

## Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov)

### **ADVERTISEMENT FOR PREQUALIFICATIONS**

#### **CONTRACTORS ARE INVITED TO PREQUALIFY FOR THE RANDOLPH COUNTY HISTORIC COURTHOUSE RENOVATION AND ELEVATOR ADDITION**

**PROJECT:** Randolph County Historic Courthouse  
**LOCATION:** 145 Worth Street, Asheboro, North Carolina 27203  
**OWNER:** Randolph County  
**DESIGNER:** Hobbs Architects, PA

**PREQUALIFICATION REQUIRED:** The owner will accept bids only from contractors that have been prequalified.

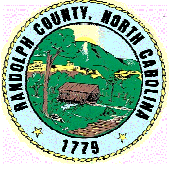
Disadvantaged business enterprises and historically underutilized businesses are encouraged to apply for prequalification.

**SCOPE OF PROJECT:** The Randolph County Historic Courthouse in downtown Asheboro, North Carolina was built in 1909. While no longer serving as the County's courthouse, the building has been designated a Local Historic Landmark by the Randolph County Historic Preservation Commission. The second floor continues to be used for County Commissioner meetings, but the remainder of the building is mostly unoccupied despite relatively recent renovations made to the first floor. The basement of the building is primarily used for storage.

Renovations to the Historic Courthouse includes the following:

- An elevator addition to the two story with a basement building to comply with ADA requirements.
- Removal of the existing elevator and fire safety upgrades to the stairway exits.
- Electrical and mechanical system upgrades.
- Provisions for drainage and waterproofing in the basement.
- Renovations to the first floor for a future museum and exhibit space.

**CONSTRUCTION TIMELINE:** To be completed within one year after execution of contract.



## Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov)

### SUBMITTAL OF CONTRACTOR QUALIFICATIONS:

Mail to:

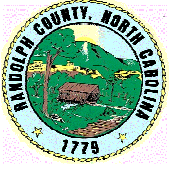
Randolph County

Attn: Lisa Garner, Purchasing Officer

725 McDowell Road

Asheboro NC 27205

The owner will evaluate each contractor's qualifications pursuant to its procurement policies and North Carolina General Statutes Chapter 143. The Application for Prequalification must be delivered to the County **No Later Than 4:00 PM EST December 22, 2022.**



## Randolph County Purchasing Office

725 McDowell Road, Asheboro, NC 27205

P: 336.318.6304 F: 336.636.7568 Email: [lisa.garner@randolphcountync.gov](mailto:lisa.garner@randolphcountync.gov)

### **CONTRACTOR PROJECT SPECIFIC PREQUALIFICATION POLICY**

All contractors who intend to bid on the Historic Courthouse Renovation and Elevator Addition Project for Randolph County must complete and submit this form, for review and qualifying determination of approval by the County. This form will serve to prequalify contractors for this specific project. To be considered, all prequalification forms must be received on or before the posted date and time.

**Failure to answer** all of the following questions may result in disqualification. If general contractor has any questions, contact [Paxton.Arthurs@randolphcountync.gov](mailto:Paxton.Arthurs@randolphcountync.gov) . Completing this questionnaire does not guarantee pre-qualification. Randolph County reserves the unqualified right to reject any or all proposals and to waive informalities. Randolph County 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 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 3 business days of notification of the prequalified contractor's list.

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

Pursuant to the statute, this form gathers information about the contractors 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 143-135.8 and the Randolph County Prequalification Policy (attached).

**PREQUALIFICATION DUE DATE/TIME:**

**December 22, 2022 PM**

Date

**4:00 PM EST**

Time

**Project:**

**Randolph County Historic Courthouse Renovation and Elevator Addition**

Name of Project

**Randolph County**

Project Owner

**145 Worth Street, Asheboro, NC 27203**

Project Location/Address

**Hobbs Architects, PA**

Project Architect

**March 2023**

Project Start Date (Approx.)

**February 2023**

Anticipated Bid Date

**3.2 Million**

Approximate Total Project Budget

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

**Project Description:** The Randolph County Historic Courthouse in downtown Asheboro, North Carolina was built in 1909. While no longer serving as the County's courthouse, the building has been designated a Local Historic Landmark by the Randolph County Historic Preservation Commission. The second floor continues to be used for County Commissioner meetings, but the remainder of the building is mostly unoccupied despite relatively recent renovations made to the first floor. The basement of the building is primarily used for storage.

Renovations to the Historic Courthouse includes the following:

- An elevator addition to the two story with a basement building to comply with ADA requirements.
- Removal of the existing elevator and fire safety upgrades to the stairway exits.
- Electrical and mechanical system upgrades.
- Provisions for drainage and waterproofing in the basement.
- Renovations to the first floor for a future museum and exhibit space.

**SECTION 1. GENERAL COMPANY INFORMATION**

**1. a. Primary/Main office location (from where the project will be managed)**

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

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

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

\_\_\_\_\_  
City/State Zip Code + 4

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

Phone number

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

Fax number

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Secondary Contact Name

\_\_\_\_\_  
Primary Contact Email Address

\_\_\_\_\_  
Secondary Contact Email Address

**[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]**

**Organization**

**1. b. Business type** (check box)  Corporation  Partnership  Limited Liability Company  Sole Proprietor  Joint Venture

Indicate your NC Statewide Uniform Certification: (check box):  MBE  HBE  AABE  AIBE  WBE  SDB  DBE

[See website link for more information: http://www.doa.nc.gov/hub/swuc.htm](http://www.doa.nc.gov/hub/swuc.htm)

\_\_\_\_\_  
Other (specify) \_\_\_\_\_ Certifying Agency/State (specify)

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

Describe Ownership if Yes: \_\_\_\_\_

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

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

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**1. c. Licensing Information** (Please provide all North Carolina professional licenses required for you to perform your services.)

<u>NC License number/name of licensee</u>	<u>License Limit/Level</u>	<u>State/County/City Privilege License (provide copy)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has any license ever been denied or revoked?  Yes  No If yes, please describe, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**1. d. 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? \_\_\_\_\_

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**Bonding**

**1. e. (1)** 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. Best Rating system or The Federal Treasury List.

Have you attached a surety letter?  Yes  No

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**1. e. (2)** Have funds been expended by a surety company on your company's behalf within the past 10 years?

Yes  No If yes, explain...

\_\_\_\_\_  
\_\_\_\_\_

[Matrix: 0-3 points. If no funds expended by surety company give 3 points. If not, give 0 points.]

**Insurance**

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

1. f. The minimum requirements of coverage are listed in Article 34 of the State Construction General Conditions. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their insurance certificate. Have you attached a copy of your insurance certificate?  Yes  No

- Workers Compensation Insurance as required by law and Employer’s Liability Insurance Coverage with minimum limits of \$100,000.
- Comprehensive general liability with minimum limits of \$500,000 per occurrence for bodily injury and \$ 100,000 per occurrence/\$300,000 aggregate for property damage.

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**Financials**

1. g. 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. (Company must submit financial data and must clearly indicate “confidential” on the document to avoid this item from becoming part of a public record.) Have you attached a balance sheet?  Yes  No

[Matrix: Pass/fail. If information provided, then continue with evaluation. If not, disqualify.]

**Barred from Bidding**

1. h. Is your present company, its officers, owners, or agents currently barred from bidding public work in North Carolina?  Yes  No

[Matrix: Pass/fail. If “Yes”, disqualify.]

**SECTION 2. GENERAL REQUIREMENTS**

**Experience - Size/Capacity/Workload**

2. a. (1) List the annual dollar value of construction work the company **has completed and has under contract** for each year over the last (3) three calendar years (if applicable). If three years of data cannot be provided, please explain.

1 _____(yr)	2 _____(yr)	3 _____(yr)
-------------	-------------	-------------

[Matrix: 0-3 points. For each year completed give 1 point each.]

2. a. (2) How many projects do you currently have under contract or in progress and what is their total dollar value?
- \_\_\_\_\_(# of projects);
  - \$ \_\_\_\_\_ (Current projects contract amount);
  - \$ \_\_\_\_\_ (Projects current amount remaining to bill)

[Matrix: 0-3 points. If section completed give 3 points. If not, give 0 points.]

2. a. (3) What was your largest single project completed in the past five years?  
\_\_\_\_\_Sq. Ft. \$ \_\_\_\_\_(Dollar Amount)

**State of North Carolina  
Prequalification Form for Prime Contractor**

\_\_\_\_\_ Location \_\_\_\_\_ Year Completed

[Matrix: 0-4 points. Take the “dollar amount of largest job completed” and multiply by 1.5. If the result is larger than the estimated project cost, then give 4 points. If the result is within 10%, then give 3 points. If the result is within 15%, then give 2 points. If the result is within 20%, then give 1 point. Otherwise, give 0 points.]

