

**FLORIDA INTERNATIONAL UNIVERSITY
PRIME CONTRACTOR
PREQUALIFICATION PROCEDURE**



PROJECT NO. BT 844
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1. Definitions

“Applicant” means any prospective Prime Contractor submitting a State of Qualification.

“Project” shall mean Soccer Field Facility, or any part thereof.

“Prime Contractor” means any person, firm, or corporation who intends to bid to furnish labor and materials under a contract with Florida International University for the construction of the Project.

2. Purpose

The purpose of this procedure is to describe the manner in which Florida International University shall prequalify Prime Contractors eligible to bid on the Project. No bid shall be accepted by Florida International University for the Project unless the Prime Contractor submitting such bid has been prequalified in accordance with these procedures.

3. Instructions to Applicants

- A. A Prime Contractor who seeks to be prequalified for this Project shall submit fully executed copies of a completed Application to Florida International University. The Application shall be submitted in triplicate to:

OVERNIGHT DELIVERY ADDRESS / POSTAL ADDRESS

Mr. Alberto J. Delgado
Sr. Project Manager
Florida International University
Facilities Planning & Construction
University Park, CSC 236
Miami, FL 33199

Applications must be received no later than **2:00 P.M. LOCAL TIME ON MONDAY, NOVEMBER 14, 2005.**

- B. The Application shall be submitted on forms, excluding AIA Document A305, provided by Florida International University. Application forms are available by logon to <http://facilities.fiu.edu/fpc.htm> (find project under Facilities Construction Project Information) and download document in electronic format. Telephone or e-mail requests will not be accepted.

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Additionally, Application forms are available upon written request to the following postal address: Mr. Alberto J. Delgado, Sr. Project Manager, Florida International University, Facilities Planning & Construction, Division of Business and Finance, University Park, CSC 236, Miami, FL 33119. Also, the forms are available upon written request via telefax to Mr. Delgado's attention at 305.348.4010.

- C. Prime Contractors who submit Applications that are incomplete may, at the discretion of Florida International University, not be considered for prequalification. Applications received after the specified deadline will not be considered for prequalification on this Project. Florida International University reserves the right to waive any minor informalities or irregularities, to request additional information from an application, or to reject any and all Applications.

4. Consideration of an Application of Prequalification

Florida International University shall evaluate each Application and determine whether the Applicant is qualified to bid on the Project based on the information contained in the Application, on any supplemental information acquired by Florida International University from the Applicant, or any other relevant information known to Florida International University. In order to be considered for qualification, the Applicant must meet the following:

- A. All Prime Contractors must meet each of the following criteria:
- The Prime Contractor and/or synthetic Turf Subcontractor must meet Florida Licensing Requirements for each prime contract for which it is seeking prequalification.
 - The Prime Contractor and/or synthetic Turf Subcontractor must have satisfactorily completed a professional football field and/or a professional soccer field (NFL or NSL) and/or a NCAA Division 1 football field.
 - The Prime Contractor and/or Turf Company must have satisfactorily completed, within the past five (5) years, at least (75) seventy five significant institutional, or other commercial project similar in size and complexity to the Project for which the Prime Contractor wishes to prequalify and that had a total actual contract amount in excess of eight hundred thousand (\$800,000).
 - The Prime Contractor and/or turf Company must provide a copy of the warranty certificates. The synthetic turf material and installation shall be under warranty for a period of (10) ten years and shall have an insurance-backed warranty (insured warranty) for a period of (10) ten years. The drain system shall be under warranty for a period of (10) ten years.
 - The Prime Contractor and/or turf Company must provide product data for the synthetic turf and drain systems including drawings, description of product and installation procedures.

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- B. If a Prime Contractor wishes to prequalify for the Project, it must show proof of a current available bonding capacity of at least one million dollars (\$1,000,000). Submit a letter of bondability from the bonding company.

Other criteria to be used in determining whether the Applicant is qualified shall include:

- A. The capability of the Applicant to perform the work based on:
- Experience and success with projects of similar scope, especially soccer fields.
 - Experience of key members of the Applicant's staff who will be assigned to the project.
 - Current workload.
 - Timely completion of previous contracts.
 - Value of construction contract change orders.
 - Financial stability.
 - Reputation for timely, high quality and workmanlike completion of prior contracts based upon references from owners, architects, engineers, and contractors on previous projects.
 - Prior construction experience with public or private universities within the State of Florida.
 - Firm organization, background and resources.
 - Past claims, suits, judgments or failure to complete work awarded.

5. Notifications of Applicants

- A. All Prime Contractors who submit an Application will be notified of their eligibility for bidding prior to the Project being released for bid.
- B. A list of all Prime Contractors qualified to bid on the Project will be made available by Florida International University prior to the Project being released for bid.

6. General

- A. Evaluation of the applications for prequalification shall be made jointly by representatives for Florida International University and the Architect/Engineer (Metric Engineering).
- B. A determination concerning the qualification of a Prime Contractor to bid on the Project is applicable to this Project only.

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- C. Florida International University shall not be responsible in any manner for any cost or expenses associated with the preparation or submission of Applications.
- D. Upon receipt by Florida International University, the Applications submitted shall become the property of Florida International University.