
SUBJECT: CY25 CONTRACTOR PRE-QUALIFICATION APPLICATION – REQUIRED INFORMATION & DOCUMENTS

DATE: 12/02/2024

AUBURN UNIVERSITY FACILITIES MANAGEMENT (AUFM)

CY25 Contractor Pre-Qualification Application for All Public Works Construction Projects

What Information & Documents Are Required To Complete The AUFM Contractor Pre-Qualification Application?

NOTE: *this document is a generalized template of the CY25 Contractor Pre-Qualification Application so to familiarize our contractors with the general layout and contents; however, this example is lacking project-specific values and requirements. Otherwise, the project-specific CY25 Contractor Pre-Qualification Application will be issued for the corresponding project through the AU Public Works Bid Calendar:*

<https://fm.auburn.edu/bid-calendar/>

SECTION 1 – PROJECT INFORMATION

- Project-specific information including the AU Project Number, Project Name, AU Design Project Manager, AU Construction Project Manager, Bid Package Scope Of Work/Project Description, and deadline to complete the Pre-Qualification Application for this project.

SECTION 2 – CONTRACTOR INFORMATION

- Company information including name, address, phone numbers, web address, and principal office location
- Primary and secondary contact information, including name, email, and phone numbers
- If your firm's Alabama General Contractor's License has expired or been renewed since submitting this year's Annual Contractor Enrollment Application, please provide the most current copy.

[IF APPLICABLE, DOCUMENT REQUIRED]

SECTION 3 – GENERAL INFORMATION, ADDITIONAL CLARIFICATIONS, AND ACKNOWLEDGEMENTS

- *Any contractor wanting to pre-qualify for a construction project at Auburn University, must first complete the Facilities Management Annual Contractor Enrollment Application; which is updated annually by the contractor and expires on DECEMBER 31st of the CURRENT CALENDAR YEAR. Reference the following website for additional information on this program:*

<https://fm.auburn.edu/contractor/>

- *Any correspondence regarding this questionnaire will be emailed to the contacts and email addresses provided through **Section 2**.*
- *Past performance on Auburn University projects will be used in conjunction with the information provided with this Pre-Qualification application to determine if a contractor is approved to bid on this project.*
- *All information provided by the applicant is subject to verification. Auburn University reserves the right to revoke the applicant's pre-qualification approval or consider a bid nonresponsive, per **The Code of Alabama 1975, Title 39, and Section 39-2-4c and d**; and if it is determined that incorrect information was provided by a bidder to prequalify for this project.*
- *Contractors can request changing their proposed project team members up to a project-specific number of working days before the bid, which is typically two (2) working days. This request must be in writing and be accompanied by all required documentation as called for in the Pre-Qualification Application. If all required information is not received by this project-specific deadline, the request will be denied.*

- *By completing this application, the contractor agrees that they will maintain the required project staff members for durations outlined above. No substitutions of any of the required project staff will be allowed to be made during construction without advanced written approval from the Auburn Construction Project Manager.*
- *All appeals must be received in writing to Facilities Management Project Support at projsup@auburn.edu within 2 working days after being denied pre-qualification. The appeal must clearly state the grounds for appeal and include any necessary documentation. Auburn University will establish an appeals committee who will review the appeals and issue a final ruling.*
- *Firms with more than one office: All information requested in this questionnaire must be provided for the branch that will manage this project.*
- *Definitions:*
 - A. **Public Works:** *The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise. [Code of Alabama 39-2-1 (5)]*
 - B. **Completed Project:** *Achieving substantial completion as evidenced by certificate from owner.*
 - C. **Length of Time:** *When any question is asking for a length of time, such as years of experience, it is referring to time from the scheduled bid date.*
 - D. **Backlog Under Contract:** *The total of the unbilled amounts on all current contracts.*
- *By logging into this system through your email, applicants will be able to automatically return to their partially filled applications and complete later if necessary.*
- *Once you have submitted the completed and signed Contractor Pre-Qualification Application, Facilities Management Project Support will review the application and once fully vetted, will notify the applicant of their pre-qualification status and eligibility for bidding on that particular project.*

SECTION 4 – FIRM AND PERSONNEL EXPERIENCE

4.1 FIRM EXPERIENCE

- Has your firm successfully completed a project-specific specified number of projects with similar or comparable scope and cost, as described at the beginning of this document within the past five (5) years? **NOTE: If you answer "No" this question, this Pre-Qualification Application will automatically be terminated and DENIED.**
- Provide the following based on your firm's Alabama General Contractor's License: (1) Bid Limit; and (2) Contractor Classification(s).
- Has your firm met a project-specific dollar threshold for average annual revenue for the past three (3) years. *[IF NO, MUST PROVIDE ACTUAL METRICS]*
- Is your firm's current domestic backlog under contract less than 150% of its three (3) year average annual revenue? *[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]*
- State your firm's current domestic backlog amount that is under contract.
- Has your firm met criteria for successfully completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus within the last three (3) years as a prime contractor with individual construction values equal to or greater than a project-specific dollar threshold. *[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]*
- Additional project-specific firm criteria or requirements may be requested.
- Furthermore, additional staffing requirements may be requested above the minimum requirements of having a Project Manager and a full-time on-site Project Superintendent as noted below.

4.2 PROPOSED SUPERINTENDENT

- Will your proposed Superintendent be full time and located on the project site? **NOTE: If you answer "No" this question, this Pre-Qualification Application will automatically be terminated and DENIED.**

- Has your proposed Superintendent successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last five (5) years while in this position?
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed Superintendent met project-specific criteria for successfully supervising and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold>
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed Superintendent worked for your company in this position for a project-specific number of years?
[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Will your proposed Superintendent have any other duties other than Supervision, QA/QC (Quality Assurance/Quality Control), and Safety?
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

4.3 PROPOSED ASSISTANT SUPERINTENDENT - IF APPLICABLE

- Will your proposed Assistant Superintendent be full time and located on the project site? **NOTE: If you answer "No" this question, this Pre-Qualification Application will automatically be terminated and DENIED.**
- Has your proposed Assistant Superintendent successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last two (2) years while in this position?
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed Assistant Superintendent met project-specific criteria for successfully supervising and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold>
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed Assistant Superintendent worked for your company in this position for a project-specific number of years?
[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Will your proposed Assistant Superintendent have any other duties other than Supervision, QA/QC (Quality Assurance/Quality Control), and Safety?
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

4.4 PROPOSED SENIOR SUPERINTENDENT - IF APPLICABLE

NOTE: This position is typically only applicable for very large or complex projects.

- Has your proposed SENIOR Superintendent successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last five (5) years while in this position?
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed SENIOR Superintendent met project-specific criteria for successfully supervising and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold>
[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]
- Has your proposed SENIOR Superintendent worked for your company in this position for a project-specific number of years?
[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Will your proposed SENIOR Superintendent have any other duties other than Supervision, QA/QC (Quality Assurance/Quality Control), and Safety?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

4.5 PROPOSED PROJECT MANAGER

- Has your proposed Project Manager successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last five (5) years while in this position?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed Project Manager met project-specific criteria for successfully managing and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed Project Manager worked for your company in this position for a project-specific number of years?

[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

4.6 PROPOSED ASSISTANT PROJECT MANAGER - IF APPLICABLE

- Has your proposed Assistant Project Manager successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last five (5) years while in this position?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed Assistant Project Manager met project-specific criteria for successfully managing and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed Assistant Project Manager worked for your company in this position for a project-specific number of years?

[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

4.7 PROPOSED SENIOR PROJECT MANAGER - IF APPLICABLE

NOTE: This position is typically only applicable for very large or complex projects.

- Has your proposed SENIOR Project Manager successfully completed a project-specific specified number of projects with similar or comparable scopes and cost, as described at the beginning of this document in **Section 1**, within the last five (5) years while in this position?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed SENIOR Project Manager met project-specific criteria for successfully managing and completing a project-specific number of public works, higher education, federal or state, and/or healthcare project on an existing facility campus with individual construction values equal to or greater than a project-specific dollar threshold?

[IF NO, MUST EXPLAIN WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

- Has your proposed SENIOR Project Manager worked for your company in this position for a project-specific number of years?

[IF NO, MUST PROVIDE A LISTING OF COMPANIES, POSITION, AND DURATION OF EMPLOYMENT FOR YOUR PROPOSED SUPERINTENDENT; WITH OPTION TO INCLUDE SUPPLEMENTAL DOCUMENT THROUGH SECTION 5]

SECTION 5 – ADDITIONAL REQUIRED SUBMITTALS

- **NOTE: Where project information is required, the applicant can use the same projects as backup documentation for multiple requirements. However, each project provided must clearly state what section and which response the information is being provided as documentation for.**
- Provide a copy of the Project Organization Chart, which must include a minimum of two levels ABOVE the Project Manager; and must also show all positions and staffing as required through **section 4**.
[DOCUMENT REQUIRED]
- Compile into one document, and provide a copy of the Project Team's resumes, including the Corporate Safety Officer, Superintendent(s), Project Manager(s), Senior Superintendent (if applicable), and Senior Project Manager (if applicable).
[DOCUMENT REQUIRED]
- Compile into one document and provide any supplemental information or documents further explaining any "NO" responses for **Section 4: FIRM AND PERSONNEL EXPERIENCE**.
[IF APPLICABLE, DOCUMENT REQUIRED]
- Compile into one document using the applicant's letterhead and provide a list of all projects used to document or as validation for responses to **Section 4: FIRM AND PERSONNEL EXPERIENCE**. Include project name, description of work that documents similarity to this project, location, architect w/ contact name and phone number, owner with contact name and phone number plus the month and year of substantial completion.
[DOCUMENT REQUIRED]
- Has your firm had any lost time accidents since the submission of your Annual Contractor Enrollment Application that would impact your current OSHA 300 Log of Work-Related Injuries and Illnesses (Employee Names should be REDACTED)?
[IF APPLICABLE, DOCUMENT REQUIRED]
- Has your firm been assessed any liquidated damages and/or filed any claims since the submission of your Annual Contractor Enrollment Application?
[IF APPLICABLE, DOCUMENT REQUIRED]

SECTION 6 – FINAL SUBMISSION AND SIGNATURE

- Provide the printed name, title, and digital signature for the company official who is legally authorized to sign contract documents on behalf of the applicant who is requesting enrollment in the Annual Contractor program so to be eligible for prequalification of construction projects at Auburn University in this calendar year.

If you have any questions, please contact Facilities Management Project Support at projsup@auburn.edu