

# Central Michigan University Pre-Qualification Procedure for Construction Contractors

Central Michigan University (CMU) requires all general contractors and construction managers bidding on construction projects to complete the Pre-Qualification process. Download the form from the University Engineering and Planning (UEP) website or contact the UEP office at (989) 774-6559.

For projects where the anticipated total project cost will be greater than \$5,000,000 the Pre-Qualification Form must be completed 60 days prior to the start of the bid process. This time is needed to complete review of the qualifications and to prepare and print the bid documents.

UEP Project Managers will use the list of pre-qualified contractors to determine the qualified bidders list. Contractors will be eliminated as qualified bidders based on the following:

- They have not completed a prequalification package.
- Their bonding capacity will not cover the estimated cost of the project.
- The project falls outside their desired minimum – maximum project size.
- If the project is estimated at more than \$5,000,000 and the contract firm has not been in business more than 10 years.
- The contractor must have at least two of the last three years of experience where their “Annual Dollar Volume” exceeds twice the estimated annual cost of the bid.
  - For example: If CMU’s construction bid estimate is \$15,000,000 and the expected duration is 1 ½ years.

$$2 \times \$15,000,000 / 1 \frac{1}{2} \text{ years} = \$20,000,000 \text{ \$/year}$$

Then the contractor must have at least 2 of the last 3 years where their “Annual Dollar Value” is greater than \$20,000,000.

- CMU determines that information on the contractor’s pre-qualification form is in error.

CMU project teams may choose to include additional qualifications that are project specific in their bid package such as:

- Relevant Project Experience
- Superintendent Experience
- Sub-contractor Experience / Qualifications

CMU retains the right to remove bidders from their pre-qualified list if:

- The bidder chooses to not participate in 2 consecutive requests for proposals, or
- If the bidder does not provide any response to a single request for proposal.

Re-Qualification:

- Firms are required to update pre-qualification information every three years
- Firms are responsible for keeping pre-qualification information current
- If a firm is removed from the qualified list, they may resubmit a new pre-qualification form after 12 months