REQUEST FOR CONTRACTOR PRE-QUALIFICATION

RFPQ NO. 16-EEP110880801A

SCO NO. 11-08808-01A

PROJECT TITLE: Simmons Street (Jack Smith Creek) Stormwater Wetland

PRE-QUALIFICATION RESPONSE DUE DATE: 11/7/2011 at 4:00pm

CONTRACTOR ELIGIBILITY: This prequalification is open to those Contractors that satisfy the minimum qualifications stated herein.

CONTENTS OF THE REQUEST FOR CONTRACTOR PRE-QUALIFICATIONS:

1. **Introduction**
2. **General Information for Contractors**
3. **Evaluation of Submittals**
4. **Pre-qualification Form for Single Prime Contractors**
5. **Pre-qualifications Ratings Matrix**

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1 INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The NC Ecosystem Enhancement Program (hereinafter, "AGENCY") is soliciting statements of qualifications from CONTRACTORS interested in providing construction services. Pursuant to NC Session Law 2011-343 only CONTRACTORS who have prequalified under procedures established by the AGENCY shall be eligible to bid AGENCY construction projects. Construction contracts issued under this subdivision shall be exempt from the requirements of Article 8B of Chapter 143 of the General Statutes.

This Request for Pre-Qualification ("RFPQ") is intended to identify three or more responsible CONTRACTORS who meet or exceed the identified requirements contained herein. This RFPQ will not result in contract award. Instead, this RFPQ will establish a list of three or more qualified CONTRACTORS who will be eligible to submit bids on a solicitation that will be published on this project in the future.

1.2 OBJECTIVE

The RFPQ is a prequalification process. The objective of the RFPQ is to identify three or more responsible CONTRACTORS who meet the AGENCY's qualification requirements to provide the goods and/or services outlined in this RFPQ to the AGENCY. This RFPQ process is being conducted to gather and evaluate responses from CONTRACTORS. All qualified CONTRACTORS are invited to participate by submitting responses, as further defined below. After evaluating all CONTRACTORS' submittals received prior to the closing date of this RFPQ, the list of qualified CONTRACTORS will be posted to the NC Interactive Purchasing System and an email and/or fax sent to all CONTRACTORS who submitted a response to this RFPQ. Subject to the protest process, the finalized list of qualified CONTRACTORS will be established. Only these qualified CONTRACTORS will be eligible to participate in any future solicitations posted by the Agency for the identified project.

1.3 MINIMUM QUALIFICATIONS

The CONTRACTOR must be licensed to do business in the state of North Carolina and at a minimum have General Contractors License: **Highway**

CONTRACTORS who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any submittal that is rejected as non-responsive will not be evaluated or scored.

1.4 DEFINITIONS

Definitions for the purposes of this RFPQ include:

Agency. The NC Ecosystem Enhancement Program (NCEEP). The NCEEP is a program of the NC Department of Natural Resources.

Designer. Individual, company, or firm responsible for the project design, construction management, and administration of construction contracts associated with this pre-qualification.

Contractor. Individual or company, or firm submitting a pre-qualification package for this project. Only those contractors deemed pre-qualified will be eligible to submit a bid for the construction of this project.

Request for Pre-Qualifications (RFPQ). Formal procurement document in which services needed are identified and firms are invited to provide their qualifications to provide the services.

Submittal. A Contractor's submitted response to this RFPQ.

2 PRE-QUALIFICATION PROCEDURES

2.1 AGENCY PROCUREMENT OFFICER

The AGENCY Procurement Officer is the sole point of contact in the AGENCY for this prequalification. All communication between the CONTRACTOR and the AGENCY upon receipt of this RFPQ shall be with the AGENCY Procurement Officer. **Direct all inquiries concerning this RFPQ in writing via email or fax to:**

Name	Kimberly Williams
Street Address	NC Ecosystem Enhancement Program
	2728 Capital Blvd., Suite 1H 103
	Raleigh, NC 27604
Fax Number	919-715-2219
E-Mail Address	kim.williams@ncdenr.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. CONTRACTORS are to rely on written statements issued by the AGENCY Procurement Officer. Communication directed to parties other than the AGENCY Procurement Officer may result in disqualification of the CONTRACTOR.

