

Gilbane Building Company  
Prequalification Form for First-Tier Subcontractors under CM at Risk  
7<sup>th</sup> & College Street Parking Deck



Pursuant to the NC Statute GS143-128.1, 143-135.8 and Prequalification requirements for Bidders for Construction Projects, this form gathers information about the Subcontractor seeking to qualify for the work and provides a general format for the prequalification criteria. **Completing this questionnaire does not guarantee prequalification.** Evaluation of the submittal shall be performed by the Prequalification Committee in accordance with the statutes and policies. **A minimum score of 80 points must be achieved to be prequalified for this project.**

**Prequalification for Bid Packages**  
**Due Date and Time: TBD**

Submitted To: Elissa Booms  
Gilbane Building Company – Construction Manager at Risk  
620 S Tryon St. Suite 350, Charlotte, NC 28202  
P: 704-954-4058  
[ebooms@gilbaneco.com](mailto:ebooms@gilbaneco.com)

Project: Name: **7<sup>th</sup> & College Street Parking Deck**  
Owner: Mecklenburg County  
Location: 7<sup>th</sup> & College St. Parking Deck Charlotte, NC  
Architect: Little Diversified Architectural Consulting, Inc.  
Civil Designer: Land Design  
Structural Engineer: Stewart  
Mechanical, Plumbing and Fire Protection: Barrett, Woodyard, & Associates  
Electrical Engineer: Caldwell Electrical Collaborative  
Low Voltage: Thorburn Associates  
Parking Consultant: Walker Consultants  
Construction: +/- 12 Months  
Advertisement to Bid: TBD  
Bid Due Date: TBD

Project Description:

- Demolition of a partially abandoned building that was previously a police station. Ground up construction to include 263-space urban parking Deck complete with elevators, egress stairwells, emergency generators and fire pump. The project will include approximately 7,000 square feet of retail shell space along 7<sup>th</sup> street. Improvements to 7<sup>th</sup> Street are also part of the project.

Instructions to Prequalify:

- For questions about this form contact Elissa Booms ([ebooms@gilbaneco.com](mailto:ebooms@gilbaneco.com), 704-954-4058).
- Forms may be submitted electronically via email, mail, or hand delivery. Please make sure, if submitting hand written form, that all information is clearly printed. Gilbane will request illegible information be resubmitted and this may delay the prequalification process.
- The following forms are provided for reference only and are not required to be submitted with prequalification form:
  - Sample Prequalification Ratings Matrix
  - Prequalification Schedule and Procedures

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**COMPANY NAME:** \_\_\_\_\_

Date Form Received by Gilbane: \_\_\_\_\_ (To be completed by Gilbane)

**Bid Packages:**

If your firm is interested in prequalifying for this project, please check the box for your trade(s). If multiple bid packages are selected, please make sure that project experiences and references are provided to allow Prequalification Committee to evaluate your firm for EACH bid package selected.

This is a preliminary list of Bid Packages and may change based on response and qualified bidders.

Check Box if Prequalifying	Bid Package	Scope of Work	General Scope Details	Approximate Value (\$)
	01A	Site Services	Temp Facilities, Temp Laydown, Dumpsters, Temp Stairs, Temp Fencing, Daily Clean, Final Clean	\$260,000
	01C	Surveys	Site Survey, Benchmarks	\$25,000
	01D	Site Security	Security Service, Site Cameras	\$100,000
	01E	Final Cleaning	Final Building Cleaning	\$55,000
	02A	Demolition	Building Demolition	\$140,000
	02B	Auger Cast Piles & Shoring	Auger Cast Piles, Soldier Piles & Lagging	\$1,075,000
	03A	Cast in Place Concrete	Foundations, Slab on Grade, Foundation Walls	\$1,220,000
	03B	Precast Concrete	Turnkey Precast Structure	\$4,875,000
	04A	Masonry	Brick Veneer, CMU	\$395,000
	05A	Structural Steel & Misc Metals	Structural Steel, Misc. Metals, Metal Decking, Railings	\$610,000
	07A	Roofing	Turnkey Roofing System, Downspouts, Gutters	\$90,000
	07B	Waterproofing	Waterproofing, Interior & Exterior Misc. Sealant, Air Vapor Barrier, Traffic Coatings, Sprayed Insulation	\$250,000
	07D	Metal Panels	Metal Panels, Canopies	\$1,325,000
	07E	Vapor Mitigation System	Turnkey Vapor Mitigation System	\$245,000
	08A	Doors, Frames & Hardware	Hollow Metal Doors, Frames, & Hardware, Overhead Coiling Door	\$140,000
	08B	Glass & Glazing	Glass/Aluminum Doors, Glass/Aluminum Door Hardware, Storefronts, Glazing, Curtainwall	\$580,000
	09A	Framing & Drywall	Framing, Blocking, Sheathing, Insulation, Drywall, ACT, FRP	\$230,000
	09D	Painting	Painting Partitions, Railings, Bollards, Doors	\$135,000
	09E	Flooring	Sealed Concrete, Floor & Wall Tile, Rubber Base	\$50,000
	10A	Specialties	Toilet Accessories, Fire Extinguishers	\$7,500
	10B	Signage	Wayfinding & Signage	\$180,000
	11A	Parking Control Equipment	Parking Control Equipment, Lift Arms	\$150,000
	14A	Elevators	Passenger Elevators	\$490,000
	21A	Fire Protection	Dry Pipe System, Fire Pump	\$725,000
	22A	Plumbing	Domestic Water, Sanitary, Stormwater	\$510,000
	23A	HVAC	HVAC System Infrastructure, Equipment, & Controls	\$445,000
	26A	Electrical	Power, Lighting, Fire Alarm, Site Electrical, Generator, Low Voltage	\$2,100,000

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	31A	Sitework	Earthwork, Site Demolition, Site Utilities, Paving	\$3,300,000
	32A	Landscaping	Plantings, Grass, Trees/Shrubs, Irrigation, Unit Paving	\$330,000
	32B	Fences & Gates	Security Fencing & Gates	\$95,000

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**SECTION 1. GENERAL COMPANY INFORMATION**

**1.1. Office Location**

Legal Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Website Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email address: \_\_\_\_\_  
(Contact person for Prequalification Committee.)

Bidding Contact: \_\_\_\_\_ Email address: \_\_\_\_\_  
(Person to receive bid documents, addenda, clarifications and other bid notices.)

Must attached a copy of your current (2026) W-9  W-9 Attached

Owners/Officers/Partners (*Individuals who are authorized to represent or conduct business for and sign legal documents for the firm*)

Full Legal Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Year company founded or number of years in business: \_\_\_\_\_

**1.2. Business Type**

Business Type (check box)

Corporation  Partnership  LLC  Sole Proprietor  Joint Venture

HUB Certification - Indicate your NC Statewide Uniform Certification and provide the certificate: (check box)

Black  Hispanic  Asian-American  American Indian  Female  None

Is your firm registered with the State of North Carolina to do business?  Yes  No

Is your firm owned or controlled by a parent or any other organization?  Yes  No

If yes, describe Ownership (*include Parent Company Name, Federal Tax ID #, full address*):

\_\_\_\_\_

List all other names your firm has operated as for the past (5) years: \_\_\_\_\_

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**1.3. Licensing Information**

Please provide a list of and copies of all North Carolina professional licenses and license limit/level required for you to perform your services on this project.

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Has any license ever been denied or revoked?  Yes  No

If yes, please describe: \_\_\_\_\_

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**1.4. Type of Work Performed on a Regular Basis**

Primary Scope of Work: \_\_\_\_\_

Secondary Scope of Work: \_\_\_\_\_

Other Scope of Work: \_\_\_\_\_

Self-Performed Scope(s) of Work: \_\_\_\_\_

Sub-Contracted Scope(s) of Work: \_\_\_\_\_

Average Contract Size: \_\_\_\_\_

D-U-N-S Number (Dun & Bradstreet): \_\_\_\_\_

Number of employees? \_\_\_\_\_

Has your company participated in a CMAR (CM at Risk) project before?  Yes  No

Does your company have BIM (Building Information Modeling) capabilities?  Yes  No

*(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)*

**1.5. Bonding - Surety Letter**

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 and the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be rated A-/VII or better under the A.M. BEST Requirements AND listed under the United States treasury dept.

Have you attached a surety letter?  Yes  No

*Gilbane reserves the right to request a Performance & Payment Bond at our discretion.*

*(Prequalification Ratings Matrix: If surety letter attached give 4 points. If not, give 0 points.)*

**1.6. Bonding – Funds Expended by Surety Company**

Have any funds been expended by a Surety Company on your firm's behalf?  Yes  No

If yes, explain: \_\_\_\_\_

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*(Prequalification Ratings Matrix: if no funds expended by Surety Company, give 4 points. If yes, give 0 points.)*

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**1.7. Insurance**

The minimum requirement of insurance coverage is listed below. Firms must indicate that they can provide evidence of insurance coverage, should they be the successful bidder by attaching a copy of their current insurance certificate.

Have you attached a copy of your insurance certificate?  Yes  No

Required Insurance for all Scopes of Work:

- **Insurance Carriers – All insurance carriers must have an AM Best Rating of “A” or better**
- **General Liability** - with a required limit of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate per project.
- **Worker’s Compensation** - per statute and Employer Liability with the required limit of no less than \$1,000,000 each accident, \$1,000,000 Disease policy limit, \$1,000,000 Disease each employee
- **Automobile Liability** – Requirement of no less than \$1,000,000 combined single limit for Any Auto.
- **Excess Liability (Umbrella)** policy with the required limit of no less than \$5,000,000 each occurrence, \$5,000,000 aggregate (**limits will increase to \$10M if the firm will be providing any crane usage**).
- **Additional Insured** – Gilbane Building Company and Orange County (Required upon contract award)
- **Waiver of subrogation** – In favor of Gilbane Building Company and Orange County. (Required upon contract award)

Required Insurance if applicable to Scope of Work:

- **Riggers Liability** – in the amount of the most expensive item being hoisted
- **Professional Liability** - \$2,000,000 each occurrence, \$2,000,000 general aggregate
- **Pollution Liability** - \$5,000,000 each occurrence, \$5,000,000 general aggregate
- **Cyber Liability** - \$2,000,000 each occurrence, \$2,000,000 general aggregate

*(Prequalification Ratings Matrix: If insurance certificate attached give 1 point. If limits meet or exceed the required limits indicated above give additional 3 points. If insurance certificate not attached give 0 points.)*

**1.8. Financials**

Attach latest fiscal year-end CPA Prepared (audited, reviewed or compiled) Financial Statements (current within the past 12-month period). A financial statement includes the CPA opinion letter, balance sheet, income statement, cashflow, additional schedules/addendums, notes section, etc. If CPA prepared financial statements are not available, then an internally prepared (unaudited) balance sheet and income statement may be submitted by the firm, with confirmation from an officer of the company as to the validity of the statements. If there is a situation where the CPA statement isn’t available because it has not been completed by the CPA, then the previous year’s CPA report should be submitted along with an internally prepared (unaudited) balance sheet and income statement for the recent fiscal year end.

Financial information may be submitted in the following ways:

1. Submission as an attachment to this Prequalification form. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of public record.)

**OR**

2. Gilbane’s Prequalification database, [www.compass-app.com](http://www.compass-app.com). If this option has been used, please indicate below

**OR**

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3. Individual review with Gilbane Controller, Matt McGarry, at [mmcgarry@gilbaneco.com](mailto:mmcgarry@gilbaneco.com) or 617 478-3368, via email, mail, live online review or in person review at Gilbane’s office in Charlotte, NC.

Have you attached financial statements?  Yes  No

Have you submitted through [www.compass-app.com](http://www.compass-app.com) (optional)?  Yes  No

Have you held a private review with Gilbane Controller (optional)?  Yes  No

**Financials (Continued):**

This section 1.8 will be completed by Gilbane Building Company. Financial Statements will be analyzed by Gilbane and scored in accordance with the table below. Discounting of the firm’s assets will apply including items such as “goodwill”, related party receivables, intangibles, etc. This section includes six (6) financial ratio formulas. The firm can receive a maximum score of 2 for each ratio formula. The firm can receive a maximum score of 12 for all of section 1.8.

Financial Ratio	Ratio Formula	Contractor Ratio	Points Received	Contractor Score
1.) Current Debt Ratio	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$		<1.2 = 0 pts 1.2 to 1.5 = 1 pts >1.5 = 2 pts	
2.) Liquidity Ratio	$\frac{(\text{Cash} + \text{Cash Equivalents} + \text{Accounts Receivable})}{\text{Current Liabilities}}$		<1.0 = 0 pts 1.0 to 1.3 = 1 pts >1.3 = 2 pts	
3.) Revenue to Scope Ratio	$\frac{\text{Last Year's Revenues}}{\text{Bid Package Value}} \times 3$		<1.0 = 0 pts 1.0 to 1.5 = 1 pts >1.5 = 2 pts	
4.) Capital to Scope Ratio	$\frac{(\text{Current Assets} - \text{Current Liabilities})}{\text{Bid Package Value}} \times 5$		<1.0 = 0 pts 1.0 to 1.5 = 1 pts >1.5 = 2 pts	
5.) Equity to Scope Ratio	$\frac{(\text{Total Assets} - \text{Total Liabilities})}{\text{Bid Package Value}} \times 5$		<1.0 = 0 pts 1.0 to 1.5 = 1 pts >1.5 = 2 pts	
6.) Debt to Equity Ratio	$\frac{(\text{Total Liabilities})}{(\text{Total Equity})}$		>2.5 = 0 pts 2.5 to 1.5 = 1 pts <1.5 = 2 pts	

*(Prequalification Ratings Matrix: For each financial ratio above, a maximum of 2 points per financial ratio for a maximum of 12 points from the Construction Manager/General Contractor.)*

*Prequalification Ratings Matrix: Submission of financial information is a REQUIREMENT for prequalification submission)*

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**SECTION 2. GENERAL REQUIREMENTS**

**2.1. Number of Construction Projects Under Contract**

How many projects do you CURRENTLY have under contract or in progress and what is their total dollar value?

- A: Number of Projects Under Contract: \_\_\_\_\_  
B: Current Projects Contract Amount: \$ \_\_\_\_\_  
C: Current Amount Remaining to Bill: \$ \_\_\_\_\_

*(Prequalification Ratings Matrix: If section completed give 1 point. If not, give 0 points.)*

**2.2. Largest Job Completed**

What was your largest job COMPLETED within the last three years? \_\_\_\_\_

- A: Dollar Amount: \$ \_\_\_\_\_  
B: Location: \_\_\_\_\_  
C: Year Completed: \_\_\_\_\_

*(Prequalification Ratings Matrix: Take dollar amount of largest job completed within the last three years and multiply by 1.25. If the result is larger than the estimated budget for this bid package give 4 points. If the result is smaller, give 0 points.)*

**2.3. Office Location**

Will this project be managed and directed from an office in NC? An office in NC is defined as "The principal place from which the trade or business of the bidder is directed or managed," per GS143-59(c).

Yes  No

*(Prequalification Ratings Matrix: If office location is managed and directed from NC office give 1 point. If not, give 0 points.)*

**2.4. Litigation/Claims Last 5 Years**

Has your company been involved in any judgments, claims, arbitrations, mediation proceedings, or suits within the last five years, whether resolved or still pending resolutions?  Yes  No

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

*(Prequalification Ratings Matrix: If company has been involved in any litigation indicated above without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)*

**2.5. Litigation/Claims Currently Outstanding**

Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners or agents?  Yes  No

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

*(Prequalification Ratings Matrix: If there are currently any litigation indicated above against your company without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)*

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**2.6. Failure to Complete, Supplementation or Breach of Construction Contract**

Has your company failed to complete work awarded to it within the last 15 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company asked to be relieved of or refused to sign a contract awarded to it within the last 15 years?

Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company been denied an award of a contract based upon a finding by a public agency that your organization was not a responsible bidder within the last 15 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company been declared in default of a construction contract within the last 15 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company been declared in breach of a construction contract within the last 10 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company been supplemented by another entity in performance of a construction contract within the last 10 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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Has your company failed to complete a construction contract within the authorized schedule within the last 10 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 10 points.)*

**2.7. Liquidated Damages**

Have you paid liquidated, actual or consequential damages on any project within the last 15 years?  Yes  No

If yes, state the project name(s), year(s), and reason why: \_\_\_\_\_

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*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 5 points.)*

**2.8. Convicted of Conflicts of Interest/Bribery/Bid-Rigging**

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: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If yes, give 0 points. If no, give 3 points.)*

**2.9. Barred From Public Work in NC**

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), and reason why: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If yes, give 0 points. If no, give 3 points.)*

**2.10a Safety - EMR Rating**

List your company's Experience Modification Rate (EMR) for the past three years. Attach letter from insurance company stating the EMR.

Present Rate: \_\_\_\_\_ Previous Rate: \_\_\_\_\_ Year Before Rate: \_\_\_\_\_

If EMR is greater than 1.00 for any given year attach OSHA 300 Log and 300A Summaries for previous 5 years.

Attached?  Yes  No

*(Prequalification Ratings Matrix: Submission of Safety Records is a REQUIREMENT for prequalification submission. If EMR is 1.0 or less give 2 points. If no, give 0 points.)*

If these rates reflect corporate performances over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project:  
\_\_\_\_\_

**2.10b Safety - OSHA citations**

Has your company been issued any OSHA citations/penalties, NC Department of Labor citations/penalties or had any jobsite fatalities in the past 3 years?  Yes  No

If yes, please provide specific explanation: \_\_\_\_\_  
\_\_\_\_\_

*(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no or sufficient explanation provided, give 3 points.)*

**2.10c Safety – Written Plan, Training, Inspections**

Does your company have a written Safety/Health Program and required Drug Testing Program?  Yes  No

Does your company provide weekly safety and health training to your on-site employees?  Yes  No

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Does your company perform weekly safety and health inspections of the workplace?  Yes  No

*(Prequalification Ratings Matrix: Give 3 points for each yes response above, for a maximum of 9 points.)*

**2.11. Documented HUB Plan**

Does this company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses?  Yes  No If yes, company HUB Plan may be requested by Gilbane.

*(Prequalification Ratings Matrix: if company has a current, documented HUB plan give 4 points. If no, give 0 points.)*

**SECTION 3. Project Specific Staff**

**3.1. Superintendent Resume**

The assigned project superintendent for this project shall be: \_\_\_\_\_

Include a resume. Have you included a resume?  Yes  No

*(Prequalification Ratings Matrix: If resume included, give 2 points. If no, give 0 points.)*

**3.2. Superintendent Experience**

The years of experience this superintendent has on this specific project type is  <1  1-2  3-4  5 or more

*(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2, give 0.5 point, 3-4 give 1 point, if 5 or more give 2 points.)*

**3.3. Project Manager Resume**

The assigned project manager for this project shall be: \_\_\_\_\_

Include a resume. Have you included a resume?  Yes  No

*(Prequalification Ratings Matrix: If resume included, give 2 points. If no, give 0 points.)*

**3.4. Project Manager Experience**

The years of experience the project manager has on this specific project type is  <1  1-2  3-4  5 or more

*(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2, give 0.5 point, 3-4 give 1 point, if 5 or more give 2 points.)*

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**3.5. Current and Similar Project Experience**

**IF YOUR COMPANY HAS WORKED ON ANY PROJECT WITHIN THE LAST 5 YEARS WITH GILBANE, YOU MUST LIST THAT PROJECT BELOW. IF YOU HAVE PROVIDED A GILBANE REFERENCE, NO ADDITIONAL REFERENCES ARE REQUIRED.**

**IF YOUR COMPANY HAS NOT WORKED WITH GILBANE IN THE LAST 5 YEARS, YOU MUST LIST 2 CURRENT PROJECT REFERENCES AND 1 SIMILAR PROJECT REFERENCE WITHIN THE LAST 5 YEARS.** Failure to provide current contact information for references will impact points given by Prequalification Committee.

1. GILBANE or Current Project	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

2. Current Project Name	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

3. Similar Project Name:	
Owner Name/Representative	
Owner Phone Number/Email	
Designer Name/Representative	
Designer Phone Number/Email	
CM/GC Name/Representative	
CM/GC Phone Number/Email	
Contract Dollar Amount	
Scope of Work	
Percentage Complete	
Anticipated Completion Date	

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*(Prequalification Ratings Matrix: For projects above, give up to 15 points per Gilbane reference for a maximum of 15 points. If Gilbane reference is not provided, give up to 5 points per 1 positive current and similar reference for a maximum of 15 points from the Construction Manager/General Contractor. If company contracted directly with the Owner, Gilbane will contact Owner for reference information.)*

**SECTION 4. Signature**

By signing this document, you are acknowledging that all answers are true to the best of your knowledge.  
**Any answers found to be falsified will bar you from being prequalified on this project.**

Company Name: \_\_\_\_\_

Dated this day of: \_\_\_\_\_

Submitted by: \_\_\_\_\_ (signature)  
\_\_\_\_\_ (print)  
\_\_\_\_\_ (title)  
\_\_\_\_\_ (phone)  
\_\_\_\_\_ (email)

Notary Certification:

North Carolina, \_\_\_\_\_ 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\_\_.

\_\_\_\_\_  
Signature of Notary Public

(Official Notary Seal or Stamp)

My commission expires \_\_\_\_\_, 20\_\_

*(Prequalification Ratings Matrix: If signature page fully executed give 1 point. If not, give 0 points.)*

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**SECTION 5. Appeals Process**

Appeals: A firm may appeal the denial of prequalification based upon G.S. 143-135.8 (b) (2). After written appeal is received, the Prequalification Committee will rule on the appeal and notify the company of their ruling within three business days.

Prequalification Committee: This committee shall be comprised of representatives from the Construction Manager at Risk, Mecklenburg County Asset and Facility Management and Business Diversity and Inclusion. The Team will review all denials based upon points or if there is a specific reason someone should not be prequalified.

**SECTION 6. Attachments**

- \_\_\_ In summary, please include the below attachments with your prequalification submission:
- \_\_\_ Your company's W-9 (dated in 2026)
- \_\_\_ HUB Certification (as applicable)
- \_\_\_ North Carolina Professional Licenses (as applicable)
- \_\_\_ Bonding Surety Letter
- \_\_\_ Certificate of Insurance (COI)
- \_\_\_ Financials Statements
- \_\_\_ Letter from Insurance company stating EMR # for the last 3 years, including current
- \_\_\_ If EMR is above 1.00, attach OSHA 300 Log and 300A Summaries for previous 5 years
- \_\_\_ Superintendent Resume
- \_\_\_ Project Manager Resume
- \_\_\_ North Carolina Contractor License