

SUBJECT: **CY23 CONTRACTOR PRE-QUALIFICATION PROGRAM – HOW TO SUBMIT AN INTERNAL PQ REQUEST**

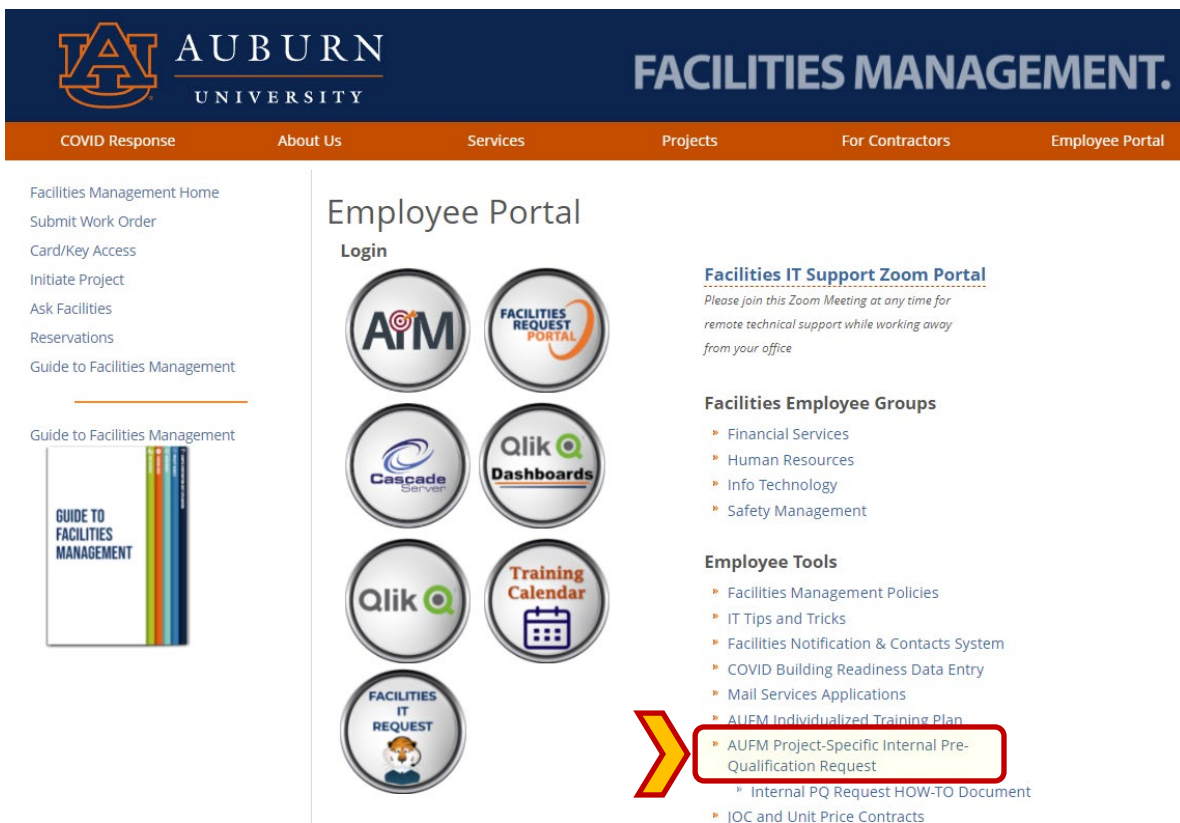
DATE: **12/16/2022**

Please reference the following website for more information about the Auburn University Facilities Management (AUFM) Annual Contractor Enrollment and Project-Specific Pre-Qualification (PQ) Program:

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

1. **As part of the Integrated Project Handoff (IDH), and at least six (6) weeks prior to the planned bid date, the Design Project Manager (DPM) will facilitate a meeting with the Pre-Qualification (PQ) Project Team to determine the project-specific Contractor PQ criteria and requirements. [NOTE: refer to the separate Contractor PQ Program Process Document for more detailed information on the PQ process and the composition of the PQ Project Team]**
2. **Additionally, and prior to submitting the Internal PQ Request, the DPM shall submit an “Advertisement For Bid” request to Project Support (PS) so that the project will be posted on the AUFM Public Works Bid Calendar. This request must be received no later than five (5) to six (6) weeks prior to the planned bid date and no later than by close of business on the Wednesday prior to the first Sunday of advertisement.**
3. To request that a Contractor Pre-Qualification Application for your project be developed by Project Support (PS), access the “AUFM Project-Specific Internal Pre-Qualification Request” by navigating to the AUFM Employee Portal website and select the link as highlighted below – this will direct you to Qualtrics for completion of an online survey.

AUFM Employee Portal: <http://www.auburn.edu/administration/facilities/employees/index.html>



AUBURN UNIVERSITY | **FACILITIES MANAGEMENT.**

COVID Response | About Us | Services | Projects | For Contractors | Employee Portal

Facilities Management Home
Submit Work Order
Card/Key Access
Initiate Project
Ask Facilities
Reservations
Guide to Facilities Management

Guide to Facilities Management

Employee Portal

Login

- AIM
- FACILITIES REQUEST PORTAL
- Cascade Server
- Qlik Dashboards
- Qlik
- Training Calendar
- FACILITIES IT REQUEST

Facilities IT Support Zoom Portal
Please join this Zoom Meeting at any time for remote technical support while working away from your office

