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**AGENDA**  
**CROWN EVENT CENTER COMMITTEE MEETING**  
**JUDGE E. MAURICE BRASWELL**  
**CUMBERLAND COUNTY COURTHOUSE- ROOM 564**  
**MAY 20, 2024**  
**4:00 PM**

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1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. PRESENTATION
  - A. **Design Development Presentation**
2. ITEMS OF BUSINESS
  - A. Proposed Prequalification Process for all Tier 1 Subcontractors for Cumberland County Crown Event Center
3. OTHER ITEMS
4. CLOSED SESSION: If Needed

**ADJOURN**



**CROWN EVENT CENTER**

**CROWN EVENT CENTER COMMITTEE AGENDA OF MAY 20, 2024**

**TO: CROWN EVENT CENTER COMMITTEE**

**FROM: BILL KOONZ, REGIONAL DIRECTOR WITH EWINGCOLE, PROJECT ARCHITECT**

**DATE:**

**SUBJECT: DESIGN DEVELOPMENT PRESENTATION**

**BACKGROUND**

Bill Koonz, Regional Director with EwingCole, project architect for the Crown Event Center, will provide a 100% Design Development presentation to the Crown Event Center Committee.

A copy of the presentation will provided during the meeting.

**RECOMMENDATION / PROPOSED ACTION**

Receive presentation and provide feedback and direction as needed.



**ENGINEERING AND INFRASTRUCTURE DEPARTMENT**

**CROWN EVENT CENTER COMMITTEE AGENDA OF MAY 20, 2024**

**TO: CROWN EVENT CENTER COMMITTEE**

**FROM: JERMAINE WALKER, DIRECTOR OF ENGINEERING AND INFRASTRUCTURE**

**DATE: 5/3/2024**

**SUBJECT: PROPOSED PREQUALIFICATION PROCESS FOR ALL TIER 1 SUBCONTRACTORS FOR CUMBERLAND COUNTY CROWN EVENT CENTER**

**BACKGROUND**

In accordance with North Carolina General Statute 143-135.8, Cumberland County has established a Prequalification Policy which shall be used for construction and repair projects for which Cumberland County intends to prequalify bidders. The Contractor Prequalification Policy establishes a process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to faithfully perform a contract for construction or repair. This prequalification policy pertains only to projects for which Cumberland County intends to prequalify bidders.

Pursuant to State Construction Manual Section 605 and all associated forms, TA Loving/Metcon proposes to utilize the attached prequalification method which includes awarding points for company location and HUB participation. This aligns with the County's current prequalification policy.

Using the State Construction Guidelines will ensure that the joint venture objectively prequalifies all subcontractors in relation to the Crown Event Center project. In addition to State Construction Guidelines, TA Loving/Metcon will utilize TradeTapp Software to collect and track subcontractor prequalification.

Upon review and approval, prequalification of subcontractors will begin to ensure a qualified subcontractor base necessary to deliver a complete and useable facility.

Included with this memorandum for your review and approval are Cumberland County's Prequalification Policy, the State of North Carolina Prequalification Policy, the Joint Venture's proposed Prequalification

Matrix and 1<sup>st</sup> Tier Prequalification forms, and the Joint Venture’s Historically Underutilized Business Engagement Plan.

This process has been reviewed for legal sufficiency.

**RECOMMENDATION / PROPOSED ACTION**

Staff recommends the Crown Event Center Committee approve the prequalification process for first tier subcontractors to ensure a qualified subcontractor base and recommend approval by the Cumberland County Board of Commissioners.

**ATTACHMENTS:**

Description	Type
Cumberland County Subcontractor Prequalification Policy	Backup Material
Joint Venture Prequalification Packet	Backup Material
Joint Venture HUB Plan	Backup Material

## **Prequalification Policy Cumberland County, North Carolina**

In accordance with North Carolina General Statute 143-135.8, Cumberland County has established this Prequalification Policy which shall be used for construction projects and repair projects for which Cumberland County intends to prequalify bidders. The Contractor Prequalification Policy establishes a process of evaluating and determining whether potential bidders have the skill, judgment, integrity, sufficient financial resources, and ability necessary to faithfully perform a contract for construction or repair. This Prequalification Policy pertains only to projects for which Cumberland County intends to prequalify bidders. The policy is intended to be general in nature and therefore, any prequalification process initiated by Cumberland County will require the preparation of a separate project specific Contractor Prequalification Form (also known as an assessment tool which outlines criteria for that specific project). This Prequalification Policy and the use of the Contractor Prequalification Form shall be applied objectively.

On projects requiring prequalification, only bids from prequalified bidders will be accepted. Bids from non-prequalified firms will be deemed non-responsive and will not be opened.

### **Contractor Prequalification Form**

For each construction or repair project in which the County intends to prequalify bidders, a project specific Contractor Prequalification Form will be adopted by the Cumberland County Board of Commissioners for each project and will be available to all interested firms. The form shall include specific requirements for the project and shall meet all the following criteria:

1. Must be uniform, consistent, and transparent in its application to all bidders.
2. Must allow all bidders who meet the prequalification criteria to be prequalified to bid on the construction or repair work project.
3. Clearly state the prequalification criteria, which must comply with all of the following:
  - a. Be rationally related to the construction or repair work.
  - b. Not require that the bidder has previously been awarded a construction or repair project by Cumberland County.
  - c. Permit bidders to submit history or experience with projects of similar size, scope, and complexity.
4. Clearly state the assessment process of the criteria to be used.
5. Provide a process for a denied bidder to protest the County's determination.
6. Outline a process for notifying a denied prequalified bidder.

### **Contractor Prequalification Evaluation Process**

Cumberland County shall establish a Prequalification Review Committee to review all of the prequalification applications. The Prequalification Review Committee shall, at a minimum, consist of: a representative from the Cumberland County Purchasing Department, a representative from the Cumberland County Engineering & Infrastructure Department, and a

representative from the Cumberland County Department in which the work is being completed for. The committee may also include other pertinent individuals. The committee will evaluate each application and the accompanying scoring matrix using the criteria established in the Project Specific Contractor Prequalification Form to determine whether the applicant is prequalified to bid on the project, based on the information contained in the application. All firms that submitted prequalification applications will be notified, in writing, of the committee's decision.

### **Protest Procedure**

Any firm(s) that is denied prequalification to bid may protest the decision as outlined below:

1. A firm which is denied prequalification may protest the committee's decision by filing a written protest to the County Manager, unless otherwise designated, within three (3) business days of receiving the notice that the firm has been denied prequalification. Specific notification details will be included in the project specific Contractor Prequalification Form.
2. The protest shall clearly state all of the reasons why the firm is contesting the denial and include all documents supporting the firm's position.
3. The Prequalification Review Committee will review the written protest and notify the firm within five (5) business days of their decision.
4. All protest review decisions by the Prequalification Review Committee are final.
5. Such protest process shall be completed prior to opening bids under the provisions of N.C. Gen. Stat. § 143-129 (b) and shall allow sufficient time for a bidder subsequently prequalified pursuant to a protest to submit a bid on the contract for which the bidder is subsequently prequalified.
6. A firm's failure to comply with any requirements of the protest procedures of this section shall result in the firm's protest being terminated and rendered moot.

### **Notice of Decision**

All firms that submitted applications for prequalification shall be promptly notified in writing of the Prequalification Review Committee's decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to protest the denial of the application. Such notice is available upon request as well.

## State of North Carolina Prequalification Policy

### A. **Governing Law (Session Law 2014-42)**

This policy is in effect for all prequalification's on State of NC work, including single prime project delivery and construction manager at risk first-tier subcontractors. G.S. 143-135.8(b)(2) requires the governmental entity to "adopt an objective prequalification policy applicable to all construction or repair work prior to the advertisement of the contract for which the governmental entity intends to prequalify bidders." This policy satisfies this requirement for State agencies and universities and the community colleges.

### B. **Requirements for Prequalification Criteria Form and Assessment**

1. Uniform, consistent, and transparent in its application to all bidders.
2. All bidders who meet the prequalification criteria to be prequalified are allowed to bid on the construction or repair work project.
3. Criteria must be rationally related to construction or repair work.
4. The bidder is not required to have been previously awarded a construction or repair project by the governmental entity.
5. Bidders are permitted to submit history or experience with projects of similar size, scope, or complexity
6. Assessment process of prequalification is stated in this policy.
7. A process for a denied bidder to protest is stated below in this policy.
8. A process for notifying a denied prequalified bidder is stated below in this policy.

### C. **Review of Application**

1. **Prequalification Committee** – The owner and/or construction manager shall agree upon the members of the prequalification committee. The Prequalification Official (For State Agencies, the Director of State Construction; for Universities, the Chief Financial Officer (CFO) of the University Campus for projects under \$500,000, between \$500,000 and \$2,000,000 the Associate Vice President for Finance and Capital Planning with University of North Carolina – General Administration, for projects over \$2,000,000 the Director of State Construction; and for Community Colleges, under \$500,000 the Director of Administrative and Facility Services with Community Colleges System Office and over \$500,000 the Director of State Construction) shall not be on the prequalification committee. The prequalification committee will review prequalification applications submitted by the firms and will determine each firm's prequalification eligibility for the project.
2. **Review of Application** – The prequalification committee shall use the objective assessment process form developed by the State Construction Office. The prequalification committee shall approve or deny the applications in accordance with the prequalification criteria and scoring system based upon the applicants' initial response to the Owning Agency's solicitation for qualified bidders. With the possible protests and appeals on prequalification and the times associated with responses, the owner should have the advertisement for prequalification out to potential applicants at least two (2) months prior to actual bid date.
3. **Notice of Decision** – All firms that submitted applications for prequalification shall be promptly notified of the prequalification committee's decision, including the reason for denial, via e-mail. Notice shall be provided prior to the opening of bids for the project and with sufficient time for the firm to appeal the denial of prequalification.
4. **Informal Meeting** - Upon denial, the applicant may request an informal meeting with the owner's representative and/or construction manager to receive feedback and suggestions for

## State of North Carolina Prequalification Policy

- improvement. The Owner's representative and/or construction manager shall hold a feedback session for the applicants who do not appeal the decision within 2 weeks of the request.
5. Firms wishing to appeal the decision shall follow the appeals process described below.

