



SUBJECT: **CONTRACTOR PRE-QUALIFICATION PROGRAM – HOW TO SUBMIT AN INTERNAL PQ REQUEST**

DATE: **12/15/2021**

Please reference the following website for more information about the Auburn University Facilities Management (AUFM) Annual Contractor Enrollment and Project-Specific Pre-Qualification (PQ) Program:

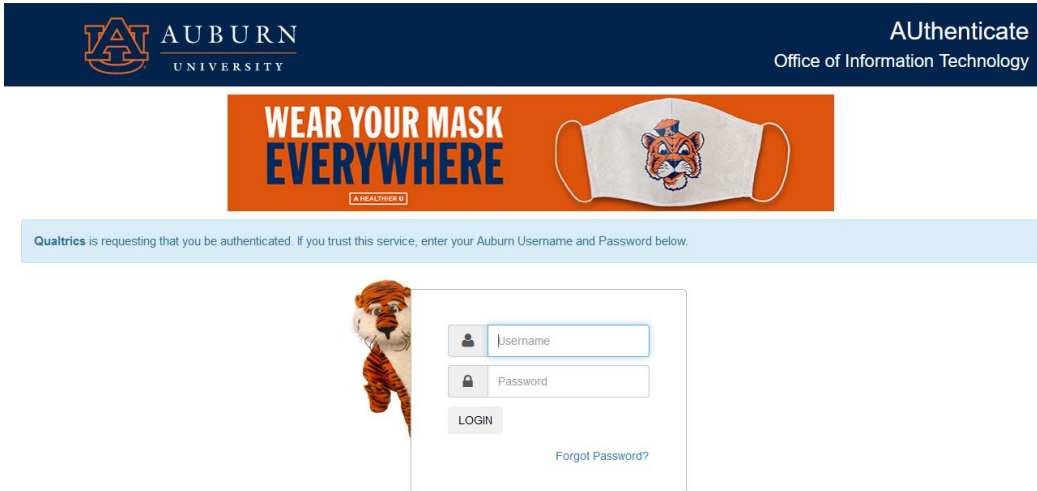
<https://www.auburn.edu/administration/facilities/contractors/>

- As part of the Integrated Project Handoff (IDH), and at least six (6) weeks prior to the planned bid date, the Design Project Manager (DPM) will facilitate a meeting with the Pre-Qualification (PQ) Project Team to determine the project-specific Contractor PQ criteria and requirements. [ NOTE: refer to the separate Contractor PQ Program Process Document for more detailed information on the PQ process and the composition of the PQ Project Team ]**
- Additionally, and prior to submitting the Internal PQ Request, the DPM shall submit an “Advertisement For Bid” request to Project Support (PS) so that the project will be posted on the AUFM Public Works Bid Calendar. This request must be received no later than five (5) to six (6) weeks prior to the planned bid date and no later than by close of business on the Wednesday prior to the first Sunday of advertisement.**
- To request that a Contractor Pre-Qualification Application for your project be developed by Project Support (PS), access the “AUFM Project-Specific Internal Pre-Qualification Request” by navigating to the AUFM Employee Portal website and select the link as highlighted below – this will direct you to Qualtrics for completion of an online survey.

