

REQUIREMENTS FOR PREQUALIFICATION

**Primarily for First Time Prequalified Bidders (Prime Contractors)
There are comments for Bidders who are Renewing or Requalifying**

Not for use by Subcontractors, POC Prime Contractors, or Private Consultants

1. Applicant must submit a completed NCDOT Experience Questionnaire along with appropriate supporting information. This can be done online or by paper application.
2. Applicant must submit completed NCDOT Safety Index Rating Form along with appropriate supporting information. The Safety Index is included with the Experience Questionnaire and online.
3. Applicant must submit a completed Non-collusion Affidavit, Debarment Certification, and Gift Ban Certification. This can be obtained at: <http://www.ncdot.org/doh/preconstruct/ps/contracts/letting/debar/debar1.html> or downloaded from the online application.
4. Applicant must demonstrate sufficient related experience in highway construction particularly in terms of scope and dollar value of previous contracts. It is recommended that the applicant list three (3) or more relevant projects to support each requested work code and that the work codes be referenced with the experience.
5. Applicant must demonstrate a history of successful performance and completion of projects in a timely manner, subject to the usual contractual time adjustments.
6. Applicant must demonstrate ability to furnish appropriate bonds.
7. Applicant must demonstrate sufficient available equipment to perform highway construction contracts in a timely manner. Enough equipment should be listed so as to support each requested work code.
8. Applicant must demonstrate sufficient available experienced personnel to perform highway construction contracts. Both management and labor work force should be addressed.
9. Applicant must provide references. Names and addresses of persons for whom the firm has performed related type work within the last three (3) years should be submitted. Responses from these references should be on the Department of Transportation Reference Questionnaires and must be received by the Department of Transportation prior to evaluating the request for prequalification. This form can be downloaded from the "Attached Documents" screen. It is referred to as "Blank Reference Form."
10. Please submit online or return completed form to:

Greg Keel, PE
Contractor Qualifications Engineer
North Carolina Department of Transportation
Contractual Services Unit
1509 Mail Service Center
Raleigh, North Carolina 27699-1509

PROCEDURES

Any prospective Bidder, not prequalified, may apply online, call to request an application (919-733-7174), or submit its request to the Department of Transportation, Contractual Services Unit, 1509 Mail Service Center, Raleigh, N.C. 27699-1509. If not applying online, the prospective Bidder will be furnished an Experience Questionnaire Form (application) which must be completed in its entirety and signed by an officer of the firm. The officer's signature shall be notarized.

Along with submitting the Experience Questionnaire Form as set forth above, the prospective Bidder shall submit appropriate supporting information. Any documents uploaded to the online application must be as PDF files. Items that are sent by email do not have to be PDF files, but should be files that are industry standards and can be opened by Department staff.

All Bidders shall submit a completed Non-collusion Affidavit, Debarment Certification, and Gift Ban Certification. The original executed forms should be submitted with the application. The Department cannot accept a copy. Blank forms can be downloaded from the online application.

Prospective Bidders should anticipate a minimum of four weeks for the Department to review submittals, contact references, etc., after which the firm will be notified in writing of its prequalification status.

All Bidders must requalify every three years and must renew annually. To requalify or renew, the prospective Bidder must submit a completed Requalification/Renewal Experience Questionnaire Form, acceptable to the Engineer. This can also be done online. Reminder letters will be issued approximately 60 days prior to firms' anniversary dates. It is recommended that completed forms be submitted four (4) weeks prior to this date.

At any time there is a change in ownership or control of the Firm, the Firm shall promptly notify the State Contractual Services Engineer.

In addition to being prequalified with the Department of Transportation, a Bidder on projects financed with State funds only and amounting to \$30,000.00 or more must secure the appropriate license from the N.C. Licensing Board for General Contractors prior to bidding. Information in regard to licensing may be obtained by contacting the N.C. Licensing Board for General Contractors, Post Office Box 17187, Raleigh, N.C. 27619, telephone (919) 571-4183. If Federal funds are involved with contracts of the same amount, the winning Bidder has 60 days to obtain the appropriate license. For projects that require an Electrical Contractor's License, please reference North Carolina General Statute 87. The Electrical Contractor's License must be in place prior to the bid regardless of dollar amount or funding source.

(Revised 8-4-10)