

**Wake County
Prequalification Application
#24-048**

**Historic Yates Mill Waterwheel & Forebay Replacement
(Manufacturing Only)**



Wake County
Facilities Design & Construction
PO Box 550
Raleigh, NC 27602
919-856-6350

May 8, 2024

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Wake County
Facilities Design & Construction
Wake County Office Building 11th Floor
PO Box 550
Raleigh, NC 27602
919-856-6350

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Project Summary & Application Overview

A. Project Overview

Wake County, North Carolina is seeking prequalification statements from Millwright Individuals or Firms for the fabrication of a new wooden waterwheel, and a new forebay/flume including head and control gates and other appurtenances for the Historic Yates Mill located at 4620 Lake Wheeler Road, Raleigh, NC 27603. The property is listed on the National Register of Historic Places. All work done on this project must conform to the Secretary of the Interior's Standards for Treatment of Historic Properties (1995). Any firm wishing to be prequalified for the work must complete this application and be approved by Wake County for bidding.

The project includes the following:

1. Purchase, store, dry, reshape material and fabricate, in kind, a replacement waterwheel.
2. Purchase, store, dry, reshape material and fabricate, in kind, a replacement forebay and gates
3. Fabricate, in kind, other related waterwheel/forebay appurtenances as needed
4. Shipment of manufactured parts to Historic Yates Mill County Park
5. Direct and continuous supervision during installation of the manufactured parts, installation by others

The designer for this renovation project is:

***Huffman Architects
Miranda Potthoff, AIA
632 Pershing Road
Raleigh, NC 27608
miranda@huffmanarch.com***

Evaluation of the applications for prequalification shall be made by Wake County and the Designer. This prequalification of firms to bid on this procurement is applicable to this project only.

Questions regarding these prequalification documents may be directed to the Owner's Representative listed under Item C3. Applicants having questions regarding the project scope of work shall promptly notify the Designer. Neither Wake County nor the Designer will be responsible for any interpretation other than those issued in written form. Therefore, email inquiries are preferable.

B. Purpose

This prequalification procedure is established pursuant to the General Statutes of North Carolina.

The purpose of this procedure is to define the manner in which firms shall be determined by Wake County to be prequalified to bid on the project. ***No bid shall be accepted by Wake County for the project unless the firm submitting such bid has been prequalified in accordance with these procedures.***

C. Instructions to Applicants

A firm who seeks to be prequalified for this project shall submit this completed **Wake County Firm Prequalification Application**.

1. Firms are specifically directed to provide only information requested in the prequalification package. Do not send corporate brochures or marketing information not intended to address specific questions.
2. Applications that are incomplete or received after the deadline will not be considered for prequalification on this project.

3. Four bound tabbed copies and a pdf (on a flash drive) of this application package shall be submitted to:

Wake County Facilities Design & Construction
Attention: Paulo Lopez
Phone No.: 919-856-6351
Email: paulo.lopez@wake.gov

Delivery Address

336 Fayetteville St
Wake County Office Bldg, 11th Floor
Raleigh, NC 97601

Mailing Address

PO Box 550
Raleigh, NC 27602

Prequalification packages must be received by 2 pm on Friday June 7, 2024

Wake County reserves the right to reject any and all applications; to waive all technicalities and irregularities; and to request additional information from an applicant.

D. Consideration of an Application for Prequalification - General Requirements

A Prequalification Committee established by Wake County shall evaluate the application and determine whether the applicant is prequalified to bid on the project, following an objective set of criteria, based upon the information contained in the application, on any supplemental information acquired by Wake County from the applicant, or any other relevant information known to Wake County.

In order to be considered for prequalification, the applicant must provide the following information:

1. Firm information on the type of company and type of work the firm performs.
2. Experience:

Minimum Required Experience:

- a. The firm must provide information on at least three (3) projects successfully completed on the past ten (10) which involve historic carpentry that the applicant self-performed and completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995).
- b. List historic carpentry projects that the applicant self-performed fabricating hardwood timber moving mechanical components.

Preferred Experience:

- c. For Bonus Points: List self-performed projects with historic Millwright Experience, provide verifiable, successful experience in fabricating, repair or restoration of a mill waterwheel, with similar scope to Yates Mill project; completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) within the past ten (10) years. These projects should demonstrate understanding and delivery of historic timber frame techniques, repairs, and replication of mortise and tenon joinery, and hand-hewing.
3. Bidder's proposed project supervisor will be required to demonstrate verifiable, successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites (with similar activities) completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) within the past ten (10) years preceding the date of the execution of this prequalification form. It is expected that the proposed project supervisor will directly and continuously supervise the installation of

the Water Wheel, Forebay and related appurtenances at the Historic Yates Mill County Park, installation by others.

4. References: For three (3) of the most recent projects where your company provided services similar to the scope of work above, provide the following information:

The name, position, telephone number, and email address of a contact person in the client's organization who can discuss your firm's performance on those projects.

It is Contractor's responsibility to provide a responsive reference that can be reached for contact by Owner's Representative within two (2) weeks. Lack of response from reference within the specified time period will result in an evaluation score of zero (0) for that reference. Each reference will be totaled, then divided by the number of questions on the reference form to obtain an average of each reference. All the average references will be added together and divided by (3) three to obtain an overall average of the references. Points for references will be awarded as follows (see example). A total of three references will be submitted with the RFP. A minimum of two references should respond to be considered for this prequalification. If a reference is not received, that reference will be scored as zero and used in the evaluation scoring/equation. The following table is an example of how the references will be scored:

Question	Reference 1	Reference 2	Reference 3
Overall Management	4	0	5
Communication & Responsiveness	4	0	5
Completed Work on Schedule	5	0	5
Quality of Work	5	0	5
Fair Change Orders?	4	0	5
Hiring the Firm in the Future	5	0	5
Average =	4.5	0	5.00
Average of Three References =	3.17		

Points Awarded	3
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Points will be awarded as follows:

<u>Average</u>	<u>Points Awarded</u>
5 to 4.5	5
4.49 to 3.5	4
3.49 to 2.5	3
2.49 to 1.5	2
1.49 to 0	1

5. Sign, and date the certification section of the application.

E. Evaluation Criteria and Scoring

All applications submitted will be evaluated according to the criteria and scoring values shown in Section VI. The evaluation criteria is generally based on the following factors:

- Firm information and project approach
- Provided experience on self-performed historical wood carpentry projects and wood mechanical components fabrication
- Proposed project supervisor experience
- References
- Bonus points: Preferred experience with historic millwright and mills

An applicant will be prequalified if successfully scores 85 points or more.

F. Notifications of Applicants

All firms who submit an application will be notified of their eligibility for bidding prior to the project being released for bid.

G. Appeals Procedure

A written appeal may be filed via hand-delivery or e-mail to the Prequalification Committee, to the County Representative listed under Item C3, within three (3) business days (excluding County Holidays) of receipt of notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is contesting the denial and attach all documents and additional information supporting the firm's position. The Prequalification Committee may contact the firm regarding the information provided prior to ruling on the appeal. 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 promptly notified in writing via e-mail by the Director of Facilities Design & Construction within five business days of receipt of the written appeal. This decision shall be final.

H. General Comments and Clarifications

1. Any cost incurred by respondents in preparing or responding to this Request for Prequalification shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request will become the property of Wake County when received.
3. Wake County has sole discretion and reserves the right to reject any and all responses received with respect to this Request and to cancel the Request for Prequalification process at any time prior to the beginning of the bid period. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request.
4. Respondents are advised to refrain from contact with Prequalification Committee members. Any specific questions regarding the Request for Qualifications should be directed to the Designer office in writing, see designer information in section A above.

Section I
Firms General Information

A. Firm's Name and Office serving this project:

Company Name: _____
Address: _____
City: _____ State: ____ Zip: _____

Contact Name: _____
Phone: (____) ____ - _____ Extension: _____
Email: _____

B. Type of Company (*check one*): ___ Corporation ___ Individual ___ Partnership
___ Joint Venture ___ Other (*please specify*): _____

C. License & Certifications, (use additional sheets if necessary)

List any relevant licenses the Firm/Applicant possesses and/or any relevant certification any individual from the firm possesses (If applicable, not mandatory to have one)

1. Firm/Applicant Type of License and Number (*Attach copy*): _____
2. State/County/City License: _____
3. Staff Member Certification (*Attach copy*): _____
4. Entity Issuing Certificate, State: _____

D. Company History

1. Number of years in business as a firm under the company name listed in Item A., above: _____ years.

List any other names your firm operated under previously:

2. Has your organization been pre-qualified to bid by any institution or Local Government?
_____ Yes _____ No

If yes, list the name of project and agency prequalifying you.

E. Workload

1. How many projects do you currently have under contract or in progress _____
Total dollar value? \$ _____
2. List the three (3) biggest contracts currently under contract or in progress, including the name of the project, owner, and architect names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates. (List on a separate sheet)

F. Claims History (If the answer to any of the questions below is yes, please attach details.)

1. Has your organization completed all awarded contracts? ____ Yes ____ No
If no, please explain (use additional sheets if necessary): _____

2. Has your organization substantially completed projects in a timely manner (No more than 20% beyond the originally contracted, scheduled completion date)? ____ Yes ____ No
If no, please explain (use additional sheets if necessary): _____

3. Has your organization been involved in any suits or arbitration proceedings within the last five (5) years?
____ Yes ____ No
If yes, please explain (use additional sheets if necessary): _____

4. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
____ Yes ____ No
If yes, please explain (use additional sheets if necessary): _____

5. Has your organization filed any lawsuits or requested arbitration with regard to awarded contracts within the last five (5) years?
____ Yes ____ No
If yes, please explain (use additional sheets if necessary): _____

6. Has your present organization, its officers, owners, or agents ever been barred from bidding public work?
_____ Yes _____ No

If yes, please explain (use additional sheets if necessary): _____

- G. Has your company ever performed work for the State of North Carolina and/or related public agencies and/or any other public agency in the United States? ___ Yes ___ No

If yes, in a separate sheet provide information of up to five (5) relevant work completed for any public agency. Please provide complete the information, including name of the agency, location, project, dollar value, owner and architect names and contact phone numbers, actual completion date.

H. Firm History & Project Approach

1. In a separate sheet, provide a brief description of your firm's history, your firm's capabilities to perform the requirements of this contract. Highlight specific personnel, equipment, shop capabilities and all other relevant information that displays your firm's ability to perform the type of fabrication and craftsmanship required for this specialized historical renovation work.
2. In a separate sheet, submit a detailed approach to the project, it must include how the work will be completed along with a timeline of the work. Include a description of materials, equipment, and wood construction technics needed to complete the fabrication of the wheel and forebay.

Section II
Self-Performed Historic Project Experience
Project 1 of 3

Submit six (6) color photos of each project listed

Provide the following background information on your firm's most recent completed projects (in the past five (5) years) that is most similar in size and scope of work for which you seek prequalification.

Project Name: _____

Project Owner: _____

Project Location: _____

Project Designer (include company name, lead designer, and phone):

Year Completed: _____

Original Contract Time (Days): _____

Final Contract Time (Days): _____

Reason for Delay (if any): _____

Original Contract Amount: _____

Final Contract Amount: _____

Briefly describe the project: _____

Project Type:

Historic Project Historic Timber Moving Mechanical Project Historic Waterwheel Mill Project

List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

Project Manager: _____

Superintendent: _____

Other: _____

Self-Performed Historic Project Experience Project 2 of 3

Submit six (6) color photos of each project listed

Provide the following background information on your firm's most recent completed projects (in the past five (5) years) that is most similar in size and scope of work for which you seek prequalification.

Project Name: _____

Project Owner: _____

Project Location: _____

Project Designer (include company name, lead designer, and phone):

Year Completed: _____

Original Contract Time (Days): _____

Final Contract Time (Days): _____

Reason for Delay (if any): _____

Original Contract Amount: _____

Final Contract Amount: _____

Briefly describe the project: _____

Project Type:

Historic Project Historic Timber Moving Mechanical Project Historic Waterwheel Mill Project

List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

Project Manager: _____

Superintendent: _____

Other: _____

Self-Performed Historic Project Experience Project 3 of 3

Submit six (6) color photos of each project listed

Provide the following background information on your firm's most recent completed projects (in the past five (5) years) that is most similar in size and scope of work for which you seek prequalification.

Project Name: _____

Project Owner: _____

Project Location: _____

Project Designer (include company name, lead designer, and phone):

Year Completed: _____

Original Contract Time (Days): _____

Final Contract Time (Days): _____

Reason for Delay (if any): _____

Original Contract Amount: _____

Final Contract Amount: _____

Briefly describe the project: _____

Project Type:

Historic Project Historic Timber Moving Mechanical Project Historic Waterwheel Mill Project

List of key personnel in your firm who were assigned to the project (project manager, field superintendent, field engineers, etc.) who had direct responsibility for the day-to-day management of the project:

Project Manager: _____

Superintendent: _____

Other: _____

Section III Project Supervisor Experience

PROPOSED PROJECT SUPERVISOR: _____

Provide evidence of successful experience in Project Supervision and Administration of Historic Preservation Projects. This experience shall include at least two (2) projects involving separate historic buildings or sites completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) within the past ten (10) years preceding the date of the execution of this prequalification form. The Project Supervisor is the full time, daily, on-site supervisor. At their discretion applicant may provide list of additional relevant projects of similar scope or size, including contact information. Most preferred experience are projects with similar scope and size to Yates Mills Water Wheel Replacement.

Submit six (6) color photos of each project listed below.

