Request for Qualification

Construction Management at Risk Services

Arlington Public Schools
Procurement Office

Request for Qualifications Issue Date:	April 11, 2019
Request for Qualifications Number:	59FY19
Project Name:	Arlington Career Center Renovation and Expansion
Qualifications Due Date and Time:	Prior to 2:00 P.M. on **May 9, 2019.** (Local Prevailing Time)

This is Arlington County School Board, operating as Arlington Public Schools (APS or Owner), Request for Qualification (RFQ) #59FY19, for Construction Management at Risk Services to Renovate and Expand the Arlington Public Schools Career Center, located at 816 S. Walter Reed Drive Arlington, VA 22204 ("Project"). Sealed Qualifications must be received in hand by the APS Procurement Office (Procurement Office) prior to the date and time stated above, (collectively the "Qualification Due Date"). Offerors are responsible for ensuring that the Procurement Office receives its Qualification submission prior to the Qualification Due Date. The Procurement Office is located on the 4th Floor of the Syphax Education Center, 2110 Washington Boulevard, Arlington, VA 22204 ("Syphax"). Offerors may be asked to sign in at the 4TH Floor Reception Desk before being allowed to proceed to the Procurement Office. Offerors must allow sufficient time to clear the sign in process to complete the Qualification submission process prior to Qualification Due Date. Visitor parking is available on Levels B1 and B2 of the parking garage.

Delivery to, or receipt by, any office other than the Procurement Office shall not be deemed receipt by the Procurement Office until actually received in the Procurement Office. The Offeror assumes all risk of delivery to the correct office. The Offeror assumes all risk of delivery to the correct office. The 4th Floor reception desk serves more than one APS department and receipt by the Floor reception shall not be deemed receipt by the Procurement Office.

The time a Qualification is received shall be determined by the time stamped on the Qualification receipt by the time clock located in the Procurement Technician's work station. In the event this time clock is not functioning; the time shall be determined by time displayed by the atomic clock located in the Procurement Technician's work station. The time on the atomic clock will be written on the Qualification receipt by hand, by Procurement Office personnel. **Qualifications received after the Qualification Due Date shall not be considered**. If Syphax is closed for any reason at the scheduled Qualification Due Date, the Qualification Due Date shall automatically be the same time as originally stated on the next business day Syphax is open.

I. Pre-Qualification Conference:

A pre-Qualification conference (Conference) will be held for this RFQ on April 23, 2019 at 2:00 P.M. at the Syphax Education Center located at 2110 Washington Blvd., Arlington, Virginia 22204 (Local Prevailing Time). The Conference will take place in Room 452 on the fourth (4th) floor to discuss the Project and answer general questions. 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.

Minutes of the Conference, including but not limited to questions and answers presented at the Conference, will be issued in writing by the Procurement Office as an Information Item and distributed in the same manner as an Addenda, as set forth below

II. Questions:

All questions other than those posed at the Conference, shall be submitted in writing by email to Dyanna McMullen, Senior Procurement Specialist, dyanna.mcmullen@apsva.us with a copy to Steve Stricker, APS Project Manager, via email: steven.stricker@apsva.us. To be assured consideration, **questions must be received prior to 5:00 PM (Local Prevailing Time) on April 25, 2019**. The Procurement Office will issue written responses to questions received as an Information Item, in the same manner as an Addenda, as set forth below.

III. Addenda:

Changes to this RFQ will be made only by written Addenda issued by the Procurement Office and designated as "Addendum No.____." . No other form of communication shall modify this RFQ.

Addenda will be posted on the APS website at https://www.apsva.us/Procurement-office/current-solicitations, on a public bulletin board in Syphax, and on eVA, the Commonwealth of Virginia's on-line e-procurement system, at www.eva.virginia.gov.

Offerors shall ascertain prior to submitting a Qualification that all Addenda issued have been received and shall acknowledge receipt and inclusion of all Addenda by marking here**:**

Addendum #.____ Date: _____ Addendum #. _____ Date: _____
Addendum #. ____ Date: _____

IV. Information Items:

Questions received in response to this RFQ will be answered by written Information Items issued by the Procurement Office. This RFQ shall not be modified by an Information Item.

Information Items will be posted on the APS website at https://www.apsva.us/Procurement-office/current-solicitations, on a public bulletin board in Syphax and on eVA, the Commonwealth of Virginia's on-line e-procurement system, at www.eva.virginia.gov.

V. Qualification Submission Address:

Qualifications are to be submitted by mail, hand delivered or express carrier to**:**

Arlington Public Schools,
Syphax Education Center
Procurement Office, 4th Floor,
Attn: Dyanna McMullen, VCO
2110 Washington Blvd.
Arlington, VA 22204

All Qualifications must be submitted in a sealed package with the following clearly labeled on the outside of the package:

- **RFQ Number;**
- **RFQ Title;**
- **Qualifications Due Date and Time; and**
- **Virginia Class A Contractor's License Number and its expiration date**.

VI. Project Information:

APS requires a Contractor on a Construction Management at-risk (CMR) basis for the renovation and expansion of the Arlington Career Center. The Project will proceed in two phases. The first phase is the Phase I Pre-Construction Services for services as described in greater detail below during the development of the design and ultimate Construction Drawings and Specifications for the Project. The second phase is the Phase II Construction Services, during which the CMR will be responsible for construction of the Project in accordance with the approved design and delivery dates. Phase II will be performed under a separate contract with a Guaranteed Maximum Price ("GMP"). The GMP will be established before completion of the Phase I Pre-Construction Services. If the parties are unable to agree on a GMP or Phase II Construction Services Contract, various alternatives are available to APS to select a CMR for the Phase II Construction Services Contract as will be set forth in the RFP issued to those selected from this Pre-Qualification process.

Project Title: Arlington Career Center Renovation and Expansion

Location: 816 S. Walter Reed Drive, Arlington, VA 22204

Description: The Project involves renovating and expanding the Arlington Career Center.

The School Board adopted FY 2019-28 Capital Improvement Plan (CIP) includes two projects at the Career Center site:

- Arlington Tech Expansion for 250 high school seats to be completed by start of school September 2021 for a maximum total project cost of $18,750,000, bringing the total capacity of Arlington Tech to 600 seats.
- Career Center Expansion to be completed in two stages: athletic field and parking garage by start of school 2023 and 800-seat addition with performing arts facility by start of school September 2025 for a maximum total project cost of $184,700,000.

The FY 2019-28 CIP is located on the web at: https://www.apsva.us/wp-content/uploads/2019/01/06-APS-CIPBrochure.pdf.

APS seeks a CMR partner to execute both capital projects. The specific scope and timing of construction is not fully known and is expected to be developed as part of the concept design/master plan phase which will begin in September 2019 and conclude by March 2020. The CMR will be involved as an integral member of the team developing the scope and scheduling of the project during this phase of the process. Construction is likely to occur in multiple phases, beginning as early as summer 2020 and involve a combination of renovation and new construction. Early release construction work packages and/or multiple GMP's may be required to successfully complete the project. The Arlington Career Center and attached Arlington County Columbia Pike Branch Library will remain occupied throughout construction.

Final Project details for the instructional focus, capacity, maximum Project cost, and schedule are expected to be included in the FY 2021-2029 CIP, which will be approved by the School Board in June 2020.

Additional information is available at the project website: https://www.apsva.us/arlington-career-center/.

.

The following list of performance criteria shall be considered Project requirements, though the list is by no means to be considered exhaustive. Since 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
- Pursue measurable high performance criteria
  - Minimize the Energy Use Intensity (EUI) with a maximum EUI of 21 for new construction
  - Maximum effective insulation R-values in the roof and walls; minimum R-values for new construction include: 30-roof, 25-wall, 10-under-slab
  - Thermally broken windows with insulated glass
  - Glazing percentage for new construction: 35-40%
  - Airtightness target: 0.15 cfm/sf
  - Energy efficient HVAC system with consideration of 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

Cost: The Guaranteed Maximum Price (GMP) for the Phase II Construction Services is TBD.

Owner's Representative: APS Design & Construction Project Manager (APS PM) and Construction Manager Advisor (CMA)

Architect: Stantec Architecture, Inc.

Preliminary Schedule*:

Sep 2019 to March 2020 (7 months)	Concept Design / Ed Spec / Master Plan
Aug 2020	Substantial Completion: Arlington Tech seats
Aug 2021	Substantial Completion: Arlington Tech seats
Aug 2023	Substantial Completion: parking and field
Aug 2025	Substantial Completion: 800-seat expansion

***Final Project schedule details are expected to be included in the FY 2021-2029 CIP, which will be approved by the School Board in June 2020. The final schedule may be sequenced differently than what's listed in the preliminary schedule.**

VII. Submission Requirements:

Two (2) original hard copies, so marked, with all signatures in blue ink and **two (2)** copies of the entire original submission on separate **Compact Disks or Thumb Drives**, so marked, for a **total of four (4) 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.

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.**

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.

VIII. 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 (2) 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	20%
Tab 4 – Experience and Performance on Projects of Similar Size and Scope	12%
Tab 5 – Offeror Representative Projects	36%
Tab 6 – Project Team/Staffing	10%
Tab 7 – Key Personnel Experience	22%
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

Date	Schedule of Items
Thursday, April 11, 2019	Issue Request for Qualifications
Thursday, May 9, 2019	Qualifications Due
June 2019	Non-Qualified and Qualified Notifications
June 2019	Issue Request for Proposals
July 2019	Request for Proposals Due
August 2019	Interviews and Negotiations
September/October 2019	School Board Approval and Contract Award

IX. 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 and specialties. Any Offeror or subcontractor who does not possess a valid Contractor's License with any specialty required to perform the identified portion of the work at the time when Qualifications are received will not be deemed to be qualified. **If the Offeror or any subcontractor is a joint venture, the required Virginia Contractor's License must be held in the name of the joint venture, even if all members of the joint venture individually hold the required License.**

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 Management 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/2019/04/Contract-for-CMR-Pre-Construction-Phase-Services-and-Terms-and-Conditions-April-2019.pdf

https://www.apsva.us/wp-content/uploads/2019/04/Contract-for-CMR-Construction-Phase-Services-and-Standard-General-Conditions-April-2019.pdf

X. 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 contracted 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 notices 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:

See Attachment A.

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:

See Attachment A.

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 Qualification

Arlington Career Center Renovation and Expansion
59FY19

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: 2210 Washington Boulevard
   Arlington, VA 22204

2. Name of Project: Arlington Career Center Renovation and Expansion

   RFQ Number: **59FY19**

3. Type of work you wish to qualify for: Construction Management at Risk Services

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: ( )

   Contact Person's Email Address:

   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 joint venture, the response must include the information required within each Tab of the Offeror's Statement of Qualifications for each of the Offeror organizations that constitute the joint venture and, if applicable, for the joint venture. A copy of the joint venture agreement must be attached. The Virginia Class A Contractor's License requirement is a separate element of the Qualification, and the Virginia Class A Contractor's License must be held in the name of the joint venture.

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 General Partners.

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:

State Corporation Commission (SCC) Identification Number:

To be considered qualified for the resulting Request for Proposals for the Career Center Renovation and Expansion Project located at 816 S. Walter Reed Drive, Arlington, VA 22204. 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. If the Offeror is a joint venture the Virginia Class A Contractor's License must be in the name of the joint venture even if all members of the joint venture individually hold the required contractor's license.

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 Management 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/2019/04/Contract-for-CMR-Pre-Construction-Phase-Services-and-Terms-and-Conditions-April-2019.pdf

https://www.apsva.us/wp-content/uploads/2019/04/Contract-for-CMR-Construction-Phase-Services-and-Standard-General-Conditions-April-2019.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 for the three (3) most current full consecutive calendar years. The records shall include the Offeror's Experience Modification Record for all three (3) calendar years, which shall not be the sole factor considered for qualification, and shall include such other information as will provide a clear representation of the Offeror's safety performance.

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.

The representative projects must meet the following criteria:

1. Successfully and substantially completed within ten (10) years prior to the Qualification Due Date, including at least one (1) of those within the last five (5) years
2. At least two (2) project must have a minimum value of $125,000,000 (one hundred twenty-five million dollars)
3. 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 100,000 (one hundred thousand)
4. At least two (2) projects must involve phased construction; preference given to projects which remained occupied during construction
5. At least one (1) project must be within a dense setting similar to the Project site with experience in construction staging and obtaining the appropriate public space permits
6. At least one (1) project must receive USGBC LEED Silver certification; Gold or Platinum certification or Zero Energy is preferred
7. Preference will be given to projects that include specialized career and technical education (CTE) spaces.

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.

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, including number of years with current firm and number of years in current position.
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.

   Both the **Project Manager** and **Project Superintendent** assigned to this Project must each 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. Additionally, the **Project Manager** and **Project Superintendent** must each have worked in a supervisory capacity on a minimum of one (1) project with a minimum value of $125,000,000 (one hundred twenty-five million dollars) and a minimum gross building square footage of 100,000 (one hundred 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 and **Project Superintendent** is familiar with and capable of handling the Project described herein.

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. The Offeror shall be responsible for opposing any attempt under the Virginia Freedom of Information Act or otherwise by any person or entity of any type to obtain information designated by the Offeror as trade secrets or proprietary 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: