Title: Prequalification of Construction Managers at Risk  
Virginia Tech – Construct Undergraduate Lab Building

Issue Date: July 18, 2018

Due Date & Time: August 23, 2018, No later than 5:00 PM Local Time

Issuing Agency: Virginia Polytechnic Institute & State University  
Capital Construction and Renovations  
230 Sterrett Drive  
90 Sterrett Facilities Complex (0129)  
Blacksburg, Virginia 24061

Virginia Polytechnic Institute & State University will be prequalifying Construction Managers at Risk for the Construct Undergraduate Lab Building Project and is requesting Letters of Interest and Statements of Qualifications from interested firms for CMAR services.

The intent of this solicitation is to select two to five prequalified Construction Managers at Risk deemed best suited by Virginia Tech to provide pre-construction services and construction phase services for the proposed project. Upon completion of the RFQ process, the prequalified Construction Managers at Risk will receive a copy of the Request for CMAR Proposals (RFP).

Qualification Statements should be clearly marked and delivered to:

Doug Broyles, Contracts Officer  
Facilities Contracts (0129)  
Virginia Polytechnic Institute & State University  
230 Sterrett Drive  
90 Sterrett Facilities Complex  
Blacksburg, Virginia 24061

All inquiries for information should be directed to:

Anthony Patterson, Capital Construction and Renovations Project Manager  
Email: antpatt@vt.edu
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
REQUEST FOR QUALIFICATIONS

RFQ #VT-CM-208-P18332-000

CONSTRUCT UNDERGRADUATE LAB BUILDING PROJECT

In compliance with this Request for Qualifications, including all provisions and attachments referenced herein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name and Address of submitting firm:

Date: __________________________________________

____________________________________  By: ____________________________________________

____________________________________  Name: _________________________________________

Typed or Printed (Name and Title)

____________________________________  Phone: _________________________________________

____________________________________  Fax: ___________________________________________

Email Address: ___________________________________

Virginia Contractor License Number:______________________________________________
RFQ #VT-CM-208-P18332-000

PREQUALIFICATION OF CONSTRUCTION MANAGERS AT RISK

VIRGINIA TECH – STUDENT WELLNESS IMPROVEMENTS PROJECT

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PROJECT INFORMATION

1. Project Description
This project involves the construction of a new undergraduate science laboratory facility of 102,000 gross square feet to accommodate the growing demand for STEM H degrees at Virginia Tech. The proposed building is envisioned to be a four story structure, clad in a combination of Hokie stone, precast concrete panels and trim, and a combination of curtain wall glazing and punched opening windows.

Specific features include:
- Nine (9) Introductory Level Labs focused on "Wet" or life science coursework. All wet labs require more sophisticated HVAC systems to ensure fully exhausted air changes as well as requiring more complex utility services such as de-ionized water, natural gas services, and accommodation of a variety of other scientific, experimental gases.
- Twelve (12) Introductory Level Labs focused on "Dry" or non-life science coursework.
- Mid-Level Labs with inherent flexibility that can operate in both "wet" or "dry" configurations to meet programmatic requirements.
- A Special Equipment Lab where a single piece of equipment - for example an Atomic Force Microscope - will be the principal focus of the space.
- Maker's Space where students and faculty will be given access to fabricate solutions to problems from courses campus-wide as well as work on prototypes independent of a particular course.
- In addition to teaching lab spaces, other key programmatic requirements are required. These include:
  - Eight (8) Classrooms
  - Prep and Storage Space for Labs
  - Faculty/Staff Offices
  - Informal Learning Space (Breakout)
  - Departmental Storage Space

The proposed building site is located on an existing paved parking lot adjacent to and north of the new Classroom Building.

Anticipated Project Budget

The anticipated construction budget for the CMAR Guaranteed Maximum Price contract is approximately $51 million.

2. Anticipated Project Schedule

- CMAR RFQ Issued: July 2018
- RFQ Responses Due: August 2018
- CMAR RFP Issued: October 2018
- RFP Responses Due: November 2018
- CMAR Contractor Selection: December 2018
- Pre-Construction Services Contract Award: January 2019
- GMP Contract Award: September 2019
- Substantial Completion: May 2021
- Final Completion: June 2021
3. Justification for Construction Manager at Risk Procurement


RFQ SUBMITTAL REQUIREMENTS

Construction Managers at Risk wishing to respond to this RFQ must do so by 5:00 PM Local Time on August 23, 2018 in a sealed envelope with the RFQ number and title clearly indicated on the exterior of the envelope.