### D. Appeals Procedure

1. The firm may appeal the denial of Prequalification as noted below.
  - a. **Initial Protest** – A firm denied prequalification may protest the prequalification committee's decision by filing a written appeal via hand-delivery or e-mail to the applicable prequalification committee within three (3) business days of emailed notice that the firm has been denied prequalification. The written appeal shall clearly articulate the reasons why the firm is contesting the denial (i.e., explains how the firm satisfied all required criteria for prequalification in the government's solicitation in their initial response) and attach all documents supporting the firm's position. The prequalification committee may contact the firm regarding the information provided prior to ruling on the protest. The Prequalification Committee should review the written protest within five (5) business days. 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 notified in writing via e-mail.
  - b. **Appeal** – Within three (3) business days of the owner's emailed notice of the Prequalification Committee's written protest decision, the denied prequalified firm may appeal the prequalification committee's decision, in writing, via hand-delivery or e-mail, to the Prequalification Official (see C.1 above). The Prequalification Official should review the appeal within five (5) business days. In the event the Prequalification Official is unable to review in a timely manner, he/she may designate a representative that is not a member of the prequalification committee to handle the appeal.
  - c. **Decision on Appeal** – The decision of the Prequalification Official or Representative on the appeal shall be final, and the firm shall be promptly notified of the decision.
  - d. **General Rules for Protests and Appeals** – Firms submitting prequalification applications shall be provided an e-mail address for the communication with the owner and/or construction manager during the protest and appeal process. The firm shall provide at least two e-mail addresses for use by the owner and/or construction manager in communicating with the firm. In the event the Prequalification Official or Representative is unable to render a decision on either the initial protest or the appeal prior to the bid date, the firm shall be allowed to submit a bid on the project subject to a final decision on the protest or appeal. If the firm's bid is opened prior to a final decision on the protest or appeal and the bid is not the lowest monetary bid for the project, the appeal shall be terminated and rendered moot. Bids received from firms who have been ruled disqualified to bid shall not be opened. A firm's failure to comply with any requirements of the protest and appeals procedures of this section shall result in the firm's protest or appeal being terminated and rendered moot.



**Part B - Exhibit 2  
Prequalification Ratings Matrix for First-Tier  
Subcontractors under CM @ Risk**

Name of Subcontractor: \_\_\_\_\_

Project Name: \_\_\_\_\_

Bid Package No. / Description: \_\_\_\_\_

		Yes or N/A = 1 point for acceptance and No = 0 points for not acceptance	1	2	3	4	5	6	7	8
			Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name	Contractor Name
Part A Section #	Description	Yes or No	Pts	Pts	Pts	Pts	Pts	Pts	Pts	Pts
<b>Part A - 1. GENERAL COMPANY INFORMATION</b>		Yes or No								
<b>Part A - 2. BUSINESS TYPE</b>		Yes or No								
<b>Part A - 3. LICENSING INFORMATION</b>		Yes or No								
<b>Part A - 4. TYPE OF SCOPE OF WORK / AVERAGE SIZE / LARGEST PROJECT</b>		Yes or No								
<b>Part A - 5. SIZE OF COMPANY</b>		Yes or No								
<b>Part A - 6. CURRENT WORKLOAD</b>		Yes or No								
<b>Part A - 7. SAFETY</b>		Yes or No								
<b>Part A - 8. LITIGATIONS AND CLAIMS</b>		Yes or No								
<b>Part A - 9. HUB OR DIVERSITY PLAN</b>		Yes or No								
<b>Part A - SUPPLEMENTAL INFORMATION</b>										
	Audited Financials	Yes or No								
	Bonding Company Letter	Yes or No								
	Current Insurance Certificate meeting OC-15 Article 34	Yes or No								
	Letter from Insurance Company stating EMR	Yes or No								
	OSHA 300 Reports	Yes or No								
	Copy of HUB Certification, if claimed in Section 2	Yes or No								
	Copy of Licenses for Specific work, if required in Section 3	Yes or No								
		<b>Part A Acceptance = Subtotal 15 out of 15 points</b>								
Part B Section #	Description	Yes or No	Pts	Pts	Pts	Pts	Pts	Pts	Pts	Pts
<b>Part B - 1. INFORMATION</b>										
<b>Part B - 2. UPDATED COMPANY INFORMATION</b>										
	2a) Current Backlog and Bonding Capacity Available	Yes or No								
	2b) Attach bonding letter from Surety, if over \$300k	Yes or No								
	2c) List of Projects working with CMAR in last 5 years	Yes or No								
<b>Part B - 3. PROJECT SPECIFICS</b>										
	3a) Assigned Superintendent resume and experience	Yes or No								
	3b) Relevant project experience of assigned Superintendent	Yes or No								
	3c) Assigned Project Manager resume and experience	Yes or No								
	3d) Relevant project experience of assigned Project Manager	Yes or No								
	3e) Related Project Experience	Yes or No								
	3f.1) Available Craftsman for Trade Prequalifying for	Yes or No								
	3f.1) Self performance for Trade Prequalifying for	Yes or No								
		<b>Part B Acceptance = Subtotal 10 out of 10 points</b>								
		<b>TOTAL POINTS = 25 points out of 25 points</b>								

**All scores of 25 points will be prequalified.**

note; if an item is not applicable ("n/a"), then the CMAR shall make the line "n/a" for all subcontractors seeking prequalification for that bid package

**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



**NOTICE TO ALL SUBCONTRACTORS: All sections of this Part A: Master Prequalification Form (Annual Submittal) must be provided ONCE A YEAR and filled out in its entirety. This form will expire on June 30<sup>th</sup> of each year and requires an update after July 1<sup>st</sup>. If any sections are not complete, then the prequal may be rejected. A separate Part B: Project Specific Supplement is required for each specific project. Part A and Part B will be evaluated together for the specific project.**

**Part A: Master Prequalification (Annual Submittal)**

**Submittal Date:** \_\_\_\_\_

**Expiration Date:** June 30<sup>th</sup> of each Year \_\_\_\_\_

**Submitted to:** \_\_\_\_\_ (Name of CM at Risk firm)

**1. Main Office Location & Company Contacts**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State Zip Code + 4  
( \_\_\_\_\_ ) ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
CFO

\_\_\_\_\_  
Primary Prequalification Contact Name

\_\_\_\_\_  
Primary Prequalification Contact Phone Number

\_\_\_\_\_  
Primary Prequalification Contact Email Address

\_\_\_\_\_  
Company Website

\_\_\_\_\_  
Secondary Prequalification Contact Name

\_\_\_\_\_  
Secondary Prequalification Contact Phone Number

\_\_\_\_\_  
Secondary Prequalification Contact Email Address

**2. Business Type**

(check box)  Corporation  Partnership  Limited Liability Company  Sole Proprietor

Indicate your NC Statewide Uniform Certification: (check box):

MBE  HBE  AABE  AIBE  WBE  SDB  DBE  NONE \_\_\_\_\_ (other)

See website link for more information: <http://www.doa.nc.gov/hub/swuc.htm>

Is your firm registered with the Department of the Secretary of State to conduct business in the State of North Carolina?

Yes  No

Is your firm owned or controlled by a parent or any other organization?  Yes  No

Describe Ownership if Yes: \_\_\_\_\_

**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



Confirm that your company can demonstrate compliance with insurance coverages which meet or exceed the minimum requirements of State Construction Manual OC-15 Article 34.     Yes  No

See website link for more information: <https://ncadmin.nc.gov/businesses/construction/forms-documents>

List all other names and years of operation that your firm has operated under for the past five (5) years:

\_\_\_\_\_

\_\_\_\_\_

**3. Licensing Information**

(Please provide all North Carolina professional licenses required for you to perform your services.)

**NC License Type** (check box)  General Construction  Electrical  Mechanical  Plumbing  
 Fire Protection  Other (Trade Specific License) \_\_\_\_\_

<u>NC License number/name of licensee</u>	<u>License Limit/Level</u>
_____	_____
_____	_____
_____	_____

Has any license ever been denied or revoked?  Yes  No If yes, please describe why, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Type of Scope Performed, Average project size (in terms of revenue), Largest project size (in terms of revenue)**

List all Scopes of Work for which you would request prequalification review in the upcoming year (Bid Packages):

\_\_\_\_\_

\_\_\_\_\_

For Each Scope of Work list the following with values from the last 5 years. (Provide references upon request of the CM)

Scope #1: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

Scope #2: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

Scope #3: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

Scope #4: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

Scope #5: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

Scope #6: \_\_\_\_\_ Percentage of Self Performed Work: \_\_\_\_\_

Average project size (\$): \_\_\_\_\_ Largest Project Size (\$): \_\_\_\_\_

**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



Indicate your two **largest** completed projects in the last 5 Years per scope. If submitting for multiple scopes, submit multiple sheets.

<b>#1 –Completed - Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CMAR or GC?)	
Owner Name/ Representative	
Architect Name/Representative	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Lost Man-hours due to Accident	
Final Contract Dollar Value	
HUB % Achieved (on Contract Value)	
Date Complete	

<b>#2 –Completed - Project Name</b>	
Description of Work Performed	
Contract Delivery Method (CMAR or GC?)	
Owner Name/ Representative	
Architect Name/Representative	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Lost Man-hours due to Accident	
Final Contract Dollar Value	
HUB % Achieved (on Contract Value)	
Date Complete	

**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



**5. Size of Company**

List the annual dollar value of billings the company has performed for each year over the last (5) five fiscal years (most recent Y/E listed first).

