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

DATE: 02/15/2022

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://www.auburn.edu/administration/facilities/contractors/

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
4. 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.

5. 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 Facilities Management on behalf of Auburn University at 1161 West Samford Avenue, Auburn University, AL 36849 until 3:00 PM Central Time, [Month Day, Year] 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.

A. SCOPE OF WORK:
The general scope of the work includes but is not limited to: __________________________

Prime contractors on this project must be prequalified.

For prequalification or additional info, please contact: ________________________________

B. DOCUMENTS:

Drawings may be examined at the following locations:

Drawings and specifications may be examined at the Office of the Owner: Facilities Management, Auburn University, AL.

Auburn University Website:

https://sites.auburn.edu/admin/facilities/bidcalendar/Lists/Calendar/calendar.aspx

END

Dates of Advertisement:

Auburn Villager:
Opelika Auburn News:
Birmingham News:
Columbus Ledger:
Atlanta Constitution:
Mobile Press-Register:
Montgomery Advertiser:
Huntsville Times:
CY22 Project-Specific Internal Pre-Qualification Request

AUBURN UNIVERSITY FACILITIES MANAGEMENT

CY22 Project-Specific Internal Pre-Qualification Request
(All Public Works Construction Projects)

FYI ONLY - STATEMENT FOR 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://www.auburn.edu/administration/facilities/contractors/

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.
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.

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

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**.

4.1.7 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:** Section 4.3 allows for entry of a SENIOR Superintendent 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 SENIOR SUPERINTENDENT **(NOTE: adding a SENIOR superintendent will be in ADDITION to the primary Superintendent position requested above in 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

4.3a Since you selected "YES" to requiring a SENIOR Superintendent, how many proposed ASSISTANT Superintendents are required for this project?

4.3.1 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.
4.3.2 The proposed SENIOR Superintendent(s) 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.

4.3.2a Minimum # of Projects (typically one):
4.3.2b Minimum $ Value (typically 90% of project construction costs):

4.3.3 The proposed SENIOR Superintendent(s) must have worked for your company, in this position, for a project-specific minimum number of years.

4.3.3a Minimum # of Years (typically one):

4.4 PROPOSED PROJECT MANAGER

NOTE: Section 4.5 allows for entry of a SENIOR Project Manager if applicable to this project.

4.4.1 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?

4.4.1a Minimum # of Projects (typically one):
4.4.1b Minimum # of Years (typically five):

4.4.2 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.

4.4.2a Minimum # of Projects (typically one):
4.4.2b Minimum $ Value (typically 90% of project construction costs):
4.4.3 The proposed Project Manager 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 SENIOR PROJECT MANAGER  

[NOTE: adding a SENIOR Project Manager will be in ADDITION to the primary Project Manager position requested above in section 4.4; 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

4.5a Since you selected "YES" to requiring a SENIOR Project Manager, how many proposed ASSISTANT Project Managers are required for this project?

4.5.1 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?

4.5.1a Minimum # of Projects (typically one):

4.5.1b Minimum # of Years (typically five):

4.5.2 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.

4.5.2a Minimum # of Projects (typically one):

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

4.5.3 The proposed SENIOR 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 Above the minimum requirements of having a Project Manager and a full-time on-site Project Superintendent, are there any other project-specific staffing requirements or criteria that must be met? (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.
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: 