

FEAA - CONSTRUCTION PROJECT PREQUALIFICATION

Except as otherwise provided in this policy, prequalification for District construction projects shall be governed by Policies DJ (Purchasing), DJA (Purchasing Authority), DJB (Purchasing Procedures) and DJG/DJGA (Vendor Relations, Sales Calls and Demonstrations). As used in this policy, "construction projects" include new facility construction, additions and remodel/retrofit, as well as infrastructure installation and modifications.

Design professionals, construction managers and contractors may be prequalified for one or more of the following types of District construction projects, which shall include new facility construction. Facility securing contracts on District construction projects by ensuring that all design professionals, construction managers and contractors that participate in the contract award process are properly qualified and able to perform the work if selected. Prequalification shall not be used to award a contract without the required procedures for price quotes, competitive bidding or competitive proposals.

The determination of whether a design professional or construction manager is prequalified shall be based on the information it provides in a Statement of Qualifications and in response to follow-up inquiries from the District, if any. The required form and content of the Statement of Qualifications for design professionals and construction managers shall be jointly established by the Construction Services Department or Facility Services Department and the Purchasing and Materials Management Department, and shall include the following information:

- Completed AIA Document B305 - 1993 or successor form, as appropriately modified for the design professional/construction manager to which it applies.
- Design professional's/construction manager's previous work for District.
- Design professional's/construction manager's experience on projects of similar type and size.

