



Birmingham-Jefferson Civic Center Authority
address 2100 Richard Arrington Jr. Blvd North
 Birmingham, AL 35203
website www.bjcc.org **phone** 205.458.8400

BJCC
Contractor’s Pre-Qualification Statement
Project Title: Theater Reroof

Submitted To: Shelia Montgomery Mills

Address: 950 22nd Street N, Suite 200
 Birmingham, Alabama 35203

Submitted By: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Introductory Statement:

The project for which this Pre-Qualification Statement is being submitted is for the replacement of the existing low-sloped roof system and installation of a new membrane roof system on tapered insulation. Inasmuch, the prime contractor for which this Statement is being submitted must be licensed with the State of Alabama General Contractor Licensing Board with the Major Classification as ‘Roofing & Sheet Metal’. Contractors that do not have the Major Classification of ‘Roofing & Sheet Metal’ will not be considered.

Any contractor being considered for this project must demonstrate with references the ability to provided 24/7 services and within a 60-minute drive from project site by approved qualified roof personnel for the entire duration of the contract.

Please be advised: Only installers that are employed by the primary roofing Contractor will be approved to install the roof under this Contract. Absolutely NO second or third tier sub-contractors will not be allowed to perform roof installation work under this Contract. Employment history record verification will be required as a submittal for this criteria. Employment of roof installer less than six (6) months will not be considered.



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A. Pre-qualification Procedure

This Pre-qualification Statement seeks to identify potential responsible bidders for the above referenced project. The pre-qualification process will be conducted as follows:

1. The BJCC will appoint a Committee to review and evaluate the Contractors' submissions.
2. The Contractors' submissions will be forwarded to all members of the Committee for review.
3. The Committee will meet to review each submittal and to discuss the submittal's compliance with the Criteria for Determining Pre-qualification.
4. The Committee, within the bounds of good faith and considering the best interests of the BJCC and the expenditure of public funds, will determine within its sole discretion whether a Contractor has met the pre-qualification criteria and requirements of the project as set out herein.

B. Criteria for Determining Pre-qualification

The selection Committee, within its sole discretion, will determine if the Contractor is to be pre-qualified to bid on the project. In considering the best interests of the BJCC and the expenditure of public funds, the Committee, based upon its review of the totality of the submittal, and applying whatever weight or importance it deems appropriate to all or limited portions of the submittals will, in addition, consider the following criteria or information:

1. Must hold an Alabama Contractors license, **as issued by the State of Alabama Licensing Board for Contractors**, with a specialty Roofing Classification as a roofer. General contractor's primary work must be roofing.
2. Must have a **minimum of five (5) years verifiable experience** working on the roof on an occupied and operational facility, which included removal of an existing roof system, new roof membrane installation, coordination of sub-contractors, prime contractor project administration and management for similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification.



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- 3. Must have completed a **minimum of three (3) projects within the last five (5) years** similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification.
- 4. The Contractor's past performance on and handling of other BJCC projects both as to quality of work performed and project administration and coordination.

C. Organization

- Principal Office:
- Corporation
 - Partnership
 - Individual
 - LLC
 - Other (specify)

- Type of Work:
- Roofing & Sheet Metal
 - HVAC
 - Insulation
 - Siding
 - Other (specify)_____

- 1. How many years has your organization been in business as a Contractor?
- 2. How many years has your organization been in business under its present business name?
 - a. Under what other or former names has your organization operated?
- 3. If your organization is a corporation, answer the following:
 - a. Date of incorporation:
 - b. State of incorporation:
 - c. President's name:
 - d. Vice-president's name(s):
 - e. Secretary's name:
 - f. Treasurer's name:

- 4. If your organization is a partnership, answer the following:



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- a. Date of organization:
- b. Type of partnership (if applicable):
- c. Name(s) of general partner(s):

5. If your organization is individually owned, answer the following:

- a. Date of organization:
- b. Name of owner:

6. If your organization is a LLC, answer the following:

- a. Date of organization:
- b. Name of managing member:
- c. Name(s) of other member:

7. If the form of your ownership is other than those listed above, describe it and name the principals:

D. Licensing

- 1. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate **registration or license numbers as designated by the State of Alabama Licensing Board for Contractors.**
- 2. List jurisdictions in which your organization's partnership or trade name is filed.

E. Experience

- 1. List the categories of work that your organization normally performs with its own forces.
- 2. Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)
 - a. Has your organization ever failed to complete any project or any work awarded to it?



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- b. Are there any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your organization or its officers?
 - c. Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last five years?
 3. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If yes, please attach details.)
 4. List major construction projects your organization has **in progress**, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date. (Attach separate sheet.)
 - a. State total dollar amount of construction work in progress.
 5. List the major reroofing projects your organization has **completed in the past five (5) years** on an occupied and operational facility, which included removal of an existing roof system, new roof membrane installation, coordination of sub-contractors, prime contractor project administration and management for similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification and/or bid documents. Provide the name of the project, owner, architect, contact information for owner or owner's representative, contract amount, date of completion and percentage of the cost of work performed by your own forces. (Attach separate sheet.)
 - a. State average annual dollar amount of roofing work performed during each of the past five (5) years.
 6. List the name, title, construction experience, and present commitments of the key individuals within your organization.

F. References

1. Trade references:



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2. Bank references:
3. Surety:
 - a. Name of bonding company:
 - b. Name and address of agent:
 - c. State rating of your bonding company and provide documentation from your bonding company that your organization will be provided performance and payment bonds on this project.

G. Bonding Capacity

1. What is your company's overall bonding capacity?
2. What is your company's current available bonding capacity?
3. What is your company's bond rating?

H. Safety

1. Provide the current and past three (3) year's Experience Modification Rate (EMR) for your company.

I. Financing

1. Financial Statement
 - a. Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
 - 1) Current Assets
 - 2) Net Fixed Assets
 - 3) Other Assets
 - 4) Current Liabilities
 - 5) Other Liabilities



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- b. Name and Address of firm preparing attached financial statement, and date thereof:
- c. Is the attached financial statement for the identical organization named on page one?
- d. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided.

J. Additional Information as Specified

- 1. If your principal office is located outside the Birmingham area, will the principal office or a local office manage this project?
- 2. Provide and demonstrate with references the ability to provided 24/7 services and within a 60-minute drive from project site by approved qualified roof personnel for the entire duration of the contract.
- 3. List personnel you will propose for this job, along with resume, job experience and availability, etc. Furnish organization chart showing how you propose to manage this project. This list and resumes must be provided.
 - a. Project Manager:
 - b. Field Superintendent:
 - c. Foreman:
 - d. Other Management Personnel:
- 4. List total number of craft people currently on your company payroll for whom are subject to Federal and FICA taxes withholdings.
- 5. **Please be advised: Only installers that are employed by the primary roofing Contractor will be approved to install the roof under this Contract. Absolutely NO second or third tier sub-contractors will not be allowed to perform roof installation work under this Contract. Employment history record verification will be required as a submittal for this criteria. Employment of roof installer less than six (6) months will not be considered.**



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6. In addition to the information provided above, please submit any additional information you would like to be considered by the selection committee in determining your organization's competency, experience, and financial ability to successfully complete this public project.

I. Signature

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

Dated this _____ day of _____ 2017.

Name of organization: _____

By: _____

Title: _____

_____ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn me this _____ day of _____ 2017.

Notary Public: _____

My Commission Expires: _____