

**Wake County
Contractor Prequalification Application
#25-078**

Marbles West Courtyard Enclosure and Expansion



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

July 16, 2025

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Marbles West Courtyard
Enclosure and Expansion

Table of Contents

Section I	Project Overview and General Instructions	3
Section II	Contractor Prequalification Evaluation Criteria	5
Section III	Contractor General Information	7
Section IV	Contractor Project Information	9
	Project One of Three	10
	Project Two of Three	11
	Project Three of Three	12
Section V	Application Certification	13
Section VI	Prequalification References	14

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Section I

Project Overview and General Instructions

1. Project Overview

Wake County, North Carolina is seeking prequalification statements from General Contractors for work to be performed on the Marbles West Courtyard Enclosure & Expansion, in Raleigh, North Carolina. This project will be bid as a single prime contract. Any contractor wishing to be prequalified for the work must complete this application and be approved by Wake County for bidding.

The Marbles West Courtyard Enclosure & Expansion project consists of a two story, approximately 6,400 SF addition and associated renovation. The first floor includes infilling the existing courtyard with 2600 SF of new interior space and renovating additional adjacent existing multipurpose space and facility toilets. The second floor includes 2600 SF for a new rooftop courtyard for play and events. Renovations of the existing toilets and collaboration with the exhibit designer will require phasing and coordination within an occupied facility. The scope of work generally includes demolition, site excavation, site utilities, masonry, structural steel, miscellaneous metals, carpentry and millwork, roofing, waterproofing, builder's hardware, aluminum curtain wall and storefront, doors and hardware, glazing, drywall, painting, tile, carpeting, plumbing, fire protection, mechanical, electrical, security, data/phone, and signage work. The project will be located at 201 East Hargett St., Raleigh, NC 27601. The project will be advertised for bids by prequalified single prime contractors in September 2025.

The designer for the facility is:

Clearscapes
501 South Person Street
Raleigh, North Carolina 27601
Contact: Mary Conley
Phone (919) 821-2775
mconley@clearscapes.com

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

Applicants having questions regarding the prequalification documents or 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.

2. Authority

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

3. Definitions

"Applicant" means any contractor submitting an application for prequalification.

"Project" shall mean the work or any part thereof for which the contractor is requesting to be prequalified.

“Contractor” means any person, firm or corporation intending to furnish labor and materials under a contract with Wake County for construction of this project.

4. Purpose

The purpose of this procedure is to define a manner in which contractors 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 contractor submitting such bid has been prequalified in accordance with these procedures.***

5. Instructions to Applicants

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

- a. This application shall be submitted in triplicate to the designer identified in the instructions by the specified deadline.
- b. Contractors 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.
- c. Applications that are incomplete or received after the deadline will not be considered for prequalification on this project.
- d. This application shall be submitted to the designer **NO LATER THAN 12:00 PM ON August 14, 2025.**

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.

Section II

Contractor Prequalification Evaluation Criteria

1. Consideration and Evaluation of an Application of Prequalification

Wake County shall evaluate the application and determine whether the applicant is prequalified to bid on the project based on 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 meet or comply with the following:

- a. The contractor must meet the requirements of Chapter 87 of the General Statutes of North Carolina (North Carolina Licensing Requirements) applicable for the contract for which it is seeking prequalification.
- b. The contractor must provide information on at least three (3) projects that they have successfully completed within the past five (5) years under a single prime contract. The projects must be one of the following project types: library, museum, theater, municipal, or other institutional project of similar size and complexity that had a total actual construction contract amount (not total project cost) in excess of:

\$5,000,000 (single prime contract)

- c. Of the above three projects, the contractor must provide information on at least one (1) project that they have successfully completed within the past five (5) years for the State or a local government in North Carolina of a similar type and cost as indicated in (b) above.

- d. Provide proof of bonding capacity, which will be available no later than July 15, 2025, of at least:

\$7,000,000 for single prime contract

2. Additional Criteria

Other criteria to be used in determining whether the applicant is qualified shall include (not listed in any order of priority):

- a. Satisfactory experience and success with projects of similar scope
- b. Proven experience in good project management and timely completion of previous contracts
- c. Monetary value of construction contract change orders and responsiveness of the contractor in providing sufficient documentation to finalize these Change Orders.
- d. Bonding capacity
- e. Reputation for timely, high quality and workmanlike completion of prior contracts based upon references from owners and architects on previous projects
- f. Prior satisfactory construction experience with State or local government projects within the State of North Carolina

- g. History and frequency of claims, lawsuits, arbitration, mediation, or other disputes on construction projects
- h. Demonstrated practice of encouraging participation of Minority Business firms.

