



REQUEST FOR QUALIFICATIONS – CONSTRUCTION MANAGEMENT AT RISK

Arlington Public Schools Purchasing Office

RFQ Issue Date: September 11, 2017

RFQ Number: 19FY18

Commodity/Service: Construction Management at Risk

Owner: Arlington Public Schools
Issuing Agency & Address: 1426 N. Quincy Street
Arlington, VA 22207

Project Name: New Elementary School at the Reed Site

Location of Work: 1644 N. McKinley Road
Arlington, VA 22205

Qualifications Due Date and Time: Prior to 2:00 P.M. on **October 10, 2017**. (Local Prevailing Time)

This is Arlington County School Board, operating as Arlington Public Schools (APS or Owner), Request for Qualifications (RFQ) #19FY18, issued on September 11, 2017. Sealed Qualifications must be received in hand by the Arlington Public Schools Purchasing Office prior to 2:00 PM on October 10, 2017 (Local Prevailing Time) (collectively the Qualification Due Date). Offerors are responsible for ensuring that the Purchasing Office receives their Qualification submission prior to the Qualification Due Date. The time a Qualification is received in hand shall be determined by the time stamped on the Qualification receipt by the time clock in the APS Purchasing Office. The APS Purchasing Office is located on the fourth floor of the APS Education Center, 1426 N. Quincy Street, Arlington, VA 22207. Delivery to, or receipt by, any office other than the APS Purchasing Office shall not be deemed receipt by the APS Purchasing Office until actually received in the APS Purchasing Office. The Offeror assumes all risk of delivery to the correct office.

In the event this time clock is not functioning, the time shall be determined by time displayed on the wall clock above Room 405. The time on the wall clock will be written on the Qualification receipt, by hand, by Purchasing Office personnel. **Qualifications received at, or after, the Qualification Due Date shall not be considered.** If the APS Education Center is closed for any reason on the Qualification Due Date, the Qualification Due Date will be extended to 2:00 P.M. on the next business day the APS Education Center is open.

The APS Education Center is a secure facility and Offerors can only enter through Door # 1 on the 1st Floor near the David M. Brown Planetarium. Offerors will have to sign in with the receptionist before being allowed up to the 4th Floor. Offerors must allow sufficient time to clear the sign in process to reach the Purchasing Office prior to the Qualifications Due Date.

I. Pre-Qualification Conference:

A pre-Qualification conference will be held for this procurement on September 18, 2017 at 11:30 am at the Westover Branch Library located at 1644 North McKinley Road, Suite 3, Arlington, Virginia 22205 (Local

Prevailing Time). The conference will take place in the large meeting room. Attendance at the conference is not mandatory, but highly recommended. Those Offerors planning to attend shall contact Ms. Amy Jones, Administrative Specialist, by phone at: (703) 228-6613.

II. Questions:

All questions other than those posed at the pre-Qualification conference, shall be submitted in writing to the APS Purchasing Office, Attention: David Webb, Purchasing Director, via email: david.webb@apsva.us with a copy to Ajibola Robinson, APS Project Manager, via email: ajibola.robinson@apsva.us. To be assured consideration, **all questions other than those posed at the pre-Qualification conference must be received prior to 5:00 PM (Local Prevailing Time) September 20, 2017.** Responses to all questions or requests for information will be issued in writing and will be posted in the same manner as an Addendum as set forth below. Minutes of the pre-Qualification conference, which will include all questions posed at the pre-Qualification conference and all answers to those questions, will be issued in writing and will be posted in the same manner as an Addendum as set forth below. Modifications or changes to this RFQ will be made only by written Addendum issued by the APS Purchasing Office. A copy of the RFQ, and all Addenda will be posted on the APS Purchasing Office's website (www.apsva.us); and on eVA, the Commonwealth of Virginia's on-line e-procurement system: (www.eva.virginia.gov).

III. Submittal:

Submit Qualifications: **BY MAIL, HAND DELIVERY OR EXPRESS CARRIER TO:**

Arlington Public Schools Purchasing Office, 1426 N. Quincy Street, Arlington, VA 22207

Three (3) original hard copies, so marked, with all signatures in blue ink and **three (3)** copies of the entire original submission on separate **Compact Disks or Thumb Drives**, so marked, for a **total of six (6) copies of the Qualifications** document are required. Offerors are responsible for ensuring each copy of the Compact Disk or Thumb Drive is marked with the name of their firm. **All Qualifications must be submitted in a sealed package, with the RFQ Number, RFQ Title, Qualifications Due Date and Time, Virginia Class A Contractor's License Number, and its expiration date, on the outside of the package.** APS will not assume responsibility for reproduction where an insufficient number of copies have been supplied. In any such case, APS shall notify the Offeror of the deficiency and request that the appropriate number of copies are delivered by no later than the end of the second (2nd) business day following receipt of the request for additional copies. Failure to comply with this or other requirements of this RFQ shall be grounds for APS to reject such Qualifications. Email or facsimile submissions of Qualifications are not acceptable and any such Qualifications **shall not** be considered. Nothing herein is intended to exclude any responsible Offeror or in any way restrain or restrict competition. All responsible Offerors are encouraged to submit Qualifications.

IV. Format and Content:

Offerors shall submit the Qualification information in accordance with the requirements identified herein. Each hard copy of the Qualifications shall be tabbed and submitted in a three ring binder with all documentation in a single volume. Incomplete Qualifications may be determined to be non-responsive; and as such, the Purchasing Agent reserves the right to reject the incomplete Qualifications.

Offerors must organize their Qualifications using **Attachment A - Offeror's Statement of Qualifications.**

Project Description:

APS requires a Contractor on a Construction Management at-risk (CMR) basis for the New Elementary School at the Reed Site (Project).

The School Board approved FY 2017-26 CIP includes an expansion project at the Reed Site for a maximum cost of \$49 million to create a new elementary school for completion in time for the start of the **2021-22 school year** that provides at least **725 seats**.

The existing Reed-Westover Building, located at 1644 N McKinley Road, Arlington, VA 22205, houses both Arlington County and APS programs. The existing building is approximately 61,000 square feet (SF) of which the Arlington County Westover Library Branch comprises approximately 16,000 SF and the APS portion consisting of both The Children's School (TCS) and Integration Station (IS) comprises the remainder. TCS and IS will be relocated prior to construction. It is expected that the library will continue operations throughout construction.

It is expected that following the expansion the total building square footage for the new elementary school (excluding the public library branch) will be approximately 110,000 SF. The facility will be a heavily used community asset. In addition to expected use during regular school hours it will be used to support the APS Extended Day program, used most evenings and weekends by community groups, and used throughout the summer for various camps and summer school/enrichment programs. It is likely that structured parking will be necessary to accommodate the required parking while retaining adequate field and open space. Site construction will be required to meet current stormwater regulations and APS instructional requirements.

Any Phase I Pre-Construction Services Contract awarded for this Project shall be entered into no later than the completion of the schematic phase of design.

Any Phase II Construction Services Contract awarded following the Phase I Pre-Construction Services shall require that (i) no more than ten percent (10%) of the construction work as measured by the cost of the Work be performed by the CMR with its own forces, and (ii) the remaining ninety percent (90%) of the construction Work, as measured by the cost of the Work, be performed by subcontractors of the CMR, which the CMR shall procure by publicly advertised, competitive sealed bidding to the maximum extent practicable.

The Owner's standard form Contract and Terms and Conditions for Phase I Pre-Construction Services and Contract, and the General Conditions for Phase II Construction Services are available at the following links:

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-General-Conditions-for-CMR-Construction-Phase-Services.pdf>

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-Terms-and-Conditions-for-CMR-Pre-Construction-Phase-Services.pdf>

Objections to or proposed modifications to these documents shall not be included in the Qualifications. Offerors selected to participate in the Request for Proposals stage will be given the opportunity to submit written requests for modifications to the Phase I Pre-Construction Services Contract and Terms and Conditions and to the Phase II Construction Services Phase Contract and General Conditions at the beginning of the negotiation stage.

The following list of performance criteria shall be considered APS's project requirements, though the list is by no means to be considered exhaustive. The performance criteria listed are APS standards for new construction facilities. Since a portion of the Project includes an existing structure certain performance compromises may be necessary and shall be investigated and resolved during the initial design phases. The design shall:

- Integrate learning, design, sustainable design, and environmental stewardship so that it supports and enhances student learning and student success
- Deliver a balanced design that achieves **Zero Energy** status as defined by the United States Department of Energy
- Meet these measurable high performance criteria
 - Maximum Energy Use Intensity (EUI): 21
 - On-site renewable energy generation that exceeds the EUI via a solar photovoltaic array
 - Overall minimum insulation R-values: 30-roof, 25-wall, 10-under-slab
 - Thermally broken windows with insulated glass
 - Glazing percentage: 35-40%
 - Airtightness: 0.15 cfm/sf
 - HVAC System: ground source heat pump with dedicated outdoor air system
 - Lighting System: all LED
- Provide building systems that are durable, straightforward to operate/control, and are easily maintained

- Consider Indoor Air Quality, Thermal/Acoustic/Visual Comfort, and Universal Design standards beyond the minimums required by building code

Maximum Total Cost: \$49,000,000 (approximately \$36,000,000 for the GMP, \$2,500,000 for Contingency, and \$10,500,000 for Owner/Soft Costs)

Preliminary Schedule:	September 2017	Contract Award
	October 2017 to February 2018	Concept Design / Ed Spec / Site Survey
	March to July 2018	Schematic Design
	August 2018 to January 2019	Design Development / Use Permit
	February to September 2019	Construction Documents / Building Permit
	October 2019 to July 2021	Construction
	▪ June 2021	Substantial Completion
	▪ July 2021	Final Completion
	July to September 2021	Closeout
	October to December 2022	Post Occupancy Survey

V. Submission Requirements:

By submitting Qualification information, the Offeror grants to the Owner the right to visit the office(s) of an Offeror to verify any claim(s) made by an Offeror regarding staff, facilities, capabilities, qualifications and any other reasonable concerns that may arise on the part of the Owner. In such an event, the Offeror must make every reasonable attempt to clarify any concerns expressed by the Owner.

The Owner will not be responsible for any costs incurred by an Offeror in response to this RFQ.

In the event the Offeror discovers an error in its submission and desires to make a correction, the Offeror shall submit in writing the requested correction, along with a written explanation and justification for the change. The Owner will accept the correction and give it such weight as the explanation and justification support. Provided, however, no such corrections will be permitted or accepted after two (2) business days at 4:00 pm local time from the due date set for receipt of Qualifications. After this deadline, the Offeror's options are either to have its response to the RFQ considered as submitted, or to give written notice to the Owner that it withdraws from consideration. Additional information for clarification may be requested by Owner once the review process begins.

As noted above, Offerors may contact, in writing, the designated Owner point of contact for any required clarifications on this RFQ. Offerors are to refrain from contacting the Owner personnel for purposes of requesting tours or for any other purpose relating to the Project.

Following receipt by the Offeror of notice that the Offeror has been considered short-listed or not short-listed to move to the RFP stage, or the cancellation of this solicitation, all Offerors or potential Offerors are invited to provide to APS written comments regarding the manner in which this solicitation was conducted and any suggested modifications to that process which might make future solicitations by APS more efficient, more productive, and more attractive to potential Offerors.

VI. Evaluation of Qualifications:

Offeror's Qualifications (as submitted on the attached Offeror's Statement of Qualifications) will be evaluated against the criteria specified herein.

- The Owner selection committee will thoroughly review the Offeror's Qualifications submissions using the evaluation criteria defined in this RFQ. The committee will determine which Offeror's submissions demonstrate the greatest conformance with the requirements set forth in this RFQ; the committee will identify a "short list" of a minimum of two (2) Offerors deemed fully qualified and best suited based on the evaluation criteria to proceed to "Step 2" of the selection process, the receipt of the Request for Proposal (RFP).

- An Offeror may be denied prequalification only upon those grounds specified in Article 4-101(2)F of the Arlington Public Schools Purchasing Resolution.
- The Owner will provide written notice to all Offerors which are not “short-listed” which shall include the reasons the Offeror was not selected.
- Not being included in the minimum of two Offerors deemed fully qualified and best suited does not mean that an Offeror is not qualified.
- The short-listed Offerors will be notified of their selection to move to the RFP stage and will be made aware of when the RFP has been issued.
- Proposals in response to the RFP shall be due not less than thirty (30) calendar days after the short-listed Offerors are notified of their selection, but not less than ten (10) calendar days prior to the date set for receipt of proposals.

The Selection Advisory Committee will use the following criteria to evaluate and judge the Qualifications (weighted as indicated below):

General Organization, Thoroughness, and Continuity	16%
TAB 4 – Experience and Performance on Projects of Similar Size and Scope	12%
TAB 5 – Offeror Representative Projects	33%
TAB 6 – Project Team/Staffing	9%
TAB 7 – Key Personnel Experience	30%
TOTAL	100%

The remaining contents of the Offeror’s Qualifications not specifically listed in the evaluation criteria will be considered generally and may affect the weighting of the categories identified above. Prior CMR experience is not a pre-requisite for qualification, but may be considered generally.

Tentative Evaluation and Award Schedule

<u>Date</u>	<u>Schedule of Items</u>
Monday, September 11	Issue Request for Qualifications
Monday, September 18	Pre-Qualification Conference
Wednesday, September 20	Questions/Inquiries Must Be Submitted
Tuesday, October 10	Qualifications Due
Week of October 23	Non-Qualified and Qualified Notifications
Week of October 23	Issue Request for Proposals
Week of November 27	Request for Proposals Due
December 2017	Interviews
January 2018	School Board Approval and Contract Award

Qualification Criteria

Offerors shall submit Qualification information in accordance with the requirements identified herein. The Purchasing Agent, or assigned designee, may contact Offeror during the evaluation process seeking clarification of any Qualifications received in response to this RFQ. Such clarification must be submitted to APS no later than 4:00pm the second (2nd) business day following receipt of the request for clarification.

The decision to pre-qualify an Offeror shall not, however, constitute a determination that the Offeror is responsible; and such Offeror may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

- I. **MANDATORY REQUIREMENTS:** APS **shall** deny pre-Qualification to any Offeror if APS determines, at its sole discretion, the Offeror is not able to satisfy one or more of the following: The term “**shall**” identifies requirements which are stated as mandatory and if not satisfied shall result in rejection of the Qualifications as not responsive.

A. Bonding:

1. Standard Bonding:

Offeror must be able to secure bonding for this project in an amount equal to or greater than the estimated construction cost from a surety company (1) listed in the United States Department of Treasury, Federal Register, **Circular 570: Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies**; and (2) licensed to transact surety business in the Commonwealth of Virginia.

2. Self-Bonding Program:

Contact Owner for additional details.

B. Judgments:

Neither the Offeror nor any officer, director, partner, project manager, procurement manager, chief financial officer or owner thereof shall have had judgments entered against it or him/her within the past ten (10) years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;

C. Convictions:

Neither the Offeror nor any officer, director, owner, project manager, procurement manager, chief financial official, or partner thereof shall have been convicted within the past ten (10) years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of the Virginia Public Procurement Act, (ii) the *Virginia Governmental Frauds Act* (§ 18.2-498.1 et seq.), (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state, and without limitation of the foregoing shall not;

1. Have **been convicted** on charges relating to **conflicts of interest**;
2. Have **been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery;
3. Have **been convicted** on charges relating to **employment of illegal aliens** on construction projects.
4. Have **been convicted**: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state.
5. Have **been fined or adjudicated of** having failed to abate a citation for building code violations by a court or a local building code appeals board.

D. Debarment:

Neither the Offeror nor any officer, director, project manager, procurement manager, chief financial officer, partner or owner thereof shall currently be, nor have been, debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government

E. Virginia Class A Contractor's License Statement:

Statement from Offeror confirming they possess a Virginia Class A Contractor's License **at the time of submitting its Qualifications**, and a commitment to ensure that affected subcontractors have the applicable Virginia Contractor's Licenses. Any Offeror or subcontractor who does not possess a valid Contractor's License at the time when Qualifications are received will not be deemed to be qualified.

F. Contractor's Insurance:

Statement from Offeror confirming it is and will be able to obtain and maintain the required insurance coverage for the duration of any resulting Contract(s) from an insurance provider authorized to do business under the laws of the Commonwealth of Virginia and acceptable to Owner, in Owner's sole discretion. The insurance coverage required for the Phase 1 - Pre-Construction Phase Services (Part 12 of the Terms and Conditions for Phase 1 – Pre-Construction Phase Services Contract) and Phase 2 - Construction Phase Services (Part 13 of the Standard General Conditions for Construction Manager at Risk) can be found at the link provided below. Any Offeror who is not able to confirm that it is and will be able to obtain, and maintain, the required insurance coverage at the time when the Qualifications are received will not be deemed to be qualified.

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-General-Conditions-for-CMR-Construction-Phase-Services.pdf>

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-Terms-and-Conditions-for-CMR-Pre-Construction-Phase-Services.pdf>

II. DISCRETIONARY REQUIREMENTS: APS **may** deny pre-Qualification to any Offeror if APS determines, at its sole discretion, the Offeror is not able to satisfy one or more of the following: The term “**may**” identify requirements which are discretionary, not mandatory, but still may result in rejection of the Qualifications as not responsive, if APS considers the failure or omission to have a significant impact upon determining whether the Offeror can be considered qualified to complete the project.

Substantial Non-Compliance:

The Offeror shall not have been in substantial noncompliance with the terms and conditions of a prior construction contract with a public body without good cause. If the Owner has not contracted with the Offeror in any prior construction contracts, the Owner may deny pre-Qualification if the Offeror has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. The Owner may not utilize this provision to deny pre-Qualification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the Offeror at that time, with the opportunity to respond.

Grounds for denying pre-Qualification, at the Owner's sole discretion, after review and consideration of the dates, facts and circumstances include but are not limited to the following:

The Offeror:

- In the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency; or
- Has **paid liquidated damages** for failure to complete a project by the contracted date on two (2) or more projects in the last five (5) years; or
- Has **paid actual damages** resulting from failure to complete a project by the contacted date on two (2) or more projects in the last five (5) years; or
- Has **been terminated** for cause on a contract in the last five (5) years; or

- Was **more than thirty (30) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on two (2) or more projects in the last three (3) years; or
- Has **received two (2) or more cure notices or partial default notices** on a single project in the past two (2) years or two (2) or more cure notice on five (5) separate projects in the past five (5) years; or
- Has had a **substantial completion date, or a final completion date where the contract did not state a substantial completion date, of more than ninety (90) days after the contract substantial or final completion date** on two (2) or more projects in the last three (3) years, for reasons within the Offeror's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or
- Has had **Performance or Payment Bond claims paid on its behalf** in the last five (5) years.

Experience and Performance on Projects of Similar Size and Scope:

See Attachment A. **This includes consideration of references and client feedback from past and ongoing projects and a demonstrated ability to maintain project schedule and budget.**

Offeror Representative Projects:

The Offeror must have demonstrated satisfactory performance, as judged by APS, on a minimum of three (3), but no more than ten (10), projects of similar size, scope, and complexity as this Project. The representative projects must meet the following criteria:

- Minimum value of \$25,000,000 (twenty-five million dollars)
- Successfully and substantially completed within ten (10) years prior to the Qualification Due Date, including at least one of those within the last five (5) years
- At least two (2) projects must be educational facilities, preferably K-12 facilities, or equivalent institutional buildings each consisting of a minimum gross building square footage of 50,000 (fifty thousand)
- At least two (2) projects must involve phased/occupied renovation and construction
- At least one (1) project must be within a dense setting similar to the Westover-Reed site with experience in construction staging and obtaining the appropriate public space permits
- At least one (1) project must receive USGBC LEED Gold certification, Platinum certification or Zero Energy is preferred
- At least one (1) project must include structured parking

Previous work with Arlington County or APS is beneficial but not a requirement. The projects shall be sufficiently comparable so APS may conclude that the Offeror is familiar with and capable of handling the Project described herein.

Prior CMR experience may be considered but shall not be assigned any point value in the evaluation criteria and shall not be required as a prerequisite for qualification nor for the award. However, in the selection of a CMR contractor, APS may consider the experience of the Offeror on comparable projects.

Project Team/Staffing:

The successful Offeror shall provide and maintain an experienced, professional project team that is tailored to the size, complexity and scope of work of the Project. It is recognized that the composition of the team will vary in response to the particular phases and needs of the Project. However, the Offeror is obligated to provide sufficient

staffing with the Qualifications required to expertly manage all construction activities relating to the Project at all times. The Qualifications must show the ability of the Offeror to satisfy these requirements.

Key Personnel Experience:

Offerors must provide information regarding the experience of Key Personnel proposed for this Project. Identification of at least three (3) similar or comparable projects on which each proposed Key Personnel have served in that capacity or positions of similar or comparable responsibility within the last ten (10) years, including at least one of those within the last five (5) years.

The **Project Manager** assigned to this Project must have worked in a supervisory capacity on a minimum of one (1) K-12 school construction project or equivalent institutional building of similar size, scope, and complexity as the Project. Additional experience with K-12 school construction will be viewed more favorably. This project must have a minimum value of \$25,000,000 (twenty-five million dollars) and a minimum gross building square footage of 50,000 (fifty thousand), and been substantially completed within ten (10) years of the Qualifications Due Date. Experience on projects in urban/dense settings are preferred. Equivalent or comparable experience may be considered, at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed Project Manager is familiar with and capable of handling the Project described herein.

The **Project Superintendent** assigned to this Project must have worked in a supervisory capacity on a minimum of one (1) K-12 school construction project or equivalent institutional building of similar size, scope, and complexity as the Project. Additional experience with K-12 school construction will be looked at more favorably. This project must have a minimum value of \$25,000,000 (twenty-five million dollars) and a minimum gross building square footage of 50,000 (fifty thousand), and been substantially completed within ten (10) years of the date set for receipt of Qualifications. Experience on projects in urban/dense settings are preferred. Equivalent or comparable experience may be considered, at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed Superintendent is familiar with and capable of handling the Project described herein.

Projects that are CMR delivery are preferred but are not required.

Contractor Lack of Responsiveness to Requests for Clarification:

The Offeror may be deemed nonresponsive if it failed to provide to APS within the established time frame, any information requested in this RFQ relevant to Sections I and II above.

Attachment A

**OFFEROR'S STATEMENT
OF QUALIFICATIONS**

**New Elementary School at the Reed Site
#19FY18**

*TO BE COMPLETED BY OFFERORS IN RESPONSE TO THE RFQ AND THE QUALIFICATION CRITERIA
PROVIDED THEREIN*

TAB INFORMATION

FORMAT AND CONTENT:

Offerors shall submit the Qualification information in accordance with the requirements identified herein. Each copy of the Qualifications shall be tabbed and submitted in a three ring binder with all documentation in a single volume. Incomplete Qualifications may be determined to be non-responsive; and as such, the Purchasing Agent reserves the right to reject the incomplete Qualifications.

TAB 1. General Information

TAB 2. A. Bonding

B. Judgments

C. Convictions

D. Debarment

E. Virginia Class A Contractor's License Statement

F. Contractor's Insurance

TAB 3. Substantial Non-Compliance

TAB 4. Experience and Performance on Projects of Similar Size and Scope

TAB 5. Offeror Representative Projects

TAB 6. Project Team/Staffing

TAB 7. Key Personnel Experience

TAB 8. Trade Secrets or Proprietary Information

TAB 9. Affidavit of Accuracy

Information to be Provided in TAB 1

General Information

1. Submitted to: Arlington Public Schools
Address: 1426 N. Quincy Street
Arlington, VA 22207
2. Name of Project: **New Elementary School at the Reed Site**
RFQ Number: **19FY18**
3. Type of work you wish to qualify for: Construction Management at Risk
4. Contractor's Name:
Mailing Address:

Street Address: (If not the same as mailing address)

Web site:

Telephone Number: ()

Facsimile Number: ()

Contact Person:

Contact Person's Phone Number: ()

Provide the name and title, direct telephone number (including extension), cellular telephone number and direct e-mail address of the highest ranking individual within the Offeror that will have oversight responsibility for the Offeror's involvement with the Project (if not the designated contact person above):

If different from the location provided above, provide the Offeror's local or regional office information (including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) to be used in delivering the requested services to be provided on the Project:

Provide the number of years that the Offeror has been providing services similar to those requested by this RFQ, including a delineation of this information for both the headquarters location and the local or regional office (as appropriate) that will be used in delivering the requested services on the Project.

5. Check type of organization:

Corporation ____

Partnership ____

Individual ____

Joint Venture ____

Other (describe) _____

If the Qualification is being made by a legal joint venture, the response must include the information required within this section of the Offeror's Statement of Qualifications for each of the Offeror organizations that constitute the joint venture and a copy of the joint venture agreement must be attached.

6. If a corporation -

State of Incorporation:

Date of Incorporation:

Federal I.D. #:

Officers

Name / Contact Info

Years in Position

Chief Executive Officer:

Chief Financial Officer:

President:

Vice President:

Secretary:

Treasurer:

Office Manager of local office that will have primary responsibility for delivering this Project:

7. If a partnership -

Date organized:

Type of partnership:

List of General Partners:

Name

Phone #

Years as G.P.

8. If individually owned -

Years in Business:

9. Have you ever operated under another name? Yes ____ No ____

If yes -

Other name:

Number of years in business under this name:

State license number under this name:

ADDENDA:

Offeror shall ascertain prior to submitting a Qualification that all Addenda issued have been received and shall acknowledge receipt and inclusion of all addenda here:

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Addendum No. ____ Date: _____ Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER:

To be considered qualified for the resulting Request for Proposals for the New Elementary School at the Reed Site Project) located at 1644 N. McKinley Road Arlington, VA 22205 Offerors must meet the requirements of the Virginia Code Section 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information. ***The SCC number is NOT your federal tax Identification number:***

1. Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The Offeror's identification number issued by the SCC is _____.
2. Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's identification number issued to it by the SCC is _____.
3. Offeror does not have an identification issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Information to be Provided in TAB 2

A. Bonding

Provide a letter from your surety company listing the Offeror's current single project and total projects bonding capacity, including such information for the local or regional office that will be used in delivering the services to be provided on the Project (if the local or regional office is separately bonded); attach this letter to the Offeror's Statement of Qualifications. For Offerors that are applying for bonding under the Self-Bonding Program, contact Owner for submission requirements.

1. Bonding Company's name:

Address:

Representative (Attorney-in-fact):

2. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety corporations?

Yes ____ No ____

3. Is the Bonding Company licensed to transact surety business in the Commonwealth of Virginia?

Yes ____ No ____

B. Judgments

The Offeror or any officer, director, partner, project manager, procurement manager, chief financial officer or owner thereof has had judgments entered against him within the past ten (10) years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management?

Yes ____ No ____

If yes, on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

C. Convictions

If you answer yes to any of the following, on a separate attachment, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

In the last ten (10) years, has the Offeror or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:

1. **Been convicted** on charges relating to **conflicts of interest**;

Yes ____ No ____

2. **Been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery;

Yes ____ No ____

3. **Been convicted** on charges relating to **employment of illegal aliens** on construction projects.

Yes ____ No ____

4. **Been convicted:** (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state.

Yes ____ No ____

5. **Been fined or adjudicated of** having failed to abate a citation for building code violations by a court or a local building code appeals board.

Yes ____ No ____

D. Debarment

If you answer yes to any of the following, on a separate attachment, state the person or entity against whom the debarment was entered, give the location and date of the debarment, describe the project involved, and explain the circumstances relating to the debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information

1. Is the Offeror or any officer, director, project manager, procurement manager, chief financial officer, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes ____ No ____

2. Has the Offeror or any current officer, director, project manager, procurement manager, chief financial officer, partner or owner ever been debarred from doing federal, state or local government work for any reason?

Yes ____ No ____

E. Virginia Class A Contractor's License Statement

Statement from Offeror confirming they possess a Virginia Class A Contractor's License **at the time of submitting its Qualifications**, and a commitment to ensure that affected subcontractors have the applicable Virginia Contractor's Licenses. Any Offeror or subcontractor who does not possess a valid Contractor's License at the time when Qualifications are received will not be deemed to be qualified.

Please attach a Copy of the Virginia Class A Contractor's License hereto.

F. Contractor's Insurance

Statement from Offeror confirming it is and will be able to obtain and maintain the required insurance coverage for the duration of any resulting Contract(s) from an insurance provider authorized to do business under the laws of the Commonwealth of Virginia and acceptable to Owner, in Owner's sole discretion. The insurance coverage

required for the Phase 1 - Pre-Construction Phase Services (Part 12 of the Terms and Conditions for Phase 1 – Pre-Construction Phase Services Contract) and Phase 2 - Construction Phase Services (Part 13 of the Standard General Conditions for Construction Manager at Risk) can be found at the link provided below. Any Offeror who is not able to confirm that it is and will be able to obtain, and maintain, the required insurance coverage at the time when the Qualifications are received will not be deemed to be qualified.

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-General-Conditions-for-CMR-Construction-Phase-Services.pdf>

<https://www.apsva.us/wp-content/uploads/2015/09/Contract-and-Terms-and-Conditions-for-CMR-Pre-Construction-Phase-Services.pdf>

Information to be Provided in TAB 3

Substantial Non-Compliance

If you answer yes to any of the following, on a separate attachment give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

- a. In the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency;
Yes _____ No _____
- b. Has **paid liquidated damages** for failure to complete a project by the contracted date on two (2) or more projects in the last five (5) years;
Yes _____ No _____
- c. Has **paid actual damages** resulting from failure to complete a project by the contacted date on two (2) or more projects in the last five (5) years;
Yes _____ No _____
- d. Has **been terminated** for cause on a contract in the last five (5) years;
Yes _____ No _____
- e. Was **more than thirty (30) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on two (2) or more projects in the last three (3) years;
Yes _____ No _____
- f. Has **received two (2) or more cure notices or partial default notices** on a single project in the past two (2) years or two (2) or more cure notice on five (5) separate projects in the past five (5) years;
Yes _____ No _____
- g. Has had a **substantial completion date, or a final completion date where the contract did not state a substantial completion date, of more than ninety (90) days after the contract substantial or final completion date** on two (2) or more projects in the last three (3) years, for reasons within the Offeror's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation;
Yes _____ No _____
- h. Has had **Performance or Payment Bond claims paid on its behalf** in the last five (5) years.
Yes ____ No ____

Information to be Provided in TAB 4

Experience and Performance on Projects of Similar Size and Scope

If the Offeror has multiple offices, provide the following information for the office that would handle the Project under this pre-Qualification. If that office has limited history, list its experience first.

- a. Attach a list of all projects, giving project name, location, size, dollar value, and completion date for each that the Offeror has **completed** in the last ten (10) years.
- b. Attach a list of the Offeror's projects in **progress**, if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, and percentages complete.
- c. Capacity - The capacity the Offeror has to meet the Project schedule and demands given its current workload. Describe the capacity the Offeror has to meet the Project schedule and demands. Include an analysis of current workload
- d. Safety Record – Records demonstrating construction safety performance with an Experience Modification Record of 1.0 or less for the three most current full consecutive calendar years.
- e. Identify a minimum of three (3), but no more than ten (10) projects from those identified in “a.” above which are most relevant or similar to the Project for which you are seeking pre-Qualification and have been successfully and substantially completed within the last ten (10) years; these projects are designated as your “**Offeror Representative Projects**” and must be described as required in TAB 5. CMR projects are preferred, but not required.

Information to be Provided in TAB 5

Offeror Representative Project Form (use separate form for each project)

Project Name:

Project Address:

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Contract Dates - Attach additional information if project was not on schedule.

Started: _____

Original Contractual Completion: a) Substantial Completion _____

b) Final Completion _____

Final (Extended) Contractual Completion: a) Substantial Completion _____

b) Final Completion _____

Actual Completion: a) Substantial Completion _____

b) Final Completion _____

If either Substantial Completion or Final Completion, or both, were not achieved within the time required by the Contract, were liquidated damages assessed?

Yes ____ No ____

If yes, for what period of time, at what rate, and what was the total amount.

Duration: _____

Rate: _____

Total Assessed _____

ATTACH A DETAILED DESCRIPTION OF THE PROJECT ON A SEPARATE PAGE.

If Offeror was or is a party to any litigation, arbitration, or administrative proceedings arising from the project, identify the court or other forum in which the proceedings were conducted or are being conducted, identify all parties to such proceedings, provide a summary of the claims and issues involved, and describe the final judgment, award or determination therein. (attach additional pages as necessary)

Court or Forum: _____

Parties: _____

Summary of Claims and Issues:

Final Judgment, Award or Determination:

Original Contract Value \$ _____

Final Contract Value \$ _____

Value of: Change Orders to Date \$ _____

Percentage of Change Orders Owner Generated: _____%

Percentage of Change Orders GC Initiated: _____%

Outstanding Claims to Date \$ _____

Was the project in accordance with at least the minimum requirements of the Project?

Yes _____ No _____

Offeror's Role in Project:

Project Delivery Method (CMR is preferred, but is not required):

Project Size (provide the size in SF, separate new versus renovation and if applicable):

Pre-Construction Services Provided, including any design assist efforts, if applicable:

Provide a description and value of any early release work package (pre-GMP), if applicable:

Project Similarities (succinctly describe how the referenced project is similar/relevant to the Project):

Provide explanations for any cost or schedule growth greater than 10%.

Describe key lessons learned:

Provide evidence that any pre-construction services provided resulted in cost savings and effective schedule management:

Provide name, address, contact person, and phone number of the Bonding Company:

Provide name, address, contact person, phone number, and trade of at least three (3) Major Subcontractors:

Information to be Provided in TAB 6

Project Team/Staffing:

Describe how Offeror would staff this Project. The Qualifications must include a description of the duties and responsibilities of all key Project team members and an organizational chart indicating the title or function of each individual and the reporting structure and functional relationship between team members.

Information to be Provided in TAB 7

Key Personnel Experience:

For **Project Manager(s)** and **Project Superintendent(s)** describe the background and experience that would qualify him or her to serve successfully on this Project. Provide as an attachment a resume which includes:

- a. Title
- b. Number of years of experience in the construction industry.
- c. Summary of education, including the name(s) of the institution(s) from which the individual graduated and the year(s) of graduation.
- d. Listing of professional registrations, including registration numbers and dates that the respective registrations were first obtained, per state, along with any certifications relevant to the individual's proposed function on this Project.
- e. List of any professional / trade organization affiliations and associations in which the individual actively participates.
- f. Identification of a minimum of three (3), but no more than ten (10), similar or comparable projects on which each proposed key personnel have served in that capacity or positions of similar or comparable responsibility which have been successfully and substantially completed within the last ten (10) years, including at least one of those within the last five (5) years. For these projects, if the project is **NOT** a "Firm Representative Project" for which this information was previously provided in TAB 5, then complete the "**Project Manager/Project Superintendent Project Form**". Projects that are CMR delivery method are preferred but not required.

Resumes for other key personnel will be accepted, but are not required.

Information to be Provided in TAB 7

Project Manager/Project Superintendent Project Form **(use separate form for each project)**

Project Name:

Project Address:

Owner's Name:

Address:

Phone Number:

Contact:

Architect's Name:

Address:

Phone Number:

Contact:

Project Delivery Method (CMR experience is preferred, but not required):

Project Size (provide the size in SF separate new versus renovation and if applicable, provide number of parking spaces in structured parking):

Pre-Construction Services Provided, including any design assist efforts, if applicable:

Provide a description and value of any early release work package (pre-GMP), if applicable:

Project Similarities (succinctly describe how the referenced project is similar/relevant to the Project):

Project Status and Schedule (Enter % construction complete. If complete, identify the original substantial completion date (at contract award); the actual substantial completion date (at owner acceptance); the number of months late (or early), and the % late (or early). If not yet completed, enter the required contract completion date.):

Project Cost Data Enter original contract value (GMP for CMR) at award; current or final (at owner acceptance) contract value; \$ growth; % growth; and total number of change orders.

Information to be Provided in TAB 8

Trade Secrets or Proprietary Information

Offeror is to confirm whether any information provided in response to this pre-Qualification is considered to be a trade secret or proprietary information

Yes ____ No _____

Trade secrets or proprietary information submitted by an Offeror in connection with this pre-Qualification shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke these protections upon submission of the data or the materials, and must identify the data or other materials to be protected, and state the reason why protection is necessary. [Virginia Code Section 2.2-4342(F)]. Offerors **shall submit as part of the Qualification, any information considered by the Offeror to be trade secrets or proprietary information, shall clearly identify the information as trade secrets or proprietary information and shall state the reason why protection is necessary. A designation that the entire Qualification is a trade secret or proprietary shall be rejected and will make the entire Qualification subject to public disclosure.** References may be made within the body of the Qualifications to proprietary or trade secret information; however, all information contained within the body of the Qualification not in the separate section labeled proprietary shall be public information

Information to be Provided in TAB 9

Affidavit of Accuracy

The undersigned swears or affirms under the penalty of perjury that the Offeror, its agents, representatives, officers, directors and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror to gain or grant an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of any contract resulting from this pre-Qualification. The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

(Name of Offeror signing this Statement of Qualifications)

By: Name of Signer (print) _____

(Signature in ink)

Title: _____

Date: _____

Notary

State of: _____

County/City of: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public Signature

My commission expires: _____

Notary Seal: