

## **UA Project Name: Student Center Ballroom AV**

**UA Project No.: 022-22-2681**

Thank you for your interest in this Project at The University of Alabama. Please read this entire document for information on how to obtain plans and specifications and prequalify for this project.

### **WHO IS REQUIRED TO PREQUALIFY FOR THIS PROJECT?**

The following are required to prequalify prior to submitting bids or working on this project. Please note that firms listed on the UA Prequalification Master List in the categories below will not be required to prequalify. Firms listed on the Master List for any category other than General Contractor are not required to prequalify to work as subcontractors in the trades(s) for which they are listed. If a project has one main trade, the University may allow a subcontractor on the Master List to bid as a prime contractor for that trade-specific project, however, the University reserves the right to require the firm to prequalify to bid as a prime contractor. For a copy of the UA Master List, contact the UA Project Manager listed below.

**General Contractors, Prime Electrical Contractors, Prime Audio Visual Contractors, Electrical subcontractors, and Audio Visual subcontractors**

### **HOW DO I SUBMIT A PREQUALIFICATION PACKET?**

Send your request for a prequalification packet to:

**Suzanne Webster, UA Project Manager**  
205-348-6907  
scirbywebster@ua.edu

Completed packets may be submitted by email to:

**Suzanne Webster, UA Project Manager**  
scirbywebster@ua.edu  
and  
**Trevor Flynn**  
**Flynn Design Services**  
trevor@flynn.designservices.com

If necessary, hard copy submissions should be sent to:

**Suzanne Webster, UA Project Manager**  
**The University of Alabama, Construction Administration**  
413 Cahaba Circle, Tuscaloosa, AL 35404  
and  
**Trevor Flynn**  
**Flynn Design Services**  
235 Forestville Basin Trail. Marquette, MI 49855

Submissions must be received by the deadline stated in the ad. Emailed submissions are highly encouraged, but it is the responsibility of the submitting firm to make sure the submission was received prior to the deadline. In reviewing the submittals,

emphasis will be placed on your firm's experience with projects similar in size and type to this Project and experience with projects on college campuses.

**PREQUALIFICATION SUBMISSION MUST BE RECEIVED BY 5:00 PM LOCAL TIME ON TUESDAY, OCTOBER 17, 2023**

**UA WILL ISSUE THE NAMES OF ALL FIRMS WHO HAVE PREQUALIFIED BY TUESDAY, OCTOBER 24, 2023**

**HOW DO I REQUEST A WAIVER FROM PREQUALIFICATION?**

Any Contractor not already on UA's Master List that has been previously prequalified for or has a successful track record on University of Alabama projects may submit a letter to the Project Manager requesting a waiver of the prequalification requirement for this project. The decision on whether to grant the waiver shall be at the discretion of the UA Executive Director for Construction Administration or delegate and shall be based on prior prequalification on projects of a similar size and scope, successful past performance on UA projects, or other demonstrated ability to complete the project. The Project Manager shall advise the Contractor in writing **within two business days** from the receipt of the request as to whether the waiver shall be granted. The Awarding Authority reserves the right to request additional relevant project specific information and relevant experience information to determine whether to grant the waiver or to request the Contractor to submit a full prequalification packet. **Contractors are advised to request waivers as soon as possible. UA will not accept prequalification submissions after the submission deadline and the denial of a waiver will not extend the deadline.**

**THE DEADLINE FOR REQUESTING A WAIVER IS 5:00 PM LOCAL TIME TUESDAY, OCTOBER 17, 2023.**

**WHEN AND WHERE CAN I REVIEW PLANS AND SPECIFICATIONS?**

Preliminary and Final Plans, Specifications, and Contract Documents are open to public inspection and will be available for EXAMINATION ONLY on the dates listed below at The University of Alabama, Office of Construction Administration, 1115 14<sup>th</sup> Street, Ancillary Services Building, Second Floor, Tuscaloosa, AL 35401. Final Plans and specifications will also be made available on this date for PRINTING and/or EXAMINATION at Tuscaloosa Blueprinting and Reprographics LLC, 1926 University Blvd., Tuscaloosa, Alabama 35401; ConstructConnect, 30 Technology Parkway South, Suite 100, Norcross, GA, 30092; and Dodge Data & Analytics at network.construction.com.

**PRELIMINARY PLANS AND SPECS CAN BE REVIEWED IN THE UA PLAN ROOM ON THURSDAY, OCTOBER 5, 2023**

**FINAL PLANS AND SPECS CAN BE REVIEWED IN THE UA PLAN ROOM ON THURSDAY, OCTOBER 12, 2023.**

**FINAL PLANS AND SPECS WILL BE AVAILABLE FOR PRINTING AND/OR EXAMINATION IN THE ABOVE-LISTED PLAN ROOMS ON THURSDAY, OCTOBER 12, 2023.**

**WHEN AND WHERE CAN I GET COPIES OF PLANS AND SPECIFICATIONS; HOW MUCH IS THE DEPOSIT?**

Plans, Specifications, and Contract Documents will be available on the dates listed below, are open to public inspection, and may be obtained from the Architect/Engineer (or their representative as designated below). Up to two sets of full-size drawings and specifications may be obtained by Contractors, upon request to the Architect/Engineer and upon payment of the deposit listed below, made payable to the Architect/Engineer, which is refundable in full upon the return of the drawings and specifications in good condition within ten days after the bid opening, else deposit shall be forfeited. Additional sets for bidders, subcontractors, vendors, or dealers may be obtained upon payment of the same deposit. This deposit shall be refunded less the cost of printing, reproduction, handling, and distribution, upon return of the documents in reusable condition within 10 days after the bid opening.

**PLANS AND SPECS WILL BE AVAILABLE STARTING THURSDAY, OCTOBER 12, 2023.**

**THE DEPOSIT IS \$50 PER SET.**

**TO OBTAIN PLANS AND SPECS CONTACT TREVOR FLYNN AT FLYNN DESIGN SERVICES, 906-361-2159,  
TREVOR@FLYNNDESIGNSERVICES.COM**

This attachment is part of the Contract Documents and shall be binding on parties seeking to bid or work on this Project. The terms and dates contained herein may be changed by addendum and it is the bidder's responsibility to review any addenda prior to bidding. Bid security shall be deposited with each bid as provided in Instructions to Bidders. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days. The Owner reserves the right to reject any or all bids and to waive informalities and technical errors if, in the Owner's judgment, the best interest of the Owner will thereby be promoted. All bidders shall meet licensing requirements of Title 34, Chapter 8, Code of Alabama and must show evidence of license before bidding or bid will not be received or considered. Bidder shall show such evidence by clearly displaying its current license number on the outside of the sealed envelope in which the proposal is delivered.