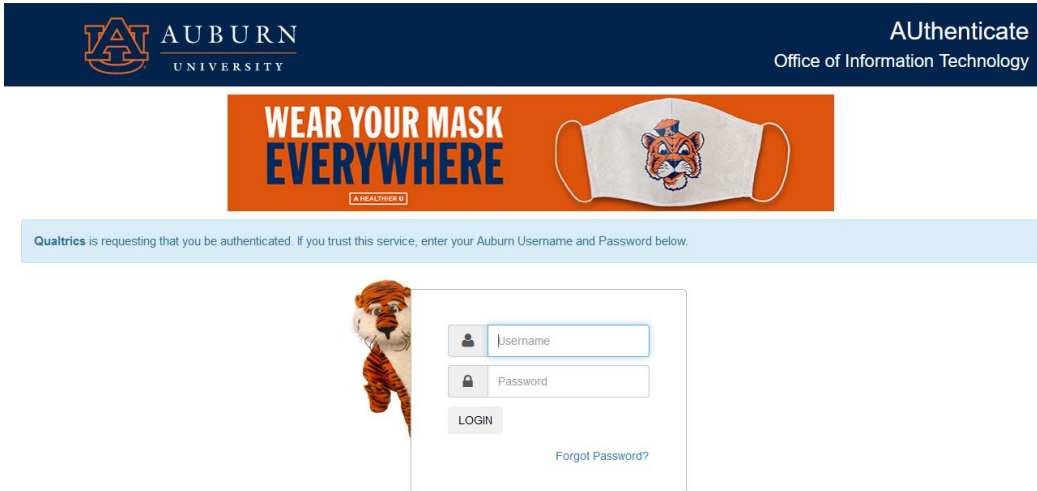
Facilities Employee Groups

- Financial Services
- Human Resources
- Info Technology
- Safety Management

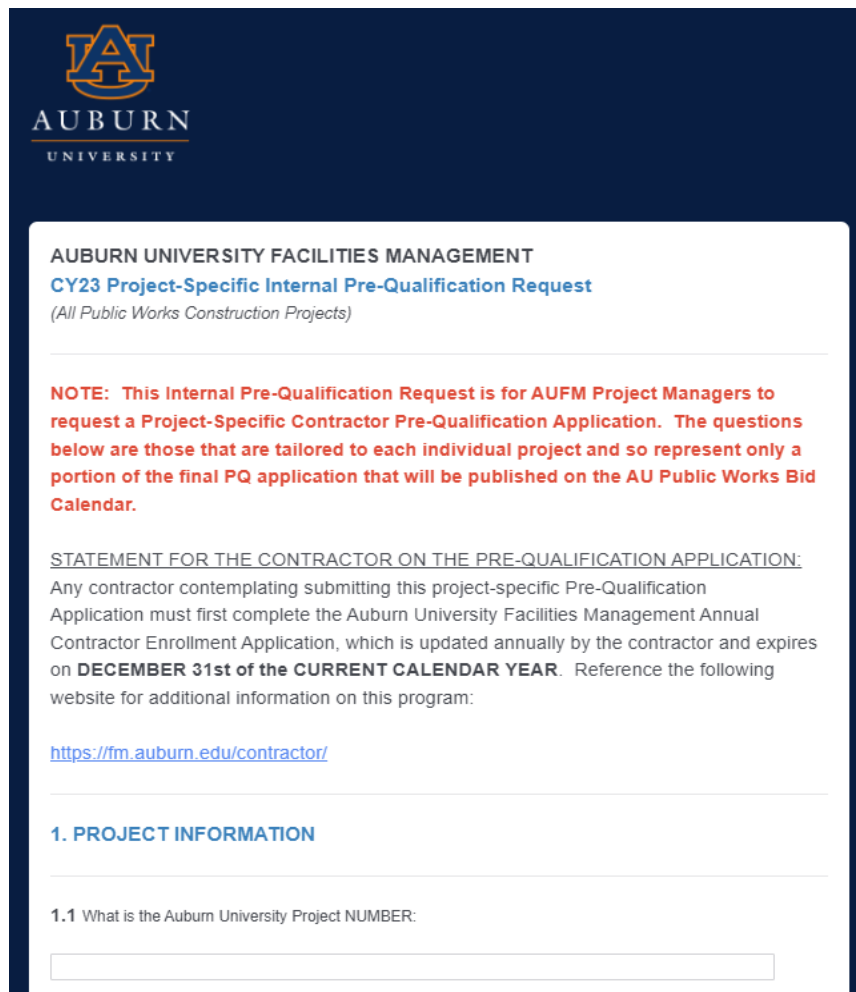
Employee Tools

- Facilities Management Policies
- IT Tips and Tricks
- Facilities Notification & Contacts System
- COVID Building Readiness Data Entry
- Mail Services Applications
- AUFM Individualized Training Plan
- AUFM Project-Specific Internal Pre-Qualification Request**
 - Internal PQ Request HOW-TO Document
- IOC and Unit Price Contracts

- Upon clicking the “AUFM Project-Specific Internal Pre-Qualification Request” link on the AUFM Employee Portal, the Design Project Manager (DPM) will need to authenticate your AU credentials if you have not done so already.



- Once authenticated, you will be directed to the Qualtrics survey utilized for filling out and submitting the “AUFM Project-Specific Internal Pre-Qualification Request”.



SUPPLEMENTAL INFORMATION:

- Refer to the separate Contractor PQ Program Process Document for more detailed information about the next steps in the process, and for the composition of the PQ Project Team.
- Sample of the “Project-Specific Internal Pre-Qualification Request” from Qualtrics attached.

ADVERTISEMENT FOR BID

Sealed proposals will be received from pre-qualified bidders by **Mr. Walker Davis** on behalf of Dr. Christopher B. Roberts, President of Auburn University at 1161 West Samford Avenue, Auburn University, AL 36849 until 3:00 PM Central Time, **February 15, 2022** for:

Project Number - Project Name

AUBURN UNIVERSITY

at which time and place they will be publicly opened and read in **Facilities Management Building One, Training Room A/B**

SCOPE OF WORK:

The general scope of the work includes but is not limited to:

The Pre-Bid Conference will be held on **XXXX, 2022** at **X:XX A.M.** CST at **Facilities Management Building 1, Training Room A**, 1161 West Samford Avenue, Auburn University, AL 36849.

In accordance with Code of Alabama, 39-2-2(a), prequalification is required for this project. The prequalification application is available on the Auburn University Public Works Bid Calendar located at: <https://fm.auburn.edu/bid-calendar/>.

For all questions or inquiries about this project, please contact:
XXX, @auburn.edu; 334-XXX-XXXX

DOCUMENTS:

Drawings may be examined at the following locations:

Drawings and specifications may be examined at the Office of the Owner: Planning, Design & Construction, Facilities Management, Auburn University, AL. See link below.

Auburn University Facilities Management Contractor Website:
<https://fm.auburn.edu/contractor/>

BONDS:

A certified check or bid bond payable to Auburn University in an amount not less than five percent (5%) of the amount of the bid, but in no event more than \$10,000.00, must accompany the bidder's proposal. Performance and Statutory Labor and Material Payment Bonds will be required at the signing of the Contract.

BIDS:

Bids must be submitted on proposal forms or copies thereof furnished by the Architect.

Dr. Christopher B. Roberts, President
Auburn University
Auburn University, AL 36849

END

Dates of Advertisement:

Opelika-Auburn News: XXXX, 2022
XXXX, 2022
XXXX, 2022

Montgomery Advertiser: XXXX, 2022

Mobile Register: XXXX, 2022

Birmingham News: XXXX, 2022



AUBURN
UNIVERSITY

CY23 Project-Specific Internal Pre-Qualification Request

AUBURN UNIVERSITY FACILITIES MANAGEMENT CY23 Project-Specific Internal Pre-Qualification Request

(All Public Works Construction Projects)

NOTE: This Internal Pre-Qualification Request is for AUFM Project Managers to request a Project-Specific Contractor Pre-Qualification Application. The questions below are those that are tailored to each individual project and so represent only a portion of the final PQ application that will be published on the AU Public Works Bid Calendar.

STATEMENT FOR THE CONTRACTOR ON THE PRE-QUALIFICATION APPLICATION:

Any contractor contemplating submitting this project-specific Pre-Qualification Application must first complete the Auburn University 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/>

1. PROJECT INFORMATION

1.1 What is the Auburn University Project NUMBER:

1.2 What is the Auburn University Project NAME:

1.3 Who is the Auburn University DESIGN PROJECT MANAGER:

1.4 Who is the Auburn University CONSTRUCTION PROJECT MANAGER:

1.5 What is the Bid Package Scope of Work / Project Description:

1.6 How many calendar days prior to the scheduled Bid Date is the deadline to complete the Pre-Qualification Application for this project:

1.6.1 Current Scheduled BID Date:

1.6.2 Actual Date for PQ Submission DEADLINE: *(deadline date typically minimum of 14 calendar days prior to BID date)*

2. CONTRACTOR INFORMATION

NOTE: no project-specific information required for this section.

3. GENERAL INFORMATION AND CLARIFICATIONS

3.5 Contractors can request changing their proposed project team members up to a **project-specific number of working days** before the bid. This request must be in writing and be accompanied by all required documentation as called for in the Pre-Qualification application.

3.5.1 # Of Working Days Before Bid For Project Team Changes (typically 2 days):

4. FIRM AND PERSONNEL EXPERIENCE

4.1 FIRM EXPERIENCE

4.1.1 The firm must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past five (5) years. If the firm does not meet this criteria, their Pre-Qualification Application will automatically be terminated and DENIED.

4.1.1a Minimum # of Projects (typically one):

4.1.3 What is the minimum average annual revenue for the past three (3) years that the firm must have?

4.1.3a Minimum average annual revenue for past 3 years (typically 200% of project CONSTRUCTION costs):

4.1.6 The firm must have successfully completed a **project-specific number of public works, higher education, federal or state, and/or healthcare projects** 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**.

4.1.6a Minimum # of Projects (typically one):

4.1.6b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.1.7 Are there any additional firm requirements or criteria for this project that should be included on the Pre-Qualification Application? (please mark as "n/a" if not applicable or no additional requirements)

4.2 PROPOSED SUPERINTENDENT

NOTE: This section is MANDATORY, but have option to also include an ASSISTANT SUPERINTENDENT (Section 4.3) and a SENIOR SUPERINTENDENT (Section 4.4) if applicable to this project.

4.2.2 The proposed SUPERINTENDENT must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past **five (5) years**.

4.2.2a Minimum # of Projects (typically one):

4.2.3 The proposed SUPERINTENDENT must have successfully supervised and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.2.3a Minimum # of Projects (typically one):

4.2.3b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.2.4 The proposed SUPERINTENDENT must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.2.4a Minimum # of Years (typically one):

4.3 PROPOSED ASSISTANT SUPERINTENDENT

(NOTE: adding an ASSISTANT SUPERINTENDENT is optional and in ADDITION to the mandatory SUPERINTENDENT requested through section 4.2)

- YES, an ASSISTANT Superintendent Is Required
- NO, an ASSISTANT Superintendent Is NOT Required

4.3.2 The proposed ASSISTANT SUPERINTENDENT must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past **two (2) years**.

4.3.2a Minimum # of Projects (typically one):

4.3.3 The proposed ASSISTANT SUPERINTENDENT must have successfully supervised and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.3.3a Minimum # of Projects (typically one):

4.3.3b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.3.4 The proposed ASSISTANT SUPERINTENDENT must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.3.4a Minimum # of Years (typically one):

4.4 PROPOSED SENIOR SUPERINTENDENT

(NOTE: adding a SENIOR SUPERINTENDENT is optional and in ADDITION to the mandatory SUPERINTENDENT requested through section 4.2; furthermore, a SENIOR SUPERINTENDENT is only rarely needed for very large and complex projects.)

- YES, a SENIOR Superintendent Is Required
- NO, a SENIOR Superintendent Is NOT Required

4.4.1 The proposed SENIOR SUPERINTENDENT must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this

document within the past **five (5) years**.

4.4.1a Minimum # of Projects (typically one):

4.4.2 The proposed SENIOR SUPERINTENDENT must have successfully supervised and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.4.2a Minimum # of Projects (typically one):

4.4.2b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.4.3 The proposed SENIOR SUPERINTENDENT must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.4.3a Minimum # of Years (typically one):

4.5 PROPOSED PROJECT MANAGER

NOTE: This section is MANDATORY, but have option to also include an ASSISTANT PROJECT MANAGER (Section 4.6) and a SENIOR PROJECT MANAGER (Section 4.7) if applicable to this project.

4.5.1 The proposed PROJECT MANAGER must have successfully completed a **project-specific number of projects** with similar or comparable scopes, as described at the beginning of this document in **Section 1.5**, within the last **project-specific number of years** while in this position?

4.5.1a Minimum # of Projects (typically one):

4.5.1b Minimum # of Years (typically five):

4.5.2 The proposed PROJECT MANAGER must have successfully managed and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.5.2a Minimum # of Projects (typically one):

4.5.2b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.5.3 The proposed PROJECT MANAGER must have worked for your company, in this position, for a **project-specific minimum number of years.**

4.5.3a Minimum # of Years (typically one):

4.6 PROPOSED ASSISTANT PROJECT MANAGER

(NOTE: adding an ASSISTANT PROJECT MANAGER is optional and in ADDITION to the mandatory PROJECT MANAGER requested through section 4.5)

- YES, an ASSISTANT Project Manager Is Required
- NO, an ASSISTANT Project Manager Is NOT Required

4.6.1 The proposed ASSISTANT PROJECT MANAGER must have successfully completed a **project-specific number of projects** with similar or comparable scopes, as described at the beginning of this document in **Section 1.5**, within the last **project-specific number of years** while in this position?

4.6.1a Minimum # of Projects (typically one):

4.6.1b Minimum # of Years (typically five):

4.6.2 The proposed ASSISTANT PROJECT MANAGER must have successfully managed and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold.**

4.6.2a Minimum # of Projects (typically one):

4.6.2b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.6.3 The proposed ASSISTANT PROJECT MANAGER must have worked for your company, in this position, for a **project-specific minimum number of years.**

4.6.3a Minimum # of Years (typically one):

4.7 PROPOSED SENIOR PROJECT MANAGER

(NOTE: adding a SENIOR PROJECT MANAGER is optional and in ADDITION to the mandatory PROJECT MANAGER requested through section 4.5; furthermore, a SENIOR PROJECT MANAGER is only rarely needed for very large and complex projects.)

- YES, a SENIOR Project Manager Is Required
- NO, a SENIOR Project Manager Is NOT Required

4.7.1 The proposed SENIOR PROJECT MANAGER must have successfully completed a **project-specific number of projects** with similar or comparable scopes, as described at the beginning of this document in **Section 1.5**, within the last **project-specific number of years** while in this position?

4.7.1a Minimum # of Projects (typically one):

4.7.1b Minimum # of Years (typically five):

4.7.2 The proposed SENIOR PROJECT MANAGER must have successfully managed and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

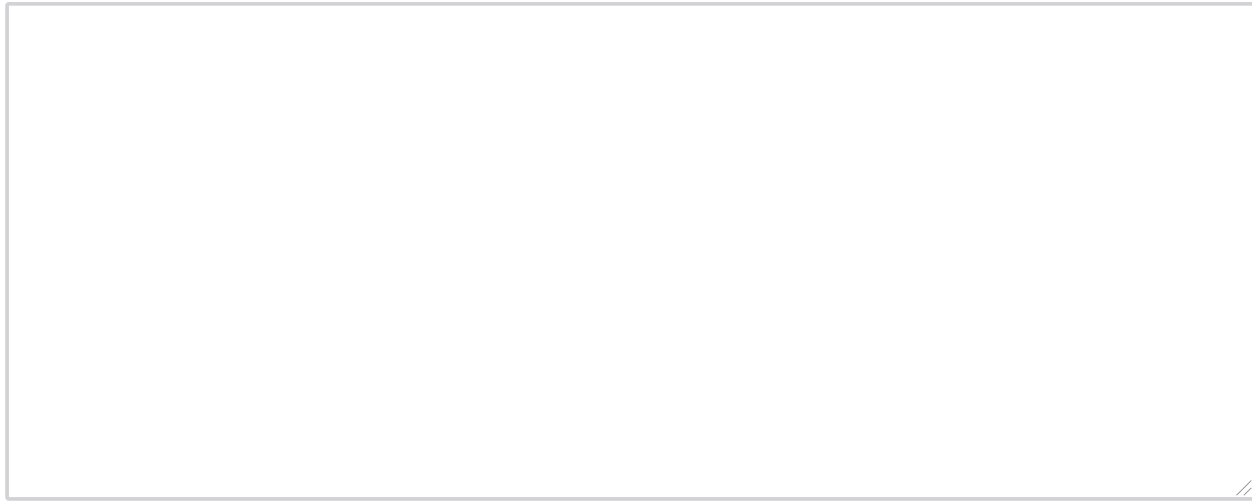
4.7.2a Minimum # of Projects (typically one):

4.7.2b Minimum \$ Value (typically 90% of project CONSTRUCTION costs):

4.7.3 The proposed SENIOR PROJECT MANAGER must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.7.3a Minimum # of Years (typically one):

4.8 Above the staffing requirements included above for (4.2) Project Superintendent, (4.3) Assistant Superintendent, (4.4) Senior Superintendent, (4.5) Project Manager, (4.6) Assistant Project Manager, and (4.7) Senior Project Manager, are there any other project-specific staffing requirements or criteria that must be met for this project? (please mark as "n/a" if not applicable or no additional requirements)



5. ADDITIONAL REQUIRED SUBMITTALS

NOTE: no project-specific information required for this section.

5.7 If you need to provide additional information not covered through the previous sections, please write in the text box and/ or compile into one document and attach below. (please mark as "n/a" if not applicable or no additional requirements)



5.8 Compile and attach any additional documents here (convert to PDF document).

6. FINAL SUBMISSION AND SIGNATURE

6.1 Requestor Information:

6.1.1 Your Name:

6.1.2 Your Title:

6.1.3 Your Department:

6.1.4 Your Email Address:

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