



Goodwyn Mills Cawood

2400 5th Avenue South
Suite 200
Birmingham, AL 35233

T (205) 879-4462

www.gmcnetwork.com

Goodwyn Mills Cawood, LLC Prequalification Checklist

- A305
 - ☐ List of current projects under construction
 - ☐ List of projects completed in the last 5 years
 - ☐ Financial Statement
- Similar project list (with contact information for Owner, Architect, Original Contract Amount, and Final Contract Award.
 - ☐ Minimum of 3 similar projects within the last 5 years
- Letter with bonding limits
- Proof of liability insurance
- Company overview/mission statement
- Organizational Chart
- Resumes of key personnel for this project
- Safety Program (including substance abuse)
- Warranty/Guarantee
- OSHA & Alabama EMR numbers



Registration Form

Project Name: Houston County Department of Human Resources

Pre-Bid Conference: May 7, 2026

Bid Opening: May 21, 2026

GMC Project No.: ABHM250019

Contact Name: _____

Company: _____

Address (No PO Box): _____

City, State Zip: _____

Phone: _____

Email: _____

License # (if applicable): _____

Return completed form to

alyssa.martin@gmcnetwork.com

PREQUALIFICATION PROPOSAL REQUIREMENTS

PROJECT: Houston County Department of Human Resources

1.1 Written Submittal - To include at least each of the following items:

(Note that failure to provide all information requested, and failure to provide full disclosure will be deemed non-responsive by the Owner and as just cause for rejection of any prequalification submittal).

- A. Completed Registration/Order Form.
- B. Completed American Institute of Architects (AIA) Document A305, "Contractor's Qualification Statement", latest edition, which may be purchased from an A.I.A. documents vendor by the Contractor.
 - 1. A draft copy of AIA A305 is attached for reference.
- B. Include a list of projects of similar types, size, scope and complexity which have been completed by the company submitting this prequalification proposal.
 - 1. Include name, address and telephone number of Owner, Architect, any Construction Manager, and the original and final Contract amounts.
 - 2. A minimum of three (3) such similar projects in size and scope, within the last 7 years, will be required for prequalification.
- C. Confirmation that insurance and bonding requirements of the Alabama Building Commission can and will be furnished, and a letter of confirmation from your company's underwriter, broker, and/or agent indicating bonding limits, and that the required liability insurance with stated limits and other required provisions, is either in place or obtainable by the company submitting this prequalification proposal.
- D. Corporate/Company overview and philosophy/mission statement.
- E. Organizational chart of company structure.
- F. Resumes of key personnel anticipated to be involved in this particular project, including at least the following (*) required personnel:
 - 1. Principal*
 - 2. Project Manager*
 - 3. General Superintendent*
 - 4. Quality Control Superintendent*
 - 5. Any other staff that may be involved.
- G. Provide a brief description of your company's safety program (including in part, your substance abuse program); quality control program; and "partnering" program, training or experience.
- H. Provide description of how your company normally provides warranty and guarantee services.
- I. Provide (and list, if applicable) your company's OSHA accident frequency rates and Alabama workers compensation modifier.

- 1.2** Refer to Advertisement for additional information and requirements regarding prequalification.
- A. Note that State of Alabama Division of Construction Management requirements, except as modified in Bid and Contract Documents, will be applicable to the Work of this project.
- B. Note that following this Prequalification process and legal advertisement for bids, a Pre-Bid Conference will be held, and attendance by Prequalified General Contractors will strongly encouraged.
- 1.3** **Submittal Deadline: 2:00 PM, APRIL 21, 2026**
- 1.4** **Number of Copies to be Submitted: One (1) Digital.**
- 1.5** **Submit one copy To:**
- Goodwyn Mills Cawood, LLC. Phone: (205) 879-4462
2400 5th Avenue South, Suite 200
Birmingham, AL 35233
Attn: Alyssa Martin
Alyssa.martin@gmcnetwork.com

END OF PREQUALIFICATION PROPOSAL REQUIREMENTS

DRAFT AIA® Document A305® – 2020

Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

SUBMITTED BY:

(Organization name and address.)

« »

SUBMITTED TO:

(Organization name and address.)

« »

TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)

« »

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- ☐ Exhibit A – General Information
- ☐ Exhibit B – Financial and Performance Information
- ☐ Exhibit C – Project-Specific Information
- ☐ Exhibit D – Past Project Experience
- ☐ Exhibit E – Past Project Experience (Continued)

CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative
Signature

« »

Date

« »

Printed Name and Title

NOTARY

State of: « »

County of: « »

Signed and sworn to before me this « » day of « » « »

Notary Signature

My commission expires: « »

ADDITIONS AND DELETIONS: The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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Exhibit A

General Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by « » and dated the « » day of « » in the year « »
(In words, indicate day, month and year.)

§ A.1 ORGANIZATION

§ A.1.1 Name and Location

§ A.1.1.1 Identify the full legal name of your organization.

« »

§ A.1.1.2 List all other names under which your organization currently does business and, for each name, identify jurisdictions in which it is registered to do business under that trade name.

« »

§ A.1.1.3 List all prior names under which your organization has operated and, for each name, indicate the date range and jurisdiction in which it was used.

« »

§ A.1.1.4 Identify the address of your organization's principal place of business and list all office locations out of which your organization conducts business. If your organization has multiple offices, you may attach an exhibit or refer to a website.

« »

§ A.1.2 Legal Status

§ A.1.2.1 Identify the legal status under which your organization does business, such as sole proprietorship, partnership, corporation, limited liability corporation, joint venture, or other.

« »

- 1 If your organization is a corporation, identify the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.

« »

- 2 If your organization is a partnership, identify its partners and its date of organization.

« »

- 3 If your organization is individually owned, identify its owner and date of organization.

« »

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- .4 If the form of your organization is other than those listed above, describe it and identify its individual leaders:

<< >>

§ A.1.2.2 Does your organization own, in whole or in part, any other construction-related businesses? If so, identify and describe those businesses and specify percentage of ownership.

<< >>

§ A.1.3 Other Information

§ A.1.3.1 How many years has your organization been in business?

<< >>

§ A.1.3.2 How many full-time employees work for your organization?

<< >>

§ A.1.3.3 List your North American Industry Classification System (NAICS) codes and titles. Specify which is your primary NAICS code.

<< >>

§ A.1.3.4 Indicate whether your organization is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service disabled veteran owned small business, woman owned small business, small business in a HUBZone, or a small disadvantaged business in the 8(a) Business Development Program. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

<< >>

§ A.2 EXPERIENCE

§ A.2.1 Complete Exhibit D to describe up to four projects, either completed or in progress, that are representative of your organization's experience and capabilities.

§ A.2.2 State your organization's total dollar value of work currently under contract.

<< >>

§ A.2.3 Of the amount stated in Section A.2.2, state the dollar value of work that remains to be completed:

<< >>

§ A.2.4 State your organization's average annual dollar value of construction work performed during the last five years.

<< >>

§ A.3 CAPABILITIES

§ A.3.1 List the categories of work that your organization typically self-performs.

<< >>

§ A.3.2 Identify qualities, accreditations, services, skills, or personnel that you believe differentiate your organization from others.

<< >>

§ A.3.3 Does your organization provide design collaboration or pre-construction services? If so, describe those services.

<< >>

§ A.3.4 Does your organization use building information modeling (BIM)? If so, describe how your organization uses BIM and identify BIM software that your organization regularly uses.

<< >>

§ A.3.5 Does your organization use a project management information system? If so, identify that system.

<< >>

§ A.4 REFERENCES

§ A.4.1 Identify three client references:

(Insert name, organization, and contact information)

<< >>

§ A.4.2 Identify three architect references:

(Insert name, organization, and contact information)

<< >>

§ A.4.3 Identify one bank reference:

(Insert name, organization, and contact information)

<< >>

§ A.4.4 Identify three subcontractor or other trade references:

(Insert name, organization, and contact information)

<< >>

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Exhibit B

Financial and Performance Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by « » and dated the « » day of « » in the year « »
(In words, indicate day, month and year.)

§ B.1 FINANCIAL

§ B.1.1 Federal tax identification number:

« »

§ B.1.2 Attach financial statements for the last three years prepared in accordance with Generally Accepted Accounting Principles, including your organization's latest balance sheet and income statement. Also, indicate the name and contact information of the firm that prepared each financial statement.

« »

§ B.1.3 Has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, been the subject of any bankruptcy proceeding within the last ten years?

« »

§ B.1.4 Identify your organization's preferred credit rating agency and identification information.

(Identify rating agency, such as Dun and Bradstreet or Equifax, and insert your organization's identification number or other method of searching your organization's credit rating with such agency.)

« »

§ B.2 DISPUTES AND DISCIPLINARY ACTIONS

§ B.2.1 Are there any pending or outstanding judgments, arbitration proceedings, bond claims, or lawsuits against your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A, Section 1.2, in which the amount in dispute is more than \$75,000?

(If the answer is yes, provide an explanation.)

« »

§ B.2.2 In the last five years has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management:

(If the answer to any of the questions below is yes, provide an explanation.)

- .1 failed to complete work awarded to it?

« »

- .2 been terminated for any reason except for an owners' convenience?

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« »

- .3 had any judgments, settlements, or awards pertaining to a construction project in which your organization was responsible for more than \$75,000?

« »

- .4 filed any lawsuits or requested arbitration regarding a construction project?

« »

§ B.2.3 In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; or any of the individuals listed in Exhibit A Section 1.2:
(If the answer to any of the questions below is yes, provide an explanation.)

- .1 been convicted of, or indicted for, a business-related crime?

« »

- .2 had any business or professional license subjected to disciplinary action?

« »

- .3 been penalized or fined by a state or federal environmental agency?

« »

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Exhibit C

Project Specific Information

This Exhibit is part of the Contractor's Qualification Statement, submitted by « » and dated the « » day of « » in the year « »
(In words, indicate day, month and year.)

PROJECT:

(Name and location or address.)

« »
« »

CONTRACTOR'S PROJECT OFFICE:

(Identify the office out of which the contractor proposes to perform the work for the Project.)

« »

TYPE OF WORK SOUGHT

(Indicate the type of work you are seeking for this Project, such as general contracting, construction manager as constructor, design-build, HVAC subcontracting, electrical subcontracting, plumbing subcontracting, etc.)

« »

CONFLICT OF INTEREST

Describe any conflict of interest your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A Section 1.2, may have regarding this Project.

« »

§ C.1 PERFORMANCE OF THE WORK

§ C.1.1 When was the Contractor's Project Office established?

« »

§ C.1.2 How many full-time field and office staff are respectively employed at the Contractor's Project Office?

« »

§ C.1.3 List the business license and contractor license or registration numbers for the Contractor's Project Office that pertain to the Project.

« »

§ C.1.4 Identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate (1) their position on the Project team, (2) their office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

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<< >>

§ C.1.5 Identify portions of work that you intend to self-perform on this Project.

<< >>

§ C.1.6 To the extent known, list the subcontractors you intend to use for major portions of work on the Project.

<< >>

§ C.2 EXPERIENCE RELATED TO THE PROJECT

§ C.2.1 Complete Exhibit D to describe up to four projects performed by the Contractor's Project Office, either completed or in progress, that are relevant to this Project, such as projects in a similar geographic area or of similar project type. If you have already completed Exhibit D, but want to provide further examples of projects that are relevant to this Project, you may complete Exhibit E.

§ C.2.2 State the total dollar value of work currently under contract at the Contractor's Project Office:

<< >>

§ C.2.3 Of the amount stated in Section C.2.2, state the dollar value of work that remains to be completed:

<< >>

§ C.2.4 State the average annual dollar value of construction work performed by the Contractor's Project Office during the last five years.

<< >>

§ C.2.5 List the total number of projects the Contractor's Project Office has completed in the last five years and state the dollar value of the largest contract the Contractor's Project Office has completed during that time.

<< >>

§ C.3 SAFETY PROGRAM AND RECORD

§ C.3.1 Does the Contractor's Project Office have a written safety program?

<< >>

§ C.3.2 List all safety-related citations and penalties the Contractor's Project Office has received in the last three years.

<< >>

§ C.3.3 Attach the Contractor's Project Office's OSHA 300a Summary of Work-Related Injuries and Illnesses form for the last three years.

§ C.3.4 Attach a copy of your insurance agent's verification letter for your organization's current workers' compensation experience modification rate and rates for the last three years.

§ C.4 INSURANCE

§ C.4.1 Attach current certificates of insurance for your commercial general liability policy, umbrella insurance policy, and professional liability insurance policy, if any. Identify deductibles or self-insured retentions for your commercial general liability policy.

§ C.4.2 If requested, will your organization be able to provide property insurance for the Project written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis?

« »

§ C.4.3 Does your commercial general liability policy contain any exclusions or restrictions of coverage that are prohibited in AIA Document A101-2017, Exhibit A, Insurance A.3.2.2.2? If so, identify.

« »

§ C.5 SURETY

§ C.5.1 If requested, will your organization be able to provide a performance and payment bond for this Project?

« »

§ C.5.2 Surety company name:

« »

§ C.5.3 Surety agent name and contact information:

« »

§ C.5.4 Total bonding capacity:

« »

§ C.5.5 Available bonding capacity as of the date of this qualification statement:

« »

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Exhibit D

Contractor's Past Project Experience

	1	2	3	4
PROJECT NAME				
PROJECT LOCATION				
PROJECT TYPE				
OWNER				
ARCHITECT				
CONTRACTOR'S PROJECT EXECUTIVE				
KEY PERSONNEL (include titles)				
PROJECT DETAILS	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work
PROJECT DELIVERY METHOD	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☒ CM advisor ☐ Other:
SUSTAINABILITY CERTIFICATIONS				

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Exhibit E

Contractor's Past Project Experience, Continued

	1	2	3	4
PROJECT NAME				
PROJECT LOCATION				
PROJECT TYPE				
OWNER				
ARCHITECT				
CONTRACTOR'S PROJECT EXECUTIVE				
KEY PERSONNEL (include titles)				
PROJECT DETAILS	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work	Contract Amount Completion Date % Self-Performed Work
PROJECT DELIVERY METHOD	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☐ CM advisor ☐ Other:	☐ Design-bid-build ☐ Design-build ☐ CM constructor ☒ CM advisor ☐ Other:
SUSTAINABILITY CERTIFICATIONS				

ADVERTISEMENT FOR PREQUALIFICATION AND BIDS

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, April 21, 2026**. 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 by e-mail alyssa.martin@gmcnetwork.com, to Alyssa Martin. Additional qualifications and requirements for General Contractor Bidders and separate Sub-contractors are indicated in the Bid and Contract Documents.

SEALED PROPOSALS will be received only from previously pre-qualified General Contractors by Houston County Public Building Authority, located at 462 N Oates Street, Dothan, AL 36303, Ground Floor, Commission Chambers; until 2:00 PM Local Time, May 21, 2026 for this project:

HOUSTON COUNTY DEPARTMENT OF HUMAN RESOURCES

Dothan, ALABAMA for
Houston County Public Building Authority

(LOCALLY FUNDED)

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

A cashiers check or bid bond payable to Houston County Public Building Authority 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 **2:00 PM local time May 7, 2026** 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.

Houston County Public Building Authority

462 N Oates Street
Dothan, AL 36303

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.

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3/31/2026, 4/07/2026, 4/14/2026