

NOTICE TO SUBCONTRACTORS: BIDDER PRE-QUALIFICATION REQUEST AND HUB OUTREACH:

Harper General Contractors has been awarded as the Construction Manager at Risk (CMAR) for the 7th Ave Streetscape project for the City of Hendersonville.

All potential subcontractors interested in participating in this project must complete the prequalification form provided in the Documents tool in ISqFt, <https://app.isqft.com/#/project/itb6499610/details>. Once submitted, the application will be reviewed by Harper General Contractors and the applicant will be contacted if any further information is required. You may also reach out to Harrison Sloop to obtain a copy of the prequalification form.

Community Outreach Meeting: June 7, 2023 2:30 PM

Meeting locations:

- In Person - City Operations building; 305 Williams St, Hendersonville, NC 28792
- Virtual
 - Call in:
 - 1-864-558-9841 Code:341525666#
 - Microsoft Teams:
 - Meeting ID: 241 177 583 172
 - Passcode: wJ25U

PREQUALIFICATION DEADLINE: June 23, 2023, by 5:00 PM.

If you have any questions or concerns regarding the prequalification process, please contact: Harrison Sloop, at (828)-378-4389 or Hsloop@harpergc.com. Completed pre-qualification forms can be emailed, or hand delivered.

Project Description:

The project will include a wide range of scopes of work, such as concrete, electrical, grading, asphalt paving, planting/landscaping, underground conduit placement for utilities, and site furniture. Work will be taking place adjacent to businesses that are to remain open during construction. Therefore, all subcontractors are expected to provide cooperation with Business and maintain safe working practices. The project will be broken out into phases, with potential add alternates. We are looking for reliable and efficient subcontractors who can deliver quality workmanship and meet our project timelines.

Thank you for your interest in working with Harper General Contractors on this exciting project. We look forward to hearing from you soon.

More than anything, **we build trust.**

Harper General Contractors
Seventh Avenue Streetscape Project
Hendersonville, NC
Prequalification Process
January 26, 2023

Solicitation for Bidders

1. Conduct community outreach session to engage potential trade partners
2. Select trade partners from our estimating bid list that would be a good fit for the project
3. Advertise the project through our solicitation tracking software, iSqFt and minority participation websites & trade publications

Prequalification

1. Send all potential bidders our "Subcontractor Prequalification Form" (Exhibit 1) at least two (2) months prior to the actual bid date. The intent of this form is to provide screening of prospective trade partners to determine their capabilities, work history, licensing status, MWBE status and their bonding capabilities.
2. During this time, we will also request additional information from each vendor related to their company's specific HUB plan.

Grading Process

1. Once we obtain all trade partner prequalification forms, they will be graded based on criteria established on our "Prequalification Grading Form" (Exhibit 2).
2. A minimum score will be established by the project team for trade partners that will be allowed to bid.
 - a. For this particular project, that limit has been set at **70**
3. Notice of Decision
 - a. All firms that submitted applications will be promptly notified in writing of the prequalification committee's decision including the reason for denial.

- b. The committee shall be selected by the owner and construction manager per NC procurement law. The person designated as “Prequalification Official” shall not be part of the committee.
 - i. For this particular project, the prequalification official will be:

Tim Lewis, Sr. Project Manager
tlewis@harpergc.com
Harper General Contractors
301 College St., Suite 140
Asheville, NC 28801

4. Protest Process

- a. Any denied application may request an informal meeting for a feedback session with the committee
 - b. Any firm denied prequalification may file an initial protest which will be ruled on by the committee
 - c. Within three (3) business days of the emailed protest decision, the denied prequalified firm may appeal, in writing, via hand-delivery or email
 - d. The appeal shall be reviewed within five (5) business days by the prequalification official or representative
 - e. The decision of the prequalification official or representative on the appeal shall be final and the firm shall be promptly notified of the decision
5. Complete prequalification process of Tier 1 trade partners and suppliers with considerations for their diversity plan, along with their work history and qualifications. Engage the owner in the approval of trade partners and suppliers to enhance the transparency of this process.

Thank you for your interest in working with the Harper General Contractors. We are committed to preserving the safety and health of your employees, our employees, and the general public. Your completion of the following information will allow us to better evaluate your capabilities and ability to safely perform work.

Information requested below is required before the project can be bid.

The company/individual below represents and certifies the information provided on this questionnaire is current, accurate, and complete and will apply to all subcontracts issued to the named company/individual by Harper. The company/individual named below will immediately notify Harper should any of the information change or be found to be incorrect.

Date of Certification: _____ Authorizing Signature: _____

Name & Title of Signatory: _____

Section 1: General Information

Company Name: _____ Website: _____

State Registered: _____ EIN/SSN: _____

Contact Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Street Address: _____

Type of Company: Corporation Partnership Individual Joint Venture Other: _____

Number of years your company has operated under current name: _____

Additional / Previous names under which company operates/has operated: _____

Please provide information below on your registration and license numbers:

State	License Number	Expiration Date	Trade Category/Type

Please list 2 significant General Contractor customer references:

Name of Company	Phone Number	Contact	Email

Please list your 5 largest projects with contract amounts completed in the past 12 months:

Project	Start Date	End Date	Contract Amount
			\$
			\$
			\$
			\$
			\$

Section 2: Compliance Information

Please indicate whether or not you maintain the following policies pertaining to Equal Employment Opportunity (EEO) information and Employee Eligibility to work in the U.S. (I-9 compliance):

- Written EEO policy
- Anti-harassment policy
- Employee complaint procedure
- Designated EEO officer
- Verify employees' eligibility to work in the U.S.
- Maintain records confirming I-9 compliance
- E-Verify enrollment
- Corporate E-Verify number: _____

EEO Officer Name: _____
 Title: _____ Phone: _____
 Email: _____

Please indicate "Yes" or "No" for the following:

If "yes" please attach a detailed explanation.

- Yes No Complaint has been filed against your company with a state licensing board / regulatory agency
- Yes No Owner or general contractor has terminated your contract for cause
- Yes No Your company has failed to complete any work awarded
- Yes No Judgments or claims are pending against your company
- Yes No Your company has been or currently is involved in arbitration or litigation proceedings
- Yes No Your contractor's license has been revoked/suspended in the last 5 years

Indicate all historically underutilized business (HUB) designations (MBE, DVE, WBE, etc...) _____

Please attach copies of certification for each designation listed above.

Does your company maintain a HUB solicitation plan? Yes No

If "yes" please attach a detailed a copy.

Section 3: Financial Information

Attach a copy of your certificate of insurance showing the limits for your company

Please complete the following information for your bonding company:

Bonding Company: _____ Agent and Firm: _____

Phone: _____ Email: _____

Max bonding capacity of your company (cumulative): _____

Max bonding capacity per contract: _____

Please have your Bonding Company email us a letter on their letter head stating your current bond limits, rate and standing.

Please complete the following information for your corporate bank:

Bank: _____ Contact: _____

Phone: _____ Email: _____

Is your firm currently the debtor in a bankruptcy case? Yes No

If "yes" please attach a copy of the bankruptcy petition, showing case number and date on which petition was filed.

State your firm's annual amount of work performed for each of the last three years:

Year	Amount	Self-Performed	Lower Tier Subcontractor
2020	\$	%	%
2021	\$	%	%
2022	\$	%	%

Please provide at least 3 trade/credit references:

Name of Company	Address	Phone Number	Contact	Email

Section 4: Safety Information

Company representative responsible for safety & health: _____

Phone: _____ Fax: _____ Email: _____

Mailing Address: _____

Current number of employees: _____ Do you have a written safety & health program? Yes
(please attach a copy if "yes") No

List your company's worker's compensation Experience Modification Rate (EMR) for the past 3 years:

Year:	2020	2021	2022
Rate:			

Indicate in which of the following subjects your field supervision receives training:

- Compressed Gas Cylinders Hazard Communication Scaffolding
- Confined Spaces Housekeeping Signs and Barricades
- Electrical Safety Lockout/Tagout Toxic Substances
- Emergency Procedures Perimeter Guarding Trenching and Excavation
- Fall Prevention Personal Protective Equipment Vehicle Safety
- Fire Prevention Powered Industrial Trucks Welding and Cutting
- First Aid Procedures Respiratory Protection
- Hand Tool Safety Rigging and Crane Safety

Have you received OSHA citations within the last three years? Yes No

If "yes" please attach a detailed explanation.

Please indicate "Yes" or "No for the following

Yes No Your company conducts competent person training

Yes No Your company holds employee safety meetings

How often? _____ Meeting facilitator(s)? _____

Yes No Your company has a Substance Abuse Policy. *If "yes," check the following below that apply:*

- Pre-Employment Testing Random Testing Post-Accident Testing For-Cause Testing

Yes No Your company has a New Employee Safety Orientation Program



Prequalification Grading Form

Project: Seventh Avenue Streetscape Project Hendersonville, NC

Company Name _____

Prequal Total Score _____

_____ (Required) Signed and Dated

_____ (10 pts) Section 1: General Information

_____ (10 pts) Registration and/or License number

_____ (10 pts) References

_____ (10 pts) List of 5 Projects

_____ (10 pts) Section 2: Compliance Information

_____ (10 pts) HUB Information

_____ (20 pts) Section 3: Financial Information

_____ (20 pts) Section 4: Safety Information

Notes

Graded by: _____

Date: _____