

STATE OF NORTH CAROLINA

North Carolina Office of Recovery and Resiliency (NCORR)

Request for Prequalification of General Contractors (“RFPQ6”) Prime Contractors for Residential Construction Services

Request for Qualification #19-RFPQ-00009-SME

Date of Issue: January 5, 2024

Applications Accepted on an Ongoing Basis

Email Completed Application to: Construction@ReBuild.NC.Gov

PURPOSE

The North Carolina Office of Recovery and Resiliency (NCORR), a division of the North Carolina Department of Public Safety (DPS), is seeking to develop and maintain a list of prequalified prime construction contractors to perform, or cause to be performed: reconstruction, rehabilitation, demolition, manufactured housing units, and/or elevation/mitigation services in connection with the administration of U.S. Department of Housing and Urban Development ("HUD") and Community Development Block Grant-Disaster Recovery ("CDBG-DR") of eligible structures through NCORR recovery programs.

At times, there may be a need to proceed with awarding a contract without the use of the competitive bidding process. This process is known as assignment. The Program Delivery Office will utilize the prequalified list for assignment work. A project or set of projects with a total or aggregate total under \$250,000 may be assigned to a General Contractor. Project assignments are based upon General Contractor scorecards, capacity, and location. The Program Delivery Office will evaluate all these factors to assign projects properly and fairly in the best interest of the state. Pursuant to NCORR's Special Delegation construction assignment contracts can be entered into up to \$250,000 without competitive bidding. Additionally, NCORR may elect to issue a Request for Bid (RFB) to the vendors on the prequalified list to solicit offers.

This **Prequalified General Contractor List is not a contract**. The individual Assignment Contract ("Assignment") or Request for Bid ("RFB") will be the contract.

General Contractors that submit an Application to be added to the General Contractor Prequalified List will be expected to accept the terms and conditions of the Contract. By submitting this Application, the General Contractor acknowledges they have reviewed the sample Assignment Contract and Request for Bid, including the terms and conditions, located at [Construction Assignment List | ReBuild NC](#).

METHOD OF ADDITION TO PREQUALIFICATION LIST

There is no limit on the number of General Contractors (GCs) to be added to the Prequalified List. The process will be open, in that, it will be publicly posted to allow additional GCs the opportunity to be added to the List.

NCORR shall review the applications to confirm that they meet the requirements. For any GC which has previously been prequalified by NCORR that GC will be waived into this Prequalified List, subject to submission of all current licenses and surety letters, unless that status was rescinded.

The State may request additional formal responses or submissions from any or all GCs for the purpose of clarification or to amplify the materials presented in any part of the Application. GCs are cautioned; however, the State is not required to request clarification, and often does not. Therefore, all **Applications should be complete**.

GENERAL CONTRACTOR LICENSE

Vendor **must** provide a copy of their active North Carolina General Contractor (GC) license with the Application. Vendors must maintain an active GC license throughout the prequalification term.

SURETY LETTER

GC **must** provide a letter, with the Application, from your surety company, signed by their **Attorney in Fact**, verifying their willingness to issue sufficient payment and performance bonds, 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" or better under the A.M. Best Rating system or The Federal Treasury List.

Periodically throughout the prequalification period the Program Delivery Office (PDO) will require an updated surety letter. GC's will be required to provide the surety letter to PDO within two (2) business days of receiving the request.

BONDING

Upon award of contract, all projects will require 100% performance and payment **bonds**, individually or as a whole, **after** issuance of the Work Order (WO) and prior to **Notice to Proceed (NTP)**. Failure to submit bonds within **5 calendar days** will result in default on the contract.

INSURANCE

For Contracts up to \$1,000,000 the below limits shall apply. **Submit** a copy of your Certificate of Insurance (COI), that complies with the below requirements, with the Application.

- i. **Worker's Compensation** – The Vendor shall provide and maintain Worker's Compensation Insurance, as may be required by the laws of North Carolina, as well as employer's liability coverage, with minimum limits of **\$250,000**, covering all of Vendor's employees who are engaged in any work under the Contract in North Carolina. If any work is sub-Contracted, the Vendor shall require the sub-contractor to provide the same coverage for any of its employees engaged in any work under the Contract within the State.
- ii. **Commercial General Liability** – General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of **\$500,000** for Combined Single Limit. Defense costs shall be in excess of the limit of liability.
- iii. **Automobile** – Automobile Liability Insurance, to include liability coverage covering all owned, hired and non-owned vehicles, used within North Carolina in connection with the Contract. The minimum combined single limit shall be **\$250,000** bodily injury and property damage; **\$250,000** uninsured/under insured motorist; and **\$2,500** medical payment.

REGISTRATION – NC SECRETARY OF STATE, SAM

Vendor is required to have an "ACTIVE" North Carolina Secretary of State and an "ACTIVE" SAM registration.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. NCORR has established a goal of meeting or exceeding a 10% HUB participation for each contract. As such, GCs will be expected for each

contract awarded to have 10% HUB utilization. If the 10% HUB goal (not rounded) is not met, the GC will be required to provide PDO their Good Faith HUB Efforts. **GC HUB utilization will be documented with each contract by the Program Delivery Office (PDO) and the information will factor into the GCs scorecard score.**

Information regarding HUB certification, and to locate HUB Vendors, is located at [NC DOA Historically Underutilized Businesses \(HUB\) Office - Minority, Women-Owned & Small Businesses](#).

UTILIZATION OF HUD SECTION 3 VENDORS

GCs shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, and implementing its regulations at [24 CFR Part 135 - Section 3 Regulations - HUD Exchange](#) and [Section 3 Contract Requirements \(24 CFR 135\)](#). As such, GCs will be expected to meet or exceed 10% of the total dollar amount or shall demonstrate best efforts on all construction contracts with a Section 3 business. **GC Section 3 utilization will be documented with each contract by the Program Delivery Office and the information will factor into the GCs scorecard score.**

ASSIGNMENT CONTRACT

The Program Delivery Office may utilize the prequalified list for assignment work. A project or set of projects with a total or aggregate total under \$250,000 may be assigned to a General Contractor. Project assignments are based upon General Contractor scorecards, capacity, and location. The Program Delivery Office (PDO) will evaluate all these factors to assign projects properly and fairly in the best interest of the state. The Program Delivery Office will email the Assignment to the selected General Contractor who will either accept the assignment at the PDO determined cost or decline the assignment. The General Contractor will have 48 business hours to inform PDO if they accept the assignment, and to provide all required documentation. See *Assignment Contract* located at [Construction Assignment List | ReBuild NC](#) for details.

The bid factor will be set by NCORR and will be applied to the Estimated Cost of Repair ("ECR"). The bid factor will include overhead and profit. The GC will either accept or reject the bid factor. GCs that do not accept the bid factor will not be awarded contracts.

Assigned contracts will be in the form of a Work Order. All Work Orders shall be issued by NCORR in writing, signed by both the GC and NCORR, and shall include a Scope of Services, a list of tasks to be performed by GC, a time schedule, a list of deliverables, if any, and such other information or special conditions as may be necessary for the work requested.

ASSIGNMENT METHODOLOGY

NCORR will assign projects only to responsible contractors with adequate capacity. To evaluate capacity, contractors will be limited to a total number of projects based on the number of projects a general contractor has completed to date as well as their current scorecard score.

Contractors without a scorecard or less than 2 project completions may be assigned up to 7 total projects awarded or in progress at a time. Contractors with a scorecard of less than 75 will not be eligible to be assigned any projects.

Contractors with 3 or more project completions and a scorecard of 75 or greater will be eligible to be assigned greater than 10 or more projects awarded or in progress at a time based on scorecard score, project completions, and total number or unfinished projects in their queue.

REQUEST FOR BID

It is NCORR's sole discretion whether it is in the best interest of the State to issue a Request for Bid (RFB) to the prequalified vendor list in lieu of issuing an assignment. The RFB will be issued to all Vendors on the prequalified list requesting offers by a specified due date and time. Offers from responsible vendors will be evaluated and contract award will be made based on the determination which offer provides the best value to the State. See *Request for Bid* located at [Construction Assignment List | ReBuild NC](#).

TRAINING WITH PDO

Upon approval of a GC to the Prequalified List, the Program Delivery Office (PDO) will contact the GC and schedule a required training session. The purpose of this training is to review the Salesforce application used as the system of record for all related tasks associated with a Contract, provide training on the various processes/requirements of the Program, and address any questions. This session **must be completed** prior to the issuance of an Assignment. Sessions are held virtually through MS Teams or may be viewed at <https://drive.google.com/drive/folders/1XxpJV8WBPNcsdvZlW86SZMQtc5yT1qcd>.

PREQUALIFICATION LIST RESCISION

Vendor may be removed from the Prequalified List because of poor performance, material breaches of contract, substantiated non-payments to subcontractors/valid payment bond claims, substantiated complaints from homeowners that are serious (e.g., violations of policies concerning alcohol, illegal drugs, possession of firearms, disrespectful behavior, theft of personal property, GC damage to real property not subject to rehabilitation, etc.), False Claim Act violations, and misrepresentation of experience, violations of permits, illegal disposal of hazardous materials, any major OSHA or several minor OSHA violations, significant injuries to any person during construction caused by failure to follow required safety practices, failure of GC to respond to requests for information, failure of GC to respond to Assignments (accept or decline assignment) within 48-hours, failure of GC to respond to Request for Bids, and/or negative GC evaluations/scorecards.

ATTACHMENT A: QUESTIONNAIRE

This form gathers information about the Vendors seeking to be added to the GC Prequalified List. **Completing this questionnaire does not guarantee being added to the List.** Evaluation of the submittal shall be performed by the prequalification committee. Vendors are cautioned it is their responsibility to ensure ALL information is provided with the Application and all information conforms to the requirements herein. **Any Application that is incomplete and/or does not meet requirements will be denied.**

SECTION 1. COMPANY INFORMATION

ORGANIZATION

Business Type (check box)

- Corporation Partnership Limited Liability Company Sole Proprietor Joint Venture

Indicate your North Carolina HUB Certification; if applicable (check only one box)

- B** (Black) **HA** (Hispanic) **AA** (Asian American) **AI** (American Indian)
 W (Female) **D** (Disabled) **SED** (Socially Economically Disadvantaged)

Ensure NC HUB certification is ACTIVE prior to certifying to the above question. Contact the NC HUB Office, [NC DOA: Historically Underutilized Businesses \(HUB\)](#), for certification assistance.

- Applied for North Carolina HUB certification; application pending.
 Not a HUB Vendor.

Is your firm owned or controlled by a parent or any other organization? YES NO

If "YES", describe Ownership:

List all other names your firm has operated as for the past three (3) years:

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", describe:

Has your present company, its officers, owners, or agents ever been barred from being awarded public work in North Carolina? YES NO

If "YES", describe:

SECTION 2. SURETY LETTER AND BONDING

BOND CAPACITY

Does your company have a signed surety letter verifying their willingness to issue sufficient payment and performance bonds on construction projects? YES NO

If yes, **attach a copy** of surety letter and identify the **single** and **aggregate** dollar limits.

Single Dollar Limit \$ _____

Aggregate Dollar Limit \$ _____

SECTION 3. REGISTRATION

NORTH CAROLINA SECRETARY OF STATE

Is your firm registered with the State of North Carolina to do business? YES NO

Vendor MUST have a "CURRENT-ACTIVE" Secretary of State status.

See Secretary of State website and confirm registration is "Current-Active" PRIOR to submitting this Application. https://www.sosnc.gov/online_services/search/by_title/Business_Registration

EXAMPLE of "Current-Active" status shown below.



[Secretary of State](#) » [Business Registration](#) » [Search](#) » Results

Search Results

Records Found: Search Type: Search Criteria:
Search Time: [Search Again](#)

If the entity does not have an "Annual Report" button or monitor icon, the entity is not required to file annual reports with the NC Secretary of State's Office.

Entity Name			Actions
Sos Id	Date Formed	Status	Type
Vendor Name			Annual Report →
		Current - Active ⓘ	

SAM

Does your firm have an ACTIVE SAM Registration? YES NO

Vendor MUST have an "**ACTIVE REGISTRATION**" SAM status.

"ID Assigned" or "INACTIVE" SAM status is NOT acceptable.

PRIOR to submitting this Application confirm SAM registration is "ACTIVE".

EXAMPLE of "Active Registration" status shown below.

The screenshot shows the SAM.GOV website interface. At the top left is the SAM.GOV logo. To the right are links for Requests, Notifications, Workspace, and Sign Out. Below these are navigation links for Home, Search, Data Bank, Data Services, and Help. A search bar contains the text "All Words" and "e.g. 1606N020Q02". To the right of the search bar are buttons for "Search Results", "Saved Searches", and "Actions". Below the search bar is a sidebar with "Select Domain" and "Entity Information" options. The main content area shows "Showing 1 - 1 of 1 results" and a table with columns: Unique Entity ID, CAGE Code, Physical Address, and Expiration Date. The "Active Registration" status is highlighted with a red box, and the "Expiration Date" is also highlighted with a red box, showing ", 2024".

SAM Registration:

MUST register with SAM, <https://sam.gov>. SAM registration is FREE.

When registering select "Register for All Awards" and "Include in Public Search".

