

State of North Carolina

Failure to answer all of the following questions may result in disqualification. If the designer/general contractor has any questions, contact the person listed below under "Submitted to." Completing this questionnaire does not guarantee prequalification. The North Carolina State Ports Authority (NCSPA) reserves the unqualified right to reject any or all proposals and to waive informalities.

Explanation of Pre-Qualification Selections:

The NCSPA will use the information submitted on this form to evaluate each design/builder team. The evaluation will be based on a scoring matrix. The points are shown with each Section and/or question on this form.

Each firm on a design-build team, the prime designer and prime contractor, shall respond to the questionnaire individually and separately while noting in their submission the firm with which they intend to team. If your firm contains all design and build capabilities in-house, then two (2) responses to this questionnaire are still required, one (1) from the design group within the firm and one (1) from the contracting group within the firm, provided however that it is not necessary to repeat SECTION 1. MINIMUM REQUIREMENTS.

For each design/builder team, both the prime designer and the prime contractor will be evaluated on the information submitted on this form. There is a maximum of 100 points for the designer and 100 points for the contractor (maximum of 200 points for a firm with design and contracting abilities in-house who responds as a single entity and not a team). To be pre-qualified for this project, the design/builder team must score a minimum of 160 points.

Should a designer/contractor want an explanation of their submittal's non-prequalified status on an individual project, they should contact the owner in writing (email is sufficient) for an explanation within three (3) business days of notification of the prequalified contractor's list.

Submittal Requirements:

The completed responses to this questionnaire are the only item required to be submitted, including any attached documents which are required by this questionnaire, with the exception that each firm may provide additional documentation such as brochures, recommendation letters, etc. However, that additional documentation shall not exceed ten (10) pages in length.

PREQUALIFICATION DUE DATE/TIME: Friday, January 25, 2018 5:00 PM
(Date) (Time)

Submitted to: Mr. Mark A. Blake, P.E., Senior Director of Engineering and Maintenance
Contact Name receiving prequalifying packages

North Carolina State Ports Authority
Agency/Institution

2202 Burnett Blvd.
Address

Wilmington, NC 28401
City/State Zip Code + 4

(910)- 251-5674
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(910) 251-5686
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ENG.Procurement@ncports.com
E-mail address

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Project: Water Injection Dredge Design-Build & Demonstration Project

Name of Project

North Carolina State Ports Authority

Project Owner

Project Description:

The North Carolina State Ports Authority (NCSPA) seeks to maintain authorized depths at all berths, quays, and turning basins of each port facility year-round. The NCSPA seeks qualified naval engineers, architects, and shipbuilders to design and build a fully commissioned and equipped Water Injection Dredge (WID). In addition to the WID design/build, this project also requires a proof of concept demonstration and WID operation training program.

The project sequence includes the following work items:

- Commissioning of a WID equipped with Global Positioning System (GPS), bathymetric mapping tools / multi-frequency sounding equipment (28 kHz and 200 kHz), and acoustic doppler current profiler.
- Delivery of the fully equipped WID to the NCSPA Port of Wilmington dockside.
- Execution of a Port operator’s training program
- Demonstration of a full dredge cycle during ebb tides at the Port of Wilmington.
- Demonstration of WID transportation from the Port of Wilmington to the Port of Morehead City.
- Demonstration of a full dredge cycle during ebb tides at the Port of Morehead City.
- A complete report summarizing the Contractor’s executed proof of concept, including pre- and post- dredge hydrographic survey data.
- Modification of the WID plan, as necessary, and handover to NCSPA.

Section 1. MINIMUM REQUIREMENTS

Scoring Matrix: There are no points assigned for responses in Section 1.

1. a. General Company information (Primary/Main office location)

Company Name

Physical Address

Mailing Address

City/State Zip Code + 4

(_____) _____
Phone number

(_____) _____
Fax number

Primary Contact Name

Secondary Contact Name

Primary Contact Email Address

Secondary Contact Email Address

- 1. b. Business type** (checkbox) Corporation Partnership Limited Liability Company Sole Proprietor
 Joint Venture

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Organization

1. c. **Type of Work** (checkbox) General Construction Mechanical Manufacturer Architect
 Designer/Engineer Other (please specify)

1. d. **Licensing information** (Please provide all professional licenses required for you to perform your services.)

License Type (checkbox) General Construction Mechanical Manufacturer Architect
 Designer/Engineer Other (please specify)

Relevant License Number

License Issuing Agency/Entity

Expiration

Bonding

1. e. (1) Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or The Federal Treasury List.

Have you attached a surety letter? Yes No N/A

1. e. (2) Have any funds been expended by a surety company on your firm's behalf? Yes No If yes, explain:

1. e. (3) List all surety companies that have provided bonds for your company for the past five (5) years, provide an explanation, required if more than one company.

Date	Firm	Reason
Date	Firm	Reason
Date	Firm	Reason

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Litigation/Claims

1. f. (1) Has your company been involved in any suits or arbitration proceedings within the last five years? No Yes
If yes, please explain:

1. f. (2) Are there currently any judgments, claims, arbitration proceedings or suits involving Owners pending or outstanding against your company, its officers, owners, or agents? No Yes If yes, please explain:

Insurance

1. g. In order to prequalify, firms must indicate that they can provide evidence of insurance coverage as follows, should they subsequently be the successful bidder. Have you attached a copy of your insurance certificate?
 Yes No

- Worker's Compensation insurance as required by law and Employer's Liability Insurance coverage with minimum limits of \$100,000.
- General liability insurance with minimum limits of \$500,000 per occurrence for bodily injury and \$100,000 per occurrence/\$300,000 aggregate for property damage.
- Builder's risk at the full insurable value of the entire work site.
- Professional Liability Insurance with minimum limits of \$500,000.

Size/Capacity

1. h. (1) How many full-time permanent employees work for the company? _____

1. h. (2) If the company has more than one office location, how many full-time permanent employees work for the company at the location which will serve this project? _____

1. h. (3) List the annual dollar value of work the company has performed for each year over the last 5 calendar years (if applicable).

2013_____ (yr)	2014_____ (yr)	2015_____ (yr)	2016_____ (yr)	2017_____ (yr)
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Section 2. GENERAL REQUIREMENTS

Scoring Matrix: There are a total of 35 points assigned for responses in Section 2.

Experience

2. a. (1) Number of years in business as a designer / contractor under the company name listed in 1.a., above:
_____ years.

1	2	3	4	5
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List any other names your firm operated under previously

Scoring Matrix: 0-5 years = 2 points, > 5 years = 4 points

2. a. (2) List date, State and type of incorporation, partnership, or proprietorship establishment:

Date	State/Type (incorporation, partnership/proprietorship)
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Scoring Matrix: 0 points

2. a. (3) List names of the firm principals appropriate to the type of the firm:

Corporation: President, Vice-president, Secretary, Treasurer

Partnership: Partners

Proprietorship: Owner

Other: List and explain

Title: _____ Full Name: _____ Yrs Service: _____

Title: _____ Full Name: _____ Yrs Service: _____

Title: _____ Full Name: _____ Yrs Service: _____

Title: _____ Full Name: _____ Yrs Service: _____

Title: _____ Full Name: _____ Yrs Service: _____

Title: _____ Full Name: _____ Yrs Service: _____

Scoring Matrix: 0 points

2. a. (4) Has your company ever performed design or construction work for a United States (U.S.) public agency and/or this specific agency/institution? Yes No

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If yes, list the name of the agency, project, dollar value, owner and architect names and contact phone numbers, scheduled completion and actual completion dates for all projects completed within the last five to ten (5-10) years.

State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date
State/Public Agency	Project Name	Dollar Value	Owner Agency Contact Info	Architect Contact Info	Scheduled-Actual Completion Date

Scoring Matrix:
 Previous experience with a U.S. public agency = 5 points
 Related public work performed in the U.S. = 3-4 points
 Related private work performed in the U.S. = 1-2 points
 No work performed in the U.S. = 0 points

2. a. (5) Has your organization been pre-qualified to bid on a State agency/institution project and failed to submit a bid without notice of good cause a minimum of one day before bid date? Yes No

If yes, on a separate sheet list name of project and reason you did not submit a bid.

Scoring Matrix:
 If No = 2 points
 If Yes with good cause = 2 points
 If Yes without good cause = 0 points

Office Locations

2. b. Will this project be managed and directed from an office in the U.S.? An office in U.S. is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS 143-59 (c). Yes No

Scoring Matrix:
 If Yes = 2 points
 If No = 0 points

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Workload

2. c. (1) How many projects do you currently have under contract or in progress and what is their total dollar value?

_____ (#) of projects

\$ _____ (Current projects contract amount)

\$ _____ (Projects current amount remaining to the bill)

2. c. (2) List the three most significant contracts currently under contract or in progress, including for each, the name of the project, owner and designer or contractor names and phone numbers, contract dollar values, percentage complete and currently anticipated completion dates. If you are a designer, provide contractor information. If you are a contractor, provide designer information.

#1 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #/Email	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

#2 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

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#3 –Project Name	
Description of Work Performed	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Percentage Complete	
Current Anticipated Completion Date	

Scoring Matrix: If deemed that the company can handle this project in addition to current workload = 1 point
 If deemed that current workload is too heavy = 0 points

Quality Control/Administration

2. d. (1) Describe quality control procedures, including inspection and approval processes. List the most recent project where these procedures were used, and provide owner and architect contact names and telephone numbers. If provided on a separate sheet of paper the table below must also be completed.

Quality Control Procedures	
Project Name	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Designer or Contractor Inspection Process	
Designer or Contractor Approval Process	

Scoring Matrix: If deemed that information is adequate = 4 points
 If deemed that that information is not provided or inadequate = 0 points

2. d. (2) Describe management plans for processing Requests for Information (RFI's), shop drawings, submittals, value engineering, change orders, proposals, and requests for deviations in the table below. Identify key personnel assigned to these or other special issues. Describe your approach to dispute and claims resolution.

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Management Plan Process	
Name of Key Personnel	
Requests for Information (RFI's)	
Shop Drawings	
Submittals	
Value Engineering	
Change Orders	
Proposals	
Requests for Deviations	
Dispute and Claim Resolution Approach	
Other Special Issues	

Scoring Matrix: If deemed that information is adequate = 3 points
 If deemed that that information is not provided or inadequate = 0 points

Financials

2. e. Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.) Have you attached a balance sheet? Yes No

List any lines of credit, including the identification of the financial institution holding the credit line, contact name and phone number at the institution, current total line of credit, current balance available, and the effective date of the stated balances (must be within the last 30 days).

Have you attached a line of credit statement? Yes No

Note: As provided by statute, the agency/institution will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

Scoring Matrix: If deemed that information is adequate = 3 points
 If deemed that that information is not provided or inadequate = 0 points

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Litigation/Claims

2. f. (1) Has your company ever failed to complete work awarded to it? Yes No

If yes, please provide project name(s), contact information for owner and architect, year(s), and reason why.

Scoring Matrix: If No = 2 points

If Yes without sufficient explanation = 0 points

2. f. (2) Have you ever paid liquidated damages on any project? Yes No

If yes, state the project name(s), year(s), and reason why.

Scoring Matrix: If No = 1 point

If Yes without sufficient explanation = 0 points

2. f. (3) Has your company filed any claims with the North Carolina State Construction Office within the last five years?

Yes No

If yes, state the project name(s), year(s), case number, and reason why

Scoring Matrix: If No = 1 point

If Yes with good cause = 1 point

If Yes without explanation or without good cause = 0 points

2. f. (4) Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging? Yes No If yes, state the project name(s), year(s), and reason why:

Scoring Matrix: If No = 1 point

If Yes = 0 points

2. f. (5) Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina? Yes No

If yes, state the project name(s), year(s), case number and reason why:

Scoring Matrix: If No = 1 point

If Yes = 0 points

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Section 3. PROJECT SPECIFIC REQUIREMENTS

Scoring Matrix: There are a total of 65 points assigned for responses in Section 3.

Project-Specific References

3. a. Please identify three projects most closely reflecting the size and complexity of the type of work being requested for the currently proposed project.

The similar projects should have been completed within the last ten (10) years, at least one of which within the last five (5) years. Include:

[General project references were requested in section 2. a. (4), based on a “Yes” response, and 2. c. (2). If this comparable project information is already reflected in those responses, please simply identify the relevant projects and detailed information.]

#1 –Similar - Project Name	
Project description and its similarity to the proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

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#2 –Similar - Project Name	
Project description and its' Similarity to the proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	
Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

#3 –Similar - Project Name	
Project description and its' Similarity to the proposed project	
Role and Responsibility	
Delivery Method	
Owner Name/ Representative	
Owner Address/Phone #	
Designer or Contractor Name/Representative	
Designer or Contractor Address/Phone #/Email	
Contract Dollar Value	
Final Contract Dollar Value	
Scheduled Completion Date	

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Actual Completion Date	
Performance Rating or Letter of Commendation	
Sub-Contractor Relations – References from similar relevant projects	
#1 – Sub-Contractor Reference	
#2 – Sub-Contractor Reference	
#3 – Sub-Contractor Reference	

Scoring Matrix: Based on the information provided, the company will be awarded 0-20 points. Changes in dollar value and schedule should be adequately explained for this section.

Staffing and Organizational Structure

3. b. (1) Staff Qualifications - Provide organizational structure reflecting authority, responsibility and proportion of time dedicated to this project and job descriptions for all key positions. Provide evidence that the key personnel have worked together successfully as a team.

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

3. b. (2) Project-specific Staff Experience - Project-specific employment history is requested for key personnel for similar projects performed within the last five years. As attachments, include qualifications (resumes) of the project team key personnel to be assigned to this project. For each resume, include the name, length of time employed with your company, proposed position, education and training, professional registrations/ licenses, and affiliations, company and project-specific employment history.

Information should include project size and description, time and budget performance, a position held, authority and responsibilities, contributions made to project success, and include owner/architect contacts with phone numbers.

Scoring Matrix: Based on the information provided for each team member, the company will be awarded 0-5 points.

3. b. (3) Staff Availability - Are key personnel also proposed on any other projects for which bidding and contracting is pending? Yes No If yes, describe general availability and qualifications of potential substitutes.

Scoring Matrix: Based on the information provided for personnel, the company will be awarded 0-5 points.

Other Unique Information

3. c.

The additional criteria will be considered in the prequalification evaluation process.

1. State the firm’s experience in the design and construction of dredges.

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

2. Does the firm have experience in the design and construction of water injection dredges? If so, describe the experience and provide a summary of projects.

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

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3. Does the firm have experience in delivering design-build projects in the U.S.? If so, describe the experience and provide a summary of projects.

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

4. Design/build experience with proposed team members. Have you worked together before as a team delivering a design/build project? If so describe the project.

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

5. Does the firm have experience in developing and implementing a demonstration program for a vessel the firm has designed and built?

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

6. Does the firm have experience in training a client's local personnel to safely and effectively operate a vessel the firm has designed and built?

Scoring Matrix: Based on the information provided, the company will be awarded 0-5 points.

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4. Signature

Scoring Matrix: There are no points assigned for responses in Section 4.

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.

Submitted by:

Company Name

Physical Address

Mailing Address

a. Dated this day of: _____

Submitted by:

Signature by Authorized Officer

Print Title of Authorized Officer

Phone: _____

Contact person's phone number

Email: _____

Contact person's E-mail address

b. Notary Certification:

_____ State

_____ County

I, a Notary Public of the County and State aforesaid, certify that _____, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20____.

(Official Notary Seal or Stamp)

Signature of Notary Public

My commission expires _____, 20____