2. a. (4) Projects Current Amount Remaining to Bill (from 2.a.2 above) \$ \_\_\_\_\_ (Dollar Amount)

[Matrix: 0-4 points. Take “projects current amount remaining to bill” dollar amount and add the estimated construction cost of the project advertised. Compare total amount to the aggregate bonding capacity in the Surety Letter (1.e.1). If amount is within the company’s bonding capacity, then give 4 points. If not, give 0 points.]

2. a. (5) List the three largest contracts currently under contract or in progress, including for each, the name of the project, owner, architect and/or GC/CMR and contact information below.

<b>#1 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value and HUB Participation %	
Percentage Complete	
Current Anticipated Completion Date	

<b>#2 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	



**State of North Carolina  
Prequalification Form for Prime Contractor**

Contract Dollar Value and HUB Participation %	
Percentage Complete	
Current Anticipated Completion Date	
<b>#3 –Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value and HUB Participation %	
Percentage Complete	
Current Anticipated Completion Date	

[Matrix: 0-9 points. For each project above, give 2 points for each positive reference from the owner and 1 point from the architect/designer.]

**Office Locations**

**2. b.** 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

[Matrix: 0-4 points. If office location is managed and directed from NC office give 4 points. If not, give 0 points.]

**Litigation/Claims**

**2. c. (1)** Has your company had any judgments entered against it or been the target of a suit by an owner in a construction project within the past 10 years, whether resolved or still pending resolution?  Yes  No

[Matrix: 0-2 points. If company has not been involved in any of the above, give 2 points. If they have, give 0 points.]

**2. c. (2)** Are there currently any judgments or suits pending or outstanding against your company, its officers, owners, or agents arising from a construction project?  Yes  No

[Matrix: 0-2 points. If there are no current judgments, claims, arbitration, suits, or mediation pending give 2 points. If there is, give 0 points.]

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

**2. c. (3)** Has your company ever been terminated from a construction project or otherwise defaulted or removed from a construction project within the past 10 years?  Yes  No

[Matrix: 0-3 points. If company has never failed to complete work, it has been awarded give 3 points. If they have failed to complete work, give 0 points.]

**2. c. (4)** Have you or your company ever paid liquidated damages on a state project within the past 10 years?  Yes  No

[Matrix: 0-3 points. If "Yes", give 0 points. If "No," give 3 points.]

**2. c. (5)** Has your company, its officers, owners, or agents ever been convicted of conflicts of interest, bribery, bid rigging, fraud, misappropriation, embezzlement, false claims, or other financial crimes within the past 10 years?

Yes  No

[Matrix: 0-3 points. If "Yes," give 0 points. If "No," 3 points.]

**Safety Record**

**2. d.** List your company's Experience Modification Rate (EMR) for the past three years. (Attach OSHA 300 Log for the last 3 years.) Have you attached OSHA 300 log?  Yes  No

Present EMR Rate \_\_\_\_\_ Previous Year's EMR Rate \_\_\_\_\_ EMR rate of two years ago \_\_\_\_\_

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

List any OSHA fines and Jobsite fatalities in the past 3 years with an explanation: \_\_\_\_\_

[Matrix: 0-5 points. If EMR rate for each of the past three years is less than or equal to 1 then give 5 points. If not, give 0 points.]

**Historically Underutilized Business (HUB) Plan and Record**

**2. e.** Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?  Yes  No. If yes, please attach.

List the company's three highest HUB participation percentages on projects completed within the last three years?

Project #1 \_\_\_\_\_ HUB Participation \_\_\_\_\_%

Project #2 \_\_\_\_\_ HUB Participation \_\_\_\_\_%

Project #3 \_\_\_\_\_ HUB Participation \_\_\_\_\_%

[Matrix: 0-5 points. If company has a current documented plan and has attached the plan give 2 points. If not, give 0 points. Give 1 point for each project listed with HUB participation % shown for each.]

**SECTION 3. PROJECT SPECIFICS**

**3.a.** The assigned project superintendent for this project shall be: \_\_\_\_\_. Include a professional resume, including but not limited to education, training, certifications, similar project experience and owner/architect references (name, phone number and email address). Have you included a resume and references?  Yes  No

***If the assigned superintendent cannot be guaranteed for this project, please provide an alternate superintendent (with resume and references).***

[Matrix: 0-5 points. If resume included, give 3 points. If positive reference is received, give 2 points.]

**State of North Carolina  
Prequalification Form for Prime Contractor**

**3.b.** The experience this superintendent has on similar types of projects as evidenced by their resume is:  
 \_\_\_ 0-2 \_\_\_ 3-4 \_\_\_ 5-10 \_\_\_ >10 years.

[Matrix: 0-5 points. If 0-2 years give 2 pts, 3-4 years give 3 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

**3.c.** The assigned project manager for this project shall be: \_\_\_\_\_. Include a professional resume, including but not limited to education, training, certifications, similar project experience and owner/architect references (name, phone number and email address). Have you included a resume and references?  Yes  No  
***If the assigned project manager cannot be guaranteed for this project, please provide an alternate project manager (with resume and reference).***

[Matrix: 0-5 points. If resume included, give 3 points. If positive reference is received, give 2 points.]

**3.d.** The experience this project manager has on similar types of projects as evidenced by their resume:  
 \_\_\_ 0-2 \_\_\_ 3-4 \_\_\_ 5-10 \_\_\_ >10 years.

[Matrix: 0-5 points. If 0-2 years give 2 pts, 3-4 years give 3 pts, 5-10 years give 4 pts, >10 years give 5 pts.]

**Similar Projects**

**3.e.** List three (3) current or completed projects of similar type which most closely reflect the size and complexity of the type of work being requested for the currently proposed project within the last 10 years.

#1 –Similar - Project Name	
Description of Work Performed	
Location of Project	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value and HUB Participation %	
Percentage Complete	
Original Contract Completion Date	
Actual or Anticipated Completion Date (explain if different from original date)	

**State of North Carolina  
Prequalification Form for Prime Contractor**

If complete, provide "Contractor Evaluation Rating" (if applicable)	
Project team: Project Executive, Project Manager, Superintendent	
University project? Campus occupied? Building occupied?	
Total value of change orders?	
<b>#2 –Similar - Project Name</b>	
Description of Work Performed	
Location of Project	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value and HUB Participation %	
Percentage Complete	
Original Contract Completion Date	
Actual or Anticipated Completion Date (explain if different from original date)	
If complete, provide "Contractor Evaluation Rating" (if applicable)	
Project team: Project Executive, Project Manager, Superintendent	
University project? Campus occupied? Building occupied?	
Total value of change orders?	
<b>#3 –Similar - Project Name</b>	
Description of Work Performed	
Location of Project	
Contract Delivery Method (CM/GC)?	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	

**State of North Carolina  
Prequalification Form for Prime Contractor**

GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value and HUB Participation %	
Percentage Complete	
Original Contract Completion Date	
Actual or Anticipated Completion Date (explain if different from original date)	
If complete, provide "Contractor Evaluation Rating" (if applicable)	
Project team: Project Executive, Project Manager, Superintendent	
University project? Campus occupied? Building occupied?	
Total value of change orders?	

[Matrix: 0-18 points. For each similar project listed above, give 2 points ONLY if the project is similar in scope and size. In addition, for each project above, give 2 points for each positive reference from the owner and architect/designer. In addition, give 2 points for each successful project defined by timely completion and satisfactory job performance.]

**3.f.** List the three most current or completed projects with the [owning agency/institution] within the past five years. Please list the project name, project executive, project manager and superintendent. Please provide the owning agency/institution point of contact for the project.

<b>#1 –Project Name</b>	
Project Executive, Project Manager and Superintendent	
Owning Agency/Institution Point of Contact	
<b>#2 –Similar - Project Name</b>	
Project Executive, Project Manager and Superintendent	
Owning Agency/Institution Point of Contact	
<b>#3 –Similar - Project Name</b>	
Project Executive, Project Manager and Superintendent	
Owning Agency/Institution Point of Contact	

[Matrix: 0-9 points. For each project performed (listed), give 3 points for each project successfully completed on time, within budget and a positive reference by the owner. If company has not completed at least 3 projects for the owner, points will not be deducted for lack of a first, second or third project.]

**State of North Carolina**  
**Prequalification Form for Prime Contractor**

**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 (as licensed in NC)

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

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

a. Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Signature by Authorized Officer

\_\_\_\_\_  
Print Title of Authorized Officer

Phone: \_\_\_\_\_  
Contact person's phone number

E-mail: \_\_\_\_\_  
Contact person's E-mail 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\_\_\_\_

**[Matrix: Pass/fail. Signature section must be fully executed with notary information provided for company to be prequalified. If not, then disqualify.]**



## **Randolph County - Prequalification Policy**

**A. Governing Law (Session Law 2014-42)** This policy is in effect for all prequalifications on Randolph County projects, including single prime project delivery and construction manager at risk first-tier subcontractors. G.S. 143-135.8(b)(2) requires the governmental entity to “adopt an objective prequalification policy applicable to all construction or repair work prior to the advertisement of the contract for which the governmental entity intends to prequalify bidders.”

### **B. Prequalification Criteria, Form, and Assessment**

1. Uniform, consistent, and transparent in its application to all bidders.
2. All bidders who meet the prequalification criteria to be prequalified are allowed to bid on the construction or repair work project.
3. Criteria must be rationally related to construction or repair work.
4. The bidder is not required to have been previously awarded a construction or repair project by the governmental entity.
5. Bidders are permitted to submit history or experience with projects of similar size, scope, or complexity
6. Assessment process of prequalification is stated in this policy.
7. A process for a denied bidder to protest is stated below in this policy.
8. A process for notifying a denied prequalified bidder is stated below in this policy.

### **C. Review of Application**

1. **Prequalification Committee** – The Purchasing Officer and/or construction manager shall determine the members of the prequalification committee. The Prequalification Official shall be the County Manager, who shall not be on the prequalification committee. The prequalification committee will review prequalification applications submitted by the firms and will determine each firm’s prequalification eligibility for the project.
2. **Review of Application** – The prequalification committee shall use the objective assessment process form developed by the Purchasing Officer. The prequalification committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system based upon the applicants’ initial response to the Counties solicitation for qualified bidders. With the possible protests and appeals on prequalification and the times associated with responses, the owner should have the advertisement for prequalification out to potential applicants at least two (2) months prior to actual bid date.
3. **Notice of Decision** – All firms that submitted applications for prequalification shall be promptly notified of the prequalification committee’s decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of prequalification.
4. **Informal Meeting** - Upon denial, the applicant may request an informal meeting with the owner’s representative and/or construction manager to receive feedback and suggestions for improvement. The Owner’s representative and/or construction manager shall hold a feedback session for the applicants who do not appeal the decision within 2 weeks of the request.
5. Firms wishing to appeal the decision shall follow the appeals process described below.

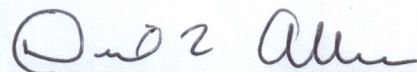


#### D. Appeals Procedure

1. Firms may appeal the denial of Prequalification as noted below.

- a. **Initial Protest** – A firm denied prequalification may protest the prequalification committee's decision by filing a written appeal via hand-delivery or e-mail to the applicable prequalification committee within three (3) business days of emailed notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is contesting the denial (i.e., explains how the firm satisfied all required criteria for prequalification in the government's solicitation in their initial response) and attach all documents supporting the firm's position. The prequalification committee may contact the firm regarding the information provided prior to ruling on the protest. The Prequalification Committee should review the written protest within five (5) business days. If the prequalification committee is satisfied that the firm should be prequalified, the firm shall be notified that it is prequalified to bid on the project and allowed to participate in the bid process. If the prequalification committee upholds its denial, the firm shall be notified in writing via e-mail.
- b. **Appeal** – Within three (3) business days of the owner's emailed notice of the Prequalification Committee's written protest decision, the denied prequalified firm may appeal the prequalification committee's decision, in writing, via hand-delivery or e-mail, to the Prequalification Official (see C.1 above). The Prequalification Official should review the appeal within five (5) business days. In the event the Prequalification Official is unable to review in a timely manner, he/she may designate a representative that is not a member of the prequalification committee to handle the appeal.
- c. **Decision on Appeal** – The decision of the Prequalification Official or Representative on the appeal shall be final, and the firm shall be promptly notified of the decision.
- d. **General Rules for Protests and Appeals** – Firms submitting prequalification applications shall be provided an e-mail address for the communication with the owner and/or construction manager during the protest and appeal process. The firm shall provide at least two e-mail addresses for use by the owner and/or construction manager in communicating with the firm. In the event the Prequalification Official or Representative is unable to render a decision on either the initial protest or the appeal prior to the bid date, the firm shall be allowed to submit a bid on the project subject to a final decision on the protest or appeal. If the firm's bid is opened prior to a final decision on the protest or appeal and the bid is not the lowest monetary bid for the project, the appeal shall be terminated and rendered moot. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm's failure to comply with any requirements of the protest and appeals procedures of this section shall result in the firm's protest or appeal being terminated and rendered moot.

Adopted by the Randolph County Board of Commissioners on May 7, 2018.



David Allen, Chairman