Submit one (1) original signed, and eight (8) copies for a total of nine (9) printed copies to include the following:

- Cover Letter
- Fully completed and signed RFQ signature page.
- Fully completed Construction Manager at Risk Statement of Qualifications – Attachment 1
- Fully completed Small Businesses and Businesses Owned by Women and Minorities Participation Data form, DGS-30-360, Parts II and IV – Attachment 2
- Surety Letter

In addition to printed copies of proposals, include a digital copy in pdf format on a flash, thumb drive or CD ROM in the submittal envelope.

The university recognizes the possible existence of confidentiality agreements between an offeror and previous clients and fully respects such agreements. Any information requested that is considered to be confidential between the offeror and a previous client shall be marked proprietary by the offeror.

The university reserves 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 university. In such an event, the offeror must make every reasonable attempt to clarify any concerns expressed by the university.

The university 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, attention may be drawn to the error by providing a written amendment to the initial Qualifications submission. All amendments shall be received by the university on or before the date and time fixed for receipt of Qualifications. The offeror shall define who is authorized to approve amendments/changes. If an error is discovered after the time and date of receipt of the RFQ response, the offeror may withdraw from consideration, but the error correction will not be accepted by the university.

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

EVALUATION OF QUALIFICATIONS

The Selection Committee will thoroughly review the offerors’ Qualifications submissions using the evaluation criteria listed below. The committee will determine which offerors’ submissions demonstrated the greatest
conformance with the requirements set forth in this RFQ; the committee will identify a “short-list” of no fewer than two and no more than five offerors to proceed to “Step 2” of the selection process, the receipt of the RFP.

The university will provide written notice to all firms which are not “short-listed” to allow for a 10 day appeal period. After the 10 day period has passed, the short-listed firms will be notified of their selection to move to the RFP stage and will be provided the RFP.

I. **BONDING:**

Contractor can 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.

II. **EXPERIENCE AND PERFORMANCE ON PROJECTS OF SIMILAR SIZE AND SCOPE:**

This includes consideration of at least three professional references and client feedback from past and ongoing projects and a demonstrated ability to maintain project schedule and budget.

**Firm Experience:**
The contractor or contractor's office that will handle this project has successfully completed at least three (3) projects in the last ten years of similar or comparable scope.

The proposed team has worked together on at least one (1) project in the last five years of similar or comparable scope.

**Key Personnel Experience:**
The Project Manager most likely to be assigned to this project has served as Project Manager on at least three (3) projects in the last ten years of similar or comparable scope, one of those within the past five years.

The Superintendent most likely to be assigned to this project has served as Superintendent on at least three (3) projects in the last ten years of similar or comparable scope, one of those within the past five years.

**Project Team/Staffing:**

1. The successful organization 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 Proposer is obligated to provide sufficient staffing with the qualifications required to expertly manage all construction activities relating to the Project at all times.

2. By submitting a response, the Proposer agrees that no individual assigned to the Project shall be removed from the Project without the prior consent of the Owner.

3. If the Proposer wishes to reassign an individual from the team assigned to the Project to another Project, the Proposer must make a formal, written request to the Owner and must verify that the Owner has received the request not later than ten (10) working days prior to the intended date of reassignment.

4. The Owner will make the final, binding decision on a release from the Project of a member of the team not later than five (5) working days from the intended date of reassignment.

The above process may be waived in cases of personal emergency or extreme personal hardship or duress. The burden of proving such conditions to the Owner remains with the Proposer. In cases in which the Owner requests
the removal of a member of the team for the remainder of the duration of the Project, the Proposer’s Project Manager or Principal-in-Charge will act upon such cases promptly and will, within 72 hours, propose a replacement to the Owner.

III. JUDGMENTS:

Any judgment(s), whether one or several, entered against the contractor for breach of contract for construction within the past ten (10) years may be grounds for denying prequalification, at the agency's sole discretion, after due consideration of the date(s), amount(s), facts and circumstances.

