



REQUEST FOR QUALIFICATIONS

Arlington Public Schools Procurement Office

TITLE: PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR THE ARLINGTON CAREER CENTER CONSTRUCTION PROJECT LOCATED AT 816 S. WALTER REED DRIVE ARLINGTON, VA 22204.

RFQ NUMBER: 39FY24

RFQ ISSUE DATE: SEPTEMBER 11, 2023

QUALIFICATION DUE DATE AND TIME: PRIOR TO 11:59:59 P.M. ON OCTOBER 3, 2023. (LOCAL PREVAILING TIME)

This is Arlington School Board, operating as Arlington Public Schools (“APS” or “Owner”), Request for Qualification (“RFQ”) #39FY24, for the Pre-Qualification of General Contractors for the Arlington Career Center Construction Project, located at 816 S. Walter Reed Drive Arlington, VA 22204 (“Project”). Sealed Qualifications in response to the RFQ shall be solely received electronically, through a secure cloud-based file sharing platform (“Platform”) as described and explained in this RFQ. Qualifications shall not be received at the Syphax Education Center by mail, express mail, in person, or by courier. General Contractors are responsible for ensuring that the Procurement Office receives its Qualification submission prior to the Qualification Due Date and Time (“Due Date”). Qualifications received after the Due Date shall not be considered.

General Contractors wishing to submit Qualifications in response to the RFQ are required to upload their Qualifications into the Platform through the link found on the Current Solicitations webpage, which can be located by accessing the APS Procurement Office website. A link to the webpage is provided below. Found under the Due Date column for RFQ 39FY24 of the Current Solicitations table is a link for General Contractors to submit their Qualifications. (“Link to submit Qualifications – RFQ 39FY24”). To assist General Contractors with the submission of their respective Qualifications, screenshots of the steps required to submit a Qualification are attached as Appendix 1 to this RFQ.

For a Qualification to be considered, the Qualification must be received in the Platform by the Due Date. General Contractors are strongly encouraged to submit their Qualifications in advance of the Due Date to allow sufficient time for the Qualifications to be uploaded into the Platform before the Due Date. The time a Qualification is reflected as having been received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after the Due Date, the Qualification will not be considered. **Qualifications received after the Due Date shall not be considered. Confirmation is not provided that a Qualification has been received in the Platform. However, General Contractors can contact Brandon Christian at: brandon.christian@apsva.us or at (703) 228-7649 to request confirmation that its Qualification has been received.**

For further information, please contact Brandon Christian at brandon.christian@apsva.us or, (703) 228-7649.

Link to the Current Solicitations webpage: <https://www.apsva.us/procurement-office/solicitations/>

PRE-QUALIFICATION CONFERENCE:

A pre-Qualification conference (“Conference”) will be held for this procurement on Friday, September 15, 2023 at 1:00 P.M. (Local Prevailing Time) in Room 242 at the Arlington Career Center, located at 816 S Walter Reed Dr, Arlington, VA 22204. Attendance at the Conference is not mandatory, but highly recommended. Those General Contractors planning to attend shall contact Brandon Christian, Senior Procurement Specialist, by email at brandon.christian@apsva.us. 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 Addendum, as set forth below. A walk-through for potential General Contractors to explore the proposed building Site and existing conditions associated is scheduled following the Conference.

QUESTIONS:

All questions other than those posed at the Conference, shall be submitted in writing by email to Brandon Christian, Senior Procurement Specialist, brandon.christian@apsva.us and 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 Friday, September 22, 2023.** The APS Procurement Office will issue an Information Item to respond to questions received.. Modifications or changes to this RFQ will be made only by written addendum issued by the APS Procurement Office. A copy of the RFQ, and all Addenda will be posted on <https://www.apsva.us/procurement-office/solicitations/> (the APS Procurement Office’s Solicitation website) and on www.eva.virginia.gov (eVA, the Commonwealth of Virginia’s on-line e-procurement system).

Modification of the RFQ Documents shall be accomplished only by a written Addendum issued by the APS Procurement Office. If the answer to a question modifies the RFQ Documents, it will be incorporated in and published as an Addendum. No answer to a question as an Information Item shall be deemed to be an Addendum.

ADDENDA:

The RFQ Documents shall be modified only by written Addendum issued by APS.

All Addenda shall be deemed to be a part of the RFQ Documents.

All Addenda shall be posted on the APS website and on eVA. It is the responsibility of each General Contractor to access this information. The General Contractor shall identify on the Qualification in the space provided all Addenda received by the General Contractor and which are included in the Qualifications, or the General Contractor can include a copy of all Addenda with its Qualifications. It shall be the responsibility of each General Contractor to confirm prior to submission of a Qualification that it has received all Addenda.

General Contractor 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: _____

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 Procurement Office website and on eVA.

SUBMITTAL OF QUALIFICATION:

General Contractors wishing to submit a Qualification in response to the RFQ are required to upload the documents into the Platform through the link found on the Current Solicitations webpage under the Procurement Office website. Found under the Due Date column for RFQ 39FY24 of the Current Solicitations table is a link for General Contractors to submit their Qualification. (“Link to submit Qualification – RFQ 39FY24”). To assist General Contractors with their Qualification submission, screenshots of the steps required to submit documents are attached as Appendix 1 to this RFQ.

For a Qualification to be considered for award of a Contract, the Qualification must be received in the Platform by no later than 11:59 P.M. on **Tuesday, October 3, 2023** (“Due Date”). General Contractors are strongly encouraged to submit their Qualifications in advance of the Due Date. The time a Qualification is reflected as having been received shall be determined by the time shown under the Activity in the Folder log (“the Log”). If the upload time shown in the Log is after the Due Date the Qualification will not be considered. **Qualification received after the Due Date shall not be considered. Confirmation is not provided that a Qualification has been received in the Platform. However, General Contractors can contact Brandon Christian at: brandon.christian@apsva.us or 703-228-7649 to request confirmation that its Qualification has been received.**

Qualifications submitted by email or facsimile will not be accepted. Qualifications **shall not** be received at the Syphax Education Center by mail, express mail, in person, or by courier. Qualifications shall be submitted only through the Platform.

FORMAT AND CONTENT:

General Contractors shall submit the qualification information in accordance with the requirements identified herein. Each submission shall be electronically submitted in a .pdf format, tabbed with internal links (bookmarks) as indicated with all documentation in a single file. Incomplete qualifications may be determined to be non-responsive; and as such, the Procurement Agent reserves the right to reject incomplete qualifications.

General Contractors should organize their Qualifications using the tabular format below. If APS determines that a Qualification does not comply with or satisfy the format of this section, or does not address all the content requirements of this RFQ, the APS Procurement Agent may find such Qualifications to be non-responsive. It is essential that the Qualifications be thorough and concise and include all requested information in each Tab as indicated below.

Each Tab should be uploaded into the Platform as a separate PDF computer file and contain the information specified for that Tab.

TAB 1	Title Sheet
TAB 2	General Contractor’s Pre-Qualification Statement
TAB 3	Record of Relevant Projects
TAB 4	Affidavit of Accuracy
TAB 5	Management Plan
TAB 6	Subcontracting Plan
TAB 7	Virginia Class A Contractor’s License Statement
TAB 8	Surety Statement
TAB 9	Credit Worthiness
TAB 10	Trade Secrets or Proprietary Information (by General Contractor)
TAB 11	Budget and Change Management Plan
TAB 12	Stormwater Management Plan
TAB 13	LEED Compliance Plan

TRADE SECRETS OR PROPRIETARY INFORMATION:

General Contractor is to confirm whether any information provided in response to this prequalification is considered to be a trade secret or proprietary information.

Yes _____ No _____

Trade secrets or proprietary information submitted by a General Contractor in connection with this prequalification shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the General Contractor 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)]. **General Contractors shall submit as Attachment I and submitted under Tab 10 of the Qualification, any information considered by the General Contractor 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.** 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

STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER:

To be considered qualified to submit a Bid for the resulting Arlington Career Center Construction Project, located at 816 S. Walter Reed Drive Arlington, VA 22204, General Contractors 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. General Contractor is a Virginia business entity organized and authorized to transact business in Virginia by the SCC. The bidder's identification number issued by the SCC is _____
2. General Contractor is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such General Contractor's identification number issued to it by the SCC is _____
3. General Contractor does not have an identification issued to it by the SCC and such General Contractor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

THIS QUALIFICATION IS SUBMITTED BY:

Full Legal Name of General Contractor:

Mailing Address:

Remittance Address (If Different):

Phone: () _____

Fax: (_____)

Email Address: _____

Contact

Person:

Tax Identification (EIN/SSN#): _____

Typed/Printed Name: _____

Signature:

(Person Signing Qualification)

(Person signing must be authorized to bind
the General Contractor in contractual matters)

Date: _____

COMPLETED PAGES 1 – 5 OF THIS RFQ IS TO BE INCLUDED IN TAB 1

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1.0 GENERAL

- 1.1 APS is soliciting Qualifications from General Contractors for the Arlington Career Center Construction Project, which will be constructed on the existing Arlington Career Center site at 816 S. Walter Reed Drive Arlington, VA 22204 (the Project).
- 1.2 Only those General Contractors who have been prequalified in accordance with the procedures herein will be allowed to submit Bids for the Project.
- 1.3 The Project will be accomplished through the efforts and cooperation of APS, in accordance with plans and specifications prepared by APS' representative (Architects): Stantec Architecture 3001 Washington Boulevard Suite 500 Arlington VA 22201-2247. Direct communication with the Architect during the RFQ process is prohibited.
- 1.4 All materials submitted by General Contractors in response to this RFQ shall become the property of APS and will not be returned.
- 1.5 **At the time of submitting their Qualifications, General Contractors must possess a valid Class A Virginia Contractor's License, and including, but not limited to, the classification Commercial Building Contractors (CBC).**

2.0 DESCRIPTION OF WORK

- 2.1 The Project will be defined by the Bid/Contract Documents and consists of the following scope of work associated with the Arlington Career Center Construction Project .
 - 2.1.1 The Arlington Career Center campus currently consists of the existing Arlington Career Center (ACC), Columbia Pike Library, and the Montessori Public School of Arlington (MPSA) buildings, relocatable classrooms, playgrounds and on grade parking.
 - 2.1.2 The Project scope, which will be constructed in phases (as noted below) includes the construction of a new five (5)-story ACC building, construction of road improvements along S. Walter Reed Drive between 9th Street South and 7th Street South, partial demolition of the existing ACC building, the construction of a new four (4)-story parking garage, the removal of the relocatable classrooms, the construction of a new synthetic turf playfield and associated site and streetscape work surrounding the site. The existing ACC, Columbia Pike Library, and MPSA will remain operational for the full duration of the Project.
- 2.2 Phased Occupied Construction
 - 2.2.1 An overview of the key phases, activities and milestone dates are as follows. The Project shall be conducted in three (3) phases, with each phase substantially complete as indicated below.
 - 2.2.2 Prior to the start of work for the Project, the following activities will be completed under separate contract and are listed here for reference only.
 - a. Demolish, rebuild and relocate MPSA play areas, work to be complete Summer 2023.
 - b. Reconfigure parking lot to support modified bus operation and increase on-site surface parking spaces from 150 to 159, to be complete prior to start of school Summer 2023.
 - c. Demolish existing Fenwick building, work to be complete Winter 2023.
 - d. Arlington County water main replacement project on South Walter Reed Drive. The anticipated work will be complete by Fall 2023 and/or prior to start of this Project.
 - 2.2.3 Phase 1: Spring 2024 – Summer 2026

- a. Construct the new ACC building and relocate the existing program to the new ACC building, relocation process by APS.
- b. Coordinate with Arlington County on the street work on South Walter Reed Drive

2.2.4 Phase 2: Summer 2026 – Summer 2027

- a. Remove the relocatable classrooms and restore the site to be used for parking.
- b. Demolish a portion of the existing ACC building and construct the south façade and service area.
- c. Construct the three hundred and forty-five (345)-space above grade parking garage.

2.2.5 Phase 3: Summer 2027 – Fall 2027

- a. Construct the synthetic turf recreational field.
- b. Complete any remaining site improvements.

2.3 Schedule:

Based on the current schedule, the General Contractor Notice to Proceed will be issued Spring 2024. Construction will commence in Spring 2024 and finish in Fall 2027 with Phase 3. There will be intermediate milestone dates as noted in 2.2 above for completion of work associated with the new ACC Building, Existing ACC Building, new Parking Garage and the recreational field.

2.4 Budget:

The estimated total construction cost of the new Arlington Career Center is in the range of \$130,000,000 to \$160,000,000 (One Hundred-Thirty Million Dollars to One Hundred-Sixty Million Dollars)

2.5 Location:

The existing Arlington Career Center Campus site is located at 816 S. Walter Reed Drive Arlington, VA 22204. Arlington Career Center is an active school, and the existing building will remain fully operational throughout the construction of the Arlington Career Center Campus. The site is located in a dense residential neighborhood, near Columbia Pike and US Route 50.

2.6 Existing Occupancy:

The existing Arlington Career Center, Columbia Pike Library and the Montessori Public School of Arlington buildings will be operational and/or occupied throughout the construction period, Spring 2024 through Fall 2027

2.7 Additional Project Information:

Additional project information can be found on the ENGAGE with APS! website, on homepage scroll down to Arlington Career Center Project: <https://www.apsva.us/engage/>. Public information submitted to the school board is included here and shall be used for reference purposes as it pertains to this RFQ.

3.0 PROJECT SOLICITATION PROCESS AND EVALUATION OF GENERAL CONTRACTORS

- 3.1 General Contractors shall submit Qualifications in accordance with the requirements identified herein. The Procurement Agent, or assigned designee, may contact General Contractors 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 the end of the fifth (5) business day following receipt of the request for clarification.

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

3.3 **APS may deny prequalification to any General Contractor if the Procurement Agent or assigned designee finds any of the following:**

3.3.1 The General Contractor does not have sufficient financial ability to perform the contract that would result from such procurement.

3.3.2 The General Contractor is not able to acquire bid, performance and payment bonds from a corporation included in the United States Treasury list of acceptable surety corporations (Circular 570, latest published) in the amount of \$160,000,000 (One Hundred-Sixty Million Dollars). If the General Contractor can acquire bid, performance and payment bonds from a corporation included in the United States Treasury list of acceptable surety corporations (Circular 570, latest published) in the amount and type required by APS, this shall be sufficient to establish the financial ability of such General Contractor to perform the contract resulting from such procurement.

3.3.3 The General Contractor does not have the appropriate experience to perform this project, as determined by APS:

3.3.3.1 Contractor's License: The General Contractor must hold a Virginia Commonwealth Class A license at the time of submitting its qualifications applicable to all categories of work included in the project. Note: An active copy of the Contractor's license issued by the Department of Professional and Occupational Regulation. The General Contractor must have been established as a full-time construction contractor for a minimum of eight (8) years prior to the date set for receipt of the Qualifications. If the General Contractor or its principals operated under another name or entity within the past eight (8) years prior to the date set for receipt of the Qualifications, the General Contractor shall provide the same level of information on the other name or entity.

3.3.3.2 Firm Experience:

The General Contractor shall be a firm with experience and expertise in Phased occupied school renovation and addition construction projects or equivalent institutional buildings that include:

a. Required Experience:

- (1) At least two (2) phased occupied campus projects with a minimum of three (3) phases, one (1) of which must include work within a phased occupied building.
- (2) A minimum of one (1) new, "ground-up constructed" secondary school or post-secondary facility of at least 150,000 square feet and \$100 million in construction value.
- (3) A minimum of one (1) new, "ground-up constructed" facility designed to support technical skills training and education.
- (4) A minimum of one (1) new, "ground-up constructed" educational facility on a compact, urban site with limited access.
- (5) A minimum of one (1) new facility that included construction of an above-grade, multi-level parking structure. Indicate if structure was independent or combined with another listed project.
- (6) At least one (1) project that adhered to Virginia Construction General Permit, (CGP) 9VAC25-880-70 Parts I, II, III requirements.

- b. Preferred Experience:
- (1) A minimum of one (1) new, “ground-up constructed” secondary school of at least 150,000 square feet \$100 million in construction value.
 - (2) A minimum of one (1) new, “ground-up constructed” secondary school designed to support technical skills training and education.
 - (3) Previous work with Arlington County or APS.
 - (4) Arlington County inspection requirements
 - (5) Use Permit Compliance
 - (6) Dominion VA Power
- 3.3.3.3 Demonstrated Performance on Relevant Projects: The General Contractor must demonstrate satisfactory performance, as judged by APS, on at least five (5) projects that collectively meet the criteria above in Section 3.3.3.2. The projects submitted shall have been successfully and substantially completed within eight (8) years prior to the date set for receipt of the qualifications. The owner and design architect/engineer of each project shall be named in Attachment B as references.
- 3.3.3.4 Budget Control: The General Contractor must demonstrate the capacity and competence in fiscal and construction management as necessary for a project of this size. The General Contractor shall provide the original contract amounts and final contract amounts for the submitted projects requested above. The General Contractor shall demonstrate its ability to timely process contract modifications. Provide a detailed plan on how the General Contractor will ensure a timely turn-around of costs associated with modifications to the contract. Provide this information within Attachment J.
- 3.3.3.5 Schedule Control: The General Contractor must demonstrate the ability to complete phased occupied projects on schedule. The General Contractor shall detail and demonstrate methods employed to ensure schedule adherence and recovery as necessary to ensure the project will remain on schedule. Provide this information within Attachment D.
- 3.3.3.6 References: The General Contractor shall provide positive references for the submitted relevant projects listed in above. Provide the names and phone numbers of a senior client and architect contact for each project. Provide this information within Attachment B.
- 3.3.3.7 IMPORTANT NOTE: General Contractors will be required, with their submission for this RFQ, to provide information regarding the experience of Key Personnel proposed for this project. That information must include the following:
- a. The designated Project Manager AND the General (Building) Superintendent must have worked in a supervisory capacity on projects that meet the criteria stated above in Section 3.3.3.2
 - b. The Project Manager AND the General (Building) Superintendent shall have been employed by the General Contractor in that role for at least two (2) years of the date set for receipt of qualifications.
 - c. General Contractors will also be required to include the following key personnel proposed for management of the project, their roles for this project, their past experience, references and the percentage of time proposed for this project. The list below is not inclusive of all staffing that will be needed to complete this project, General Contractor will be responsible for proper staffing throughout the project timeline:
 - Assistant Project Manager

- Project Coordinator/Engineer (Submittals / RFI's et al, more than one may be required)
- Quality Control Manager
- Site Superintendent (RLD, SWPPP, E&S, VA CGP, MS-4)
- Mechanical, Electrical & Plumbing Superintendent
- Building Finishes Superintendent
- Building Envelope Superintendent
- Road Construction Superintendent
- Safety Control Officer
- LEED Accredited Professional and/or Consultant

The Project Manager and General Building Superintendent identified and other team members noted above **must** be used in those roles in the performance of the work or the General Contractor will be considered non-compliant, unless otherwise submitted to, and approved by APS. If replacements are required prior to or during the ITB process then APS must be notified and approve of those replacements prior to the changes being done.

- 3.3.4 The General Contractor or any officer, director, or owner thereof has had judgments entered against him/her within ten (10) years of the date set for receipt of the qualifications for the breach of contracts for governmental or nongovernmental projects, including, but not limited to, design-build or construction management.
- 3.3.5 The General Contractor has been in substantial noncompliance, as determined by APS, with the terms and conditions of prior construction contracts with APS without good cause. If APS has not contracted with the General Contractor in any prior construction contracts, the Procurement Agent may deny prequalification if the General Contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause.
- 3.3.6 The General Contractor or any owner, officer, director, project manager, superintendent, procurement manager or chief financial official thereof has been convicted within ten (10) years of the date set for receipt of the qualifications of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to a violation of Article 9 of the Arlington Public Schools Procurement Resolution, the Virginia Governmental Frauds Act (§18.2-498 et seq.), Chapter 4.2 (§59.1-68.6 et seq.) of Title 59.1, or any substantially similar law of the United States or another state.
- 3.3.7 The General Contractor or any officer, director or owner thereof is currently 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.
- 3.3.8 The General Contractor failed to provide to APS within the established time frame any information requested in this solicitation relevant to items 3.3.1 through 3.3.7 above.

4.0 APPLICATION REQUIREMENTS

If APS determines that a Qualification does not comply with or satisfy the format of this section, or does not address all the content requirements of this RFQ, the APS Procurement Agent may find such Qualifications to be non-responsive. It is essential that the Qualifications be thorough and concise and include all requested information in each Tab as indicated below.

Each Tab should be uploaded into the Platform as a separate PDF computer file and contain the information specified for that Tab.

Information presented therein shall be clear, complete and concise. The following forms and attachments comprise the Application for Prequalification:

- 4.1 Title Sheet: Completed pages 1 – 5 of this RFQ is to be provided under Tab 1.
- 4.2 General Contractor's Prequalification Statement: The General Contractor shall provide the information required. The form at Attachment A shall be used. Information to be provided under Tab 2.
- 4.3 Relevant Projects: The General Contractor shall provide the relevant project information required. The form at Attachment B shall be used. Information to be provided under Tab 3.
- 4.4 Affidavit of Accuracy: Certification that the information contained in the Application for Prequalification is true and accurate. The form in Attachment C shall be used. Information to be provided under Tab 4.
- 4.5 Management Plan: The General Contractor shall describe the general plan for meeting the management and phasing requirements of the total project as described herein. The form in Attachment D shall be used. Information to be provided under Tab 5.
- 4.6 Subcontracting Plan: The General Contractor shall provide a subcontracting plan intended to meet the requirements of this project as described herein. The form in Attachment E shall be used. Information to be provided under Tab 6.
- 4.7 Contractor's License: A statement from the General Contractor confirming they possess a Virginia Class A Contractor's License applicable to all categories of work included in the project, at the time of submitting their qualifications, and a commitment to ensure that all affected subcontractors carry a Virginia Contractor's license, Class A as applicable. The form in Attachment F shall be used. General Contractors are to confirm at Attachment A whether there are any pending actions against the Contractor's license. Information to be provided under Tab 7.
- 4.8 Surety Statement: General Contractor's ability to acquire bid, performance, and payment bonds for this project. The form in Attachment G shall be used. Information to be provided under Tab 8.
- 4.9 Credit Worthiness: A copy of a current Dun & Bradstreet Business Information Report (BIR) applicable to the General Contractor shall be provided as Attachment H. Information to be provided under Tab 9.

OR

Provide the most recently filed income statement and balance sheet from the most recent annual reporting period. Information to be provided under Tab 9

Note: APS will treat any financial information provided in the Qualifications as proprietary and confidential, and it will not be subject to public disclosure. Therefore, APS will not execute any General Contractor provided non-disclosure agreements related to such documents.

If, in the sole opinion of APS, the General Contractor's last audited financial statement does not demonstrate the General Contractor's ability to generate sufficient income to meet its operating expenses and financial obligations, APS will reject the General Contractor's Qualifications and will not consider it.

- 4.10 Trade Secrets or Proprietary Information: General Contractor shall identify the data or other materials which are considered to be a Trade Secret or Proprietary Information and which are to be protected on

Attachment I. General Contractors are required to state why protection is necessary. Information to be provided under Tab 10.

OR

Provide information on the data or other materials sought to be protected and state the reasons why protection is necessary or falls within the exceptions of the Virginia Freedom of Information Act. It is the General Contractor's sole responsibility to defend such exemptions if challenged in a court of competent jurisdiction. Information to be provided under Tab 10.

- 4.11 Budget and Change Management Plan: The General Contractor shall provide a budget and change order management plan intended to meet the requirements of the Project as described herein. The form in Attachment J shall be used. Information to be provided under Tab 11.
- 4.12. Stormwater Management Plan: The General Contractor shall provide Stormwater Management plan intended to meet the requirements of the Project as described herein. The form in Attachment K shall be used. Information to be provided under Tab 12.
- 4.13 LEED Compliance Plan: The General Contractor shall provide the LEED compliance plan intended to meet the requirements of the Project as described herein. The form in Attachment L shall be used. Information to be provided under Tab 13

ATTACHMENT – A

A COMPLETED ATTACHMENT A IS TO BE INCLUDED IN TAB 2
GENERAL CONTRACTOR’S PRE-QUALIFICATION STATEMENT

Project Name: _____

Submitted By: _____

General Contractor Name and Address:

General Contractor telephone No.: (____) _____ Fax No.: (____) _____ E-mail: _____

General Contractor's Virginia Contractor's License Number: _____ Class: _____

Does the General Contractor have any pending actions against its Contractor’s license: Yes: _____ No: _____

If yes, provide details.

Tax ID No. (Soc. Sec. No. If Sole Proprietor) _____

Person who can respond authoritatively to any questions about this statement:

Name: _____ Title: _____ Tel.: _____

Indicate if: Corporation _____ Sole Proprietor _____ Partnership _____ Joint Venture _____

Other (Indicate) _____

The General Contractor may attach additional information deemed appropriate to respond. Do not attach additional information not relevant to the response.

1.0 Organization

1.1 How many years has your organization been in business as a General Contractor? _____

1.2 How many years has your organization been in business under its present business name? _____

1.3 Provide previous names (s) of your organization within the last eight (8) years, if applicable.

1.4 If your organization is a corporation, please indicate:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

Vice President's name(s) _____

Secretary's name: _____

Treasurer's name: _____

1.5 If your organization is a limited liability company, please indicate:

Date of organization: _____

State of organization: _____

Managing Member's Name: _____

Members' Names: _____

1.6 If your organization is a partnership, please indicate:

Date of organization: _____

Type of partnership
(if applicable): _____

Name(s) of general partners: _____

1.7 If your organization is a sole proprietorship, please indicate:

Date of organization: _____

Name of owner: _____

1.8 If the form of your organization is other than those listed above, describe it and name the principals:

1.9 Submit a copy of the General Contractor's current organization chart showing numbers of employees by discipline (field total, field supervisory, office total, office supervisory) and project including names and titles of Executives and Managers.

1.10 Is the General Contractor related to another firm as a parent, subsidiary or affiliate?

Yes _____ No _____

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

1.11 Provide a history of the General Contractor's total annual volume of work for the last five (5) years, including the size (both in dollar value and gross square footage) of the single largest project completed.

2.0 Judgments

Has the General Contractor or any officer, director or owner thereof had any judgments entered against him within the past ten (10) years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management? Yes _____ No _____

If yes, provide details on any such judgment.

3.0 Contract Compliance

Has the General Contractor been found to be in substantial noncompliance with the terms and conditions of prior construction contracts with any public body without good cause? Yes _____ No _____

If yes, provide details on any such instance.

4.0 Convictions

Has the General Contractor or any officer, director, owner, project manager, procurement manager or chief financial officer thereof been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including but not limited to, a violation of: (i) Article 6 (2.2-4367 et seq.) of Chapter 43, Title 2.2 of the Virginia Public Procurement Act, (ii) the Virginia Governmental Frauds Act (18.2-498.1 et seq.), Chapter 4.2 (59.1, (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;

Yes _____ No _____

If yes, provide details.

5.0 Debarment

Is the General Contractor or any officer, director or owner thereof currently 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?

Yes _____ No _____

If yes, provide details.

6.0 Workers Compensation Experience

List your Experience Modification Rate for workers compensation for the past three (3) years:

2020: _____ 2021: _____ 2022: _____

7.0 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.

1. 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 _____
2. 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 _____
3. 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;
Yes _____ No _____
4. Has been terminated for cause on a contract in the last five (5) years;
Yes _____ No _____
5. 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 _____

6. 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 _____

7. 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 General Contractor'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 _____

8. Has had Performance or Payment Bond claims paid on its behalf in the last five (5) years.

Yes ___ No ___

ATTACHMENT – A (Continued)

**CONTRACTOR CERTIFICATION
REGARDING CRIMINAL CONVICTIONS**

This form must be completed by an authorized official for any organization contracting to provide services under a contract with the Arlington Public Schools or any of its schools or departments, or any subcontractor under such contractor.

The completed form from the Contractor is a condition precedent to the award of the Contract.

As the official authorized to enter into this Contract on behalf of my organization, I certify that:

1. No employee of the organization who will be in the presence of students on school property during regular school hours or during school-sponsored activities during the performance of this Contract has been convicted of a felony or of any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and
2. As more particularly set forth in Va. Code Ann. Section 18.2-370.4, no employee who has been convicted of rape, forcible sodomy or object sexual penetration, all of a child under 13, during the commission of abduction, in the course of entering a dwelling with intent to commit murder, rape, robbery, arson, larceny, assault and battery, or any felony, or of aggravated malicious wounding will enter upon the property of an existing elementary or secondary school in the performance of the Work; and
3. As more particularly set forth in Va. Code Ann. Section 18.2-370.5, no employee who has been convicted of a sexually violent crime shall enter upon the property of any existing elementary or secondary school during school hours or during school-related or school sponsored activities in the performance of the Work.

I understand that a materially false statement regarding this certification is a Class 1 misdemeanor, and that conviction of such misdemeanor shall result in the revocation of this Contract and of any related license that I may hold. I declare under penalty of perjury that the foregoing statements are true and correct.

Name of General Contractor

Signature

Address of General Contractor

Name and Title (please type or print)

Telephone

Date

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: _____

6. Attach a description of the project.

7. If General Contractor 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:

8. 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 \$ _____

9. Was the project in accordance with at least the minimum requirements of Section 3.3.3.3?

Yes _____ No _____

10. Name of Bonding Company _____

Address: _____

Contact Person: _____

Telephone Number ____ (____) _____

11. Major Subcontractor(s):

Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Trade: _____

Name: _____

Address: _____

Contact Person: _____

Telephone Number _____

Trade: _____

Name: _____

Address: _____

Contact Person: _____

Telephone Number _____

Trade: _____

Please use the following checklist to assist with ensuring the relevant projects submitted provides the information requested in Section 3.3.3.3:

Required Experience:

- At least two (2) phased occupied campus projects with a minimum of three (3) phases, one (1) of which must include work within a phased occupied building.
- A minimum of one (1) new, “ground-up constructed” secondary school or post-secondary facility of at least 150,000 square feet and \$100 million in construction value.
- A minimum of one (1) new, “ground-up constructed” facility designed to support technical skills training and education.
- A minimum of one (1) new, “ground-up constructed” educational facility on a compact, urban site with limited access.
- A minimum of one (1) new facility that includes construction of an above-grade, multi-level parking structure. Indicate if structure was independent or combined with another listed project.
- At least one (1) project that adhered to Virginia Construction General Permit, (CGP) 9VAC25-880-70 Parts I, II, III requirements.

