

Prequalify to Bid Package



Hamblen County Justice Center Morristown, Tennessee

Designer:

MOSELEYARCHITECTS

CHARLOTTE, NORTH CAROLINA

Owner's Project Manager:

BurWil
Construction Company

KNOXVILLE, TENNESSEE

November 9, 2020



590418

PART A - INVITATION TO PREQUALIFY TO BID

for

HAMBLEN COUNTY JUSTICE CENTER

Morristown, Tennessee

Contractors interested in submitting construction bids on the Hamblen County Justice Center, Morristown, Tennessee, are invited to Prequalify to Bid in accordance with the Prequalification Procedure established by Hamblen County, hereinafter referred to as the "Owner."

Contractors:

Contractors required to Prequalify to Bid are:

Building Contractors (Unlimited)

Only those Contractors who Prequalify to Bid in accordance with the Prequalification procedure will be eligible to submit a construction bid for the Project indicated herein.

Prequalify to Bid Package:

Contractors wishing to Prequalify to Bid may obtain a Prequalify to Bid package from:

www.moseleyarchitects.com/bidding - scroll to Hamblen County Justice Center to view all the documents.

Deadline for Submittals:

Submit two (2) fully completed applications no later than 3:00 PM (EST), on December 3, 2020.

Applications shall be addressed or delivered to:

Attention: Johnna Harrell
Hamblen County Mayor Office
511 West Second North Street
Morristown, TN 37814

The outside of the envelope shall be clearly marked "Prequalification to Bid Package." Timely delivery is the responsibility of the submitting contractors.

The Project:

This Project, the Hamblen County Justice Center, is generally comprised of, but not limited to, the following work:

1. The Project generally consists of a new justice center totaling approximately 199,000 SF. The detention portion of the project is four stories and includes precast concrete wall panel construction with steel framing, interior CMU partitions, TPO roofing, architectural casework, food service equipment, detention equipment, security electronics, and finishes typically associated with a new detention center. The courtroom/ administration portion of the project is one story and includes metal stud and brick veneer wall construction with steel framing, interior metal stud partitions, TPO roofing, architectural casework including courtroom casework, security electronics, and

finishes typically associated with a new courthouse. The project includes a kitchen, laundry, vehicle sally port, intake/booking, steel cells and three courtrooms. Sitework includes stormwater management, sidewalks, parking lots, grading, and fencing/gates. Structural work includes steel micropiles, soil cement modified subgrade, structural steel framing and precast concrete. Mechanical work includes ductwork, plumbing, sprinkler system, smoke control system, controls, and roof top units. Electrical work includes panelboards, lighting fixtures, fire alarm, emergency generator, power, technology wiring and infrastructure; and security systems (cameras, intercoms, duress, door controls, and touchscreens).

2. Construction is anticipated to begin by February/March 2021.
3. Substantial Completion is anticipated to be no later than February 2023.

Contractors shall be prequalified without regard to race, religion, color, sex, or national origin, or disability.

END OF INVITATION TO PREQUALIFY TO BID

PART B - PREQUALIFICATION PROCEDURE

for

CONSTRUCTION

of

HAMBLÉN COUNTY JUSTICE CENTER

Morristown, Tennessee

A. Purpose

1. The purpose of the Prequalification Procedure is to provide the Owner with a mechanism to objectively evaluate and determine which Contractors are qualified to participate in the construction of the Project.
2. The contractor must meet the requirements of Title 62, Chapter 6 of the General Statutes of Tennessee (Tennessee Licensing Requirements) applicable for the contract for which it is seeking prequalification.
3. Prospective **Building Contractors** (Unlimited) are required to comply with the Prequalification Procedure (herein referred to as "Contractor").
4. Only those Contractors who have duly complied with the Prequalification Procedure and been determined to be qualified will be Prequalified to Bid. Only those Contractors who have been Prequalified to Bid will be eligible to submit construction bids on the Project and be considered for bids.
5. The Project is summarized in the Invitation to Prequalify to Bid.

B. Application

1. Contractors wishing to Prequalify to Bid must submit their "Application" in the following form:
 - a. Application to Prequalify to Bid (Part C)
 - b. Contractor's Qualification Statement and Questionnaire (Part D)
 - c. *Optional: Contractor's informational or marketing brochure. (Limit this portion of the application to 15 pages double-sided maximum)*
2. Submit two (2) copies of the Application and all supporting data and one (1) electronic copy in the form of PDF.
3. Each copy of the Contractor's Qualification Statement and the Questionnaire shall have **original** signatures (and seals if a corporation) and **original** notarization and seal by a Notary Public.
4. Prequalify to Bid packages are available in accordance with the Invitation to Prequalify to Bid.
5. Applications must be submitted prior to the Deadline for Submittals as described in the Invitation to Prequalify to Bid.
6. Applications, which are non-responsive, incomplete, misleading, incorrect, and/or illegible, may be rejected at the discretion of the Owner. Determination of the completeness of the application will be at the sole discretion of the Owner.

7. The Owner reserves the right to waive any informality and/or to request additional information, at its discretion, from the Contractor.
8. By submitting an Application, the Contractor agrees that the Owner and/or its representative(s) may research the information provided and contact entities associated with such information, at its discretion.

C. **Addenda**

1. Any clarifications, alterations, or changes made to this package shall not be valid unless included in an Addendum.
2. Addenda will be posted to the project website.
3. No addenda modifying the Prequalify to Bid package will be issued within a period of twenty-four (24) hours prior to the deadline for submittals, excluding Saturdays, Sundays, and legal holidays. If it is necessary to issue an addendum within the twenty-four (24) hour period, the date will be extended without the requirement of re-advertising.
4. Each Contractor shall determine from Moseleyarchitects.com/bidding prior to submitting its Application that it has received all addenda issued and shall acknowledge receipt of same in the Application.

D. **Evaluation**

1. The objective of the evaluation is to objectively determine which Contractor[s], in the opinion of the Owner and its representative(s), are qualified to perform the Work required for the Project. **Each Contractor retains sole responsibility for adequately demonstrating its own abilities so that it is perceived to be qualified for the Project.**
2. The Owner and/or its representative(s) will objectively evaluate the information contained in the Application. The Architect (Moseley Architects) will be a representative of the Owner. If questions arise concerning the Prequalification Procedure or the Project, contact the Architect (Bryan Payne, AAIA) at bpayne@moseleyarchitects.com for information and clarifications.
3. Perception of the Contractor's qualification to perform will be based (in addition to the other criteria contained herein of the Prequalification Package) on the objective evaluation of the following "experience" criteria (including the experience criteria indicated in Part D of this Prequalification Package):
 - a. Construction Experience:
Correctional/Detention construction:
 - (1) Successful completion of a minimum of two (2) projects in excess of \$25,000,000.00 total construction value for *each* project, since January 1, 2010.
 - (2) Successful completion of projects of similar size.
 - (3) Successful completion of projects of similar complexity.

- (4) Level of complexity (that is typically associated with a Detention/Correctional facility) shall be defined as, including, but may not be limited to, the following elements: automatic building systems (fire alarm, security, technology wiring and infrastructure, and intercommunications); automatic sprinkler system; masonry construction; premanufactured cells; and mechanically attached roofing; detention equipment; security electronics; and sitework commonly associated with correctional/detention facilities.
 - (5) Construction of similarly complex facility type such as Hospital, Courthouse, or other complex building type will also be evaluated as part of a Contractor's experience.
 - b. Project Management Team Experience (do not include Owners, Principals, Partners, or other executive position[s] unless that person was serving as the Project Manager and/or Site Superintendent at that time):
 - (1) Experience of Project Manager and Site Superintendent of Contractor's staff assigned to the Project.
 - c. Past Performance Construction Experience:
 - (1) Actual Substantial Completion date of all projects since January 1, 2010, compared to original Substantial Completion date. Provide additional information offering reasons for not meeting the "original" date, if occurred.
 - (2) Claims/suits history of projects.
 - d. Other Experience Information:
 - (1) Available from the Application.
 - (2) Available from research and verification of the information contained in the Application (*may* be performed at the sole discretion of the Owner).
 - (3) Available from sources outside the scope of the Application.
 - (4) Current workload.
 - (5) Financial capabilities.
4. Additional information or clarification may be requested after the Application has been submitted. Contractor shall respond to such requests within three (3) calendar days after receipt of such requests.
5. The information contained in the Application *may* be researched and verified.
6. Information found to be incorrect, misleading, or non-responsive will be sufficient cause to reject the Application at the discretion of the Owner.
7. All applications submitted will be evaluated in accordance with the criteria and scoring values shown in the Prequalification Scoring Matrix below. The maximum possible score is 100 points. The minimum score for prequalification is 80 points.

PREQUALIFICATION SCORING MATRIX

<i>Reference</i>	<i>Information Requested</i>	<i>Max Points</i>	<i>Score</i>
Part D – Basic Overview of Firm			
	Name of Company and all company information	5 - Prerequisite	
Part D – Organization, History, and Relevant Experience			
1.1	Number of years in business	7	
1.2	Years in business under current name (and former names)	2	
1.3 – 1.6	Type of company and information (corporation, partnership, solely owned, other)	2	
1.7	Breach of Contracts, convictions, debarments	8	
2.1	Licensing (Jurisdictions, Trade categories, and license numbers)	3	
3.1	Claims and Suits	15	
4.1	Experience – All projects in Progress	15	
4.2 – 4.3	Experience – All applicable/relevant projects completed	20	
4.4	Project Management System	10	
5.1	Surety -Statement of Financial Ability/Capacity	0 – Prerequisite	
5.2	Surety Company Information	0- Prerequisite	
6.1	Financing – Bankruptcy Disclosure	6	
6.2	Financing - Loan/Financing Default Disclosure	7	
Totals:		100 (possible)	

E. Notification of Eligibility for Bidding

1. All Contractors submitting an Application will be notified of the Owner's determination, at least thirty (30) days from the deadline for submittals.
2. Only those Contractor[s] determined to be qualified will be Prequalified to Bid.
3. Evaluations will be confidential, pursuant to any laws, statutes, or regulations governing otherwise.
4. **The Owner may deny prequalification if the minimum score of 80 is not achieved or if it is determined that the Contractor has provided false information.**
5. In the event that a Contractor is denied prequalification, a written notification will state the reason(s) for such denial of prequalification and the factual basis of such reason(s).
6. **Protest Procedure: A written protest must be received by the Owner within three (3) business days (excluding County holidays) of notice of decision that the firm has been denied prequalification. The written protest 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 Owner may contact the firm regarding the information provided prior to its determination of the appeal. If the Owner 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 Owner upholds its denial, the firm shall be promptly notified in writing via email and first-class mail by the Owner within five business days of receipt of the written protest. The decision shall be final.**

END OF PREQUALIFICATION PROCEDURE

PART C - CONTRACTOR'S APPLICATION TO PREQUALIFY TO BID

- REPRODUCE "THE APPLICATION" ON CONTRACTOR'S LETTERHEAD •

RE: Application to Pre-Qualify to Bid
Hamblen County Justice Center
Morristown, Tennessee

Office of the Hamblen County Mayor
Attention: Johnna Harrell
511 West Second North Street
Morristown, TN 37814

To Whom It May Concern:

The undersigned Contractor, being familiar with the Prequalify to Bid procedures, all requirements, and project summary outlined herein, hereby submits to Prequalify to Bid for Hamblen County Justice Center, Morristown, Tennessee, in accordance with the Prequalify to Bid Package.

The undersigned acknowledges that if the Owner finds this Contractor to be prequalified, it would be based in large part upon satisfying the experience criteria, both for the construction and the Project Management Team.

The undersigned certifies that the Project Management Team identified herein, consisting of the Project Manager and Site Superintendent, will be assigned to this project during construction should this Contractor be the successful bidder. The undersigned agrees that if any members of the Project Management Team are changed from those identified herein, the Owner has the right to perform additional evaluations to determine the qualifications of the proposed replacements; and the Owner has the further right to reject our construction bid if a qualified Project Management Team cannot be agreed upon.

The undersigned further certifies that additional research into this Contractor's history and past work may be performed by Hamblen County and/or its representative[s]; this Contractor releases from liability any persons contacted in connection with this prequalify to bid procedure for statements and/or information supplied concerning this Contractor; and that financial, insurance and bonding requirements for the Project can be met.

Following is an enumeration of the documents and information comprising this Application:

1. The Application (this letter).
2. The Contractor's Qualification Statement and Questionnaire (Part D), signed, notarized, and sealed.
3. Attachments as necessary to provide the information required by the Contractor's Qualification Statement and Questionnaire.

Sincerely,

(Authorized Signature of Contractor's Representative)

END OF CONTRACTOR'S APPLICATION TO PREQUALIFY TO BID

PART D - CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

Submitted to:

Office of the Hamblen County Mayor
 Attention: Johnna Harrell
 511 West Second North Street
 Morristown, TN 37814

	Parent Organization	Office to Perform Work (If other than parent organization)
Name:		
Mailing Address:		
Street Address: (If other than mailing address)		
Telephone Number: ()		()
Email and/or Website Address:		

Name and telephone number of Contractor's point of contact concerning this questionnaire:

Current number of Contractor's permanent employees of the *office to perform the work*: _____

Check one of the following, as applicable:

- Corporation
 Partnership
 Individual
 Joint Venture
 Affiliate (list all subsidiaries; parent organization; and affiliates)
 Other

1. **ORGANIZATION**

1.1. How many years has the *office to perform the work* been in business as a Contractor?

1.2. How many years has the *office to perform the work* been in business under its present business name?

1.2.1. Under what other or former names has the *office to perform the work* operated?

1.3. If the *office to perform the work* is a corporation, answer the following:

1.3.1. Date of incorporation:

1.3.2. State of incorporation:

1.3.3. President's name, telephone number, and length of time in this position:

1.3.4. Vice President's name, telephone number, and length of time in this position:

1.3.5. Treasurer's name, telephone number, and length of time in this position:

1.4. If the *office to perform the work* is a partnership, answer the following:

1.4.1. Date of organization:

1.4.2. Type of partnership (if applicable):

1.4.3. Name(s) of general partner(s), telephone number, and length of time in this position:

1.5. If the *office to perform the work* is individually owned, answer the following:

1.5.1. Date of organization:

1.5.2. Name of owner, telephone number, and length of time in this position:

1.6. If the form of the *office to perform the work* is other than those listed above, describe it and name the principals:

1.7. If you answer "yes" to any of the following, provide the name, address, phone number, persons to contact, and circumstances related to the question on a separate attachment.

1.7.1. Has the Contractor or any officer, director, or owner thereof, had judgments entered against him within the past ten years for the breach of contracts for governmental or non-governmental construction:

Yes _____ No _____

1.7.2. Has the Contractor or any officer, director, owner, project manager, procurement manager or chief financial officer thereof, been convicted within the past ten years of a crime related to governmental or non-governmental construction:

Yes _____ No _____

1.7.3. Is the Contractor or any officer, director, or owner thereof, currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government:

Yes _____ No _____

2. **LICENSING** (local, state, and/or nationwide)

2.1. List jurisdictions and trade categories in which the *office to perform the work* is legally qualified to do business, and indicate registration or license numbers, if applicable.

3. **CLAIMS**

3.1. Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

3.1.1. Has the *office to perform the work* ever failed to complete any work awarded to it?

3.1.2. Have there been any judgments, claims, arbitration proceedings or suits pending or outstanding against the *office to perform the work* or its officers within the last six years?

3.1.3. Has the *office to perform the work* filed any lawsuits or requested arbitration with regard to construction contracts within the last six years?

3.1.4. If the answer to any of the questions under Paragraph 3.1 is yes, provide the name of the Project, Owner, and Architect/Engineer, including Company name, address and phone number, associated with the event.

- 3.1.5. List any federal, state, or local government agencies, which have excluded or barred the *office to perform the work* or any of its members, from bidding on construction projects. (Attach documents as necessary.)

Explain briefly the events leading to such exclusion. (Attach documents as necessary.)

Attach copies of any letters, etc. which rescind exclusions.

- 3.1.6. Has the Contractor ever been denied Prequalification by any Public body in Tennessee in the last six years? If so, provide the date, the name and address of the entity, the reason for denial, and attach a copy of the notice of denial. **[NOTE: Please provide accurate and complete information when responding to this question. The Owner and Architect have prequalified numerous projects in the past, and maintain a database of those Contractors whom have been disqualified on those projects; as well as other projects. Incorrect and/or misleading information are grounds for possible rejection.]**
- 3.1.7. Has the Contractor ever been alleged to have been in substantial noncompliance with the terms and conditions of a prior construction contract with a public body? If so, provide the name of the Project, Owner and Architect/Engineer, including Company name, address and phone number, associated with the contract, and an explanation of the allegations and any resolution or current status of such allegations.

4. EXPERIENCE

- 4.1. List *all* construction projects that **the specific office which will perform this work** has *in progress*. Do **not** include projects being performed by a home office or branch office other than the specific office that will perform this work. Include for each project listed, the following:
- 4.1.1. Owner's name, address, project location, and contact person with phone number of each project. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 4.1.2. Total construction Contract Amount.
- 4.1.3. Architect's firm name, telephone number, and appropriate contact person. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 4.1.4. Name of the Project Manager and Site Superintendent who had direct responsibility for said project[s].

- 4.1.5. Clearly indicate those projects which will receive involvement of the *Project Management Team* for this project as indicated under Subparagraph 4.4.1:
- 4.2. Attach a list of **all** projects (detention, or otherwise) in excess of \$25,000,000.00 total construction value, that the *office to perform the work* has successfully *completed* since January 1, 2010; **and** that had involvement of one or more of those identified as the Project Management Team.

For paragraph 4.2, **limit** the list to projects performed by **the Project Management Team** or any member of the Project Management Team. Do **not** include projects being performed by a home office, branch office other than the specific office that will perform this work, or **projects that did not involve one or both of those identified as the Project Management Team.** Include for each project listed, the following:

- 4.2.1. Owner's name, address, project location, and contact person with phone number of each project. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 4.2.2. Total construction Contract Amount.
- 4.2.3. Architect's firm name, telephone number, and appropriate contact person. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 4.2.4. Name of the Project Manager and Site Superintendent who had direct responsibility for said project[s].
- 4.2.5. Original construction contract substantial completion date and the actual substantial completion date of each project. If project was not substantially completed on time, please explain why.
- 4.3. If the *office to perform the work* has **few or no completed** projects responsive to paragraph 4.2, provide the same information indicated above on other projects you contend are relevant for the Owner to consider regarding the scope, project complexity, and nature of your experience.
- 4.4. Describe the management system and scheduling techniques which would be employed to assure that this Project is maintained on schedule and with sufficient quality control and safety management systems:
- 4.4.1. Attach a listing of the personnel that are to comprise the Project Management Team (*i.e.*, Project Manager and Site Superintendent) for this project. Include the following information for each team member:
- 4.4.1.1. Name, general qualifications, and résumé.
- 4.4.1.2. Position and duties within proposed Team.
- 4.4.1.3. Length of time with the *office to perform the work*.

4.4.1.4. Experience, limited to those projects that comply with Part B, Item D3; and Part D, Item 4.2

4.4.1.5. Experience for all projects.

5. **SURETY**

5.1. Certify below that the Contractor will have sufficient financial ability to perform the contract that would result from such procurement; and if a bond is required to ensure performance of a contract, that the Contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type (100% Performance and Payment Bond) required by the public body; and shall be sufficient to establish the financial ability of such Contractor to perform the contract resulting from such procurement.

Yes _____ No _____

5.2. Surety:

5.2.1. Name of surety/bonding company:

5.2.1.1. Rating of surety/bonding company (according to Bests Key Rating Guide; list other recognized rating company if not from above.)

5.2.2. Name, address, and phone number of agent:

5.2.3. Current bonding capacity with a contract surety/bonding company:

5.2.3.1. For any single project:

5.2.3.2. For all projects:

5.2.3.3. Current line of bonding credit that company has extended to the Contractor (*i.e.*, current outstanding bonds).

5.2.4. Have Performance or Payment Bond claims been made to a surety for this Contractor on any project, past or present, within the last six years? If the answer is yes, please describe the claim, provide the name and address of the company or person making the claim, and state the resolution of the claim.

5.2.5. Has any company refused to bond the Contractor on any project in the last six years? If the answer is yes, provide the name and address of the surety company and specify the reasons given for the refusal:

6. **FINANCING** (*Financial information will be kept confidential*)

6.1. Has the Contractor ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily?

Yes _____ No _____

6.1.1. If the answer is yes, specify the date, circumstances, and resolution.

6.2. Is the Contractor currently in default on any loan agreement or financing agreement with any bank, financial institution, surety, or other entity?

Yes _____ No _____

6.2.1. If the answer is yes, specify details, circumstances, and prospects for resolution.

7. **OTHER**

7.1. List and/or attach any additional information that the Contractor believes will assist the Owner in evaluating its qualifications for this Project.

The undersigned hereby acknowledges receipt of Addenda (if any):

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

The undersigned Contractor is/will be a Building Contractor (Unlimited) under the Tennessee Code of Laws. The undersigned Contractor agrees to comply with and be bound by this Prequalification Procedure. The undersigned hereby agrees that the Prequalification Procedure does not constitute or give rise to any contract with Hamblen County.

The undersigned certifies under oath that the information contained in the Application, Qualification Statement, and Questionnaire and attachments thereto, and any other information submitted with this Application is complete, true, and correct so as not to be misleading or untruthful.

_____	_____
(Firm Name)	(Seal if Corporation)

(Address)	

(City, State, Zip Code)	

(Signature)	
_____	_____
(Title)	Date

NOTARY:

STATE of _____, County of _____.

Subscribed and sworn to before me this _____ day of _____, 2020.

Notary Public Signature

My Commission expires _____.

Notary Seal

END OF CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE