



March 2021

**NOTICE OF  
PRE-QUALIFICATION OF CONTRACTORS  
FOR THE CONSTRUCTION OF SELECTED WATERSHED IMPROVEMENT PROJECTS**

The Gwinnett County Board of Commissioners is soliciting applications from Contractors for pre-qualification to furnish labor, materials and equipment for construction of selected watershed improvement projects at various locations throughout Gwinnett County.

Special Conditions: The Gwinnett County Department of Water Resources shall comply with O.C.G.A § 36-91-20, as amended, for **mandatory pre-qualification** of prospective bidders. Therefore, interested applicants should obtain a Pre-Qualification Application from the Gwinnett County Purchasing Office, 75 Langley Drive, Lawrenceville, Georgia 30046 [Contact: Brittany Bryant via Telephone (770) 822-7759, or email: [Brittany.Bryant@gwinnettcounty.com](mailto:Brittany.Bryant@gwinnettcounty.com).] Applications will be evaluated based on established criteria listed in this application. All qualified and disqualified applicants will be notified in writing. Contractors will be considered "pre-qualified" upon issuance of the Notification of Pre-Qualification. Contractors under consideration for pre-qualification may NOT submit bids for projects that have advertised prior to the contractor's receipt of a notice of pre-qualification. The term of the pre-qualification will expire on June 30, 2024 or when the County determines otherwise.

Questions regarding pre-qualification applications should be directed to Brittany Bryant. Applications may be mailed to the Gwinnett County Purchasing Division or submitted via email to Brittany Bryant. The review and approval process will require approximately three weeks from the date the application is received by the Gwinnett County Purchasing Division. Any firm not pre-qualified may direct concerns to Brittany Bryant.

Applicant's qualification will be determined based upon the information presented. All questions must be answered in full, without exception. Failure to do so will result in the applicant being deemed nonresponsive, and the application returned to the applicant for completion; and applicant will not be considered for pre-qualification until such time as a complete application is submitted.

Although the Purchasing Division will take effort to notify pre-qualified Contractors of bids that are based on the established criteria of the application, it is ultimately the Contractor's responsibility to ensure that they remain abreast of Gwinnett County's solicitations. Depending on the scope and complexity of work to be performed, individual projects may require a project-specific pre-qualification, independent of the standard pre-qualification process.

COMPANY NAME: \_\_\_\_\_  
APPLICATION FOR PRE-QUALIFICATION  
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**GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES**

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**APPLICATION FOR PRE-QUALIFICATION  
TO BID  
CONSTRUCTION OF SELECTED WATERSHED IMPROVEMENT PROJECTS**

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Date of Application: \_\_\_\_\_

Project Name: **Pre-qualification of Contractors for the Construction of Selected Watershed Improvement Projects**

Type of Project: Stream and Watershed Rehabilitation/Restoration and Stormwater Best Management Practice Construction and Retrofit

Description: Pre-qualify Contractors to furnish labor, materials and equipment for the construction of selected watershed improvement projects at various locations in Gwinnett County.

Owner Name: Gwinnett County, Department of Water Resources

Applicant Name: \_\_\_\_\_

Note: Gwinnett County reserves the right to approve all personnel provided by the Contractor including but not limited to Project Managers, Project Superintendents and subcontractors for any portion of work resulting from this pre-qualification process.

**I. INSTRUCTIONS**

- A. Applicant SHALL NOT attach information in lieu of completion of the application document. All information requested by the County SHALL be provided within the application document; however, additional pages may be attached if more space is required (or if additional projects are necessary to demonstrate ability), or as otherwise instructed within the application document. All additional pages should be clearly labeled with the applicant's name, pre-qualification application title, and page number.
- B. If necessary, applicant should submit additional projects to prove all pre-qualification requirements are met.
- C. Reference projects must be complete prior to submittal of pre-qualification application.
- D. Applicant's qualification will be determined based upon the information presented. All questions must be answered in full, without exception. Failure to do so may result in the applicant being deemed non-responsive, and the application returned to the applicant for completion; and applicant will not be considered for pre-qualification until such time as a complete application is submitted.
- E. Only complete and accurate information shall be provided by the Applicant. The Applicant hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Applicant should complete the Applicant Certification included in this packet. The Applicant also acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information provided by the Applicant given in response to a question, knowing it was false, shall constitute grounds for immediate disqualification and termination or rescission by the Owner of any subsequent agreement between the Owner and the Applicant. The Owner shall also have and retain any other remedies provided by law.
- F. If there are any questions concerning the completion of this form, the Applicant is encouraged to contact the Owner's representative: Brittany Bryant, Purchasing Associate II, Gwinnett County Purchasing Division, via email at [Brittany.Bryant@gwinnettcountry.com](mailto:Brittany.Bryant@gwinnettcountry.com) or telephone at 770-822-7759.
- G. Poor performance of pre-qualified contractors will be reviewed by the Vendor Performance Committee and/or the Purchasing Policy & Review Committee and could result in the contractor being removed from the pre-qualified vendor list for the remainder of the term of the pre-qualification or as otherwise determined by the committee. In addition, the contractor may be placed on the Ineligible Source List.
- H. Corporations (including principal/corporate officers), Partners, and/or Individuals interested in being considered for pre-qualification with Gwinnett County SHALL NOT be currently under indictment for criminal misconduct involving any local, state or federal government entity.
- I. Applicant MUST be able to provide full time, on-site presence by a person with a minimum Level 1A certification by the Georgia Soil and Water Conservation Commission (GSWCC) for implementation of the *Manual for Erosion and Sediment Control in Georgia*, or "Green Book," (latest version). Applicant should provide the name, certification number, level and expiration for proposed person in Section II.

**II. GENERAL BACKGROUND**

A. Current name and address of Applicant:

1. Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State and Zip: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State and Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone and Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. Applicant is: Licensed to conduct utility business in the State of Georgia?

Yes \_\_\_\_\_  
No \_\_\_\_\_

If Yes, Provide Applicants State of Georgia  
Utility License Number: \_\_\_\_\_

3. Applicant has Level 1A Certification?

Yes \_\_\_\_\_  
No \_\_\_\_\_

If Yes, Provide name of Applicant and Level 1A  
Certification Number: \_\_\_\_\_

B. Principals/Officers/Individuals authorized to sign contracts:

Name and Title: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Name and Title: \_\_\_\_\_

- C. Is applicant currently under indictment for criminal misconduct involving any local, state or federal government entity? \_\_\_\_\_

Has applicant ever been indicted involving any local, state or federal government entity? \_\_\_\_\_

If so, what was the disposition of the charges? \_\_\_\_\_

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### III. MINIMUM QUALIFICATION CRITERIA

Contractors can submit and be qualified on all sub-sections, *or* specific sub-sections, which directly relate to their firm's experience only. Experience claimed for current personnel, while they were employed by another firm, WILL NOT be accepted. Please note that approval on limited sub-sections will restrict notification of projects to that type of work, only. The various sub-sections are as follows. Beginning on the following pages, list projects as noted below:

- 1) **Stream and Watershed Rehabilitation/Restoration**
  - PQ6 through PQ8
- 2) **Stormwater Best Management Practice Construction and Retrofit**
  - PQ9 through PQ11

Regarding Section IV Company Experience – Similar Projects, projects similar to the type of work to be performed **MUST** be submitted for review. Projects must meet all criteria stated below.

#### **Sub-Section 1) Stream and Watershed Rehabilitation/Restoration:**

The satisfactory completion of:

At least TWO (2) contracts **MUST** demonstrate rehabilitation/restoration of a perennial stream involving natural channel design and construction techniques (National Engineering Handbook Parts 653, 654. USDA, NRCS); including in-stream rock and/or log structures within the past FIVE (5) years where length of stream was 500 linear feet or more for EACH PROJECT. Installation **MUST** include aforementioned in-stream structures. Bank armoring or re-grading alone will not qualify.

#### **Sub-Section 2) Stormwater Best Management Practice Construction and Retrofit**

The satisfactory completion of:

At least TWO (2) contracts **MUST** demonstrate the satisfactory installation of at least one (1) green infrastructure/low impact development best management practice (bioretention basins/areas, bioslopes, filter strips, infiltrative swales, grass channels, regenerative stormwater conveyances) within the past FIVE (5) years. Facility **MUST** have been designed and constructed according to one of the following standards: *Georgia Stormwater Management Manual*, *Gwinnett County Stormwater Management Manual*, or equivalent state/local government plans and specifications (equivalents must be specified and the County shall be the sole determinant of equivalent standards).

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#### IV. COMPANY EXPERIENCE – SIMILAR PROJECTS COMPLETED

A. Sub-Section 1): Project No. 1 – Stream and Watershed Rehabilitation/Restoration

Project Name:		
Project Description:		
Dollar Amount:		
Location:		
Owner:		
Address:		
Contact Person:		
Contact Person Telephone:		
Contact Person E-mail Address:		
Project Engineer:		
Address:		
Contact Person:		
Contact Person Telephone:		
Contact Person E-mail Address:		
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Linear Feet of stream rehabilitation/restoration _____		
Did this project involve perennial stream rehabilitation/restoration utilizing natural channel design and construction techniques including in-stream rock and/or log structures per PQ5?		
Yes		No

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:

COMPANY NAME: \_\_\_\_\_  
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B. Sub-Section 1): Project No. 2 – Stream and Watershed Rehabilitation/Restoration

Project Name:	_____	
Project Description:	_____	
Dollar Amount:	_____	
Location:	_____	
Owner:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Project Engineer:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Linear Feet of stream rehabilitation/restoration _____		
Did this project involve perennial stream rehabilitation/restoration utilizing natural channel design and construction techniques including in-stream rock and/or log structures per PQ5?		
Yes		No

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:

COMPANY NAME: \_\_\_\_\_

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C. Sub-Section 1): Project No. 3 – Stream and Watershed Rehabilitation/Restoration

Project Name:	_____	
Project Description:	_____	
Dollar Amount:	_____	
Location:	_____	
Owner:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Project Engineer:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Linear Feet of stream rehabilitation/restoration _____		
Did this project involve perennial stream rehabilitation/restoration utilizing natural channel design and construction techniques including in-stream rock and/or log structures per PQ5?		
Yes No		

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:



COMPANY NAME: \_\_\_\_\_

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D. Sub-Section 2): Project No. 1 – Stormwater Best Management Practice Construction and Retrofit

Project Name:	_____	
Project Description:	_____	
Dollar Amount:	_____	
Location:	_____	
Owner:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Project Engineer:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Did this project involve the satisfactory completion of a green infrastructure/ low impact development best management practice per PQ5?		
Yes No		
Was this designed and constructed according to Georgia Stormwater Management Manual, Gwinnett County Stormwater Management Manual, or equivalent state/local government plans and specifications?		
Yes No		
If equivalent, specify _____		

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:

COMPANY NAME: \_\_\_\_\_

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E. Sub-Section 2): Project No. 2 – Stormwater Best Management Practice Construction and Retrofit

Project Name:	_____	
Project Description:	_____	
Dollar Amount:	_____	
Location:	_____	
Owner:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Project Engineer:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Did this project involve the satisfactory completion of a green infrastructure/ low impact development best management practice per PQ5?		
Yes No		
Was this designed and constructed according to Georgia Stormwater Management Manual, Gwinnett County Stormwater Management Manual, or equivalent state/local government plans and specifications?		
Yes No		
If equivalent, specify _____		

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:

COMPANY NAME: \_\_\_\_\_

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F. Sub-Section 2): Project No. 3 – Stormwater Best Management Practice Construction and Retrofit

Project Name:	_____	
Project Description:	_____	
Dollar Amount:	_____	
Location:	_____	
Owner:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Project Engineer:	_____	
Address:	_____	
Contact Person:	_____	
Contact Person Telephone:	_____	
Contact Person E-mail Address:	_____	
Contract Dates:	Date of Notice to Proceed:	Date of Final Completion:
Did this project involve the satisfactory completion of a green infrastructure/ low impact development best management practice per PQ5?		
Yes No		
Was this designed and constructed according to Georgia Stormwater Management Manual, Gwinnett County Stormwater Management Manual, or equivalent state/local government plans and specifications?		
Yes No		
If equivalent, specify _____		

Comments/ Describe projects in terms of degree of difficulty, problems encountered, etc., or any pertinent information that might be useful in the evaluation of your request for pre-qualification:

COMPANY NAME: \_\_\_\_\_  
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### APPLICANT CERTIFICATION

I certify to the Owner that the information and responses provided on this Application for Pre-Qualification are true, accurate and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Application. Each entity or reference may make any information concerning the Applicant available to the Owner or its designated representative.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

APPLICANT:

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to and subscribed before me this  
\_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
Seal