risk approach? YES ( )    NO ( )

7.) **SAFETY:**

Provide Workmen's Compensation Experience Modification Rate for the last three (3) Years  
Years: 2007 \_\_\_\_\_, 2008 \_\_\_\_\_, 2009 \_\_\_\_\_, Average \_\_\_\_\_

**NOTE:** If EMR Average for the last three (3) years is over 1.0, submit an OSHA 300 Log for each year with response. \_\_\_\_\_

Have you had any OSHA fines within the last three (3) years? YES ( ) NO ( )

Have you had any job site fatalities within the last three (3) years? YES ( ) NO ( )

(If you answered YES to either of the above two (2) questions, submit on separate sheet of paper, the details describing the circumstances surrounding each incident.)

8.) Bonding Limits: \$ \_\_\_\_\_ Value Presently Bonded: \$ \_\_\_\_\_

Maximum Single Project Bonding Capacity: \$ \_\_\_\_\_

9.) **INSURANCE:**

Insurance Company: \_\_\_\_\_

Agent Company: \_\_\_\_\_

Agent Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

DUNN & BRADSTREET RATING: (attach copy of report - required)

**GENERAL:**

Total Value of work now under contract: \$ \_\_\_\_\_

Value of largest contract completed: \$ \_\_\_\_\_

Value of work in place last year: \$ \_\_\_\_\_

What trades (work) do you perform with your forces: \_\_\_\_\_

Percent (%) of work performed by own forces: \_\_\_\_\_

Total number of permanent staff presently employed by your firm: \_\_\_\_\_

Percent (%) of work anticipated to be performed by Historically Underutilized Businesses (HUBs) \_\_\_\_\_

**Section V**

**Verification of  
Contractor's Qualification Statement**

The undersigned being duly sworn, deposes and states that the information provided herewith is true and complete so as not to be misleading.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address of Office: \_\_\_\_\_

City of Office: \_\_\_\_\_

State of Office: \_\_\_\_\_

Zip Code of Office: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_  
Notary Public

State of North Carolina, County of \_\_\_\_\_

My commission expires \_\_\_\_\_

*SEAL*