

# INSTRUCTIONS TO PREQUALIFY

## GLENN HIGH SCHOOL BLEACHER REPLACEMENT WINSTON-SALEM, NC

The following documents are or will be uploaded to the Davie Construction Co. website ([www.davieconstruction.com/prequalifications](http://www.davieconstruction.com/prequalifications)) for this project:

- Notice for prequalification with the following exhibits
  - Pre-qualification Form
  - Exhibit A Sample Insurance Form
  - Exhibit B Prequalification Scoring Matrix
  - Exhibit C Bid Calendar (Revisions to bid calendar to be posted as required)
    - Prequalifying and Bid Dates
    - Hub Outreach Dates
    - Addendum Dates (If required)
  - Project Design Document Schematic Plan A1.0 dated 2/13/18

### How to Prequalify

**Step #1** Complete the Davie Construction Company Prequalification Form for First-Tier Subcontractors Under CM at Risk at [www.davieconstruction.com/prequalifications](http://www.davieconstruction.com/prequalifications).

Any questions with this prequalification, email questions to [vhuckaby@davieconstruction.com](mailto:vhuckaby@davieconstruction.com). This is required only one (1) time per year, however, updates required in changes in your Prequalification response occurs. Updates may be required if changes occur to your company's profile.

**Step #2** Review the project specific Bid calendar. (See Exhibit "C").

**Step #3** Once completed email the prequalification to [prequalifications@davieconstruction.com](mailto:prequalifications@davieconstruction.com). If you are unable to send them electronically, you may drop off a hard copy at Davie Construction Company, 152 East Kinderton Way, Suite 200, Advance, NC 27006.

**Step #4** DCC will notify all prequalified bidders once approved via email. All rejections will receive a letter via email explaining rejection from DCC Project Manager. The approved list of approved bidders will be included in the last addendum.

**Step #5** Subcontractors which do not agree with rejection or denial of pre-qualification may appeal by written appeal. A written appeal may be filed via hand delivery or email within three (3) days to [prequalifications@davieconstruction.com](mailto:prequalifications@davieconstruction.com). Any written appeal shall clearly articulate the reasons why the firm is contesting the denial and attach documents and any additional information which supports the firm's position. DCC shall convene with the owner and a final determination of the firm's qualifications will be conveyed to the firm in writing within five (5) days.

Any questions should be forwarded to [prequalifications@davieconstruction.com](mailto:prequalifications@davieconstruction.com).