

**APPLICATION FOR CONTRACTOR PRE-QUALIFICATION**

In anticipation of a request for sealed bids for construction of the project described below, the Mountain Brook Board of Education, as Owner and Awarding Authority, wishes to identify and pre-qualify in advance bidders consistent with the public works laws of the State of Alabama (Title 39, Code of Alabama, 1997).

Project: Mountain Brook Elementary Schools 2024 Renovations

**Mountain Brook Board of Education**

**Mountain Brook Elementary Schools 2024 Renovations**

Submitted To: Goodwyn Mills & Cawood  
2400 5th Avenue South  
Suite 200  
Birmingham, AL 35233  
Phone: (205) 879-4462  
E-mail: [Alyssa.martin@gmcnetwork.com](mailto:Alyssa.martin@gmcnetwork.com)  
Attention: **Alyssa Martin**

Submitted By:

Corporation [ ]

Contractor Name: \_\_\_\_\_

Partnership [ ]

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

Individual [ ]

\_\_\_\_\_

Joint Venture [ ]

Email Address: \_\_\_\_\_

Other: \_\_\_\_\_

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

AL Contractor Lic. # \_\_\_\_\_

Contact Name: \_\_\_\_\_

License Classification \_\_\_\_\_

Bid Limit \_\_\_\_\_

The contact named here should be the person the Owner should contact for additional questions or clarifications and who (upon specific invitation) could attend a brief interview with the Owner.

**Where blanks are provided, insert required information. When attaching additional information clearly identify/label the attachment and indicate that it is attached under the appropriate question.**

Applications for pre-qualification will be evaluated by representatives of the Owner /Architect who will consider the qualifications of each applicant for each of the areas as outlined below, and will qualify as many applicants as are found to be satisfactory.

Each applicant should, under a simple, straightforward and concise format, furnish explanation and documentation, which demonstrates that the applicant meets the criteria outlined under each of the areas of evaluation.

Each application will be scored numerically with 100 points possible. Scoring for the various sections of the application will be weighted as noted below.

The Owner will deem submissions with the highest scores as qualified to bid on this project. If any drop out before the Pre-Bid meeting, the next qualified GC will be invited.

Applications that are incomplete or unclear may have points deducted or be rejected as nonresponsive.

**1.0 SAFETY AND QUALITY (Score: 10 points possible)**

*Safety and quality are of paramount importance. Accordingly, your organization must demonstrate that it has implemented successful Safety and Quality programs that contain effective procedures for achieving high levels of project quality while maintaining a safe work environment for your organization, your subcontractors and other parties working on the Project.*

- 1.1 Provide a copy of your company’s written safety and training program.
- 1.2 Provide a listing of all OSHA citations that have occurred over the past five (5) years of construction activity.
- 1.3 Provide your current Experience Modification Rate (EMR): \_\_\_\_\_
- 1.4 Provide your annual Total Recordable Incident Rate (TRIR) for 2019 through 2021: \_\_\_\_\_
- 1.5 Identify your full-time corporate safety officer (attach resume): \_\_\_\_\_
- 1.6 Identify who would be responsible for safety on the Project: \_\_\_\_\_
- 1.7 Provide a copy of your company’s most recent OSHA 300 Log.

**2.0 LEGAL HISTORY (Score: 5 points possible)**

*Your organization must demonstrate that it is legally qualified to perform the Project. In addition, the Owner must be assured that your organization does not have a history of extensive claims, unfair/unjustified change orders, frivolous lawsuits, improper treatment of subcontractor/suppliers or uncompleted work.*

- 2.1 List the categories of work in which your organization is legally qualified to do business. Indicate registration/license number and bid limits.
- 2.2 Claims, Suits and Liquidated Damages. (If the answer to any of the questions below is yes, please attach details.)
  - 2.2.1 Has your organization ever failed to complete any work awarded to it? \_\_\_\_\_
  - 2.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? \_\_\_\_\_
  - 2.2.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years? \_\_\_\_\_
  - 2.2.4 Have there been any judgments, claims, arbitration or suits against your organization or its offices within the last five (5) years? \_\_\_\_\_
- 2.3 Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) \_\_\_\_\_

**3.0 COMPANY EXPERIENCE AND WORK LOAD (Score: 25 points possible)**

*Your organization must demonstrate that it has sufficient experience in the successful construction of similar projects (similar as determined by the owner and Architect) in terms of the type, size, scope, schedule and complexity. In addition, you must show that this project will not place a burden on the resources of your company during its construction.*

- 3.1 State total value of unrecognized volume of work in progress and under contract or Committed: \$ \_\_\_\_\_
- 3.2 The Project must represent less than forty percent (40%) of the annual dollar volume of the applicant’s building division or branch managing this project, as determined from a three (3) year average. Provide your average annual dollar volume over the last three (3) years.  
  
2023: \_\_\_\_\_ 2022: \_\_\_\_\_ 2021: \_\_\_\_\_

- 3.3 **SIMILAR PROJECT EXPERIENCE:** List three (3) projects that are most closely related to this project in type, scope, client type, and complexity that have been completed within the last five (5) years. For each project, please provide:

Project name  
Owner (include contact name, email address and phone number)  
Architect (include contact name, email address and phone number)  
Your project manager and superintendent involved on the project  
A short description of the project  
Photos  
Dollar amount  
Year completed

- 3.4 **HISTORY OF SUCCESSFUL CONTRACTUAL SCHEDULE COMPLETION:**  
Within the past five (5) years, has your company failed to complete any project within the contractual timeframe (including time extensions)? If yes, please provide additional information

**4.0 PERSONNEL EXPERIENCE (Score: 30 points possible)**

*Your organization must demonstrate that its personnel have sufficient experience in the successful completion of similar projects in terms of type, size, scope, schedule and complexity.*

- 4.1 List personnel you would propose for this job. Include their resume and identify their educational background, construction experience, job experience, appropriate contacts, availability, and any other pertinent information. Availability should be based on a contract award date of March/April 2021 and construction commencement in late May/early June, 2021. In addition, list their current project commitments and the scheduled completion date.

Dedicated Project Manager: \_\_\_\_\_

Full Time On-Site Superintendent: \_\_\_\_\_  
(Must have completed 30 Hour OSHA Training)

**5.0 FIELD & MANAGEMENT STAFFING PLAN (Score: 20 points possible)**

*The work for this project will be spread among three different elementary schools. Your organization must demonstrate the ability to manage and supervise concurrent work for a single client on multiple sites.*

- 5.1 Describe your strategy for managing and supervising work spread across three elementary schools. Address quality, safety and security issues. Include number and roles of key management and supervisory personnel.

**6.0 INSURANCE, BONDING AND FINANCIAL**

**(Score: 10 points possible)**

*Your organization must demonstrate that it has sufficient insurance, bonding and financial capacity to meet the requirements of the Mountain Brook Board of Education and successfully complete this project.*

- 6.1 State the name, address and rating of your bonding company. Enclose a letter from your surety stating they are willing to provide payment and performance bonds for this project, including power of attorney for local surety agent and countersigned by an authorized Alabama resident agent of the Surety. In addition, the letter should identify your total and current bonding capacity.

At a minimum, your bonding company must comply with the following:

- A.M. Best rating of A, (X or higher)
- Licensed in the State of Alabama
- Registered with the United States Department of Treasury

- 6.2 Provide your Dun and Bradstreet Identification Number for inquiries associated with financial and claims issues: \_\_\_\_\_

**7.0 SUBMISSION AND NOTIFICATION**

*One (1) Digital copy of completed applications should be forwarded to the Architect contact on the first page of this document. Submissions via electronic mail or certified mail. To facilitate prompt review and approval of prequalification requests, please submit completed applications as soon as possible. Applications for this project are due:*

- February 2, 2024 at 2:00 PM Central

*For informational purposes, the anticipated budget range for this project is approximately \$4,500,000 (This is not to be considered a statement of funds available).*

*The Owner reserves the right to reject or accept late applications for pre-qualification. The Owner reserves the right to waive any technical errors or missing information in the application, or to abandon the pre-qualification process if the interest of the Owner appears to be promoted thereby.*

The above provided information is current, accurate, true and sufficiently complete so as not to be misleading.

Signature: \_\_\_\_\_ Date

(Seal)

Name: \_\_\_\_\_  
Typed or Printed

Title: \_\_\_\_\_  
Typed or Printed

Name of applicant organization: \_\_\_\_\_

Sworn to and subscribed before me this date: \_\_\_\_\_

Notary Public: \_\_\_\_\_ (Seal)  
Signature

My commission expires: \_\_\_\_\_

## ADVERTISEMENT FOR PREQUALIFICATION AND BIDS

**PREQUALIFICATION PROPOSALS** will be received via email, or other electronic transmission, on behalf of the Owner by Goodwyn Mills Cawood, LLC., at 2400 5th Avenue South, Ste. 200, Birmingham, AL 35233, for the below referenced project, until **2:00 PM Local Time, February 2, 2024**. The prequalification procedure is intended to identify responsible and competent bidders relative to the requirements of the Project. Prequalification proposal requirements may be obtained from the Architect, by request either by phone (205.879.4462) or e-mail [alyssa.martin@gmcnetwork.com](mailto:alyssa.martin@gmcnetwork.com), to Alyssa Martin. Additional qualifications and requirements for General Contractor Bidders and separate Subcontractors are indicated in the Bid and Contract Documents.

**SEALED PROPOSALS** will be received only from previously **PRE-QUALIFIED General Contractors** by **MOUNTAIN BROOK SCHOOLS**, located at **32 VINE STREET, Mountain Brook, AL 35213**; until **2:00 PM Local Time, February 22, 2024** for this project:

### **MOUNTAIN BROOK ELEMENTARY SCHOOLS 2024 SUMMER WORK**

(LOCALLY FUNDED)

at which time and place they will be publicly opened and read.

A cashiers check or bid bond payable to Mountain Brook Board of Education in an amount not less than five (5) percent of the amount of the bid, but in no event more than \$10,000, must accompany the bidder's proposal. Performance and statutory Labor and Material Payment Bonds, and insurance in compliance with requirements, will be required at the signing of the Contract.

Drawings and Specifications may be examined at the Office of the Architect; Dodge Data & Analytics; Data Fax; and ConstructConnect.

**Bid documents (Plans, Specifications, and Addenda) will be sent to prequalified General Contractors only from the Architect electronically with no deposit.** Subcontractors should contact a General Contractor or plan room for documents.

Only General Contractors who have completed the prequalification process within the stated time limits, and which are properly licensed in accordance with criteria established by the State Licensing Board for General Contractors under the Provision of Title 34, Chapter 8, Code of Alabama, 1975, as amended, will be considered for prequalification for the Work of this project.

A **MANDATORY PRE-BID CONFERENCE** will be held at the same location as bids are to be opened, at **3:30 PM local time February 8, 2024** for the purpose of reviewing the project and answering Bidder's questions. **Attendance at the Pre-Bid Conference IS REQUIRED for all General Contractor Bidders** intending to submit a Proposal, and is highly recommended for Subcontractors. Bids from General Contractors not attending the Pre-Bid Conference will be rejected.

Per the Owner and the Alabama Department of Revenue (ADOR), Act 2013-205, the project will be bid **EXCLUDING TAXES** and will require the Contractor to complete DCM Form C-3A Accounting of Sales Tax Attachment to DCM Form C-3 Proposal Form (August 2020) which will be submitted with the Contractors Proposal at the time of the Bid. If awarded the bid, both tax exempt entity and contractor shall apply for certificates of exemption. ADOR shall issue certificates of exemption from sales and use tax for each tax exempt project. Certificates shall only be issued to contractors licensed by the State Licensing Board for General Contractors or any subcontractor working under the same

contract. Items eligible for exemption are building materials, construction materials and supplies and other tangibles that become part of the structure. ADOR will handle the administration of the certificates and the accounting of exempt purchases.

The Owner reserves the right to reject any or all proposals, to waive technical errors and/or abandon the prequalification and bid process if, in their judgment, the best interests of the Owner will thereby be promoted.

**MOUNTAIN BROOK SCHOOLS  
32 VINE STREET  
Mountain Brook, Alabama 35213**

**GOODWYN MILLS CAWOOD, LLC.**  
MEMBERS, AMERICAN INSTITUTE OF ARCHITECTS  
2400 5th Avenue South, Suite 200  
Birmingham, Alabama 35233  
Phone: (205) 879-4462  
Fax: (205) 879-4493

\*\*\*\*\*

END OF ADVERTISEMENT

NOTE: For projects exceeding \$50,000, this notice must be run once a week for three successive weeks in a newspaper of general circulation in the county or counties in which the project, or any part of the project, is to be performed. If the project involves an estimated amount exceeding \$500,000, this notice must also be run at least once in three newspapers of general circulation throughout the state. Proof of publication is required.

DCM Form C-1; August 2020.  
REVISED (GM&C): February 2021.