Year #1 (20\_\_\_\_) - \$ \_\_\_\_\_

Year #2 (20\_\_\_\_) - \$ \_\_\_\_\_

Year #3 (20\_\_\_\_) - \$ \_\_\_\_\_

Year #4 (20\_\_\_\_) - \$ \_\_\_\_\_

Year #5 (20\_\_\_\_) - \$ \_\_\_\_\_

**6. Current Workload**

Number of active projects that your company is presently working on - \_\_\_\_\_

Remaining revenue to earn (backlog) on active projects - \_\_\_\_\_

**7. Safety**

List your company's Experience Modification Rate (EMR) for past five years. Refer to Supplemental information, Item 4 for Insurance Carrier letter supporting Present Rate EMR.

\_\_\_\_\_  
Present Rate                      Last Rate                      Year before rate                      Year before rate                      Year before rate

If any year your rate is over 1.00 please explain why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your company's Recordable Incident Rate (RIR) for past five years:

\_\_\_\_\_  
Present Rate                      Last Rate                      Year before rate                      Year before rate                      Year before rate

List your company's Days Away Restricted or Transferred Rate (DART) for past five years:

\_\_\_\_\_  
Present Rate                      Last Rate                      Year before rate                      Year before rate                      Year before rate

List any OSHA fines and Jobsite fatalities in the past five (5) years. Please attach OSHA report describing the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



Does your company have a dedicated safety individual who inspects job sites on a regular base? If yes, please provide name and contact information for this individual:

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Does your company have a Written Safety Program and Plan in compliance with current OSHA requirements for your scopes of work (Y/N): \_\_\_\_\_

Does your company provide weekly training to your on-site employees (Y/N): \_\_\_\_\_

Does your company perform weekly safety inspections on the jobsite? (Y/N): \_\_\_\_\_

**8. Litigation, Claims, Criminal Convictions & Administrative Actions**

Has your company filed any claims against a CM at Risk or General Contractor within the last five years, whether resolved or still pending resolution?  Yes  No If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company been involved in any judgments, arbitration or mediation proceedings, or suits within the last five years, whether resolved or still pending resolution?  Yes  No If yes, state the project name(s), year(s), case number and reason why: \_\_\_\_\_

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Has your company ever failed to complete work awarded to it or has your company's work been supplemented by a CMAR or GC?  Yes  No If yes, please provide project name(s), year(s), and reason why: \_\_\_\_\_

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Have you ever paid liquidated damages on any project?  Yes  No If yes, state the project name(s), year(s), and reason why. \_\_\_\_\_

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Has your bonding company had to take any of the following actions in the last 10 years: Project technical support, Payments to vendors, Supplement work on a contract, or complete a contract for your company?  Yes  No If yes, state the project name(s), year(s), and reason why.

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Has a Bid Bond ever been collected upon on a project your company bid in the last 5 years?  Yes  No If yes, state the project name(s), year(s), and reason why.

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Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?  Yes  No If yes, state the project name(s), year(s), and reason why.

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**Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)**



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Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?  
 Yes  No If yes, state the project name(s), year(s), case number and reason why.

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**9. Historically Underutilized Business (HUB) Plan**

Does the company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?  Yes  No If yes, please attach your company’s HUB plan.

**10. Signature**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will ban you from being prequalified for projects.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**Required Supplementary Information that needs to be included at the same time the prequalification form (Part A) is submitted.**

- 1) Your most recent CPA audited or reviewed financial statements.
- 2) Bonding Letter from your Surety Company listing single and aggregate bonding limits and what bonding capacity that is available.
- 3) A current Certificate of Insurance listing all insurance policies.
- 4) Letter from Insurance carrier stating last five years of EMR ratings.
- 5) The last five years of your OSHA 300A report
- 6) Copy of HUB Certification (if Applicable)
- 7) Copy of Professional Licenses (If Applicable)

Part A: CM at Risk 1<sup>st</sup> Tier Subcontractor Master Prequalification Form  
(Annual Submittal)



**Note:**

***All pieces of supplementary information shall be provided. If they are not, then the prequal is deemed incomplete and may be rejected. If for some reason you are unable to provide one of the items listed above please explain below.***

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**Part B: CM at Risk 1<sup>st</sup> Tier Subcontractor Prequalification  
Cumberland County – Crown Event Center  
Project Specific Supplement**



**NOTICE TO ALL SUBCONTRACTORS: This Part B may be used as a project specific “short form” supplement to the prequalification process, ONLY IF, said Subcontractor has submitted to the CMAR a “Complete” Master Prequalification Package Part A during the July 1 to June 30 fiscal year period of the project specific prequal advertisement**

Subcontractor hereby agrees that the “complete” Master prequal Part A submitted to the CMAR dated \_\_\_/\_\_\_/20\_\_\_ remains in good standing for the overall accuracy of the subcontractor for the fiscal period.  Yes  No If no, explain the material changes safety, leadership or ownership, company size, licenses, type of work performed, financials, bonding, insurances, litigation, etc.:

(if changes are substantial to complete evaluate prequal, the CMAR may require Subcontractor to submit an updated Master Prequal and reject this supplement)

**1. Information**

1.a. Name of Project Advertised: \_\_\_\_\_

1.b. Subcontractor Full Company Name: \_\_\_\_\_

1.b.1 Primary Contact Full Name: \_\_\_\_\_

1.b.2 Primary Contact Phone No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

1.b.3 Primary Contact email Address: \_\_\_\_\_

1.c. Check the Boxes on the Attached Exhibit 1 (Listing of Bid Packages) to indicate which Bid Packages this Subcontractor is requesting to Prequalify for on this Project and return with Prequalification Part B.

1.d. Does Subcontractor intend to Partner or Joint Venture with another Subcontractor for this Project:  Yes  No If yes, list the Companies involved and their applicable participating percentage: \_\_\_\_\_

**2. Updated Company Information (from Part A; Master Prequalification Form)**

2. a. Update your Current Backlog \$ \_\_\_\_\_ (unearned revenue as of date of this supplement)

2. b. Attach updated Bonding letter from your Surety if anticipated Bid Package will exceed \$300,000. Letter shall be dated within the last 30 days. Have you attached a surety letter?  Yes  No

2.c. Attach a list to Part B of all the Projects working with the CM at Risk of the Project in the last 5 years

**3. Project Specifics**

3.a. The assigned project superintendent for this project shall be: \_\_\_\_\_.

Include a resume. Have you included a resume?  Yes  No

3.b. Experience of the superintendent on this specific type of project is: \_\_\_0-2\_\_\_3-4 \_\_\_5-10\_\_\_>10 years.

3.c. The assigned project manager for this project shall be \_\_\_\_\_.

Include a resume. Have you included a resume?  Yes  No

3.d. Experience of the project manager on this specific type of project is: \_\_\_0-2\_\_\_3-4 \_\_\_5-10\_\_\_>10 years.

3.e. List three (3) current or completed projects of similar type which most closely reflects the size and complexity of the type of work being requested for the currently proposed project within the last 5 years.

#1 –Similar Project Name (Size / Scope / over 50% Completed)	
Description of Work Performed	
Completion Date (or expected)	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
HUB Percentage Achieved	

**Part B: CM at Risk 1<sup>st</sup> Tier Subcontractor Prequalification  
Cumberland County – Crown Event Center  
Project Specific Supplement**



<b>#2 –Similar Project Name (Size / Scope / over 50% Completed)</b>	
Description of Work Performed	
Completion Date (or expected)	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
HUB Percentage Achieved	
<b>#3 –Similar Project Name (Size / Scope / over 50% Completed)</b>	
Description of Work Performed	
Completion Date (or expected)	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Architect Name/Representative	
Architect Address/Phone #/Email	
GC or CM Name/Representative	
GC or CM Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
HUB Percentage Achieved	

**3.f. Labor Resources for this project**

3.f.1 What is total number of craft employees does Subcontractor employ for Bid Packages requesting:

3.f.1.a = supervisors and foreman = \_\_\_\_\_ each

3.f.1.b = skilled tradesman = \_\_\_\_\_ each

3.f.1.3 = unskilled tradesman = \_\_\_\_\_ each

3.f.2 What is percentage of anticipated self perform work with own forces vs. subcontracting to lowertiers:  
 \_\_\_\_% self perform with inhouse labor; \_\_\_\_% to outsource ready labor; \_\_\_\_% lower tier subcontract;

**4. Signatures**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature By Authorized Officer

Print Title of Authorized Officer

**5. Scoring Matrix for Part A plus Part B**

See Exhibit 2; CM at Risk Subcontractor scoring Matrix

Exhibit 1  
List of Proposed Bid Packages

Name of Project: \_\_\_\_\_

Total Project Value: \_\_\_\_\_

Anticipated Project Start Date: \_\_\_\_\_ Anticipated Project Completion Date: \_\_\_\_\_

Check Box  
Seeking  
Prequal

Bid Package  
Number

Bid Package Description

Bid Package  
Estimated  
Value

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# Crown Events Center

## Historically Underutilized Business Plan

### Contractor/Subcontractor Procurement Strategy.



#### **Approach to the subcontractor market:**

T.A. Loving | Metcon a Joint Venture are committed to an environment of cultivating local, small and minority business, providing leadership and resources to grow the next generation of contractors. As a minority firm, Metcon knows the obstacles and have experienced the growing pains of a business, and our lessons learned are readily conveyed to this next generation. These forged relationships have become vital through our budgeting phase when subcontractors enthusiastically provide pricing. We maintain a database of over 10,000 subcontractors and suppliers from across the Carolinas.

Our town hall style outreach meetings that provide project information, as well as support for HUB and minority firms through the prequalification process insures your project has more than adequate coverage on bid day.

**HUB Approach:** Our approach to minority business development is anchored in the following values: community development, inclusion, opportunity, & reciprocity.

**Diversity & Minority Business Development Initiative:** Diversity on this project manifests at the Prime Contractor level as Metcon is 100% Native American Indian Owned Business and Laura Hardy of Hardy Group Consulting is 100% African American Owned Business.

Our “lens” brings a unique perspective to minority participation. It first begins with the foundation of our company – we understand the hurdles and challenges small businesses face to be successful. It also encompasses our workforce, which includes: Indian, Middle Eastern, Asian, African American, Hispanic & Women - which make up over 70% of our own workforce. This results in being an overachiever in the HUB community.

Metcon’s leadership in the Minority and HUB Community has been recognized on the state level as a recipient of NC State Construction’s Award for HUB Advocacy and Leadership. Metcon has also been named National Minority Contractor of the Year in both 2011 and 2013.

#### **HUB Mentor Protégé Program:**

Our commitment to developing the next generation of minority contractors includes a mentor protégé program in the communities in which we serve. Our goal is to bring a local Fayetteville minority/HUB company on board to learn skills, software, estimating, scheduling, safety and operational best practices so they can continue to grow and be successful and larger projects.

#### **RISE Academy – Metcon’s Contractor Training Program**

Our commitment to raising the next generation of minority contractors begins with offering them on going training throughout the course of the project so they gain knowledge and skills to take with them to the next CM at risk project and grow their business. Rise Academy first focuses on what they need in order to prequalify and submit a qualified bid for the project and post award instruction carries the through how to fill out paperwork to safety, scheduling, meeting their milestones, and close out. A detailed snapshot of the classes are attached on the last page of this plan,

#### **Workforce Development Initiatives:**

By partnering with Cumberland County, local high schools, community colleges and trade organizations, we connect available candidates in the community to job opportunities on your project with subcontractors and vendors. Internships, apprenticeships, on the job training - This is a great way to also solve labor shortage in the construction industry by putting local people back to work in a life changing career path.

# Crown Events Center

## Historically Underutilized Business Plan

### Contractor/Subcontractor Procurement Strategy.



#### Introduction

Our commitment to minority business inclusion and development is sincere; it is an inherent and important aspect of our business philosophy. Our commitment will foster an environment of inclusion that will permeate throughout the project. Minority subcontractors as a whole feel more comfortable dealing with other minorities; our participation will augment and strengthen the historically underutilized businesses participation throughout the subcontract tiers. Additionally, we maintain a dedicated group of highly skilled minority subcontractors in Cumberland County and surrounding areas. Our focus will be to strengthen minority communities by strengthening minority businesses. To achieve that goal, we will take a variety of actions, with an emphasis on increased project awareness, pre-qualification assistance and relationship building.

#### Plan Intent and Goal

To provide enhanced opportunities for the participation of historically underutilized businesses (HUB) in the construction of the Crown Events Center project. The goals of the plan are:

- Goal #1- Meet and *exceed participation goal (35%)* for minority and women owned businesses and HUB firms.
  - No Bonds required for packages under \$300,000.00
- Goal #2 - Identify and target local HUB contractors.
- Goal #3 - Enable HUB contractors to grow and develop.

These goals will be achieved through the implementation of the below described plan.

#### Outreach

T.A. Loving | Metcon and Hardy Consulting Group will facilitate Outreach and Informational Workshops to increase community awareness and to drive interest in the project, offering project information, available bid packages, discuss the CMR bidding and requirements, and the prequalification process.

Outreach will inform HUB contractors and vendors of the opportunities that may be available in project and prequalification process. The first outreach will be held prior to the prequalification phase which will allow ample time for assistance from T.A. Loving | Metcon & Hardy Consulting Group staff. In addition, we will work with Cumberland County, minority trades, communities, and organizations to identify HUB firms. The outreaches will be advertised in the media outlets:

- Fayetteville News & Observer
- The News-Journal
- Greater Diversity News
- HUB Office
- Construction Journal
- Dodge
- Isqft/Constructconnect
- Direct Email from Metcon database

# Crown Events Center

## Historically Underutilized Business Plan

### Contractor/Subcontractor Procurement Strategy.



#### **Outreach (contd.)**

Second outreach event will be held following the prequalification phase and in conjunction with pre-bid, this will allow for networking of prequalified 1st tier firms, and HUB firms. All prequalified firms will be required to make the same good faith effort to meet the HUB requirements of the project. During the prequalification phase a list of all interested 2nd tier firms will be maintained and convey to those prequalified firms with similar scopes of work.

The events will be held in the evening hours so that contractors will not have to miss anytime off their jobsites. We will choose a suitable facility within Cumberland County, appropriate for the expected audience, with enough room to lay out plans for review and discussion with the contractors.