2.2 SCHEDULE OF PRE-QUALIFICATION ACTIVITIES

The AGENCY reserves the right to revise the following schedule:

Activity	Number of Calendar Days	Date
Issue Request for Qualifications	0	10/17/2011
Pre-qualification submittals due	21	11/07/2011
Notification of pre-qualification results	7	11/14/2011
Hold debriefing conferences (if requested)	7	11/21/2011

2.3 PRE-QUALIFICATION SUBMITTALS

CONTRACTORs are required to submit one (1) original and one (1) copy of their RFPQ submittal. The submittal, whether mailed or hand delivered, must arrive at the AGENCY no later than 4:00 p.m., Eastern Standard Time, on **November 7, 2011.**

2.3.1. Preparing a Response

When preparing a response, the supplier must consider the following instructions:

1. Use the provided worksheets to prepare your response. Enter your responses directly into the worksheet. Unless otherwise directed, do not insert “see attached file” (or similar statements) in the worksheet to reference separate documents.
2. Answer each question in sufficient detail for evaluation while using judgment with regards to the length of response.
3. Proofread your response and make sure it is accurate and readily understandable.
4. The RFPQ response must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the

evaluators, but should assist the CONTRACTOR in preparing a thorough response.

The CONTRACTOR's RFPQ submittal must be prepared on eight and one-half by eleven inch (8 ½" x 11") paper with tabs separating the major sections. The three major sections are to be submitted in the order noted below:

1. Request for Pre-Qualifications with a completed Pre-qualification Form for Single Prime Contractors
2. Mandatory attachments
    a. NC General Contractors License
    b. Surety Letter
    c. Insurance Certificate
3. Other attachments
    a. Financial Balance Sheet
    b. OSHA 300 Log
    c. Historically Underutilized Business (HUB) Plan

The CONTRACTOR's RFPQ submittal is to be sent to the AGENCY Procurement Officer at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the AGENCY Procurement Officer. The envelope should also be clearly marked with the following information:

- RFPQ No:
- Project Title:
- Submittal Due Date:

CONTRACTORS mailing their RFPQ submittal should allow normal mail delivery time to ensure timely receipt of their submittals by the AGENCY Procurement Officer. CONTRACTORS assume the risk for the method of delivery chosen. The AGENCY assumes no responsibility for delays caused by any delivery service.

RFPQ submittals sent to the AGENCY via facsimile (FAX) machine, telephone, and electronic means, including but not limited to email, in response to this RFPQ will not be accepted.

Late submittals will not be accepted and will be automatically disqualified from further consideration.

2.4 CONFIDENTIALITY

All submittals and any accompanying documentation become the property of the AGENCY and will not be returned. All information received shall remain confidential until a contract resulting from this RFPQ is executed by the successful CONTRACTOR and the State of North Carolina.

Any information in the submittal that the CONTRACTOR desires to claim as proprietary and exempt from disclosure under the provisions of NCAC T01:05B.1501 or other state or federal law that provides for the non-disclosure of your document, must be clearly designated. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "CONFIDENTIAL" OR "PROPRIETARY INFORMATION" printed on the lower right hand corner of the page. Marking the entire submittal Confidential or as Proprietary Information will not be honored.

2.5 RESPONSIVENESS

All submittals will be reviewed by the AGENCY Procurement Officer to determine compliance with administrative requirements and instructions specified in this RFPQ. The CONTRACTOR is

specifically notified that failure to comply with any part of the RFPQ may result in rejection of the submittal as non-responsive.

The AGENCY also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.6 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the CONTRACTOR in preparation of a submittal, in conduct of a presentation, or any other activities related to responding to this RFPQ.

2.7 NO OBLIGATION TO CONTRACT

This RFPQ does not obligate the State of North Carolina or the AGENCY to contract for services specified herein. The pre-qualified CONTRACTORS will receive a separate bid solicitation for the construction of the project.

2.8 REJECTION OF SUBMITTALS

The AGENCY reserves the right at its sole discretion to reject any and all submittals received without penalty and not to issue a contract as a result of this RFPQ.

2.9 AGENCY'S RIGHT TO AMEND AND/OR CANCEL THE RFPQ

The Agency reserves the right to amend this RFPQ prior to the end date and time. Amendments will be made in writing and publicly posted as one or more addenda to the NC Interactive Purchasing System (IPS). Each CONTRACTOR is individually responsible for reviewing addenda and any other posted documents and making any necessary or appropriate changes and/or additions to the CONTRACTOR's response. All CONTRACTORS are encouraged to frequently check the IPS for additional information. Finally, the Agency reserves the right to cancel this RFPQ at any time.

3 EVALUATION OF PRE-QUALIFICATION PACKAGES

3.1 EVALUATION

Responsive submittals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of submittals shall be accomplished by an evaluation team to be designated by the AGENCY, which will determine the ranking of the submittals. The pre-qualification evaluation team shall consist of the following project team members:

- the Project Manager,
- the Review Engineer,
- Science and Analysis team member.

3.2 SCORING

All pre-qualification submittals will be evaluated using a pre-qualifications matrix. The matrix is divided into three sections:

Section 1. Minimum Requirements	zero points; must meet minimum requirements to proceed to Section 2
Section 2. General Requirements	up to 60 points; must have 30 to proceed to Section 3

Section 3. Project-specific Requirements up to 40 points

The maximum possible score will be 100 points. Submittals receiving a score of at least 70 points will be deemed pre-qualified.

3.3 NOTIFICATION

The AGENCY shall provide email notification of the pre-qualification results to all firms that have provided pre-qualification submittals. The AGENCY shall also publish the results of the pre-qualification on the AGENCY website and the NC Interactive Purchasing System website.

3.4 DEBRIEFING OF UNSUCCESSFUL CONTRACTORS

Upon request, a debriefing conference will be scheduled with an unsuccessful CONTRACTOR. The request for a debriefing conference must be received by the AGENCY Procurement Officer within three (3) business days after the results are posted to the IPS and/or receipt of email notification of evaluation results. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting CONTRACTOR's RFPQ submittal. Comparisons between submittals or evaluations of the other submittals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.
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3.5 PROTEST PROCEDURE

This procedure is available to CONTRACTORS who submitted a response to this solicitation document and who have participated in a debriefing conference.
Upon completing the debriefing conference, the CONTRACTOR is allowed three (3) calendar days to file a protest with the AGENCY Procurement Officer. Protests may be submitted by facsimile, but must be followed by the original document.

CONTRACTORS protesting the results of the prequalification shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to CONTRACTORS under this prequalification.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the AGENCY Procurement Officer.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the prequalification document or AGENCY policy

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as:

- An evaluator's professional judgment on the quality of a submittal
- AGENCY'S assessment of its own and/or other agencies' needs or requirements.

Upon receipt of a protest, a protest review will be held by the AGENCY. The protest review team shall consist of the following AGENCY staff:

- the Procurement Officer
- the Budget Officer
- a Regional Supervisor

The protest review team will consider the record and all available facts and issue a decision within ten (10) calendar days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another CONTRACTOR that provided a submittal, such CONTRACTOR will be given an opportunity to submit its views and any relevant information on the protest to the AGENCY Procurement Officer.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AGENCY's action.
- Find only technical or harmless errors in the AGENCY's acquisition process and determine the AGENCY to be in substantial compliance and reject the protest.
- Find merit in the protest and provide the AGENCY options which may include:
  - Correct the errors and re-evaluate all submittals
  - Re-issue the solicitation document and begin a new process
  - Make other findings and determine other courses of action as appropriate

If the AGENCY determines that the protest is without merit, the AGENCY will notify the CONTRACTOR of the rejection and no further action will be taken by the AGENCY regarding the protest. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

4.

State of North Carolina

Pre-Qualification Form for Single Prime Contractors

Failure to answer all of the following questions may result in disqualification. If general contractor has any questions, contact the person listed below under "Submitted to." Completing this questionnaire does not guarantee prequalification. The State agency/institution reserves the unqualified right to reject any or all submittals and to waive informalities. The State agency/institution has developed a plan to meet or exceed goals set by GS 143-128 for the participation of minority businesses in public construction contracts. Contractors are expected to be familiar with these initiatives and to comply with program requirements.

Explanation of Pre-Qualification Selections:
Should a contractor want an explanation of their submittal's non-prequalified status on an individual project, they should contact the owner in writing (email is sufficient) for an explanation within three (3) business days of notification of the prequalified contractor's list.

PREQUALIFICATION DUE DATE/TIME: 11/7/2011 at 4:00pm

Submitted to:

Name	Kimberly Williams
Mailing Address	NC Ecosystem Enhancement Program 2728 Capital Blvd., Suite 1H 103 Raleigh, NC 27604
Fax Number	919-715-2219
E-Mail Address	kim.williams@ncdenr.gov

Project:

Project Name	Simmons Street (Jack Smith Creek) Stormwater Wetland
AGENCY	NCDENR Ecosystem Enhancement Program
Designer	NC State University Biological and Agricultural Engineering Department
Project Description	The Simmons Street Stormwater Wetland Project is located in the City of New Bern in Craven County near the intersection of Simmons Street and the Atlantic and East Carolina Railroad. This project includes the construction of an approximately twenty-five (25) acre multi-cell stormwater wetland system and the creation, enhancement and preservation of nearly ten (10) acres of natural wetlands. Work will include clearing, grubbing, grading of wetland features, berms, two inlet pools and one outlet pool on the site. The project also requires stockpile and re-use of on-site topsoil and woody debris. Additional items to be installed include two concrete water control structures, one vinyl sheet pile weir, and multiple culverts, including three with flap gates. The site will be planted with native wetland plants, trees, and shrubs.

Section 1. MINIMUM REQUIREMENTS

1.a. General Company information. Provide the following information company information.

Company Name			
Physical Address			
Mailing Address:			
City:		State/ Zip:	
Telephone:		Fax:	
Primary Contact Name:			
Primary Contact Email:			
Secondary Contact Name:			
Secondary Contact Email:			

1.b. Business type. Check the appropriate box and provide company officer information.

___ Corporation

___ Partnership

___ Limited Liability Company

___ Sole Proprietor

___ Joint Venture

Title	Full Name	Years of Service

1.c. Licensing information Does your company meet the minimum licensing requirement for this project?

__No
__Yes If yes attach a copy of your NC General Contractors License(s)

1.d. Bonding. Your surety company bond rating shall be rated “A” or better under the A.M. Best Rating system or The Federal Treasury List. Provide a letter from your bonding company, on the bonding company's letterhead, indicating the following:

- your company's name
- your company’s address
- your company's aggregate work capacity (the maximum amount of work your company is capable of undertaking for any and all projects)
- your company’s single limit (the estimated cost of a single project that your company is capable of undertaking)
- surety company’s bond rating
- bonding company's representative’s contact information

1.d.(1) Have you provided a letter from your surety company describing your company's bonding capacity?

__Yes
__No

1.d.(2) In the last five years have any funds been expended by a surety company on your firm's behalf?

__No
__Yes If yes, provide an explanation:

1.d.(3) 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.

Surety Company	Project Name	Bond Value	Date of Bond

1.e. Litigation/Claims

1. e.(1) Has your company been involved in any suits or arbitration proceedings within the last five years?

__No
__Yes If yes, provide explanation:

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

__No
__Yes If yes, provide explanation:

1.f. Insurance In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows:

- Worker's Compensation insurance as required by law and Employer's Liability Insurance coverage with minimum limits of $100,000.
- General liability insurance with minimum limits of $500,000 per occurrence for bodily injury and $100,000 per occurrence/$300,000 aggregate for property damage.
- Builder's risk at the full insurable value of the entire work site.

1.f.(1) Have you attached a copy of your insurance certificate?

__Yes
__No

Section 2. GENERAL REQUIREMENTS

2.a. Experience

2.a.(1) Provide the following information on company history. List any other names your firm previously operated under.

Company name	Office Location	Company type (Corporation, Partnership, Proprietorship, Other)	State of incorporation	Date of establishment	Number of years in business	Number of full-time permanent employees

2.a.(2) Within the last five years has your company performed construction work for the State of North Carolina and/or related public agencies and/or this specific agency/institution?

__No
__Yes If yes provide the following information:

Project ID number	Project Name	Dollar Value	Owner Agency	Design Firm	Completion Date

2.a.(3) Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid without notice of good cause a minimum of one day before bid date?

__No
__Yes If yes provide the following information:

Project ID number	Project Name	Bid Opening Date	Reason for not submitting a bid

2.b. Office Location

2.b.(1) 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 GS 143-59 (c).

__Yes
__No If no provide explanation:

2.c. Workload and Staffing

2.c.(1) Provide the following information for your firm's current contracts

Project Name	Owner Agency	Design Firm	Contract Dollar Value	Percent Complete	Description of Work

2.c.(2) List your company's key personnel involved in the above listed projects

Project Name	Key Personnel Name	Personnel's role

2.c.(3) Are the key personnel listed in 2.c(2) also proposed on any other projects for which bidding and contracting is pending?

__No
__Yes If yes, describe the general availability and qualifications of potential substitutes:

2.d. Quality Control/Administration

2. d. (1) Describe the company's work inspection and approval procedures:

2. d. (2) Describe management procedures 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.

2.d.(3) Describe company's approach to dispute and claims resolution.

2.e. Financials

As provided by statute, the agency/institution will consider keeping trade secrets which the Contractor does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Contractor. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

2.e.(1) Attach latest balance sheet and income statement if available, based on company type. Audited statements are 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 becoming part of a public record.

Have you attached a balance sheet?

__Yes
__No If no, provide explanation:

2.f. Litigation/Claims

2.f.(1) In the last five years has your company failed to complete work awarded to it?

__No
__Yes If yes, provide the following information

Project Name	Contract dollar value	Contract year(s)	Owner Contact Information	Designer Contact Information	Reason for not completing the work	Supporting documentation provided?

2.f.(2) In the last five years has your company paid liquidated damages on a project?

__No
__Yes If yes, provide the following information

Project Name	Contract dollar value	Contract year(s)	Owner Contact Information	Designer Contact Information	Reason(s) for paying liquidated damages	Supporting documentation provided?

2.f.(3) In the last five years has your company filed a claim with the NC State Construction Office?

__No
__Yes If yes, provide the following information

SCO Project ID Number	Project Name	Case Number	Reason for claim(s)	Supporting documentation provided?

2.f.(4) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?

__No
__Yes If yes, provide the following information

Project Name	Year	Reason

2.f.(5) Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?

__No
__Yes If yes, provide the following information

Project Name	Case Number	Year	Reason

2.g. Safety Record

2.g.(1) List your company's Experience Modification Rate (EMR) for past three years:

____ Current year EMR rate
____ 20_ _ EMR rate
____ 20_ _ EMR rate

2.g.(2) Have you attached OSHA 300 log (Rev. 01/2004)?

__Yes
__No If no, provide an explanation:

2.g.(3) List any OSHA fines and job site fatalities in the past three years with an explanation:

2.h. Historically Underutilized Business (HUB) Plan

2.h.(1) Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?

__No
__Yes If yes, attach a copy your company's HUB Plan.

2. h. (2) Provide your company's HUB participation percentage level for the five similar projects cited in Section 3.a.

Project Name	HUB %	Services provided by HUB subcontractor(s)

2.i. Permit Compliance

2.i.(1) In the last five years has your company been issued a Cease and Desist Order by the US Army Corps of Engineers?

__No
__Yes If yes, provide the following information

Project Name	Case Number	Reason for Order	Resolution

2.i.(2) In the last five years has your company been issued a Cease and Desist Order by the NC Division of Water Quality?

__No
__Yes If yes, provide the following information

Project Name	Case Number	Reason for Order	Resolution

2.i.(3) In the last five years has your company been issued a Notice of Violation by the Land Quality Section of the NC Division of Land Resources?

__No
__Yes If yes, provide the following information

Project Name	Case Number	Reason for NOV	Resolution

Section 3. PROJECT SPECIFIC REQUIREMENTS

3.a. Project information. Complete information sheets for up to five (5) similar projects. The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years.

3.b. Additional Project-specific Requirements

3.b.(1) For projects completed within the last five years, the contractor should provide any experience in constructing and installing stormwater best management practices and associated elements (culverts, weirs, inlet/outlet pools and structures, etc.).

3.b.(2) For projects completed within the last five years, the contractor should provide any experience associated with common sediment and erosion control practices, including, but not limited to the installation or construction and maintenance of sediment fencing, turbidity curtains, erosion control fabrics, check dams, dewatering devices and temporary/permanent seeding.

Similar Project #1	Project Name: County: State:	Contract Type _Design Bid Build _Design Build _Full Delivery _Other:
Project description and its similarity to proposed project		
Project information	_Stream Restoration linear footage: _Stream Enhancement linear footage: _Stream Stabilization linear footage: _Wetland Restoration acreage: _Riparian Buffer Restoration acreage: _Other:	Physiographic Region _Mountains _Piedmont _Sandhills _Coastal Plain Project Watershed Type % Agricultural land cover: % Forested Land cover: % Urban land cover:
Role and Responsibility	_Floodplain Grading _Stream Channel Excavation _Bridge installation _Culvert installation _Ford crossing installation _Reforestation _Invasive vegetation removal _Fence installation _Other:	List quantity and type of in-stream structures installed:
Project Owner Name or Funding Agency / Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Designer Name/Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Contract Dollar Value	Award Amount: Change Order(s) amount: Final Contract amount:	
Number of Change Orders Approved with Explanation/Reason	Quantity: Total Cost: Total Additional Days: Reason(s):	
Project Schedule	Start date: Scheduled Completion date: Actual Completion date:	
Project Staff	Contract Manager Estimator Superintendent Operator(s)	
Sub-Contractor Reference #1	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #2	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #3	Firm/Organization: Name of Representative: Phone Number: Email address:	

Similar Project #2	Project Name: County: State:	Contract Type _Design Bid Build _Design Build _Full Delivery _Other:
Project description and its similarity to proposed project		
Project information	_Stream Restoration linear footage: _Stream Enhancement linear footage: _Stream Stabilization linear footage: _Wetland Restoration acreage: _Riparian Buffer Restoration acreage: _Other:	Physiographic Region _Mountains _Piedmont _Sandhills _Coastal Plain Project Watershed Type % Agricultural land cover: % Forested Land cover: % Urban land cover:
Role and Responsibility	_Floodplain Grading _Stream Channel Excavation _Bridge installation _Culvert installation _Ford crossing installation _Reforestation _Invasive vegetation removal _Fence installation _Other:	List quantity and type of in-stream structures installed:
Project Owner Name or Funding Agency / Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Designer Name/Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Contract Dollar Value	Award Amount: Change Order(s) amount: Final Contract amount:	
Number of Change Orders Approved with Explanation/Reason	Quantity: Total Cost: Total Additional Days: Reason(s):	
Project Schedule	Start date: Scheduled Completion date: Actual Completion date:	
Project Staff	Contract Manager Estimator Superintendent Operator(s)	
Sub-Contractor Reference #1	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #2	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #3	Firm/Organization: Name of Representative: Phone Number: Email address:	

Similar Project #3	Project Name: County: State:	Contract Type _Design Bid Build _Design Build _Full Delivery _Other:
Project description and its similarity to proposed project		
Project information	_Stream Restoration linear footage: _Stream Enhancement linear footage: _Stream Stabilization linear footage: _Wetland Restoration acreage: _Riparian Buffer Restoration acreage: _Other:	Physiographic Region _Mountains _Piedmont _Sandhills _Coastal Plain Project Watershed Type % Agricultural land cover: % Forested Land cover: % Urban land cover:
Role and Responsibility	_Floodplain Grading _Stream Channel Excavation _Bridge installation _Culvert installation _Ford crossing installation _Reforestation _Invasive vegetation removal _Fence installation _Other:	List quantity and type of in-stream structures installed:
Project Owner Name or Funding Agency / Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Designer Name/Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Contract Dollar Value	Award Amount: Change Order(s) amount: Final Contract amount:	
Number of Change Orders Approved with Explanation/Reason	Quantity: Total Cost: Total Additional Days: Reason(s):	
Project Schedule	Start date: Scheduled Completion date: Actual Completion date:	
Project Staff	Contract Manager Estimator Superintendent Operator(s)	
Sub-Contractor Reference #1	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #2	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #3	Firm/Organization: Name of Representative: Phone Number: Email address:	

Similar Project #4	Project Name: County: State:	Contract Type _Design Bid Build _Design Build _Full Delivery _Other:
Project description and its similarity to proposed project		
Project information	_Stream Restoration linear footage: _Stream Enhancement linear footage: _Stream Stabilization linear footage: _Wetland Restoration acreage: _Riparian Buffer Restoration acreage: _Other:	Physiographic Region _Mountains _Piedmont _Sandhills _Coastal Plain Project Watershed Type % Agricultural land cover: % Forested Land cover: % Urban land cover:
Role and Responsibility	_Floodplain Grading _Stream Channel Excavation _Bridge installation _Culvert installation _Ford crossing installation _Reforestation _Invasive vegetation removal _Fence installation _Other:	List quantity and type of in-stream structures installed:
Project Owner Name or Funding Agency / Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Designer Name/Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Contract Dollar Value	Award Amount: Change Order(s) amount: Final Contract amount:	
Number of Change Orders Approved with Explanation/Reason	Quantity: Total Cost: Total Additional Days: Reason(s):	
Project Schedule	Start date: Scheduled Completion date: Actual Completion date:	
Project Staff	Contract Manager Estimator Superintendent Operator(s)	
Subcontractor Reference #1	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #2	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #3	Firm/Organization: Name of Representative: Phone Number: Email address:	

Similar Project #5	Project Name: County: State:	Contract Type _Design Bid Build _Design Build _Full Delivery _Other:
Project description and its similarity to proposed project		
Project information	_Stream Restoration linear footage: _Stream Enhancement linear footage: _Stream Stabilization linear footage: _Wetland Restoration acreage: _Riparian Buffer Restoration acreage: _Other:	Physiographic Region _Mountains _Piedmont _Sandhills _Coastal Plain Project Watershed Type % Agricultural land cover: % Forested Land cover: % Urban land cover:
Role and Responsibility	_Floodplain Grading _Stream Channel Excavation _Bridge installation _Culvert installation _Ford crossing installation _Reforestation _Invasive vegetation removal _Fence installation _Other:	List quantity and type of in-stream structures installed:
Project Owner Name or Funding Agency / Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Designer Name/Representative	Firm/Organization: Name of Representative: Phone Number: Email address:	
Contract Dollar Value	Award Amount: Change Order(s) amount: Final Contract amount:	
Number of Change Orders Approved with Explanation/Reason	Quantity: Total Cost: Total Additional Days: Reason(s):	
Project Schedule	Start date: Scheduled Completion date: Actual Completion date:	
Project Staff	Contract Manager Estimator Superintendent Operator(s)	
Sub-Contractor Reference #1	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #2	Firm/Organization: Name of Representative: Phone Number: Email address:	
Sub-Contractor Reference #3	Firm/Organization: Name of Representative: Phone Number: Email address:	

4. Signature

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. You acknowledge that you understand all AGENCY policies and procedures regarding contractor prequalification.

Submitted by:_____

Company Name (as licensed in NC)_____

Physical Address_____

Mailing Address_____

a. Dated this day of: _____

Submitted by: _____
Print Title of Authorized Officer

_____
Signature by Authorized Officer

Phone: _____
Contact person's phone number

Email: _____
Contact person's email 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 ___

5. PRE-QUALIFICATIONS RATINGS MATRIX

State of North Carolina - Prequalification Ratings Matrix for Single Prime Contractors

Project Name **Enter project name here**
RFPQ No. **16-EEP110880801A** **Contractor Name:**
SCO No. **11-08808-01A** **Date of Evaluation:**

1. MINIMUM REQUIREMENTS (Must meet minimum requirements to proceed to Section 2.)			
1.a.	General Information		
1.b.	Business Type		
1.c.	Minimum Licensing Requirement		
1.d.(1)	Bonding Letter		
1.d.(2)	Funds Expended by Surety?		
1.d.(3)	List Surety Companies in past 5 yrs		
1.e.(1)	Lawsuits or Arbitrations?		
1.e.(2)	Judgments, Claims, Arbitrations, Lawsuits?		
1.f.	Evidence of Insurance		
4. Signature Form			
4.a.	Signed/Dated		
4.b.	Notary Certification		
2. GENERAL REQUIREMENTS (Must have a minimum of 30 points to proceed to Section 3.)			
2.a.(1)	Number of years under current name (>5 yrs=5, 0-5 yrs=2)		*5*
2.a.(2)	Previous public in NC (SCO exp=5, NC public =3, NC private=1)		*5*
2.a.(3)	Prequalified and failed to submit bid w/o notice of good cause (no=3, yes with good cause=3, yes without cause=0)		*3*
2.b.(1)	NC office management (yes=4, no=0)		*4*
2.d.(1)	Work inspection and approval processes (well described=5, poorly described=0)		*5*
2.d.(2)	Management procedures (well described=5, poorly described=0)		*5*
2.e.	Financials - Listed/attached (provided=4, not provided=0)		*4*
2.f.(1)	Failed to complete construction contract (no=3, yes with sufficient explanation=3, yes=0)		*3*
2.f.(2)	Paid liquidated damages? (no=2, yes with sufficient explanation=2, yes=0)		*2*
2.f.(3)	Filed claim(s) w/SCO in past 5 yrs (no=3, yes with good cause=3, yes without cause=0)		*3*
2.f.(4)	Convicted of charges (no=3, yes=0)		*3*
2.f.(5)	Barred from bidding (no=3, yes=0)		*3*
2.g.(1)	EMR rate (EMR less than or equal to 1.0= 2, EMR greater than 1.0 = 0)		*2*
2.g.(2)	OSHA 300 log (provided=1 , not provided=0)		*1*
2.h.(1)	Documented HUB Plan (yes=1, no=0)		*1*
2.h.(2)	Typical % HUB participation (greater than 10%=2, less than 10%=0)		*2*
2.i.(1)	US Army Corps of Engineers Cease and Desist Order (no=3, yes=0)		*3*
2.i.(2)	NC Division of Water Quality NOV (no=3, yes=0)		*3*
2.i.(3)	NC Land Quality NOV (no=3, yes=0)		*3*
	Subtotal		***60***
3. PROJECT SPECIFIC REQUIREMENTS			
3.a.(1)	Similar Project #1 (grading or wetland restoration of greater than 15 acres=4, 5-15 acres=2, less than 5 acres=0)		*4*
3.a.(2)	Similar Project #2 (grading or wetland restoration of greater than 15 acres=4, 5-15 acres=2, less than 5 acres=0)		*4*
3.a.(3)	Similar Project #3 (grading or wetland restoration of greater than 15 acres=4, 5-15 acres=2, less than 5 acres=0)		*4*
3.a.(4)	Similar Project #4 (grading or wetland restoration of greater than 15 acres=4, 5-15 acres=2, less than 5 acres=0)		*4*
3.a.(5)	Similar Project #5 (grading or wetland restoration of greater than 15 acres=4, 5-15 acres=2, less than 5 acres=0)		*4*
3.a.(6)	Staff qualifications (evident key personnel have performed similar work=5, not evident=0)		*5*
3.a.(7)	Project-specific staff experience (evident key personnel have worked together to perform similar work=5, not evident=0)		*5*
3.b.(1)	Specific or other Unique Requirements: Stormwater BMP construction (evident firm has experience constructing stormwater detention basins=5, not evident=0)		*5*
3.b.(2)	Specific or other Unique Requirements: Sediment and Erosion Control Practices (evident firm has experience=5, not evident=0		*5*
	Subtotal		***40***
	TOTAL POINTS (Must have a minimum of 70 points to pre-qualify)		***100***