



SECTION:	Facilities Development	APPROVAL DATE:
SUBSECTION:	Facilities Construction	January 4, 1993
POLICY NAME:	Pre-Qualification of Contractors For Construction Projects	LAST REVISED:
POLICY NUMBER:	R.FD.D.2	January 1, 1998

1. ADVERTISING
 - 1.1 The consultant hired to manage the pre-qualification process will advertise the invitation to pre-qualify in the appropriate publication(s).
 - 1.2 Applications will be directed to the consultant's mailing address.
 - 1.3 The ad must state that the Board will accept tenders from only those companies which have been approved through the pre-qualification process.
 - 1.4 The ad must state that any tender will not necessarily be accepted.

2. SELECTION PROCESS
 - 2.1 The consultant is responsible for developing an evaluation process for the pre-qualification of general contractors as well as the mechanical and electrical sub-contractors.
 - 2.2 The consultant will advise all applicants of the evaluation process, time frame for completing the evaluations, debriefing process, and that all correspondence regarding this matter will be handled directly by the consultant and not the Board.
 - 2.3 The consultant may choose to have the electrical and mechanical engineers oversee the evaluation process for the pre-qualification of the major sub-trades. The consultant will ensure that the conditions of this Policy and Regulations are followed by the engineers in this selection process.
 - 2.4 The consultant will rank the evaluations.
 - 2.5 The consultant will provide a reserve list of acceptable contractors to be substituted in accordance to their rank, if any of the accepted bidders withdraw. This substitution should only be permitted prior to 10 days before tender closing.
 - 2.6 Upon completion of all above items, the consultant will recommend a pre-qualified list to the Board.

3. DEBRIEFING
 - 3.1 It is the responsibility of the consultant to notify all applicants of the final decision, in writing, mailed within 48 hours after Board approval.
 - 3.2 The Board would expect such notification to be handled sensitively with full disclosure of the contractor's own ranking.
 - 3.3 The consultant will provide each applicant with a list of firms that have been pre-qualified.
 - 3.4 The consultant will advise each applicant that a written summary of their evaluation will be provided upon request; however, information of a subjective nature or sources of information used will not be disclosed.

- 3.5 The consultant will advise each applicant that concerns regarding scores obtained are to be resolved with the consultant and not the Board.
- 3.6 The consultant will ensure that the debriefing process for sub-trades if handled by the engineers, is done according to this Policy and Regulations.