PROJECT #1

Project Type:

Historic Project Historic Timber Moving Mechanical Project Historic Waterwheel Mill Project

Project Name: _____

Location: _____

Completion Date: _____ Cost: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner Contact Person: _____ Phone: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

PROJECT #2

Project Type:

Historic Project Historic Timber Moving Mechanical Project Historic Waterwheel Mill Project

Project Name: _____

Location: _____

Completion Date: _____ Cost: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner Contact Person: _____ Phone: _____

Architect: _____

Architect Contact Person: _____ Phone: _____

Section IV References

For the three (3) projects, submitted in section II above provide the contact information in the client's organization who can discuss your firm's performance on those projects.

REFERENCE #1

Reference Name: _____

Organization: _____

Position: _____

Telephone Number: _____

Email Address: _____

REFERENCE #2

Reference Name: _____

Organization: _____

Position: _____

Telephone Number: _____

Email Address: _____

REFERENCE #3

Reference Name: _____

Organization: _____

Position: _____

Telephone Number: _____

Email Address: _____

Section V
Application Certification

The undersigned certifies that under oath the information provided herein is true and sufficiently complete so as not to be misleading.

A. Dated this day of: _____

Submitted by: _____

Name of Firm's Contact

Company Name (as licensed/registered)

Address

City State Zip Code

Phone: () ____ - ____
Contact person's phone number

E-mail: _____
Contact person's e-mail address

Signature: _____
By Authorized Officer

Title of Authorized officer (typed)

B. NOTARY CERTIFICATION

State: _____

_____ 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 Seal or Stamp

Notary Public

My commission expires _____, 20__.

Section VI Prequalification Scoring Matrix

Each application package submitted will be evaluated according to the criteria listed on the Prequalification Scoring Matrix shown below. The criteria is organized according to Application Sections I through IV.

Minimum score for prequalification on this project will be 85 points.

Section I – Applicant/Firm’s General Information		Max Pts	Score
A & B	Name of Company & Type of Company	1	
C	Relevant Licenses/Certifications (if available)	2	
D-1	Number of years under current name	2	
	0 0 to 5 years		
	2 More than 5 years		
D-2	Have you been pre-qualified by any agency in the past	3	
	0 No		
	3 Yes		
E-1	Dollar Value of Projects Under Contract	1	
E-2	List of Largest Contracts	2	
F-1	Applicant/Firm Completed all Awarded Contracts	2	
	0 No		
	2 Yes		
F-2	Completed Projects on Schedule (No more than 20% beyond Original Contracted Time)	2	
	0 No without cause		
	1 No with good cause		
	2 Yes		
F-3, 4 & 5	Suits or Arbitration in Past 5 Years	2	
	0 Yes without cause		
	1 Yes with good cause		
	2 No		
F-6	Barred from Bidding	3	
	0 Yes		
	3 No		
G	Previous work with State of NC or Local Government (0-2)	2	
	0 No previous government work		
	1 Government work outside NC (with good standing)		
	2 Local NC Government work or NC State Government (with good standing)		

Section I – Applicant/Firm’s General Information (continuation)		Max Pts	Score
H-1	Applicant/Firm’s History & Capabilities	10	
	0 Not Submitted		
	5 Average - No sufficiently detailed description		
	10 Good – Detailed description		
H-2	Applicant/Firm’s Detailed Approach	10	
	0 Not Submitted		
	5 Average - No sufficiently detailed description and understanding		
	10 Good – Detailed description and understanding		
Section II – Project Experience			
	Historic Project Experience 1 of 3	5	
	Historic Timber Mechanical Component Project Experience	5	
	<i>Bonus Points for Timber Waterwheel Project Experience</i>	10	
	Historic Project Experience 2 of 3	5	
	Historic Timber Mechanical Component Project Experience	5	
	<i>Bonus Points for Timber Waterwheel Project Experience</i>	10	
	Historic Project Experience 3 of 3	5	
	Historic Timber Mechanical Component Project Experience	5	
	<i>Bonus Points for Timber Waterwheel Project Experience</i>	10	
Section III – Project Supervisor Experience			
	Historic Project Experience 1 of 2	5	
	Historic Timber Mechanical Component Project Experience	5	
	<i>Bonus Points for Timber Waterwheel Project Experience</i>	10	
	Historic Project Experience 2 of 2	5	
	Historic Timber Mechanical Component Project Experience	5	
	<i>Bonus Points for Timber Waterwheel Project Experience</i>	10	
Section IV – References			
	References	5	
Section V – Application Certification			
	Sign, Dated and Notarized	3	
Total # of Points		150	