General Contractor Pre-qualification Requirements

Trevor Arnett / Clark Atlanta University
Atlanta, Georgia

Project Description
Trevor Arnett is an existing historic building constructed in 1931 as a library for Atlanta University. It is located at 774 Greensferry Avenue, SW, Atlanta, Georgia, on the campus of Clark Atlanta University. It is owned and operated by Clark Atlanta University. The building is three stories plus a basement level. The building is a concrete and steel structure comprised of several roofs at multiple levels including copper, slate, modified bitumen and asphalt shingle roofing.

Clark Atlanta University was awarded an American Reinvestment and Recovery Act of 2009 grant through the Historic Preservation Fund (HPF) by Public Law 111-05 for historic preservation projects at Historically Black Colleges and Universities. This grant was awarded specifically for Trevor Arnett Hall. All requirements of the ARRA grant funds must be met including but not limited to following: the Historic Preservation Fund Grants Manual, all local building codes, and compliance with the Davis Bacon Act and the Buy America Act.

The scope of improvements includes the restoration of the painted copper cupola; the replacement of two to four of the flat roofs with modified bitumen roofing; the replacement of all copper sheet metal flashing, gutter liners and downspouts; the replacement of the copper barrel vault; and the removal, salvage, and reinstallation of as much slate as possible and installation of new slate where required. It is anticipated that at least 50% of the slate will be replaced with new. This is a historic building and should be treated per The Secretary of the Interior's Standards. The project will include carefully removing and salvaging the slate that may be removed and reused.

Estimated construction budget for the project is $350,000.

Contact
Lord Aeck Sargent Architecture
Attn: Cathy Witt
1201 Peachtree Street NE
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Atlanta, GA 30361-3500

direct questions should be made in writing and pre-qualification packages mailed to Cathy Witt:

cwitt@lasarchitect.com

Trevor Arnett Hall
774 Greensferry Avenue, SW
Atlanta, GA 30310
Pre-Qualification Process
General Contractors and Roofing Contractors operating in a GC capacity are requested to submit their qualifications for evaluation per the requirements outlined below. In advance of submitting the Statement of Qualifications each submitter must attend the mandatory pre-qualification conference and site visit on August 17 at 10:00 AM at which time the Contractors will be given an opportunity to ask questions, review available documents and visit the site.

After the qualification packages are received Clark Atlanta University will, with the advice of the Architect, evaluate the qualifications of each Contractor and make a determination as to which Contractors meet the established criteria outlined below. Each responding firm will be notified as to the disposition of their pre-qualification status.

A list of the pre-qualified Contractors will be published as part of the bid and construction documents and only these pre-qualified Contractors will be allowed to submit a bid on the project. Appeals by Contractors of decisions made by the Institution will be considered for a period of 3 calendar days after notification. Appeals must be made in writing to the Architect. This process is not intended to limit competition nor does it seek to pre-qualify subcontractors or suppliers.

Documents referenced herein shall be submitted to the office of the Architect by 5pm on August 23, 2010.

Summary of the Schedule:

August 1-23, 2001  Advertisement period for prequalification
August 17, 2010   Mandatory Pre-Qualification conference and site visit for General Contractors and Roofing Contractors operating in a GC capacity only at the Trevor Arnett.
August 23, 2010  1 copy of the General Contractor’s pre qualification package is due to the Architect’s office.
September 06, 2010  General Contractors will be notified of prequalification results.
September 20, 2010  Construction Documents distributed to Pre-qualified General Contractors
October 11, 2010 Bids Due to Clark Atlanta University
October 11, 2010  Anticipated award of contract
May 1, 2011  Anticipated completion of contract
SECTION A
Qualification Criteria

The Contractor for this project shall meet the following minimum qualifications

NOTE: If the general contractor has multiple office locations please identify which location will be responsible for this project. Responses to Requirement 3 must be projects completed by the branch office proposed for this project; projects completed by the home or other branch offices will not be accepted. Contractor may submit Subcontractor qualifications for the copper and slate roofing components to the project. The Subcontractors must provide the same requirements as required by the Contractor. Subcontractors may submit requirements under multiple Contractors. The teams shall submit proof of the following:

1. The Contractor shall have been in business under the present company name for a minimum of five (5) years and shall not have been declared in default on any construction contract within that time.

