



**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: Forum Building 4<sup>th</sup> Floor FDA Renovation**

Submitted To: Sharon Proctor

Address: 2100 Richard Arrington Jr Blvd N  
Birmingham, AL 35203

Submitted By: \_\_\_\_\_

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

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

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

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

**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.
5. The Contractor is to submit 1 original and 3 copies.



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#### **B. Organization**

Principal Office:       Corporation  
                                  Partnership  
                                  Individual  
                                  LLC  
                                  Joint Venture  
                                  Other (specify)

Type of Work:         General Construction  
                                  HVAC  
                                  Electrical  
                                  Plumbing  
                                  Roofing  
                                  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:
  - 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:



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- 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 your organization is a Joint Venture, answer the following:
- a. Type of organization:
  - b. Date of organization:
  - c. Name of each party:
  - d. Define responsibilities of each party:
  - e. For each party answer the appropriate questions from 1-6 above:
8. If the form of your ownership is other than those listed above, describe it and name the principals:

#### **C. 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.

#### **D. 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.)



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- a. Has your organization ever failed to complete any project or any work awarded to it?
  - 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 projects your organization has completed in the past five years, giving the name of project, owner, architect, 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 construction work performed during the past five years.
6. List the major projects your organization has completed working in an occupied building, including the implementation and monitoring of Interim Life Safety Measures, on projects similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification.
7. List the major projects your organization has completed within the last (3) years of 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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8. List the construction experience and present commitments of the key individuals of your organization.

**E. References**

1. Trade references:
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.

**F. 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?

**G. Safety**

1. State the current Experience Modification Rate (EMR) for your company.

**H. 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:



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- 1)  
2)  
3)  
4)  
5)
  - a) Current Assets
  - b) Net Fixed Assets
  - c) Other Assets
  - d) Current Liabilities
  - e) Other Liabilities
- a. Name and Address of firm preparing attached financial statement, and date thereof:
  - b. Is the attached financial statement for the identical organization named on page one?
  - c. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided.
2. Will the organization whose financial statement is attached act as guarantor of the contract for construction?

#### **I. 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. 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.
  - a. Project Manager:
  - b. Field Superintendent:
  - c. Foreman:
  - d. Other Management Personnel:
3. List total number of craft people currently on your payroll at principal office.
4. 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.



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**J. 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. Copy of current Alabama Contractors license, **as issued by the State of Alabama Licensing Board for Contractors**, must be included with pre-qualification submittal.
2. Must have a **minimum of five (5) years verifiable experience** working in an occupied building, including the implementation and monitoring of Interim Life Safety Measures, on projects similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification.
3. Must have completed **within the last (3) years** a project similar or larger in size and scope as described in the Scope of Work included in the Advertisement for Bidder Pre-qualification.
4. The subject project must not equal more than **30%** of your total work in progress.
5. The subject project must not equal more than **30%** of your average annual revenue.
6. If applicable, the Contractor's past performance on and handling of other BJCC projects both as to quality of work performed and project administration and coordination.



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**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 \_\_\_\_\_ 2021.

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 \_\_\_\_\_ 2021.

Notary Public:

My Commission Expires: