

INSTRUCTIONS TO PREQUALIFY

DAVIE COUNTY PARK MOCKSVILLE, NC

The following documents are or will be uploaded to the Davie Construction Co. website <http://daviaconstruction.com/dcpprequalifications/> 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 Team Plans C3 Site Plan and A1.0 Gym Building Floor Plan (see attached.)**

How to Prequalify

Step #1 Complete the **Davie Construction Company Prequalification Form** for First-Tier Subcontractors Under CM at Risk at <http://daviaconstruction.com/dcpprequalifications/> . Any questions with this prequalification, email questions to yhuckaby@daviaconstruction.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@daviaconstruction.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@daviaconstruction.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@daviaconstruction.com.