#### **Prequalification**

Prequalification Phase will run no less than two (2) months giving HUB firms ample time to submit form and all documentation. T.A. Loving | Metcon will in good faith work with interested HUB firms to achieve prequalification status and will not reject them as unqualified without sound reason.

#### **Scope Review**

Bid packages will have a detailed description of the scope of work. T.A. Loving | Metcon estimators will be available for scope review and quantity take-off assistance to HUB contractors. Likewise, we will make available quantity take-offs, for comparison purposes, of any items that are typically quantified.

#### **Small Bid Packages**

When possible and appropriate, scopes of work will be broken down or elements of work combined into smaller bid packages to facilitate HUB participation.

#### **Teaming Agreements**

If an HUB firm is interested in a scope of work but does not prequalify, we will arrange an introduction of the HUB firm to a prequalified contractor who can utilize their skills and services. Also, we will provide a list of local HUB firms to prequalified contractors and encourage their use.

#### **Bonding**

Bonding will not be required for any bid package less than \$300,000 and provide alternatives to bonding requirements should bonding present a problem for a HUB firm. Any HUB firm who does not have bonding capacity . T.A. Loving | Metcon staff will aid and provide resources in how to become bondable.

# Crown Events Center

## Historically Underutilized Business Plan

### Contractor/Subcontractor Procurement Strategy.



#### Post-Bid Phase | Scope Review

When warranted or requested, a scope review meeting will be held with unsuccessful bidders to discuss their proposal and scope of work. This will help to ensure that proper consideration is given to all proposals by conducting a scope-to-scope comparison. This will also assist bidders in preparation of future proposals through knowledge gained from these scope review meetings.

#### 1" & 2"\* Tier Teaming

When interested HUB firms are not the apparent low bidder, we will arrange an introduction of the HUB firm to the apparent low bidder, who may utilize their services.

#### Post-Award Phase | Joint Check Agreements

Joint check arrangements will be made for HUB contractors as appropriate to enable HUB firms and suppliers to meet cash-flow demands. Bonding Performance and Payment Bonding will not be required for any bid package less than \$300,000.

#### Internal Plan | Instruction/Training

Any firm needing assistance with, "how to", Submittals, RFI's, and Payment Application will get instruction assistance. Additionally, safety training opportunities will be periodically offered throughout the project construction period. Our Team will also conduct our "Rise Academy" which we also assist in teaching subcontractors' ways to build their business with classes to help with Financial literacy, Estimating, Project management, Prequalification, etc. Rise Academy is successfully being used on the new FSU dorm project and the JV will implement this project into the program for the Crown Events Center.

#### Reporting

Our Team will monitor and evaluate progress towards our goal monthly. We will coordinate with county HUB liaison to report progress, evaluate plan effectiveness, and continually revise the plan to reach maximum participation.

#### Recent HUB Participation Results

We strive to always meet and exceed participation goal (35%) for minority and women owned businesses and HUB firms. Take a look at some of our HUB percentages of student housing projects achieved below.

Project	HUB % Achieved
FSU Renaissance Hall	39%
NC Central Student Housing - Lawson	50%
NC Central Student Housing - Chidley	50%
NC Central Student Housing - George	50%

# Metcon's "Rise" Academy – Minority Contractor Training

Providing training during the prequalification process for minority and hub firms is critical to the success of their upcoming bid. We combine all the tools and upfront mentoring, so they understand how to get prequalified and obtain their HUB certification:

## Pre-Bid Instruction:

### Understanding HUB Certification

- Ensures all Local/MWBE Get NC HUB Certified
- Understanding "How to Get Prequalified"
- We walk them through the process/forms for NC CMAR
- Bid Packages and Scopes of Work Workshop
- Estimating & Bid Procedures for NC CMAR
- Understanding Your Scope of Work:
- What is included in your price?
- Making sure you understand the scope - things to watch out for
- Breaking down the specifications, scope of work to prepare a proper bid.
- Matching 2nd and 3rd Tier Firms with Prime Contractors Event /Bonding Agents
- Strategies for Building Relationships and Bonding Capacity
- Strategies to maximize HUB/MWBE Participation for Each Bid Package

We also provide ongoing training for better understanding of how to be a successful contractor and continue to grow and improve their business:

### Post –Bid Instruction

- Submittals & RFI's
- How to Submit a PayApp

### Safety Training & OSHA Certifications

- OSHA 30 Hour
- Scope Specific
- OSHA Building Star Certification

### Estimating

- Strategies /Best Practices
- How to bid work successfully

### Scheduling

- How to Build a P6 Schedule
- Meeting your milestones

### Job Cost Accounting

- Managing Cash Flow
- SAGE – Use and Benefits

Our goal for "RISE" academy is to forge strong relationships with our minority partners and grow the next generation of MWBE and HUB firms for MWBE economic growth and prosperity. We want each firm to be able to take this knowledge and not only work for our firm, but use these tools to work anywhere in NC and succeed.