

**Prequalification Policy**  
**Projects: Glenn Elementary School Additions/Renovations**  
**Durham Public Schools**  
**Durham, North Carolina**

General

1. The purpose of the prequalification process is to impartially evaluate a subcontractor, and to properly determine by its responsible business practices, work experience in similar project size and trade, available resources, safety records and financial strengths that it is qualified to bid on a Durham Public School project under the Construction Manager at Risk (CMAR) process. The award of contracts will be the result of open competition in bidding, the impartiality in the selection of subcontractors, integrity in business practices and skillful performance of similar project sizes and trade.
2. The CM shall develop the assessment tools and criteria for each CMAR project including scoring values and minimum requirement score. Owner shall approve all assessment tools and scoring values prior to prequalification advertisements.
3. A Prequalification Committee will be established of any members of the CM who will be reviewing any parts or sections of the PQ form including confidential financials, etc.
4. Notwithstanding the fact that a subcontractor was prequalified, the CM and Owner reserve the right to reject a subcontractor's bid if it is determined that the subcontractor has not submitted the lowest responsible and responsive bid pursuant to G.S. 143-129.

Application and Appeal Process

1. Each prospective bidder on CMAR projects shall submit an application on the Owner approved prequalification form in order to become prequalified. Applicant must provide information on the ownership of the firm, experience of firm's personnel, bonding capacity, financials, project experiences within the last five years that are at least 75% complete, in similar size, trade and complexity.
2. CM Prequalification Committee will evaluate each applicant for approval or denial based on the scoring system approved by the Owner. The act of submitting the application does not permit the firm to submit a bid. Bids will only be received and opened from approved bidders. A firm will not be denied approval strictly due to their lack of experience or award of a CMAR project.
3. All Prequalifications will be evaluated and scored in a timely manner. The firms shall be notified on the Committee's decision including the reason for denial, via email. Notice shall be provided prior to the opening of bids for the project and with sufficient time to be firm to appeal the denial of prequalification.
4. Upon notification of denial, a firm may provide a written appeal via email to the Prequalification Committee within four business days. The written appeal shall clearly articulate the reasons why the firm is contesting the denial and attach all document and additional information supporting the firm's position.
5. The Prequalification Committee will have four business days to evaluate and re-score the appeal documents and may contact the firm regarding the information provided prior to ruling on the appeal. If the Prequalification Committee is able to re-score the additional information such that the firm meets the minimum approval score, the firm will be notified of approval via email. In the event the firm's appeal documents do not earn additional scoring points for approval, the



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firm will be promptly notified via email. The decision of the Prequalification shall be final after appeal.

Prequalification for Re-bids:

For any bid package not opened on bid day, a re-bid date will be established and re-advertised. Bids will be accepted from companies who have previously been prequalified for re-advertised bid package(s) whether they actually submitted a bid on the original bid date or not. However, the prequalification submittal period may be re-opened for re-advertised bid package(s) to allow additional companies to participate in the re-bid under the following process:

- Within two calendar days of re-advertisement, company shall notify Prequalification Committee in writing of their intent to submit a prequalification form. Bid documents will then be made available while company is preparing prequalification form and shall submit form to the Prequalification Committee four days prior to re-bid opening.
- An expedited Prequalification process will follow as such: One day for the CM to review and approve/deny; one day for an appeal; one day for appeal review. This expedited process may be revised depending on the duration of the rebid period. No bids will be opened from firms who have not completed the expedited process and therefore are not considered approved.



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