IV. SUBSTANTIAL NON-COMPLIANCE:

Any of the following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts and circumstances.

The contractor:

• 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 more than two (2) projects in the last five (5) years; or

• has paid actual damages resulting from failure to complete a project by the contacted date on more than two (2) 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 more than two (2) projects in the last three (3) years; or

• has received more than two (2) cure notices on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years; or

• has had repeated instances on a project of installation and workmanship deviations which exceed the tolerances in the standards referenced in the contract documents. Documentation of such instances shall be the written reports and records of the owner's representatives on the project; or

• has finally completed a project more than 90 days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the 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; or

• has had Performance or Payment Bond claims paid on its behalf in the last three (3) years.

V. CONVICTIONS:

Any of the following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts, and circumstances.

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years:

a) has been convicted on charges relating to conflicts of interest;
b) has been convicted on charges relating to any criminal activity relating to contracting, construction, bidding, bid rigging or bribery;

c) has been convicted on charges relating to employment of illegal aliens on construction projects.

d) has 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.

e) has 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.

VI. DEBARMENT & ENJOINMENT:

The following may be grounds for denying prequalification, at the agency's sole discretion, after review and consideration of the dates, facts and circumstances:

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years: has been debarred or enjoined by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States or by any agency of another state.

VII. SMALL BUSINESS PARTICIPATION:

a. Target Goal: Exceed a target goal of 42% of all discretionary spending with small businesses certified by DSBSD.

b. At the RFQ stage, offerors will be evaluated based upon small business participation and compliance on previous projects;

c. At the subsequent RFP stage, “short-listed” offerors will be required to submit additional small business information as stipulated in the RFP. This will include a proposed small business participation percentage. To be included, the firm must be certified by the Department of Small Business and Supplier Diversity (DSBSD) as a “small business”.

d. Large businesses are encouraged to mentor, partner with, and seek opportunities with small businesses. These opportunities include the subcontracting of both traditional trades (i.e.: mechanical, electrical, plumbing) and management/consulting services (i.e.: project management, site supervision, estimating, scheduling, value engineering, etc.)

e. During project execution, the offeror must demonstrate compliance with the small business participation levels proposed.
ATTACHMENT 1

CONSTRUCTION MANAGER AT RISK STATEMENT OF QUALIFICATIONS

VIRGINIA TECH – CONSTRUCT UNDERGRADUATE LAB BUILDING PROJECT
RFQ#: VT-CM-208-P18332-000

I. General Information

1. Submit to: Doug Broyles
   Facilities Contracts (0129)
   Virginia Polytechnic Institute & State University
   230 Sterrett Drive
   90 Sterrett Facilities Complex
   Blacksburg, Virginia 24061

2. Name of Project: Virginia Tech – Construct Undergraduate Lab Building

3. Prequalification for: Construction Manager at Risk Services

4. Construction Manager's Name:

   Mailing Address:

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

   Telephone Number: ( )

   Facsimile Number: ( )

   Contact Person:

   Contact Person Phone Number: ( )

   State Contractor's License Number:

   Designated Employee Registered with the Virginia Board for Contractors:

   Provide the name and title, direct telephone number (including extension), pager number, cellular telephone number and direct e-mail address of the highest ranking individual within the organization that will have oversight responsibility for the organization's involvement with the Project (if not the designated contact person above):
If different from the location provided above, provide the organization'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 organization and proposing team 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 Proposal is being made by a legal joint venture, the response must include the information required within this section for both organizations that constitute the joint venture and a copy of the joint venture agreement must be attached.

6. If a corporation -

   State of Incorporation:
   
   Date of Incorporation:  
   Federal I.D. #:  

   Officers   Name   Years in Position  
   President:  
   Vice President  
   Secretary  
   Treasurer  

   Are you a Subchapter S Corporation?  Yes ___  No ___

7. If a partnership -

   Date organized:  
   Type of partnership:  

   List of General Partners:

   Name   Phone #   Years as G.P.
8. If individually owned -
   Years in Business:

9. Have you ever operated under another name?   Yes ___  No ___
   If yes -
      Other name:
      Number of years in business under this name:
      State license number under this name:

10. Department of Small Business and Supplier Diversity (DSBSD) Certifications,
    Check all that apply:
    Small Business  ___________  DSBSD Certification No.: ___________
    Small Woman Owned Business  ___________  DSBSD Certification No.: ___________
    Small Minority Owned Business  ___________  DSBSD Certification No.: ___________
    Service Disabled Veteran Owned Business  _____  DSBSD Certification No.: ___________

II. Bonding

Provide a letter from your surety company listing your organization’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).

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 fidelity and surety business in the Commonwealth of Virginia?
III. **Judgments**

In the last ten years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

Yes ___  No ___

If yes, please 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.

IV. **Convictions and Debarment**

If you answer yes to any of the following, please 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.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:

   a. ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?
      Yes ___  No ___

   b. ever been found guilty on charges relating to conflicts of interest?
      Yes ___  No ___

   c. ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?
      Yes ___  No ___

   d. ever 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 ___

   e. ever been convicted on charges relating to employment of illegal aliens on construction projects?
      Yes ___  No ______

2. a. Is your organization or any officer, director, partner or owner currently debarred or enjoined from doing federal, state or local government work for any reason?
      Yes ___  No ___

   b. Has your organization or any officer, director, partner or owner ever been debarred or enjoined from doing federal, state or local government work for any reason?
      Yes ___  No ___
V. 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. Has your organization:
   a. ever been terminated on a contract for cause?
      Yes ___  No ___
   b. within the last five years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?
      Yes ___  No ___

2. Has your organization, in the last three years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?
      Yes ___  No ___

3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?
      Yes ___  No ___

4. Has your organization been more than thirty (30) days late, without good cause, in achieving the contracted substantial completion date where there was no liquidated damages provision on more than two (2) projects in the last three (3) years?
      Yes ___  No ___

5. Has your organization finally completed a project more than ninety (90) days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the 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 litigation.
      Yes ___  No ___

6. Has your organization received more than two (2) cure notices on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years?
      Yes ___  No ___

7. Has your organization had repeated instances on a project of installation and workmanship deviations which exceed the tolerances of the standards referenced in the contract documents? Documentation of such instances shall be the written reports and records of the Owner’s representatives on the project.
      Yes ___  No ___

VI. Experience

If your team members have multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Attach a list of all construction projects similar in scope to the Virginia Tech Student Wellness Improvements Project, giving address, size, and dollar value for each that your team has completed in the last ten years. Provide for each, the name, address, and phone number, for the Owner's and Architect's contact or representative.
2. Attach a list of your team's active construction projects, if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, percentages complete and contact names and numbers for the architects and owners.

3. Identify three projects from those listed in 1 and 2 above which are most relevant or similar to the Virginia Tech Student Wellness Improvements Project. For each, provide the information listed below:

   Project Name:
   Project Address:
   Size of Project:
   Owner's Name:
   Address:
   Phone Number:
   Contact:
   Final or Current Contract Amount:
   Completion Year:
   Project Description:

4. Describe how your CMAR team would staff this project. Include an organizational chart indicating reporting relationships.

5. Describe the capacity the organization has to meet the project schedule and demands. Include an analysis of current workload.

6. Attach to this Statement of Qualifications resumes for the Project Manager and Construction Superintendent most likely to be assigned to this project. Describe, for each, the background and experience that would qualify him or her for the proposed roles on this particular project. If applicable, include in the resumes any similar or comparable projects for which the proposed team members have served in the same capacity as proposed for this project.

VII. Small Business Participation on Previous Projects

For the most recent three (3) projects you have completed, provide:

   Project Name:
   Project Address:
   Owner’s Name:
   Address:
   Phone Number:
VIII. Signatures

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 entity submitting this Statement of Qualifications)

By: Name of Signer (print) ________________________________

Signature

Title: ________________________________

Date: ________________________________

Notary

State of ________________________________

County/City of ________________________________

The foregoing instrument was subscribed and sworn to before me this _____ day of ________________, 20___, by ________________________________.

______________________________

Notary Public Signature

My commission expires: __________________ Registration Number: ________________________________

Notary Seal:
Download DGS-30-360 (Small Businesses and Businesses Owned by Women and Minorities Participation Data form) at: https://dgs.virginia.gov/search/documents-and-forms/

Complete Parts II and IV.