

INSTRUCTIONS TO PREQUALIFY

DAVIE COUNTY PUBLIC SAFETY AND HEALTH & HUMAN SERVICES COMPLEX MOCKSVILLE, NC

The following documents are or will be uploaded to the Davie Construction Co. website <http://daviaconstruction.com/dcprequalifications/> 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 C1.0 Site Plan and A1.0 Overall 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/dcppequalifications/> . Any questions with this prequalification, email questions to vhuckaby@daviaconstruction.com. All previously submitted Prequalifications received by Davie Construction have now expired and are required to be updated and resubmitted.

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, Bermuda Run, 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.