For assistance with SAM registration contact **The Federal Service Desk** at **866-606-8220** or the **Live Chat** [GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal](#)

Video on **How to Register with SAM**, [Entity Registration - Core Data – YouTube](#)

SAM Resources, <https://www.rebuild.nc.gov/construction-assignment-list>

SECTION 4. LICENSE

NORTH CAROLINA GENERAL CONTRACTOR (GC)

Does your firm have an **ACTIVE** North Carolina General Contractor (GC) license? YES NO

North Carolina General Contractor License Number: _____

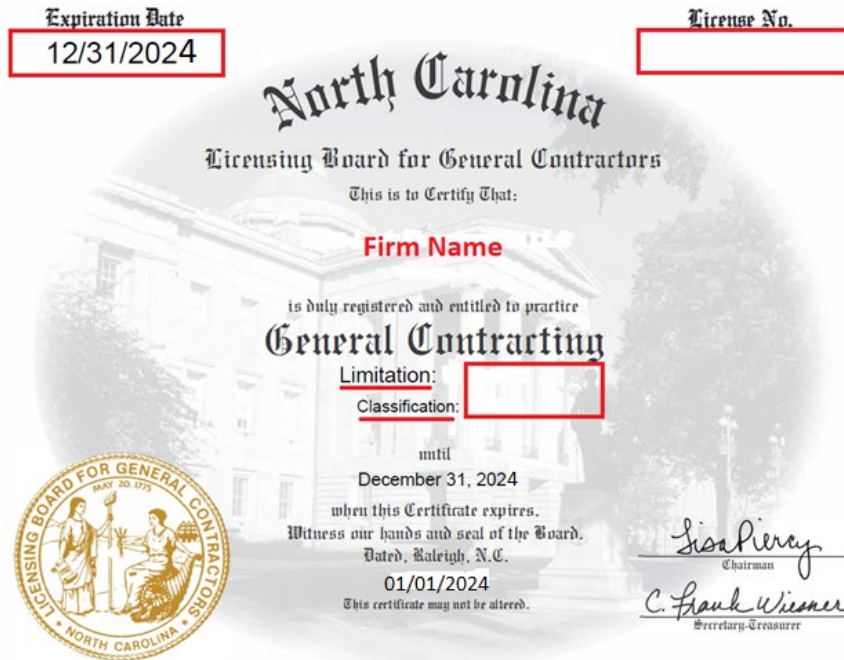
Firm Name on North Carolina General Contractor License: _____

Limitation on North Carolina General Contractor License: _____

Classification on North Carolina General Contractor License: _____

Provide copy of North Carolina **General Contractor license** with Application.

EXAMPLE of GC License shown below.



Has your General Contractor (GC) license ever been denied or revoked? YES NO

If "YES", describe:

SECTION 5. AREAS INTERESTED IN PROVIDING SERVICE

Select the North Carolina counties your company is interested in providing service.

North Carolina Statewide (**All Counties**)

By County: (check the applicable box)

- Alamance Alexander Alleghany Anson Ashe Avery
- Beaufort Bertie Bladen Brunswick Buncombe Burke
- Cabarrus Caldwell Camden Carteret Caswell Catawba
- Chatham Cherokee Chowan Clay Cleveland Columbus
- Craven Cumberland Currituck Dare Davidson Davie
- Duplin Durham Edgecombe Forsyth Franklin Gaston
- Gates Graham Granville Greene Guilford Halifax
- Harnett Haywood Henderson Herford Hoke Hyde
- Iredell Jackson Johnston Jones Lee Lenoir
- Lincoln McDowell Macon Madison Martin Mecklenburg
- Mitchell Montgomery Moore Nash New Hanover Northampton
- Onslow Orange Pamlico Pasquotank Pender Perquimans
- Person Pitt Polk Randolph Richmond Robeson
- Rockingham Rowan Rutherford Sampson Scotland Stanly
- Stokes Surry Swain Transylvania Tyrrell Union
- Vance Wake Warren Washington Watauga Wayne
- Wilkes Wilson Yadkin Yancey



By executing this Request for Prequalification ("Application"), the Vendor acknowledges they have reviewed the sample Assignment Contract and Request for Bid, including the terms and conditions, located at [Construction Assignment List | ReBuild NC](#).

COMPLETE/FORMAL NAME OF VENDOR:	SAM.GOV UNIQUE ENTITY ID:
STREET ADDRESS:	OFFICE PHONE NUMBER:
CITY & STATE & ZIP CODE:	CELL PHONE NUMBER:
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	EMAIL:
VENDOR'S AUTHORIZED SIGNATURE:	DATE:

FOR PROGRAM DELIVERY OFFICE (PDO) USE ONLY:

Request for Prequalification Application

Approved _____ (date)

Denied _____ (date)

Reason(s) Denied:

- Surety Letter**; not provided and/or Vendor does not have ability to bond construction projects.
- NC Secretary of State**; registration not Current-Active.
- SAM**; registration not Active.
- NC General Contractor License**; not Active and/or copy not provided with Application.
- Certificate of Insurance**; not provided and/or does not meet minimum limits.

Application Reviewed (Approved/Denied) By: _____

PDO Signature