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

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

1. 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
2. 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.

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

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:

[Input field for project number]
4. Prior to submission of the Internal PQ Request, the DPM will coordinate, facilitate, and assemble a meeting to determine the project-specific pre-qualification criteria. Participants in this session should include, at a minimum, the: PQ Project Team as noted below; and the Assistant-Director of Design. If deemed necessary, additional participants may include: the Designer of Record; and/or the Director of Design/Capital Projects.

- Total Project Budget LESS than $1,000,000: the PQ Project Team will consist of the:
  - Design Project Manager (DPM)
  - Construction Project Manager (CPM)
  - Assistant-Director (AD) of Construction Management

- Total Project Budget is $1,000,000 or GREATER: the PQ Project Team will consist of the:
  - Design Project Manager (DPM)
  - Construction Project Manager (CPM)
  - Director of Construction Management
  - Executive Director of Construction Management

5. After completion and submittal of the “AUFM Project-Specific Internal Pre-Qualification Request”, the DPM will receive an email confirming that the request has been received by Project Support. PS will then review the request for completeness and draft the project-specific Contractor Pre-Qualification Application in Qualtrics for internal review within two (2) business days.

6. Once Project Support has completed the preliminary project-specific Contractor Pre-Qualification Application, it will be routed through an AiM workflow for an internal review and final approval by the Design Project Manager.

7. AiM will automatically generate an email notifying the DPM that an AiM workflow item is pending for review. The DPM will review the project-specific Contractor PQ Application in AiM, and either approve or reject pending additional modifications. Below is an example of the AiM screen that will be displayed upon clicking the web link provided in the AiM workflow email. After reviewing the draft of the project-specific Contractor PQ Application attached through the Document Listing section, the DPM will edit the workflow, and either select “APPROVED/COMPLETE” to approve the request or select “REVISIONS REQUIRED” to deny the request with comments through the “Notes Log”.

8. Following the internal review and approval, Project Support shall publish a web link for the final project-specific Contractor Pre-Qualification Application to the AUFM Public Works Bid Calendar along with the other project specific documents, which will be publicly accessible to all contractors wishing to pre-qualify for the corresponding project. Please reference the separate process document for how Contractor PQs will be reviewed and approved.

9. SUPPLEMENTAL – sample of the “CY21 Project-Specific Internal Pre-Qualification Request” from Qualtrics attached.
CY21 Project-Specific Internal Pre-Qualification Request

AUBURN UNIVERSITY FACILITIES MANAGEMENT

CY21 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 # Of Calendar Days For Pre-Qualification Deadline Prior To BID Date: (minimum of 7 days typically)

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: 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 **[If applicable - this position will be in ADDITION to the Superintendent position requested above in section 4.2]**

- 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.

4.1.1a Minimum # of Projects (typically one):

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 (if applicable - this position will be in ADDITION to the Project Manager position requested above in section 4.4)

- 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)

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**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: 

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