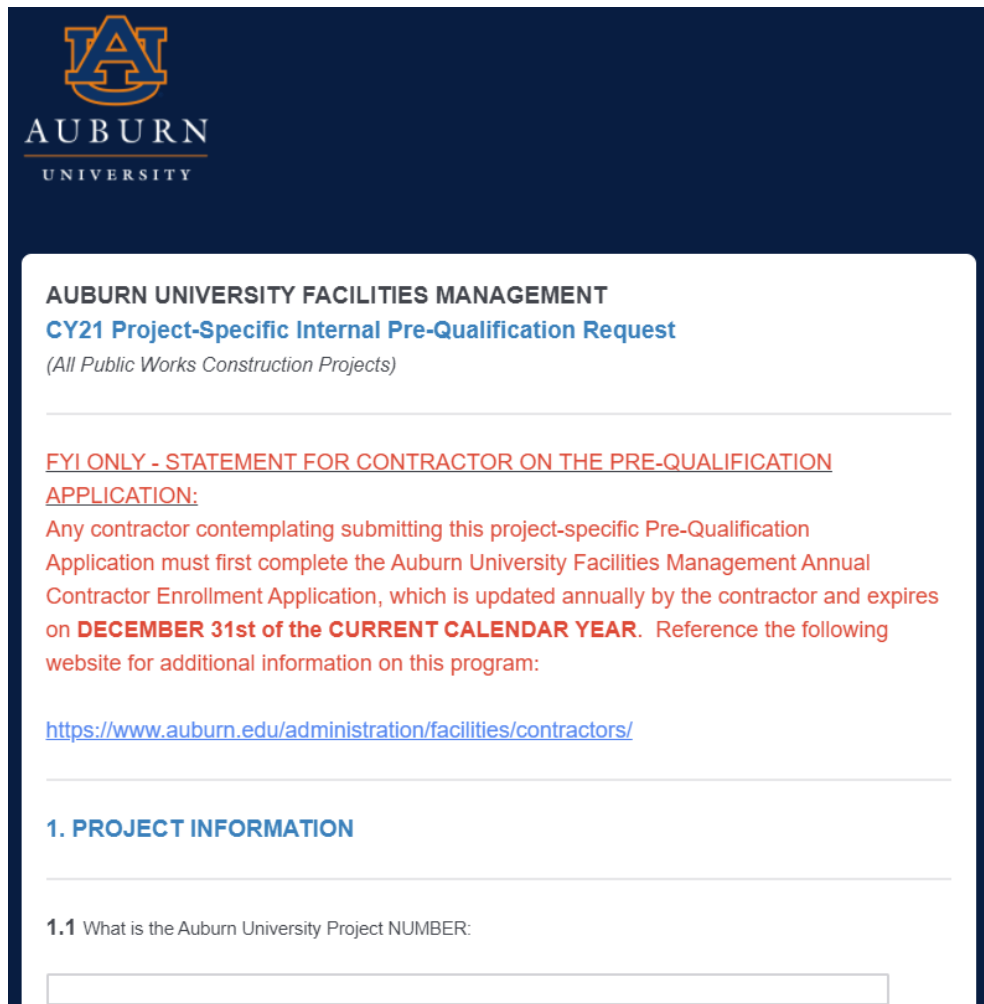
AUFM Employee Portal: <http://www.auburn.edu/administration/facilities/employees/index.html>

The screenshot shows the Auburn University Facilities Management Employee Portal. The navigation bar includes links for COVID Response, About Us, Services, Projects, For Contractors, and Employee Portal. The main content area is titled "Employee Portal" and features a "Login" section with icons for AIM, FACILITIES REQUEST PORTAL, Cascade Server, Qlik Dashboards, Qlik, Training Calendar, and FACILITIES IT REQUEST. A "Facilities IT Support Zoom Portal" section provides information on remote technical support. A "Facilities Employee Groups" section lists Financial Services, Human Resources, Info Technology, and Safety Management. An "Employee Tools" section lists various resources, with "AUFM Project-Specific Internal Pre-Qualification Request" highlighted by a red box and a yellow arrow.

4. Upon clicking the “AUFM Project-Specific Internal Pre-Qualification Request” link on the AUFM Employee Portal, the Design Project Manager (DPM) will need to authenticate your AU credentials if you have not done so already.



5. Once authenticated, you will be directed to the Qualtrics survey utilized for filling out and submitting the “AUFM Project-Specific Internal Pre-Qualification Request”.



**SUPPLEMENTAL INFORMATION:**

- Refer to the separate Contractor PQ Program Process Document for more detailed information about the next steps in the process, and for the composition of the PQ Project Team.
- Sample of the “Project-Specific Internal Pre-Qualification Request” from Qualtrics attached.



**AUBURN**  
UNIVERSITY

## CY22 Project-Specific Internal Pre-Qualification Request

### **AUBURN UNIVERSITY FACILITIES MANAGEMENT** **CY22 Project-Specific Internal Pre-Qualification Request** *(All Public Works Construction Projects)*

#### FYI ONLY - STATEMENT FOR CONTRACTOR ON THE PRE-QUALIFICATION APPLICATION:

Any contractor contemplating submitting this project-specific Pre-Qualification Application must first complete the Auburn University Facilities Management Annual Contractor Enrollment Application, which is updated annually by the contractor and expires on **DECEMBER 31st of the CURRENT CALENDAR YEAR**. Reference the following website for additional information on this program:

<https://www.auburn.edu/administration/facilities/contractors/>

### 1. PROJECT INFORMATION

1.1 What is the Auburn University Project NUMBER:

1.2 What is the Auburn University Project NAME:

1.3 Who is the Auburn University DESIGN PROJECT MANAGER:

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**1.4** Who is the Auburn University CONSTRUCTION PROJECT MANAGER:

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**1.5** What is the Bid Package Scope of Work / Project Description:

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**1.6** How many calendar days prior to the scheduled Bid Date is the deadline to complete the Pre-Qualification Application for this project:

**1.6.1** Current Scheduled BID Date:

**1.6.2** # Of Calendar Days For Pre-  
Qualification Deadline Prior To BID  
Date: (minimum of 7 days typically)

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## 2. CONTRACTOR INFORMATION

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*NOTE: no project-specific information required for this section.*

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## 3. GENERAL INFORMATON AND CLARIFICATIONS

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3.5 Contractors can request changing their proposed project team members up to a **project-specific number of working days** before the bid. This request must be in writing and be accompanied by all required documentation as called for in the Pre-Qualification application.

3.5.1 # Of Working Days Before Bid For Project Team Changes (typically 2 days):

## 4. FIRM AND PERSONNEL EXPERIENCE

### 4.1 FIRM EXPERIENCE

4.1.1 The firm must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past five (5) years. If the firm does not meet this criteria, their Pre-Qualification Application will automatically be terminated and DENIED.

4.1.1a Minimum # of Projects (typically one):

4.1.3 What is the minimum average annual revenue for the past three (3) years that the firm must have?

4.1.3a Minimum average annual revenue for past 3 years (typically 200% of project construction costs):

4.1.6 The firm must have successfully completed a **project-specific number of public works, higher education, federal or state, and/or healthcare projects** on an existing facility campus within the last three (3) years as a prime contractor with individual construction values equal to or greater than a **project-specific dollar threshold**.

4.1.6a Minimum # of Projects (typically one):

4.1.6b Minimum \$ Value (typically 90% of project construction costs):

4.1.7 Are there any additional firm requirements or criteria for this project that should be included on the Pre-Qualification Application? (please mark as "n/a" if not applicable or no additional requirements)

**4.2 PROPOSED SUPERINTENDENT**

**NOTE: Section 4.3 allows for entry of a SENIOR Superintendent if applicable to this project.**

**4.2.2** The proposed Superintendent must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past five (5) years.

**4.2.2a** Minimum # of Projects (typically one):

**4.2.3** The proposed Superintendent must have successfully supervised and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

**4.2.3a** Minimum # of Projects (typically one):

**4.2.3b** Minimum \$ Value (typically 90% of project construction costs):

**4.2.4** The proposed Superintendent must have worked for your company, in this position, for a **project-specific minimum number of years**.

**4.2.4a** Minimum # of Years (typically one):

**4.3 PROPOSED SENIOR SUPERINTENDENT** **(NOTE: adding a SENIOR superintendent will be in ADDITION to the primary Superintendent position requested above in section 4.2; furthermore, a SENIOR superintendent is only rarely needed for very large and complex projects.)**

- YES, A SENIOR Superintendent Is Required
- NO, A SENIOR Superintendent Is NOT Required

4.3a Since you selected "YES" to requiring a SENIOR Superintendent, how many proposed ASSISTANT Superintendents are required for this project?

4.3.1 The proposed SENIOR Superintendent must have successfully completed a **project-specific number of projects** with similar or comparable scope and cost, as described at the beginning of this document within the past five (5) years.

4.1.1a Minimum # of Projects (typically one):

4.3.2 The proposed SENIOR Superintendent(s) must have successfully supervised and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.3.2a Minimum # of Projects (typically one):

4.3.2b Minimum \$ Value (typically 90% of project construction costs):

4.3.3 The proposed SENIOR Superintendent(s) must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.3.3a Minimum # of Years (typically one):

4.4 PROPOSED PROJECT MANAGER

**NOTE: Section 4.5 allows for entry of a SENIOR Project Manager if applicable to this project.**

4.4.1 The proposed Project Manager must have successfully completed a **project-specific number of projects** with similar or comparable scopes, as described at the beginning of this document in **Section 1.5**, within the last **project-specific number of years** while in this position?

4.4.1a Minimum # of Projects (typically one):

4.4.1b Minimum # of Years (typically five):

4.4.2 The proposed Project Manager must have successfully managed and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.

4.4.2a Minimum # of Projects (typically one):

4.4.2b Minimum \$ Value (typically 90% of project construction costs):

4.4.3 The proposed Project Manager must have worked for your company, in this position, for a **project-specific minimum number of years**.

4.4.3a Minimum # of Years (typically one):

4.5 PROPOSED SENIOR PROJECT MANAGER **(NOTE: adding a SENIOR Project Manager will be in ADDITION to the primary Project Manager position requested above in section 4.4; furthermore, a SENIOR Project Manager is only rarely needed for very large and complex projects.)**

- YES, A SENIOR Project Manager Is Required
- NO, A SENIOR Project Manager Is NOT Required

4.5a Since you selected "YES" to requiring a SENIOR Project Manager, how many proposed ASSISTANT Project Managers are required for this project?

4.5.1 The proposed SENIOR Project Manager must have successfully completed a **project-specific number of projects** with similar or comparable scopes, as described at the beginning of this document in **Section 1.5**, within the last **project-specific number of years** while in this position?

4.5.1a Minimum # of Projects (typically one):

4.5.1b Minimum # of Years (typically five):

4.5.2 The proposed SENIOR Project Manager must have successfully managed and completed a **project-specific number of public works, federal or state, and/or healthcare projects** on an existing facility campus with individual construction values equal to or greater than a **project-specific threshold**.



**4.5.2a** Minimum # of Projects  
(typically one):

**4.5.2b** Minimum \$ Value (typically  
90% of project construction costs):

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**4.5.3** The proposed SENIOR Project Manager must have worked for your company, in this position, for a **project-specific minimum number of years.**

**4.5.3a** Minimum # of Years (typically  
one):

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**4.6** Above the minimum requirements of having a Project Manager and a full-time on-site Project Superintendent, are there any other project-specific staffing requirements or criteria that must be met? (please mark as "n/a" if not applicable or no additional requirements)

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## 5. ADDITIONAL REQUIRED SUBMITTALS

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*NOTE: no project-specific information required for this section.*

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**5.7** If you need to provide additional information not covered through the previous sections, please write in the text box and/ or compile into one document and attach below. (please mark as "n/a" if not applicable or no additional requirements)

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**5.8** Compile and attach any additional documents here.

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## 6. FINAL SUBMISSION AND SIGNATURE

**6.1** Requestor Information:

**6.1.1** Your Name:

**6.1.2** Your Title:

**6.1.3** Your Department:

**6.1.4** Your Email Address: