



## **INSTRUCTIONS FOR COMPLETING CONTRACTOR PREQUALIFICATION**

### **North Brunswick High School Addition West Brunswick High School Addition Brunswick County, NC**

Brunswick County Schools has contracted with W.M. Jordan Company, Inc. (the "CMR"), to provide Construction Manager at Risk services to construct new free-standing class room buildings, ROTC metal building and expansion of the existing cafeterias at both North and West Brunswick High Schools. Copies of the subcontractor Prequalification Application and preliminary Construction Documents shall be available at the following location after December 23, 2019.

[http://www.wmjordan.com/projects\\_for\\_bid/current\\_bids.html](http://www.wmjordan.com/projects_for_bid/current_bids.html)

Bid Coordinator: Abby Cobb – [acobb@wmjordan.com](mailto:acobb@wmjordan.com)

Estimator: Seth Speight - [sspeight@wmjordan.com](mailto:sspeight@wmjordan.com)

The Prequalification Application is available at the following locations during normal business hours:

[http://www.wmjordan.com/projects\\_for\\_bid/current\\_bids.html](http://www.wmjordan.com/projects_for_bid/current_bids.html)

Abby Cobb at [estimating@wmjordan.com](mailto:estimating@wmjordan.com).

#### Other locations where solicitation will be posted are as follows:

Bid Clerk

Build Central

Carolinas A.G.C.

Carolinas Asian-American Chamber of Commerce

Carolinas Plan Room

Charlotte Mecklenburg Black Chamber of Commerce

ConstructConnect

Construction Data News

Construction Journal

Crater Procurement Assistance Centers

Dodge Data & Analytics

iSqFt® Digital Plan Room online [www.isqft.com.org](http://www.isqft.com.org) on iSqFt®

McGraw Hill Construction /Dodge Report online [www.dodge.construction.com/plans](http://www.dodge.construction.com/plans)

North Carolina Hispanic Chamber of Commerce

North Carolina Military Business Center

Office for Historically Underutilized Businesses

Plan Hub

Reed Business Information

Reed Construction Data online [www.reedconstructiondata.com](http://www.reedconstructiondata.com)

The Blue Book

United Minority Contractors of North Carolina

A person who is knowledgeable and duly authorized to attest to the past and present operations of the Applicant and its policies must complete the application. The application must be executed by the preparer and at least one general partner, owner, principal, or executive officer of the firm who is authorized to commit the organization. Additional signatures are permissible on a separate sheet to be attached to the application. Application must be properly sworn to by a Notary Public.

All questions and inquiries should be answered. Disclaimers and general statements with global information are not acceptable. Any pages containing supplemental information and other documentation which the Applicant submits to ensure full disclosure should be attached to the application. Each page

must contain the Applicant's name and tax identification number. Additional information not specifically requested may be submitted by the Applicant, but Brunswick County offers no guarantee the additional information will be reviewed and considered.

The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of prequalification. Brunswick County reserves the right to verify the information submitted by the organization, in any related documents, or by supplemental information or data as necessary. If it is determined that false or misleading information or data was submitted in conjunction with the application, Brunswick County may deny the prequalification, revoke previously granted approval, or, if an award has been made may terminate the contract.

All costs associated with the completion of the application shall be borne by the Applicant. Brunswick County or its agent shall not, in any event, be liable for any expense incurred by the organization in connection with the preparation, completion or submittal of the application. The financial information submitted in conjunction with the Applicant's application is considered confidential business information and will be afforded protection to the fullest extent permitted by law. Brunswick County shall not release the information except as may be required by access to public records law or court order.

The prequalification of a prospective bidder shall not limit or preclude Brunswick County from consideration of a prequalified firm's responsibility or responsiveness on other factors that may be considered during bidding of the project.

Brunswick County and its consultant will review the responses and evaluate if the Applicant is qualified to perform the project. Evaluation will be based on all responses in the questionnaire along with any other factual information to determine if the Applicant is qualified and capable of performing the project. It is the policy of Brunswick County to let contracts for construction only to contractors that demonstrate that they are responsible and qualified contractors. Responsible contractors are those firms that have demonstrated that they are financially responsible, have experience suggesting that they have the ability to perform projects responsibly, have demonstrated that they are responsible employers, and have demonstrated that they have fair subcontractor relations, or that they perform all work with their own forces.

Once the review and evaluation are complete, the Applicant will be notified by letter whether the prequalification has been approved or denied.

Only Applicants for whom the Prequalification Application has been approved will be permitted to submit a bid for the project.

Any Applicant denied prequalification may appeal the decision in accordance with Brunswick County Schools' Policy on the Prequalification of Bidders for Construction or Repair Work. The Applicant has five (5) business days from the date of the Denial Notification to file a written appeal with the Brunswick County Schools Attorney's Office.



The prequalification and bid phase schedule as follows:

Pre-Qualification submittal due date	
Early Packages *** (BP-13A & BP-31A)	January 22, 2020
All Other Packages	March 25, 2020
Notifications to contractors submitting	
Early Packages *** (BP-13A & BP-31A)	January 27, 2020
All Other Packages	April 3, 2020
Issue Bid Sets to prequalified bidders	
Early Packages *** (BP-13A & BP-31A)	January 28, 2020
All Other Packages	April 4, 2020
Receive Bids / Open Bids	
WBHS Early Packages *** (BP-13A & BP-31A)	February 25, 2020
NBHS Early Packages *** (BP-13A & BP-31A)	March 3, 2020
WBHS All Other Packages	April 29, 2020
NBHS All Other Packages	May 6, 2020
CMR presents WBHS GMP	May 26, 2020
CMR presents NBHS GMP	June 2, 2020
Notification of Intended Subcontracts for WBHS & NBHS	July 7, 2020

The CMR and Brunswick County School or its agent may revise this schedule as necessary.