Preferred Experience:

- A minimum of one (1) new, “ground-up constructed” secondary school of at least 150,000 square feet \$100 million in construction value.
- A minimum of one (1) new, “ground-up constructed” secondary school designed to support technical skills training and education.
- Previous work with Arlington County or APS.
- Arlington County inspection requirements
- Use Permit Compliance
- Dominion VA Power

ATTACHMENT – C

A COMPLETED ATTACHMENT C IS TO BE INCLUDED IN TAB 4

AFFIDAVIT OF ACCURACY

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Application for Pre-Qualification are true and correct.

The undersigned swears or affirms under the penalty of perjury that the General Contractor, its agents, servants 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 General Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the General Contractor, or themselves, to gain any favoritism in the award of any contract resulting from this prequalification.

NAME OF GENERAL CONTRACTOR (SIGNATURE) REPRESENTATIVE/TITLE

ADDRESS REPRESENTATIVE/TITLE (PRINT/TITLE)

TELEPHONE NUMBER DATE

NOTARY:

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by

_____ on behalf of _____.

My commission expires: _____
Date Notary Public

Commission Number: _____

ATTACHMENT – D

A COMPLETED ATTACHMENT D IS TO BE INCLUDED IN TAB 5

MANAGEMENT PLAN

1. The Management Plan shall describe the general plan for meeting the management requirements of the total project. It shall include a description of the proposed methods for phasing, planning, organizing, scheduling, controlling and coordinating the total construction effort.
2. The Management Plan will identify all key personnel proposed to be assigned to the project and their roles, responsibilities, and percentage of time expected to be devoted to this project. Provide an organizational chart for project personnel.
3. If the General Contractor bases its application on the activities of key subcontractors, the General Contractor must specifically identify key personnel of such subcontractors and their roles and responsibilities in the Management Plan.
4. Specifically, the Management Plan should address in detail the following key items:
 - 4.1 Plan or approaches to mitigate additional costs and schedule impacts in the event of possible changed or unforeseeable conditions, re-sequencing, or other disruptions
 - 4.2 The scheduling challenges associated with the anticipated phasing and meeting the intermediate milestone dates.
 - 4.3 Safety of the other tenants of the site, adjacent facilities; building, and the general public.
 - 4.4 Planning for material deliveries, material and workforce staging on an existing school building site.
 - 4.5 General Contractor's plan and approach to schedule, quality, and cost control.
 - 4.6 General Contractor's plan and approach, or established policies and practices, to facilitate the participation in the project of small businesses and businesses owned by women, minorities, and service disabled veterans as defined in Va. Code Ann. § 2.2-4310.

ATTACHMENT - E

A COMPLETED ATTACHMENT E IS TO BE INCLUDED IN TAB 6

SUBCONTRACTING PLAN

1. The General Contractor shall describe in detail a proposed subcontracting plan describing how it will manage or plan for certain project risk factors. These factors would include, but not be limited to the following:
 - 1.1 Long lead time items.
 - 1.2 Trades in which sufficient local resources may be problematic for a project of this size.
 - 1.3 Timely and coordinated start-up and turnover of the Project and systems to building management.
2. The General Contractor shall include a statement identifying which items of work are expected to be self-performed, including the approximate percentage of the total cost of work, exclusive of general conditions.

ATTACHMENT – F

A COMPLETED ATTACHMENT F IS TO BE INCLUDED IN TAB 7

VIRGINIA CLASS A CONTRACTOR’S LICENSE STATEMENT

1. Statement from General Contractor 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 General Contractor 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.**

ATTACHMENT – G

A COMPLETED ATTACHMENT G IS TO BE INCLUDED IN TAB 8

SURETY STATEMENT

(Name of General Contractor) has been a client of (Name of Surety Company) for over () years. During that time, we have supported this General Contractor in their pursuit of projects in the \$_____dollars range and total programs in excess of \$_____dollars.

We know of no reason at this time why we would not be able to provide Bid, Performance, and Payment Bonds for an amount of up and exceeding to \$160,000,000 (One Hundred Sixty million dollars) up to the bid amount on the aforementioned project, provided _____(Name of General Contractor) accepts an award of the contract and makes application to us on or about the time the work is to commence, and we are satisfied with the prevailing underwriting conditions, including but not limited to, acceptable contract terms and job specifications, acceptable bond forms, and confirmation of full financing.

We also possess certificates of authority as an acceptable surety authorized to do business in the Commonwealth of Virginia as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

Attorney-In-Fact
(Name of Surety Company)

Name of Surety: _____

Signature: _____

Typed Signature: _____

Date: _____

Address: _____

Telephone: _____

ATTACHMENT – H

A COMPLETED ATTACHMENT H IS TO BE INCLUDED IN TAB 9

CREDIT WORTHINESS:

A COPY OF A CURRENT DUN & BRADSTREET BUSINESS INFORMATION REPORT (BIR)

ATTACHMENT – I

A COMPLETED ATTACHMENT I IS TO BE INCLUDED IN TAB 10

TRADE SECRETS OR PROPRIETARY INFORMATION:

General Contractor is required to identify the data or other materials which are to be protected. General Contractor is required to state why protection is necessary.

ATTACHMENT – J

A COMPLETED ATTACHMENT J IS TO BE INCLUDED IN TAB 11

BUDGET & CHANGE MANAGEMENT PLAN

1. The General Contractor shall describe in detail a budgeting and change management plan describing how it will manage or plan for certain project risk factors. These factors would include, but not be limited to the following:
 - 1.1 Project budgeting and the preparation of a detailed Schedule of Values
 - 1.3 Proactive means and methods to minimize changes to the scope of work and added projects costs using creative project management and change management methods.
 - 1.3 Timely and coordinated change management process to ensure all change items are properly discussed and documented and project schedule remains on track.

ATTACHMENT - K

A COMPLETED ATTACHMENT K IS TO BE INCLUDED IN TAB 12

STORMWATER MANAGEMENT PLAN

1. The General Contractor shall describe in detail a Stormwater Management Plan describing how it will manage or plan for certain project risk factors relating to the Virginia Construction General Permit (CGP), 9VAC25-880-70 Parts I, II, III. These factors would include but not be limited to the following:
 - 1.1 Establishing the responsible party to be Registered Land Disturber (RLD) and their daily, weekly and monthly duties.
 - 1.2 Adequate site control of all stormwater discharges.
 - 1.3 Adequate site control of all non-stormwater discharges.
 - 1.4 Establishing of and timely maintenance of the SWPPP plan on site with qualified staff.
 - 1.5 Oversight and assurance SWPPP plan is adhered to by all workers on site at all times.
 - 1.6 Timely corrective actions to address site issues that were created by site conditions or documented by local inspectors.

ATTACHMENT – L


A COMPLETED ATTACHMENT L IS TO BE INCLUDED IN TAB 13

LEED COMPLIANCE PLAN

1. The General Contractor shall describe in detail, a proposed LEED Compliance plan describing how it will manage or plan for certain project risk factors. These factors would include, but not be limited to the following:
 - 1.1 Provide relevant project experience with LEED v4
 - 1.2 Provide relevant project experience with LEED Silver and Gold achieved certification.
 - 1.3 Adequate control methods to ensure sub-contractors are providing specified materials that will meet all requirements.
 - 1.4 Adequate control methods to ensure all IAQ strategies.
 - 1.5 Adequate control methods to address waste and the tracking of all materials that leave the jobsite.
 - 1.6 Methodology for accurate record keeping of all LEED required information and who will be responsible for all documentation on the project and with USGBC.
 - 1.7 Adequate tracking, submission and verification of LEED submittals and materials.
 - 1.8 Provide plan to engage an experienced LEED-Accredited Professional to coordinate all LEED requirements.

Screenshots of the Steps Required to Submit a Bid

Current Solicitations

Solicitation	Description	Due Date	Contact
ITB 12FY34 Addendum 12	This is for example 	01-02-3456 No Later than 11:59 PM Link to Submit Bid-ITB 12FY34	David Webb



Send files to David

David Webb has invited you to send files

ABC

abc@abc.com

ABC, INC

Please Provide Company Name as it appears on the Bid Form.

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

Continue



Send files to David

David Webb has invited you to send files

ABC		1
abc@abc.com		2
ABC, INC		3

By continuing, I agree that I will not upload malware, unlawful materials or content that violates the intellectual property rights of others, and my failure to abide by this agreement shall subject me to all legally permissible remedies at Egnyte's disposal.

4  [Continue](#)



Attach the files you would like to send to David Webb



Drag and Drop files here
or [click](#) to browse on your computer



Message (optional)

Send these files

Name	Date modified	Type	Size
ABC, INC Bid Form	3/14/2022 3:04 PM	Adobe Acrobat D...	428 KB
ABC, INC Pricing Schedule	3/9/2022 2:49 PM	Microsoft Excel W...	24 KB
Contractor's License- ABC, INC	3/8/2022 9:14 AM	Microsoft Word D...	199 KB

Name: All Files



files you would like to send to David Webb






Drag and Drop files here
or [click](#) to browse on your computer

Message (optional)

Send these files

Drag and drop or [click](#) to add more files

-  ABC, INC Bid Form.pdf | 427.
-  ABC, INC Pricing Sheet.xlsx | 23.3KB
-  Contractor's License- ABC, INC.docx | 198.4KB






If you need to add more files, do so by selecting the option here.

Bid Form and Excel Pricing Page (if applicable) from ABC, INC.
|
Contractor's License also attached

Send these files

Drag and drop or [click](#) to add more files

-  ABC, INC Bid Form.pdf | 427.
-  ABC, INC Pricing Sheet.xlsx | 23.3KB
-  Contractor's License- ABC, INC.docx | 198.4KB

Bid Form and Excel Pricing Page (if applicable) from ABC, INC.
|  **Include as optional**
Contractor's License also attached



Send these files



3 files sent to David Webb

All files sent have been scanned for viruses - none were detected

You may now close this window

End of Screenshots of the Steps Required to Submit a Bid