Pursuant to the NC Statute GS143-128.1, 143-135.8 and Wake County Board of Education (BOE) Policy for Prequalification of Bidders for Construction Projects (attached), this form gathers information about the Subcontractor seeking to qualify for the work and provides a general format for the prequalification criteria. Completing this questionnaire does not guarantee prequalification. Evaluation of the submittal shall be performed by the Prequalification Committee in accordance with the statutes and policies.

Prequalification Due Date/Time: **March 13, 2015 2:00 pm.**

Submitted To: Rhonda Deese  
Metcon, Inc. – Construction Manager at Risk  
763 Comtech Drive, Pembroke, North Carolina 28372  
P.910.521.8013  F.910.521-8014  
rdeese@metconus.com

Project:  
Name: E38 Elementary School  
Owner: Wake County Board of Education  
Location: 3605 Pleasant Grove Church Road, Cary, North Carolina  
Architect: Moseley Architects  
Civil Designer: CLH Design, P.A.  
Structural Engineer: Moseley Architects  
MEP Engineer: PDC – Progressive Design Collaborative  
Construction Duration: April 22, 2015 to June 20, 2016  
Advertisement to Bid: February 22, 2015  
**Bid Date: March 25th and 26th, 2015** – Bid dates for each bid package will be provided in bid documents.  
**Performance & Payment Bond:** Required for Bid Packages $300,000 or higher  
**Bid Bond:** Required for Bid Packages $300,000 or higher

Project Description:
- Approximately 100,000 sf – one story admin/multipurpose spine with, two two-story classroom wings and one one-story classroom wing.
- Steel Frame and metal studs with some load bearing masonry, all walls with brick veneer. Metal panels at penthouse, 4-pipe, VAV system. Modified bitumen roof system on light weight insulating concrete.
- Off-site minor improvements at one intersection and road widening along school frontage.
- Site development of 18.3 acres of wooded site. Site is located just west of I-540 near airport. Access from Page Road exit on I-40, north to Comstock Rd, right turn to end of road- or from Airport Blvd onto Pleasant Grove Church Rd. Water and sewer service extensions along Pleasant Grove Church Road.

Instructions to Prequalify:
- For questions about this form contact Rhonda Deese – rdeese@metconus.com (910-521-8013).
- Forms may be submitted electronically via email, mail, fax, or hand delivery to Metcon’s Rhonda Deese. Please make sure, if submitting hand written form, that all information is clearly printed. Metcon will request illegible information be resubmitted and this will delay the prequalification process.
- The attachments titled; Sample Prequalification Rating Matrix, WCBOE policy for Prequalification of Bidders and Prequalification Schedule and Procedures are for reference only and not part of the prequalification evaluation.
**Bid Packages:**

If your firm is interested in prequalifying for this project, please check the box for your trade(s). If multiple bid packages are selected, please make sure that project experiences and references are provided to allow Prequalification Committee to evaluate your firm for EACH bid package selected. Preliminary plans (NOT FOR BIDDING) are available from the website link at: [www.metconus.com/estimating/cm-risk/E-38](http://www.metconus.com/estimating/cm-risk/E-38)

This is a preliminary list of Bid Packages and may change based on response and qualified bidders.

<table>
<thead>
<tr>
<th>Check Box if Prequalifying</th>
<th>Bid Package</th>
<th>Scope of Work</th>
<th>Preliminary Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01A-Building Cleaning</td>
<td>Daily and final cleaning</td>
<td>$95,000</td>
</tr>
<tr>
<td></td>
<td>02A-Grading</td>
<td>Grading, storm drain, erosion control, temp gravel roads</td>
<td>$1,875,000</td>
</tr>
<tr>
<td></td>
<td>02B-Site Utilities</td>
<td>UG domestic water and sanitary sewer, off-site utilities</td>
<td>$490,000</td>
</tr>
<tr>
<td></td>
<td>02C-Asphalt Paving</td>
<td>Asphalt, curb/gutter, heavy duty concrete paving</td>
<td>$725,000</td>
</tr>
<tr>
<td></td>
<td>02D-Site Concrete</td>
<td>Sidewalks</td>
<td>$110,000</td>
</tr>
<tr>
<td></td>
<td>02E-Fencing</td>
<td>Temporary and permanent fencing</td>
<td>$30,000</td>
</tr>
<tr>
<td></td>
<td>02F-Landscaping</td>
<td>Landscaping, seeding, sod</td>
<td>$175,000</td>
</tr>
<tr>
<td></td>
<td>02G-Termite Control</td>
<td>Termite control</td>
<td>$9,000</td>
</tr>
<tr>
<td></td>
<td>02H-Off Site Improvements</td>
<td>Road Improvements - grading, paving, striping, curb &amp; gutter, sidewalk, storm drainage, signalization, seeding.</td>
<td>$420,000</td>
</tr>
<tr>
<td></td>
<td>03A-Concrete Foundations</td>
<td>Concrete footings</td>
<td>$320,000</td>
</tr>
<tr>
<td></td>
<td>03B-Concrete Slabs</td>
<td>Concrete slab on grade and slab on mtl deck</td>
<td>$445,000</td>
</tr>
<tr>
<td></td>
<td>04A-Masonry</td>
<td>Masonry and applicable rigid insulation</td>
<td>$1,235,000</td>
</tr>
<tr>
<td></td>
<td>05A-Structural Steel</td>
<td>Structural steel, Decking, Tectum Panels</td>
<td>$1,405,000</td>
</tr>
<tr>
<td></td>
<td>05B-Miscellaneous Steel</td>
<td>Miscellaneous Steel, Stairs, Rails</td>
<td>$175,000</td>
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<tr>
<td></td>
<td>06A-Casework</td>
<td>Architectural carpentry and casework, media shelving</td>
<td>$320,000</td>
</tr>
<tr>
<td></td>
<td>07A-Waterproofing</td>
<td>Water proofing, caulking, sealants, expansion joint covers</td>
<td>$27,000</td>
</tr>
<tr>
<td></td>
<td>07B-Air Membrane</td>
<td>Fluid Applied Air Membrane at Masonry &amp; Sheathing</td>
<td>$160,000</td>
</tr>
<tr>
<td></td>
<td>07C-Roofing</td>
<td>Mod bitumen roof, PE storage roofing, lightweight insulating concrete, metal wall panels/fascia/soffit</td>
<td>$1,180,000</td>
</tr>
<tr>
<td></td>
<td>08A-Aluminum &amp; Glass</td>
<td>Storefront, curtain wall, mirrors, glass, FRP doors</td>
<td>$440,000</td>
</tr>
<tr>
<td></td>
<td>08C-Doors/ Frames/Hdw</td>
<td>Hollow metal &amp; wood doors, overhead doors, hardware</td>
<td>$260,000</td>
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<tr>
<td></td>
<td>09A-Drywall</td>
<td>Metal studs, insulation, drywall, sheathing</td>
<td>$655,000</td>
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<tr>
<td></td>
<td>09B-Tiling</td>
<td>Ceramic, Quarry, Glazed tile</td>
<td>$60,000</td>
</tr>
<tr>
<td></td>
<td>09C-Acoustical</td>
<td>Acoustical ceilings, acoustical wall panels</td>
<td>$210,000</td>
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<tr>
<td></td>
<td>09E-Resilient &amp; Carpet</td>
<td>Resilient, carpet, wood floor, base</td>
<td>$225,000</td>
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<tr>
<td></td>
<td>09F-Painting</td>
<td>Painting</td>
<td>$140,000</td>
</tr>
<tr>
<td></td>
<td>10A-Specialties</td>
<td>Site amenities, visual display boards, cubicle track/curtains, corner guards, lockers, fire extinguishers/cabinets, metal shelving, stage curtains, projection screens, tv brackets, gym equipment, residential appliances</td>
<td>$165,000</td>
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<tr>
<td></td>
<td>10B-Toilet Partitions</td>
<td>Toilet Partitions &amp; Accessories, OSE installed</td>
<td>$50,000</td>
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<tr>
<td></td>
<td>10C-Signage</td>
<td>Interior signage, way-finding signage</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>10D-Operable Partitions</td>
<td>Operable partitions</td>
<td>$90,000</td>
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<tr>
<td></td>
<td>10E-Canopies</td>
<td>Pre-manufactured canopies</td>
<td>$45,000</td>
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<tr>
<td></td>
<td>11A-Food Service Equip</td>
<td>Food service equipment</td>
<td>$225,000</td>
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<tr>
<td></td>
<td>12A-Window Treatment</td>
<td>Blinds and roller shades</td>
<td>$24,000</td>
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<td></td>
<td>14A-Elevators</td>
<td>Elevators</td>
<td>$75,000</td>
</tr>
<tr>
<td></td>
<td>15A-Plumbing</td>
<td>Plumbing and gas piping</td>
<td>$860,000</td>
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<tr>
<td></td>
<td>15B-Fire Protection</td>
<td>Fire protection</td>
<td>$265,000</td>
</tr>
<tr>
<td></td>
<td>15C-HVAC</td>
<td>HVAC</td>
<td>$1,880,000</td>
</tr>
<tr>
<td></td>
<td>15D-HVAC Controls</td>
<td>Building automation system</td>
<td>$200,000</td>
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<tr>
<td></td>
<td>15E-Testing and Balancing</td>
<td>Testing and balancing</td>
<td>$20,000</td>
</tr>
<tr>
<td></td>
<td>16A-Electrical</td>
<td>Electrical, Fire Alarm, Sound Systems</td>
<td>$1,140,000</td>
</tr>
<tr>
<td></td>
<td>16B-Telecommunications</td>
<td>Telecommunications (Division 27), Intercom</td>
<td>$250,000</td>
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<tr>
<td></td>
<td>16C-Security</td>
<td>Access Control, Intrusion Detection, CCTV</td>
<td>$55,000</td>
</tr>
</tbody>
</table>

Page 2 of 11
Date Form Received by Metcon, Inc.: ____________________________
(To be completed by Metcon)

SECTION 1. GENERAL COMPANY INFORMATION

1.1. Office Location
Company Name: ______________________________________________________________________
Physical Address: ______________________________________________________________________
Mailing Address: ______________________________________________________________________
City/State/Zip: _________________________________________________________________________
Phone: _____________________________       Fax: _____________________________
Primary Contact: _____________________________   Email address: ___________________________
(Contact person for Prequalification Committee.)
Bidding Contact: _____________________________   Email address: ___________________________
(Person to receive bid documents, addenda, clarifications and other bid notices.)

(Prequalification Ratings Matrix: If completely filled in give 2 points. If not, give 0 points.)

1.2. Business Type
Business Type (check box)
☐ Corporation  ☐ Partnership  ☐ LLC  ☐ Sole Proprietor  ☐ Joint Venture

HUB Certification - Indicate your NC Statewide Uniform Certification: (check box)
☐ Black  ☐ Hispanic  ☐ Asian-American  ☐ American Indian  ☐ Female  ☐ None
☐ Socially and Economically Disadvantage  ☐ Disabled-Owned  ☐ Disabled Business Enterprise
See website link for more information: http://www.doa.nc.gov/hub/swuc-htm

Is your firm registered with the State of North Carolina to do business?  ☐ Yes  ☐ No
Is your firm owned or controlled by a parent or any other organization?  ☐ Yes  ☐ No
If yes, describe Ownership: _______________________________________________________________________

List all other names your firm has operated as for the past (5) years: _____________________________
____________________________________________________________________________________

(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)

1.3. Licensing Information
Please provide all North Carolina professional licenses and license limit/level required for you to perform your
services on this project. _____________________________
Has any license ever been denied or revoked? ☐Yes ☐No
If yes, please describe: __________________________________________________________________
____________________________________________________________________________________

(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)

1.4. Type of Work Performed on a Regular Basis
Primary Scope of Work: ______________________________________________________________
Secondary Scope of Work: ______________________________________________________________
Other Scope of Work: _________________________________________________________________
What type of work do you self-perform? _________________________________________________
Number of employees? __________________

Has your company participated in a CMAR project before? ☐Yes ☐No

(Prequalification Ratings Matrix: If completely filled in give 1 point. If not, give 0 points.)

1.5. Bonding - Surety Letter
Attach letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying
their willingness to issue sufficient payment and performance bonds for this project, on behalf of your firm and
the dollar limits of that bond commitment, both single and aggregate. Surety company bond rating shall be
rated “A” or better under the A.M. Rating system or The Federal Treasury List.
Have you attached a surety letter? ☐Yes ☐No

(Prequalification Ratings Matrix: If surety letter attached give 3 points. If not, give 0 points.)

1.6. Bonding – Funds Expended by Surety Company
Have any funds been expended by a Surety Company on your firm’s behalf? ☐Yes ☐No
If yes, explain: ______________________________________________________________________
____________________________________________________________________________________

(Prequalification Ratings Matrix: if no funds expended by Surety Company, give 2 points. If yes, give 0
points.)

1.7. Insurance
The minimum requirement of insurance coverage is listed below. Firms must indicate that they can provide
evidence of insurance coverage, should they be the successful bidder by attaching a copy of their current
insurance certificate.

Have you attached a copy of your insurance certificate? ☐Yes ☐No

- General Liability with a required limit of no less than $1,000,000 each occurrence, $2,000,000 general
  aggregate
• Worker’s Compensation with the required limit of no less than $500,000 each accident, $500,000 Disease policy limit, $500,000 Disease each employee
• Additional Insured – Metcon, Inc. and Owner
• Excess Liability (Umbrella) policy with the required limit of no less than $1,000,000 each occurrence, $2,000,000 aggregate

(Prequalification Ratings Matrix: If insurance certificate attached give 3 points. If not, give 0 points.)

1.8. Financials
Attach latest balance sheet and income statement, if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. (Firm must submit financial data and may clearly indicate a request for confidentiality to avoid this item from becoming part of public record.)

Have you attached a balance sheet? □ Yes □ No

(Prequalification Ratings Matrix: If financials attached give 5 points. If not, 0 points.)

SECTION 2. GENERAL REQUIREMENTS

2.1. Annual Dollar Value Last Three Years
List the annual dollar value of construction work the company has performed for each year over the last (3) three calendar years (if applicable).

1 year: $_________________  2 year: $_________________  3 year: $_________________

(Prequalification Ratings Matrix: For each year completed give 1 point – 3 points maximum)

2.2. Number of Construction Projects Under Contract
How many projects do you currently have under contract or in progress and what is their total dollar value?

A: Number of Projects Under Contract: ______________________
B: Current Projects Contract Amount: $______________________
C: Current Amount Remaining to Bill: $_______________________

(Prequalification Ratings Matrix: If section completed give 3 points. If not, give 0 points.)

2.3. Largest Job Completed
What was your largest job COMPLETED within the last three years?

A: Dollar Amount: $_______________________
B: Location: ________________________________
C: Year Completed: ____________________________

(Prequalification Ratings Matrix: Take dollar amount of largest job completed within the last three years and multiply by 1.25. If the result is larger than the estimated budget for this bid package give 5 points. If the result is smaller, give 0 points.)
2.4. **Current Project Experience**

List the three largest contracts currently under contract or in progress. For each project list the name of the project, owner, architect and general contractor/construction manager and contact information below. Failure to provide current contact information will impact points given by Prequalification Committee.

<table>
<thead>
<tr>
<th>1. Current Project Name</th>
<th>Owner Name/Representative</th>
<th>Owner Phone Number/Email</th>
<th>Designer Name/Representative</th>
<th>Designer Phone Number/Email</th>
<th>CM/GC Name/Representative</th>
<th>CM/GC Phone Number/Email</th>
<th>Contract Dollar Amount</th>
<th>Scope of Work</th>
<th>Percentage Complete</th>
<th>Anticipated Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Current Project Name</td>
<td>Owner Name/Representative</td>
<td>Owner Phone Number/Email</td>
<td>Designer Name/Representative</td>
<td>Designer Phone Number/Email</td>
<td>CM/GC Name/Representative</td>
<td>CM/GC Phone Number/Email</td>
<td>Contract Dollar Amount</td>
<td>Scope of Work</td>
<td>Percentage Complete</td>
<td>Anticipated Completion Date</td>
</tr>
<tr>
<td>3. Current Project Name</td>
<td>Owner Name/Representative</td>
<td>Owner Phone Number/Email</td>
<td>Designer Name/Representative</td>
<td>Designer Phone Number/Email</td>
<td>CM/GC Name/Representative</td>
<td>CM/GC Phone Number/Email</td>
<td>Contract Dollar Amount</td>
<td>Scope of Work</td>
<td>Percentage Complete</td>
<td>Anticipated Completion Date</td>
</tr>
</tbody>
</table>
2.5. Office Location
Will this project be managed and directed from an office in NC? An office in NC is defined as “The principal place from which the trade or business of the bidder is directed or managed,” per GS143-59(c).

☐ Yes ☐ No

Does your firm self-perform your regularly performed work or subcontract most work.

☐ Yes ☐ No

(Prequalification Ratings Matrix: If office location is managed and directed from NC office give 3 points. If not, give 0 points. If Self-performed work, give 1 additional point.)

2.6. Litigation/Claims Last 5 Years
Has your company been involved in any judgments, claims, arbitrations, mediation proceedings, or suits within the last five years, whether resolved or still pending resolutions?

☐ Yes ☐ No

If yes, state the project name(s), year(s), case number and reason why: _________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

(Prequalification Ratings Matrix: If company has been involved in any litigation indicated above without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.7. Litigation/Claims Currently Outstanding
Are there currently any judgments, claims, arbitration or mediation proceedings or suits pending or outstanding against your company, its officers, owners or agents?

☐ Yes ☐ No

If yes, state the project name(s), year(s), case number and reason why: _________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

(Prequalification Ratings Matrix: If there are currently any litigation indicated above against your company without adequate explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.8. Failure to Complete Construction Contract
Has your company failed to complete work awarded to it within the last 15 years?

☐ Yes ☐ No

If yes, state the project name(s), year(s), and reason why: _________________________________

___________________________________________________________________________________________

(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 3 points.)

2.9. Liquidated Damages
Have you paid liquidated damages on any project within the last 15 years?

☐ Yes ☐ No

If yes, state the project name(s), year(s), and reason why: _________________________________

___________________________________________________________________________________________

(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 5 points.)
2.10. Convicted of Conflicts of Interest/Bribery/Bid-Rigging
Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid rigging?  ☐Yes ☐No
If yes, state the project name(s), year(s), and reason why: ____________________________________________
_________________________________________________________________________________________

(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no, or if adequate explanation provided, give 5 points.)

2.11. Barred From Public Work in NC
Has your present company, its officers, owners, or agents ever been barred from bidding public work in North Carolina?  ☐Yes ☐No
If yes, state the project name(s), year(s), and reason why: ____________________________________________
___________________________________________________________________________________________
_________________________________________________________________________________________

(Prequalification Ratings Matrix: If yes, give 0 points. If no, give 3 points.)

2.12 Safety Record
List your company’s Experience Modification Rate (EMR) for the past three years.
Present Rate: _________       Previous Year Rate: _________       Year Before Rate: __________
If EMR is greater than 1.00 for any given year attach OSHA 300 Log and 300A Summaries for previous 5 years.
Attached?  ☐Yes  ☐No

(Preliminary Safety Record: Give 2 points if EMR for all three years is equal to or less than 1.0.
If EMR for any given year above is greater than 1.0 and OSHA 300 Log and 300A Summaries for previous 5 years is attached, give 2 points. If not attached in this case, give 0 points. Two points maximum.)

If these rates reflect corporate performances over a number of locations, please explain, to the extent possible, the performance experience of the location serving this project: ______________________________________
Has your company been issued any OSHA fines or had any jobsite fatalities in the past 3 years?  ☐Yes ☐No
If yes, please provide specific explanation: ________________________________________________________
_____________________________________________________________________________________

(Prequalification Ratings Matrix: If yes without sufficient explanation, give 0 points. If no or sufficient explanation provided, give 2 points.)

Does your company have a written Safety/Health Program?  ☐Yes  ☐No
Does your company provide weekly safety and health training to your on-site employees?  ☐Yes  ☐No
Does your company perform weekly safety and health inspections of the workplace?  ☐Yes  ☐No

(Prequalification Ratings Matrix: Give 2 points for each yes response above.)
2.13. Documented HUB Plan
Does this company currently have a documented plan for engaging subcontractor participation from Historically Underutilized Businesses? Yes ☐ No ☐ If yes, company HUB Plan may be requested by Metcon.

(Prequalification Ratings Matrix: If company has a current documented HUB plan give 2 points. If no, give 0 points.)

SECTION 3. Project Specifics

3.1. Superintendent Resume
The assigned project superintendent for this project shall be: ________________________________
Include a resume. Have you included a resume? Yes ☐ No ☐

(Prequalification Ratings Matrix: If resume included, give 1 point. If no, give 0 points.)

3.2. Superintendent Experience
The years of experience this superintendent has on this specific project type is __ <1 __1-2 __3-4 __5 or more

(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)

3.3. Project Manager Resume
The assigned project manager for this project shall be: ________________________________
Include a resume. Have you included a resume? Yes ☐ No ☐

(Prequalification Ratings Matrix: If resume included, give 1 point. If no, give 0 points.)

3.4. Project Manager Experience
The years of experience the project manager has on this specific project type is __ <1 __1-2 __3-4 __5 or more

(Prequalification Ratings Matrix: If <1 give 0 points, if 1-2 give 1 point, if 3-4 give 2 points, if 5 or more give 3 points.)

3.5. Similar Project Experience
List three current or completed projects of similar type within the last 10 years which most closely reflect the size and complexity of the type of work being requested for the currently proposed project. IF COMPANY HAS WORKED ON SIMILAR PROJECT WITHIN LAST 10 YEARS WITH MECON, COMPANY MUST LIST THAT PROJECT BELOW. Failure to provide current contact information will impact points given by Prequalification Committee.

<table>
<thead>
<tr>
<th>1. Similar Project Name</th>
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<tbody>
<tr>
<td>Owner Name/Representative</td>
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<tr>
<td>Owner Phone Number/Email</td>
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<td>Designer Name/Representative</td>
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<td>Designer Phone Number/Email</td>
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<tr>
<td>CM/GC Name/Representative</td>
<td></td>
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<tr>
<td>CM/GC Phone Number/Email</td>
<td></td>
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<tr>
<td>1. cont., Contract Dollar Amnt.</td>
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<tr>
<td>Scope of Work</td>
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<tr>
<td>Percentage Complete</td>
<td></td>
</tr>
<tr>
<td>Anticipated Completion Date</td>
<td></td>
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</table>

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<tr>
<th>2. Similar Project Name</th>
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<tbody>
<tr>
<td>Owner Name/Representative</td>
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<th>3. Similar Project Name:</th>
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<td>Owner Name/Representative</td>
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<td>Designer Name/Representative</td>
<td></td>
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<td>Designer Phone Number/Email</td>
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<tr>
<td>CM/GC Name/Representative</td>
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<td>CM/GC Phone Number/Email</td>
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<tr>
<td>Contract Dollar Amount</td>
<td></td>
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<tr>
<td>Scope of Work</td>
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<tr>
<td>Percentage Complete</td>
<td></td>
</tr>
<tr>
<td>Anticipated Completion Date</td>
<td></td>
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</tbody>
</table>

*Prequalification Ratings Matrix: For each project above, give 5 points for positive references from the Construction Manager/General Contractor. If company contracted directly with the Owner, Metcon will contact Owner for reference information. 15 points maximum.*
 SECTION 4. Signature

By signing this document, you are acknowledging that all answers are true to the best of your knowledge. **Any answers found to be falsified will bar you from being prequalified on this project.**

Company Name: ________________________________________________________________

Dated this day of: ___________________________

Submitted by: __________________________________ (signature)

_________________________________________________ (print)

_________________________________________________ (title)

_________________________________________________ (phone)

_________________________________________________ (email)

Notary Certification:

North Carolina, ____________County

I, a Notary Public of the County and State aforesaid, certify that ____________________________, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal, this the ____________day of ______________________, 20__.

______________________________

Signature of Notary Public

(Official Notary Seal or Stamp)

My commission expires ____________, 20__

*(Prequalification Ratings Matrix: If signature page fully executed give 2 points. If not, give 0 points.)*