



## Metcon Inc. E-38 Elementary Project Prequalification Form for First-Tier Subcontractors under CM at Risk

Pursuant to the NC Statute GS143-128.1, 143-135.8 and Wake County Board of Education (BOE) Policy for Prequalification of Bidders for Construction Projects (attached), this form gathers information about the Subcontractor 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 the statutes and policies.

Prequalification Due Date/Time: **March 13, 2015 2:00 pm.**

Submitted To: Rhonda Deese  
Metcon, Inc. – Construction Manager at Risk  
763 Comtech Drive, Pembroke, North Carolina 28372  
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[rdeese@metconus.com](mailto:rdeese@metconus.com)

Project: Name: E38 Elementary School  
Owner: Wake County Board of Education  
Location: 3605 Pleasant Grove Church Road, Cary, North Carolina  
Architect: Moseley Architects  
Civil Designer: CLH Design, P.A.  
Structural Engineer: Moseley Architects  
MEP Engineer: PDC – Progressive Design Collaborative  
Construction Duration: April 22, 2015 to June 20, 2016  
Advertisement to Bid: February 22, 2015  
**Bid Date: March 25<sup>th</sup> and 26<sup>th</sup>, 2015** – Bid dates for each bid package  
will be provided in bid documents.  
Performance & Payment Bond: Required for Bid Packages \$300,000 or higher  
Bid Bond: Required for Bid Packages \$300,000 or higher

### Project Description:

- Approximately 100,000 sf – one story admin/multipurpose spine with, two two-story classroom wings and one one-story classroom wing.
- Steel Frame and metal studs with some load bearing masonry, all walls with brick veneer. Metal panels at penthouse, 4-pipe, VAV system. Modified bitumen roof system on light weight insulating concrete.
- Off-site minor improvements at one intersection and road widening along school frontage.
- Site development of 18.3 acres of wooded site. Site is located just west of I-540 near airport. Access from Page Road exit on I-40, north to Comstock Rd, right turn to end of road- or from Airport Blvd onto Pleasant Grove Church Rd. Water and sewer service extensions along Pleasant Grove Church Road.

### Instructions to Prequalify:

- For questions about this form contact Rhonda Deese – [rdeese@metconus.com](mailto:rdeese@metconus.com) (910-521-8013).
- Forms may be submitted electronically via email, mail, fax, or hand delivery to Metcon's Rhonda Deese. Please make sure, if submitting hand written form, that all information is clearly printed. Metcon will request illegible information be resubmitted and this will delay the prequalification process.
- The attachments titled; Sample Prequalification Rating Matrix, WCBOE policy for Prequalification of Bidders and Prequalification Schedule and Procedures are for reference only and not part of the prequalification evaluation.



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#### Bid Packages:

If your firm is interested in prequalifying for this project, please check the box for your trade(s). If multiple bid packages are selected, please make sure that project experiences and references are provided to allow Prequalification Committee to evaluate your firm for EACH bid package selected. Preliminary plans (NOT FOR BIDDING) are available from the website link at: [www.metconus.com/estimating/cm-risk/E-38](http://www.metconus.com/estimating/cm-risk/E-38)

This is a preliminary list of Bid Packages and may change based on response and qualified bidders.

Check Box if Prequalifying	Bid Package	Scope of Work	Preliminary Budget.
<input type="checkbox"/>	01A-Building Cleaning	Daily and final cleaning	\$95,000
<input type="checkbox"/>	02A-Grading	Grading, storm drain, erosion control, temp gravel roads	\$1,875,000
<input type="checkbox"/>	02B-Site Utilities	UG domestic water and sanitary sewer, off-site utilities	\$490,000
<input type="checkbox"/>	02C-Asphalt Paving	Asphalt, curb/gutter, heavy duty concrete paving	\$725,000
<input type="checkbox"/>	02D-Site Concrete	Sidewalks	\$110,000
<input type="checkbox"/>	02E-Fencing	Temporary and permanent fencing	\$30,000
<input type="checkbox"/>	02F-Landscaping	Landscaping, seeding, sod	\$175,000
<input type="checkbox"/>	02G-Termite Control	Termite control	\$9,000
<input type="checkbox"/>	02H-Off Site Improvements	Road Improvements- grading, paving, striping, curb & gutter, sidewalk, storm drainage, signalization, seeding.	\$420,000
<input type="checkbox"/>	03A-Concrete Foundations	Concrete footings	\$320,000
<input type="checkbox"/>	03B-Concrete Slabs	Concrete slab on grade and slab on mtl deck	\$445,000
<input type="checkbox"/>	04A-Masonry	Masonry and applicable rigid insulation	\$1,235,000
<input type="checkbox"/>	05A-Structural Steel	Structural steel, Decking, Tectum Panels	\$1,405,000
<input type="checkbox"/>	05B-Miscellaneous Steel	Miscellaneous Steel, Stairs, Rails	\$175,000
<input type="checkbox"/>	06A-Casework	Architectural carpentry and casework, media shelving	\$320,000
<input type="checkbox"/>	07A-Waterproofing	Waterproofing, caulking, sealants, expansion joint covers	\$27,000
<input type="checkbox"/>	07B-Air Membrane	Fluid-Applied Air Membrane at Masonry & Sheathing	\$160,000
<input type="checkbox"/>	07C-Roofing	Mod bitumen roof, PE storage roofing, lightweight insulating concrete, metal wall panels/fascia/soffit	\$1,180,000
<input type="checkbox"/>	08A-Aluminum & Glass	Storefront, curtain wall, mirrors, glass, FRP doors	\$440,000
<input type="checkbox"/>	08C-Doors/Frames/Hdw	Hollow metal & wood doors, overhead doors, hardware	\$260,000
<input type="checkbox"/>	09A-Drywall	Metal studs, insulation, drywall, sheathing	\$655,000
<input type="checkbox"/>	09B-Tiling	Ceramic, Quarry, Glazed tile	\$60,000
<input type="checkbox"/>	09C-Acoustical	Acoustical ceilings, acoustical wall panels	\$210,000
<input type="checkbox"/>	09E-Resilient & Carpet	Resilient, carpet, wood floor, base	\$225,000
<input type="checkbox"/>	09F-Painting	Painting	\$140,000
<input type="checkbox"/>	10A-Specialties	Site amenities, visual display boards, cubicle track/curtains, corner guards, lockers, fire extinguishers/cabinets, metal shelving, stage curtains, projection screens, tv brackets, gym equipment, residential appliances	\$165,000
<input type="checkbox"/>	10B-Toilet Partitions	Toilet Partitions & Accessories, OSE installed	\$50,000
<input type="checkbox"/>	10C-Signage	Interior signage, way-finding signage	\$20,000
<input type="checkbox"/>	10D-Operable Partitions	Operable partitions	\$90,000
<input type="checkbox"/>	10E-Canopies	Pre-manufactured canopies	\$45,000
<input type="checkbox"/>	11A-Food Service Equip	Food service equipment	\$225,000
<input type="checkbox"/>	12A-Window Treatment	Blinds and roller shades	\$24,000
<input type="checkbox"/>	14A-Elevators	Elevators	\$75,000
<input type="checkbox"/>	15A-Plumbing	Plumbing and gas piping	\$860,000
<input type="checkbox"/>	15B-Fire Protection	Fire protection	\$265,000
<input type="checkbox"/>	15C-HVAC	HVAC	\$1,880,000
<input type="checkbox"/>	15D-HVAC Controls	Building automation system	\$200,000
<input type="checkbox"/>	15E-Testing and Balancing	Testing and balancing	\$20,000
<input type="checkbox"/>	16A-Electrical	Electrical, Fire Alarm, Sound Systems	\$1,140,000
<input type="checkbox"/>	16B-Telecommunications	Telecommunications (Division 27), Intercom	\$250,000
<input type="checkbox"/>	16C-Security	Access Control, Intrusion Detection, CCTV	\$55,000



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Date Form Received by Metcon, Inc.: \_\_\_\_\_  
(To be completed by Metcon)

**SECTION 1. GENERAL COMPANY INFORMATION**

**1.1. Office Location**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email address: \_\_\_\_\_  
(Contact person for Prequalification Committee.)

Bidding Contact: \_\_\_\_\_ Email address: \_\_\_\_\_  
(Person to receive bid documents, addenda, clarifications and other bid notices.)

*(Prequalification Ratings Matrix: If completely filled in give 2 points. If not, give 0 points.)*

**1.2. Business Type**

Business Type (check box)

Corporation    Partnership    LLC    Sole Proprietor    Joint Venture

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

Black    Hispanic    Asian-American    American Indian    Female    None  
Socially and Economically Disadvantage    Disabled-Owned    Disabled Business Enterprise

See website link for more information: <http://www.doa.nc.gov/hub/swuc-htm>

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

If yes, describe Ownership: \_\_\_\_\_

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

*(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)*

**1.3. Licensing Information**

Please provide all North Carolina professional licenses and license limit/level required for you to perform your services on this project. \_\_\_\_\_



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Has any license ever been denied or revoked? Yes No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)*

**1.4. Type of Work Performed on a Regular Basis**

Primary Scope of Work: \_\_\_\_\_

Secondary Scope of Work: \_\_\_\_\_

Other Scope of Work: \_\_\_\_\_

What type of work do you self- perform? \_\_\_\_\_

Number of employees? \_\_\_\_\_

Has your company participated in a CMAR project before? Yes No

*(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)*

**1.5. Bonding - Surety Letter**

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 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. Rating system or The Federal Treasury List.

Have you attached a surety letter? Yes No

*(Prequalification Ratings Matrix: If surety letter attached give 3 points. If not, give 0 points.)*

**1.6. Bonding – Funds Expended by Surety Company**

Have any funds been expended by a Surety Company on your firm’s behalf? Yes No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: if no funds expended by Surety Company, give 2 points. If yes, give 0 points.)*

**1.7. Insurance**

The minimum requirement of insurance coverage is listed below. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their current insurance certificate.

Have you attached a copy of your insurance certificate? Yes No

- General Liability with a required limit of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate



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- Worker’s Compensation with the required limit of no less than \$500,000 each accident, \$500,000 Disease policy limit, \$500,000 Disease each employee
- Additional Insured – Metcon, Inc. and Owner
- Excess Liability (Umbrella) policy with the required limit of no less than \$1,000,000 each occurrence, \$2,000,000 aggregate

*(Prequalification Ratings Matrix: If insurance certificate attached give 3 points. If not, give 0 points.)*

**1.8. Financials**

Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of public record.)

Have you attached a balance sheet? Yes No

*(Prequalification Ratings Matrix: If financials attached give 5 points. If not, 0 points.)*

**SECTION 2. GENERAL REQUIREMENTS**

**2.1. Annual Dollar Value Last Three Years**

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

1 year: \$ \_\_\_\_\_ 2 year: \$ \_\_\_\_\_ 3 year: \$ \_\_\_\_\_

*(Prequalification Ratings Matrix: For each year completed give 1 point – 3 points maximum)*

**2.2. Number of Construction Projects Under Contract**

How many projects do you currently have under contract or in progress and what is their total dollar value?

- A: Number of Projects Under Contract: \_\_\_\_\_
- B: Current Projects Contract Amount: \$ \_\_\_\_\_
- C: Current Amount Remaining to Bill: \$ \_\_\_\_\_

*(Prequalification Ratings Matrix: If section completed give 3 points. If not, give 0 points.)*

**2.3. Largest Job Completed**

What was your largest job COMPLETED within the last three years?

- A: Dollar Amount: \$ \_\_\_\_\_
- B: Location: \_\_\_\_\_
- C: Year Completed: \_\_\_\_\_

*(Prequalification Ratings Matrix: Take dollar amount of largest job completed within the last three years and multiply by 1.25. If the result is larger than the estimated budget for this bid package give 5 points. If the result is smaller, give 0 points.)*



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**2.4. Current Project Experience**

List the three largest contracts currently under contract or in progress. For each project list the name of the project, owner, architect and general contractor/construction manager and contact information below. Failure to provide current contact information will impact points given by Prequalification Committee.

1. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

2. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

3. Current Project Name:	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	



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*(Prequalification Ratings Matrix: For each project above, give 5 points for positive references from the Construction Manager/General Contractor. If company contracted directly with the Owner, Metcon will contact Owner for reference information., 15 total available.)*

**2.5. Office Location**

Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS143-59(c). Yes No  
Does your firm self-perform your regularly performed work or subcontract most work. Yes No

*(Prequalification Ratings Matrix: If office location is managed and directed from NC office give 3 points. If not, give 0 points. If Self-performed work, give 1 additional point.)*

**2.6. Litigation/Claims Last 5 Years**

Has your company been involved in any judgments, claims, arbitrations, mediation proceedings, or suits within the last five years, whether resolved or still pending resolutions? Yes No  
If yes, state the project name(s), year(s), case number and reason why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If company has been involved in any litigation indicated above without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)*

**2.7. Litigation/Claims Currently Outstanding**

Are there currently any judgments, claims, arbitration or mediation proceedings or suits 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 reason why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If there are currently any litigation indicated above against your company without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)*

**2.8. Failure to Complete Construction Contract**

Has your company failed to complete work awarded to it within the last 15 years? Yes No  
If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 5 points.)*

**2.9. Liquidated Damages**

Have you paid liquidated damages on any project within the last 15 years? Yes No  
If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_  
\_\_\_\_\_



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*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 5 points.)*

**2.10. Convicted of Conflicts of Interest/Bribery/Bid-Rigging**

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: \_\_\_\_\_

*(Prequalification Ratings Matrix: If yes, give 0 points. If no, give 3 points.)*

**2.11. Barred From Public Work in NC**

Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? Yes No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

*(Prequalification Ratings Matrix: If yes, give 0 points. If no, give 3 points.)*

**2.12 Safety Record**

List your company's Experience Modification Rate (EMR) for the past three years.

Present Rate: \_\_\_\_\_ Previous Year Rate: \_\_\_\_\_ Year Before Rate: \_\_\_\_\_

If EMR is greater than 1.00 for any given year attach OSHA 300 Log and 300A Summaries for previous 5 years.

Attached? Yes No

*(Prequalification Ratings Matrix: Give 2 points if EMR for all three years is equal to or less than 1.0. If EMR for any given year above is greater than 1.0 and OSHA 300 Log and 300A Summaries for previous 5 years is attached, give 2 points. If not attached in this case, give 0 points. Two points maximum.)*

If these rates reflect corporate performances over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project: \_\_\_\_\_

Has your company been issued any OSHA fines or had any jobsite fatalities in the past 3 years? Yes No

If yes, please provide specific explanation: \_\_\_\_\_

*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no or sufficient explanation provided, give 2 points.)*

Does your company have a written Safety/Health Program? Yes No

Does your company provide weekly safety and health training to your on-site employees? Yes No

Does your company perform weekly safety and health inspections of the workplace? Yes No

*(Prequalification Ratings Matrix: Give 2 points for each yes response above.)*





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**2.13. Documented HUB Plan**

Does this company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? Yes No If yes, company HUB Plan may be requested by Metcon.

*(Prequalification Ratings Matrix: if company has a current documented HUB plan give 2 points. If no, give 0 points.)*

**SECTION 3. Project Specifics**

**3.1. Superintendent Resume**

The assigned project superintendent for this project shall be: \_\_\_\_\_

Include a resume. Have you included a resume? Yes No

*(Prequalification Ratings Matrix: If resume included, give 1 point. If no, give 0 points.)*

**3.2. Superintendent Experience**

The years of experience this superintendent has on this specific project type is \_\_ <1 \_\_ 1-2 \_\_ 3-4 \_\_ 5 or more

*(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)*

**3.3. Project Manager Resume**

The assigned project manager for this project shall be: \_\_\_\_\_

Include a resume. Have you included a resume? Yes No

*(Prequalification Ratings Matrix: If resume included, give 1 point. If no, give 0 points.)*

**3.4. Project Manager Experience**

The years of experience the project manager has on this specific project type is \_\_ <1 \_\_ 1-2 \_\_ 3-4 \_\_ 5 or more

*(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)*

**3.5. Similar Project Experience**

List three current or completed projects of similar type within the last 10 years which most closely reflect the size and complexity of the type of work being requested for the currently proposed project. IF COMPANY HAS WORKED ON SIMILAR PROJECT WITHIN LAST 10 YEARS WITH MECON, COMPANY MUST LIST THAT PROJECT BELOW. Failure to provide current contact information will impact points given by Prequalification Committee.

1. Similar Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	



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Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
1. cont., Contract Dollar Amnt.	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

2. Similar Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

3. Similar Project Name:	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

*(Prequalification Ratings Matrix: For each project above, give 5 points for positive references from the Construction Manager/General Contractor. If company contracted directly with the Owner, Metcon will contact Owner for reference information. 15 points maximum.)*



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**SECTION 4. 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: \_\_\_\_\_

Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_ (signature)

\_\_\_\_\_ (print)

\_\_\_\_\_ (title)

\_\_\_\_\_ (phone)

\_\_\_\_\_ (email)

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\_\_.

\_\_\_\_\_  
Signature of Notary Public

(Official Notary Seal or Stamp)

My commission expires \_\_\_\_\_, 20\_\_

*(Prequalification Ratings Matrix: If signature page fully executed give 2 points. If not, give 0 points.)*