2. The Contractor along with their selected subcontractors shall have completed at least three (3) projects that meeting following minimum characteristics in the last ten years. The minimum characteristics are:
   a. Successful completion of roofing projects of similar size, scope of improvements and value.
   b. Successful completion of three (3) copper roofing projects
   c. Successful completion of three (3) slate roofing projects

3. The Contractor shall have demonstrated abilities to manage a schedule and complete punch list in an expeditious manner after substantial completion.

4. The Contractor shall be bondable up to 100% of the work for both performance and payment.

Note: The Owner reserves the right to reject any and all submittals and to waive technicalities and informalities.

SECTION B
Submittal Requirements

The Contractor shall submit three copies of the information and documentation requested below. Each copy shall be bound in a 3 ring binder, labeled on the front cover and edge. Sections inside the binder shall be tabbed. Documents must be submitted at the time and location outlined above.

1. The Contractor must be represented at the mandatory Pre-Qualification Conference

2. Completed and notarized Contractor Affidavit Form (Form No. F-1 and required attachments).

FORM NO. F-1            GENERAL CONTRACTOR AFFIDAVIT

1. THIS IS TO CERTIFY that ____________________________________________
   [insert name of General Contractor]

   has been in business under this same name since ____________, 20 ___.

2. THIS IS TO CERTIFY that ____________________________________________
   [insert name of General Contractor]

   has not been declared in default on any contract within the past five years.

3. THIS IS TO CERTIFY that ____________________________________________
   [insert name of General Contractor]

   has demonstrated proficiency in the construction of at least five projects of similar size, scope of
   improvements, and value, of which not less than two project shall have been completed more
   than five years ago and not less than two projects shall have been completed within the last ten
   years and that the foregoing installations having been the complete and undivided responsibility
   of aforesaid General Contractor. Contractor shall provide 3 examples of copper roofing projects
   and 3 examples of slate roofing projects as described above. Provide the following information
   (attach additional sheets):

   Name of Project
   Type of Project and brief project description, describe project scope and challenges.
   Total Construction Contract Amount
   Initial schedule duration in months
   Actual construction period in months (including punch list completion)
   Date of Substantial Completion
   Date of Completion of all Punch List Items
   Office location from which project was administered
   Superintendents Name
   Project Managers Name
   Owner Contact Name
   Telephone No.
   E-mail Address
   Design Professional’s name
   Telephone No.
   E-mail Address
   Include reference letter as an attachment
   Remarks and Photos

4. THE CERTIFICATIONS of the affiant are not mere declarations but are in consideration of and in
   fulfillment of express contractual requirements established in the contractor pre-qualification
   documents.
5. **THIS AFFIDAVIT** applies to the **Trevor Arnett / Clark Atlanta University**.

This ______ day of ____________,20___.

Name of Company:________________________________

By: _____________________________________________

Title:____________________________________________

CERTIFICATE OF NOTARY PUBLIC
Sworn and subscribed to before me, an officer authorized to administer oaths.
This ____ day of ______________, 20___.

Notary Public:_____________________    My Commission expires: ____________

The following attachments form a part of this affidavit:

A. Paragraph indicating approach to the project with particular emphasis on handling the historic character of the building.

B. Project schedule (milestone) on 8 1/2 x 11 paper indicating the anticipated schedule for the project.

C. A letter from the Surety underwriting the Contractor's Bond, certifying their listing with the U.S. Treasury and their A.M. Best Company's rating and willingness to provide specified bonds on this project

D. Project references and data as indicated above.