3. Notifications of Applicants

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

A listing of all contractors qualified to bid on the project will be made available by Wake County at the time the project is released for bid.

4. Appeals Procedure

A written appeal may be filed via hand-delivery or e-mail to the Prequalification Committee, to the attention of the addressee listed at the bottom of the cover page, 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.

5. General Comments and Clarifications

- Any cost incurred by respondents in preparing or responding to this Request for Prequalifications shall be the respondents' sole responsibility.
- All responses, inquiries or correspondence relating to this Request will become the property of Wake County when received.
- 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.
- Respondents are advised to refrain from contact with Prequalification Committee members. Any specific questions regarding the Request for Proposal should be directed to the Wake County Facilities Design & Construction office in writing to R Timothy Ashby at: roger.ashby@wake.gov.

Section III

Contractor General Information

1. Organization

- a. How many years has your organization been in business as a Contractor?
- b. How many years has your organization been in business under its present business name?
- c. Under what other or former names has your organization operated?
- d. If your organization is a corporation, answer the following:
 - Date of incorporation:
 - State of incorporation:
 - President's name:
 - Vice-president's name(s):
 - Secretary's name:
 - Treasurer's name:
- e. If your organization is a partnership, answer the following:
 - Date of organization:
 - Type of partnership (if applicable):
 - Name(s) of general partner(s):
- f. If your organization is individually owned, answer the following:
 - Date of organization:
 - Name of owner:
- g. If the form of your organization is other than those listed above, describe it and name the principals:

2. Licensing

- a. License numbers for the trade categories for which your organization is legally qualified to do business in the State of North Carolina and Wake County.

3. Experience

- a. List the categories of work that your organization normally performs with its own forces:
- b. Within the last five (5) years, has any officer or principal of your organization ever been an officer or principal of another organization which failed to complete a construction contract? (If the answer is yes, please attach details.)
- c. Provide a complete listing of anticipated key project team members and their proposed role on this project. Include resumes describing experience on projects of similar size, complexity and cost.

4. Claims History (If the answer to any of the questions below is yes, please attach details)
- a. Has your organization ever failed to complete any work awarded to it?
 - b. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - c. Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five (5) years?
5. References
- a. Trade References (1 prime or sub contractor, 1 materials supplier):
 - b. Bank Reference:
 - c. Surety:
Name of bonding company:
Name, address, and phone number of agent:

Provide a letter from your bonding company, not the agent, indicating their willingness to furnish performance and payment bonds for 100% of the applicable amount(s) listed in Section II (1)(e).

Section IV

Contractor's Project Information

Project Information

On a separate attachment, provide a listing of projects completed for the State or local governments in North Carolina within the past five (5) years, identifying the dollar amount of the contract and owner.

North Carolina Projects

On the following forms; provide background information on a minimum of three (3) projects completed in the past five (5) years that are similar in size and scope to the work for which you seek prequalification.

Include at least one project completed for the State or a local government in North Carolina.

Contractor's Project Information

Project One of Three

Most Similar Project Information

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 cost to the scope of work for which you seek prequalification.

Project Name:

Project Owner:

Was this Project for the State or a local government in North Carolina? ☐ Yes ☐ No

If yes, name of State Agency or Local Government:

Project Location:

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

Year Completed:

Contract Times:

Original Contract Time (Days):

Final Contract Time (Days):

Delay or Liquidated Damages Claims Made by the Owner (Dollars):

List any arbitration, mediation, lawsuits, or other disputes associated with this project:

Contract Cost:

Original Contract Amount:

Final Contract Amount:

Minority Business Participation:

Percent of total M/WBE participation:

Briefly describe the 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:

Contractor's Project Information

Project Two of Three

Most Similar Project Information

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 cost to the scope of work for which you seek prequalification.

Project Name:

Project Owner:

Was this Project for the State or a local government in North Carolina? ☐ Yes ☐ No

If yes, name of State Agency or Local Government:

Project Location:

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

Year Completed:

Contract Times:

Original Contract Time (Days):

Final Contract Time (Days):

Delay or Liquidated Damages Claims Made by the Owner (Dollars):

List any arbitration, mediation, lawsuits, or other disputes associated with this project:

Contract Cost:

Original Contract Amount:

Final Contract Amount:

Minority Business Participation:

Percent of total M/WBE participation:

Briefly describe the 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:

Contractor's Project Information

Project Three of Three

Most Similar Project Information

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 cost to the scope of work for which you seek prequalification.

Project Name:

Project Owner:

Was this Project for the State or a local government in North Carolina? ☐ Yes ☐ No

If yes, name of State Agency or Local Government:

Project Location:

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

Year Completed:

Contract Times:

Original Contract Time (Days):

Final Contract Time (Days):

Delay or Liquidated Damages Claims Made by the Owner (Dollars):

List any arbitration, mediation, lawsuits, or other disputes associated with this project:

Contract Cost:

Original Contract Amount:

Final Contract Amount:

Minority Business Participation:

Percent of total M/WBE participation:

Briefly describe the 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:

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.

Submitted by (Firm):

Address of principal office:

Address of office to be prequalified:

Person submitting application
Print/type name

Signature

Date

Section VI Prequalification Reference Form

(To be completed by the lead designer or Owner's representative)

Statement to Project Owners/Designers:

In an effort to assure a high standard of quality on our construction projects, we would like to obtain information from you on various aspects of this contractor's performance on a specific project. To that end we have asked that each potential bidder secure references from the project designer or owner on each project which was submitted as an example of the Contractor's work. We are requiring that the references be completed on the attached form. Furthermore, the authority making reference must be a key member of the design team who was most involved with the design and construction of the project. Completed reference forms must accompany each Contractor's qualification submittal.

Please note: One form must be completed and submitted by the Project Designer or Owner's representative for each of the completed projects included in the prequalification application.

Please help by answering the following questions. Short and concise answers are all that is necessary. Thank you for taking time to complete the form.

This information is provided by: _____

Title: _____

Firm: _____

Address: _____

Phone: _____

Signature: _____

Name of Completed Project for
which this information is supplied: _____

Dollar Value: (Approx) _____

Date of Completion: (Approx) _____

Contractor _____

Prequalification Reference Questions (To be used by the County for the evaluation process)

1. Has this company met a high standard of quality in its work on this project?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
2. Was the project work always supervised with a skilled professional?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
3. Did the project supervisor take responsible charge to coordinate the work and solve problems in the field as they were encountered?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
4. Did the supervisor and the workmen exercise a constant concern for safety, complying with OSHA and other safety standards and practices at all times?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
5. Did the company display a cooperative attitude working with other prime contractors, the architect/engineer and the owner?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
6. Was the project schedule followed and the completion date achieved as planned?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All
7. Was a computer generated schedule using the Critical Path Method (CPM), prepared and maintained for the entire duration of the project?
☐ Yes ☐ No
8. Did the contractor thoroughly punch out his own work, with particular attention to detail, prior to asking for an architectural/engineering inspection?
☐ Yes ☐ No
9. Did the architect/engineer return to check "completed" punch list work more than twice?
☐ Yes ☐ No
10. Was the punch list completed and project closeout submittals delivered after occupancy in
☐ 15 Days ☐ 30 Days ☐ 45 Days ☐ More Than 45 Days
11. Were the sub-contractors hired by this company well informed with regard to the project contract requirements?
☐ Completely ☐ Mostly ☐ Somewhat ☐ Not at All

12. Did these sub-contractors provide a standard of quality installation that exemplifies first class workmanship?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
13. Did these sub-contractors provide professional supervision over their work and employees?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
14. Did these sub-contractors exercise a constant concern for safety in executing their work by complying with OSHA and other standards at all times?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
15. Did the company understand clearly the technical requirements of their work and therefore clearly exhibit a familiarity with the systems and components of their contract for construction?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
16. Did the company make every effort to ask for clarifications of "gray" areas in the contract documents before they executed work for which they had doubts or concerns?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
17. Did the Contractor display a willingness to work with the Owner to safeguard ongoing operations?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
18. Did the prime contractor return pricing information on contract changes in a quick and responsive manner?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
19. Did the Project Designer determine that the prime contractor's change order requests for additional time and/or compensation were reasonable and should be granted?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
20. Were changes successfully negotiated without resorting to contractor's claims, arbitration or litigation?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
21. Did the company make an effort to manage the construction changes to the project work in a time effective manner?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
22. Did the contractor make a reasonable effort to provide periodic and regular project clean up?
___ Completely ___ Mostly ___ Somewhat ___ Not at All
23. Were there any disputes, which resulted in claims, arbitration, or litigation on this project?
___ Yes ___ No